

**Minutes of the Meeting of
CHURCH CROOKHAM PARISH COUNCIL
FACILITIES COMMITTEE**

Date and Time: Monday 8th June 2015 – 8.00pm
Place: The Willis Hall, Sandy Lane, Church Crookham

Present:

Councillors: Gill Scott (GS), Pat Lowe (PL), Helen Butler (HB), Richard Jackson (RJ), Hugh Connolly (HC).

Also: Jayne Hawkins (clerk)
Michael Burford (CCPC) left at 8.25pm

100/15 Apologies for Absence

There were apologies for absence from Cllr. Chatfield

101/15 To agree minutes of Facilities Committee meeting held on the 11th May 2015 2015.

The minutes of the previous meeting were approved as a true record of the meeting.

102/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations

103/15 Declarations of Interest

There were no declarations of interest

104/15 Chairman's announcements

The Chairman reported the following:

- Athletics site visit 17th July 3pm.
- Football meeting on 10th June, similar level of bookings as last year.
- Claire is working on the Wheel Park planning submission and will circulate revised documents by end of this week.
- Fleet Link meeting: Tuesday 9th June 2.00pm AB and HB, Gurkha Room
- New staff interviews on 18th June
- Nursing home parking at Peter Driver – will go to PC meeting
- The Clerk has investigated planting at the end of Atabara Road; planting of laurel bushes is on the private road not highway.

Clerk

105/15 Public session – This is an opportunity for members of the public to bring matters relating to the Facilities Committee to the attention of the committee.

There were no comments from the public present

106/15 Chairman and Vice Chairman

To appoint a chairman and vice chairman of the Facilities Committee

It was **resolved** to appoint Gill Scott as chairman and Helen Butler as vice chair.

107/15 New Committee member

To appoint Cllr. Hugh Connolly as a member of the Facilities Committee

It was **resolved** to appoint Cllr. Connolly to the Facilities Committee

108/15 Community Centre update



To receive an update on the Community Centre project. Report circulated.

The Chairman gave the following update on the Community Centre construction project:

Fixtures and fittings – Furniture requirements updated and new quote requested from MWS.

Fire Risk Assessment – Clerk has met with Martin Walters – Detect fire safety. Advised that when the building is complete and handed over he will attend site and conduct a full fire risk assessment. Example at meeting. It will include capacity of each room, fire procedures, fire risk assessment and recommendations for signage etc. Quote £360.00
Fire extinguishers: Probably need to install a minimum of 4 CO2 extinguishers, 3 Water, 1 Dry Powder and 1 fire blanket. Site visits are required. Approx.: Capacity: main hall standing - 300, seated in rows – 120, seated at tables approx. 40 may be more. Risk assessment will provide seating plans.

Licencing – meeting with Licencing. Community building will need a joint PRS and PPL licence for playing music. Cost if income is under 10K £46 or if above £10K 1% of income. Licencing for alcohol suggest that we start with Temporary TENS notices, can have 15 per year but 1 event could last 7 days but can only have tens licence for a maximum of 21 days for the building. Each one costs £21. Hirers can get licence themselves but maximum for building still applies. Bring your own events for own consumption do not require a licence e.g. quiz night with bring your own beer and wine. Need to review need for a premises licence. Would be needed if showed films. Minimum 28 day consultation period.

Signage – Clerk has requested a quote for signage for exterior and interior of building. Large blue signs white writing above main rooms, stainless steel signs with black letters on all doors. Few directional signs.

Services and road

- Gas is connected and live, gas price agreed.
- Electric – GTC passed this to be networked on Friday (15/05) They allow up to 20 working days to network a site. The MPAN Number is raised during this process. Awaiting MPAN number so meter can be requested. Should be with us next week. Mildren will also set up FIT registration for solar panels.
- Water – Awaiting inspection of Mildren's installation, once undertaken South East Water will book in for connection within 15 days.
- Broadband – 'See The Light' chased (Sam) again on whether it needs to be a Domestic or Business service. They have not received a response from their development team but will chase up again this afternoon. TW still need to complete ducting and draw pits.
- Foul Sewage is connected
- The road has been dug out to the Community Centre platform but no base layer yet. Levels for the access road to the community centre have been agreed.

Bookings – continued interest. Invoices have been issued for the deposits. 18.5 of repeat bookings confirmed, pre-school party on 6th Sept, AGM on 27th November, 5.5 hours booked on a Friday a month for 6 months.

Staff – 4 applications to date for booking and publicity officer role

109/15 Community Centre hire agreement and lease agreement

It was reported that draft documents were completed and circulated but awaiting information from the fire risk assessment and licencing. Also awaiting coloured plans. Clerk will complete and circulate for full Council in July.

Clerk



110/15 Community Centre – Finance

To receive an update on the Community centre finances and to decide whether to approve expenditure for additional items – report circulated.

- Fire inspection (Martin Walters) - **£360**, It was **resolved** to appoint Martin Walters to carry out the fire risk assessment on the new community centre. RJ/PL all in favour.
- Fire equipment – Three quotes received, Richard Thorpe Fire Safety Services surveyed site. Recommends Five 9L water fire extinguishers, Seven 2KG CO2 fire extinguishers, one dry powder extinguisher and one fire blanket - **£767.00**. Annual service charge £67.00 plus vat. Suggests that fire alarm and emergency lighting checks should be carried out by company who installed them. It was **resolved** to appoint Richard Thorpe to supply and fit the fire extinguishers for the new community Centre. GS/PL all in favour.
- PA system – It was **resolved** to appoint Sound Services **£1850** to install the system specified and to ask Mildren to install the sound cable using their high platform.
- Blinds – it was **resolved** to instruct Waverley Blinds to re-measure on site and supply blinds in grey and blue, colour samples to be provided. **£8,274**
- Fixtures and Fittings – Furniture samples to be reviewed and it was **resolved** that if it was acceptable and within budget the clerk will order so it can be installed close to handover. Company would build furniture on site and provide a lockable cupboard for reception for free.
- Signage – awaiting quote from Grant Haze for door signs and main sign outside building by road. It was **resolved** that the clerk should order these if the quote was reasonable. To be agreed with Cllrs: RJ,GC,GS,PL
- Disabled access pathway from rear exits to front of building. Mildren to cover the cost of the areas immediately by the rear doors. Parish Council will have to pay for the pathway. Clerk awaiting quote suggest it is **proposed** to give Clerk and councillors Chatfield, Scott, Lowe and Jackson authority to review and accept quote if considered reasonable, as the building will not be able to open without the path.
- Computing: Booking system demo by RBS, system will interface to our accounts package. Disconsulting are looking at various options for remote working. Further report to PC meeting at end of June.
- It was **resolved** to install a RICOH MP 2003SP **£1995** printer/photocopier following handover of the building. RJ/GS all in favour

Clerk

111/15 Crookham Park

To consider whether any issues need to be progressed with Taylor Wimpey.

The clerk was asked to chase TW for the following:

- An up to date DWG plan of the site.
- Duct for fibre to go under road.

The clerk was asked to request assistance from the TW PR company for the following:

- Provision of finger food and soft drinks or a BBQ
- Children’s entertainer e.g. balloon artist or face painter
- Bouncy Castle if room
- Ice-cream van in car park
- Signposting to Community Centre
- Bunting and banner
- Plan of site – showing location of community centre and access route .

Clerk



112/15 Public art tender update

To receive an update on the public art

The Chairman reported the following:

- Jemma Pearson has sent payment terms and received initial payment on commissioning. She has been sent initial correspondence about design changes required by Major Carrick and asked to contact him.
- Cllr Scott approved to agree spec from PC point of view.

113/15 Allotments

To receive an update on the allotments

The Chairman reported the following:

- 6 Cancelled tenancies since opening, reasons vary ill health, moving, work commitments.
- Site has changed rapidly into an allotment site, sheds being well used.
- Committee being very proactive and assisting on site with initial queries beginning to filter them to recreation and allotment officer if they cannot help
- Minor repairs eg. to shed door and trough dealt with by tenants. Electric socket by qualified electrician.
- Grounds maintenance have now visited twice.

114/15 Hightrees

To receive an update on the open spaces at Hightrees and to decide whether the Parish Council are happy to accept the transfer of the land from Taylor Wimpey.

The following was reported:

- The site is being monitored by the contractor to ensure outstanding items are being dealt with.
- New grass seed is growing and areas not yet taken will be reseeded.
- Final Stone pick will be carried out.
- Tarmac has been completed around lamp post concern raised by resident.
- Contractor seeking removal of dead tree on green.
- Contractor looking for the transfer process to be chased as has not heard from TW on this.

115/15 Street Snooker Event

To consider whether the Parish Council want to hold the Street Snooker fun day on the 23rd July and fund promoter to run games from Play Innovation at a cost £300 and provision of pizzas and soft drinks. £150.00

It was **resolved** to approve the expenditure of £450 on promoter, pizza and drinks.

The clerk was also asked to investigate the provision and cost of a bouncy castle.

116/15 Azalea Park fun day

To decide if the Parish Council wish to contribute to the Azalea Park fun day

It was decided that the Parish Council would have to miss the event this year due to too many other commitments.

117/15 Items for the next agenda

- Community Centre update
- Hightrees handover
- Wheel Park project update
- Community Centre open day
- Street Snooker day



118/15 To agree a date for the next meeting - 13th July 2015

There being no further business, the meeting closed at 9.15pm

Signed.....

Date.....