



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

Date and Time: Monday 13th July 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), Gill Chatfield (GC), Annette Whibley (AW).

Also: Jayne Hawkins (clerk)
Chris Axaam (HDC) left at 8.45pm
Andrew Ballington (CCPC) left at 9.30pm
Michael Burford (CCPC) left at 8.25pm

119/15 Apologies for Absence

There were no apologies for absence.

120/15 To agree minutes of Facilities Committee meeting held on the 8th June 2015.

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

121/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations

122/15 Declarations of Interest

There were no declarations of interest

123/15 Chairman's announcements

The Chairman reported the following:

- Athletics site visit 17th July, 3.30pm.
- Street Snooker 23rd July, 12pm to 3pm. Councillors HB, PL, HC & AW will be attending to arrive at 11.30 to set up
- Parish On-line training & information day, 20th July 9.00am to 5pm – new staff member to attend.

Clerk

124/15 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

125/15 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:
MWS final quote for furniture, storage cupboard too small for tables with wheels. Alternative light weight tables have been suggested. Agreed to a mixture of long and round if sufficient storage space.
- New Signage design circulated to be ordered and installed. Agreed to trees A and D.
- Staff – 2 new staff members have been appointed starting July and September
- Services progressing:
 - o Water to be complete by 10th July
 - o Surface water progressing at bottom of field



- Foul sewage complete
 - Gas complete
 - Electricity cables installed by GTC 16th July, date for meter to be installed will be provided by N-Power when the paperwork for the contract price has been signed – clerk is chasing HCC.
 - Cable connections installed, clerk needs to provide serial numbers for them one of them to go live.
- Road is progressing, compacted base is down with kerb stones; tarmac due to be laid next week.
 - Pre-school fence to be installed 17th July – gate needs to open without key
 - Canopies outside the pre-school to be installed 18th August. Planning permission received 13th July 2015.
 - Following electricity installation two weeks snagging and testing to 5th August
 - Pre-school – Ofsted inspection date to be arranged for week beginning 3rd August.
 - Move date: Fire extinguisher, fire plan, Telecoms installations, notice board installations provisionally booked for week beginning 30th July.
 - Furniture delivery and IT set up provisionally booked for week beginning 3rd August. Will book a removal company when we have a firm plan and date.
 - Few issues to resolve: fire alarm button and door release button in pre-school too low on wall (child height), bin store needs a gate on front that can be locked, grass seed laid around building and in pre-school playground but is unlikely to take without regular watering. Clerk to speak to Pre-school to see if they would prefer turf or Astro turf or Rhyno Mulch to be laid. Clerk to get quotes.
 - Open Day:
TW agreed to fund following:
 - Signposting to Community Centre
 - Refreshments
 - 3 children's entertainers for a total of 2 hours – A face painter, balloon modeller & glitter tattoos.
 - Bunting, banners, balloons and posters to advertise the event

Councillors resolved to accept the assistance from TW for the open day but to request that the following logos are put on the banners and posters: CCPC, Mildren, Rund and TW all same size. Council to approve all proofs before printing. 5 in favour 2 abstentions.

126/15 Community Centre hire agreement and lease agreement

It was reported that draft documents were completed and circulated but were still awaiting information from the fire risk assessment and licencing and coloured plans.

Pre-school has raised queries on the licence:

- Would like a 5 year licence with 1 years notice on both sides
- Have asked if the PC would consider a discount in the first two terms to help with financials while the pre-school becomes established, allowing it to open for more sessions.

It was agreed to:

- Include a 5 year licence with 1 years notice on either side and
- Inform the pre-school that the Parish Council would be prepared to only charge for those weekday sessions when the pre-school is open in the first term and to review the position in January when numbers are starting to become clear.

Clerk

It was agreed to get some professional photos of the community centre and parish for the website. Clerk to try Kevin Aranson, or Fleet Camera Club.

Clerk

127/15 Community Centre – Finance

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

The Chairman reported that the Parish Council are still awaiting final figures once services have been installed. It is still expected that there will be approx.: £50K left in the budget when all is sorted but this includes the £25K for green energy from ear marked reserves.

128/15 DBS checks for Councillors and staff

To consider whether all councillors and staff should undergo DRB checks due to the use of the community centre by a large number of groups with children.

The clerk was asked to get further information on the costs and the requirements for councillors to be checked and to report back to the next PC meeting.

It was resolved to proceed with DRB checks for staff.

Clerk

129/15 Community Centre – open day

The following was reported:

- Demos confirmed by: June White, Sue Lott, Pre-school
- People running classes will be attending and handing out leaflets from information tables or doing demos.
- Ice-cream van – Tony Fresko has not confirmed
- TW agreed to assist with posters, banners, refreshments (300 people), 3 childrens’s entertainers, bunting and balloons (multi-coloured)
- Jenny (new staff member) will organise but is not available on the day
- Press will be invited to attend, Pat will speak to press if required
- How many Councillors will be attending: AW, PL, GS, GC, RJ, HB
- Councillors were asked to send the clerk a list of people that they would like to invite. **All**
- Councillors to consider whether there is anyone that they would like to open the event. **All**

130/15 To receive the annual playground inspection and to approve any required works.

Report circulated

- 1 item of medium risk identified – Sports and recreation officer has actioned. Bolt on A frame at Azalea Park to be moved to remove finger trap.
- All other items low risk, continue to monitor

The playground inspection reports were received and accepted by the Council and resolution of the medium risk item approved.

131/15 Public art Project

To decide whether to start investigating other public art projects while the Gurkha statue is progressing or whether to wait until 2016 2017

It was resolved to wait until 2016/2017 before investigation further works of art for Crookham Park. PL/GS all in favour.

132/15 Allotments

To receive an update on the allotments - report circulated



The Chairman reported the following:

- Allotment inspection was carried out 17/6
- Plots not yet started were contacted directly to prompt them to start work on their plots
- An email was sent out to other plot holders to highlight some of the issues on their plots so they could take action as required.
- Tenants committee met 1st July and are suggesting opening event in Sept/Oct. TW have said they will provide refreshments, Committee would like the PC to also support the event by possibly providing tables and chairs from the community centre and a tea urn
- Other issues raised include plot storage, use of electricity for events and the desire for a source of drinking water. The committee have been asked to formulate a proposal for PC to discuss but Claire tells the committee that the Parish Council is unlikely to approve additional funding until the allotments have been open for a year and the running costs are known.
- The committee have applied for a grant for a toilet and have got through the first phase of the application but this has now been put on hold as they have realised the project needs more thought. Nigel Philips has advised that they are unlikely to be able to provide a main sewage connection for at least 18 months.
- A shed inspection has been carried to address issues raised about storage of items and access.
- Quote from NJ for additional site works:
 - Spray off plot 123 £22. This is a spare area. Council and Committee should decide whether to rent it or whether they want to keep it as a storage area. It was resolved to accept the quote but the clerk should ask the allotment committee to come up with a long term plan for this area otherwise it will be allocated as an allotment plot.

Clerk

133/15 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

- Ground is still very stoney, very little work has been done recently.
WL - £50 for mowing £25 strimming Swales £10 playground inspection
NJ - £97 per visit inclusive of monthly playground inspection (Claire is getting a price for a weekly inspection)

It was **resolved** to ask Nigel Jeffries to weed border alongside car park £40 and not to accept the land at Hightrees until the stoney ground has been addressed.

Clerk

134/15 Wheel Park plans

To approve Planning document for submission following on site meeting Monday 6th July.

Submission documents circulated. HC commented that it may be more sensible for the bin and benches to be closed together.

It was **resolved** to submit the planning application for the Wheel Park. PL/HB all in favour.

Clerk

135/15 Football at Peter Driver

To approve the reviewed Terms & Conditions of Hire for Grass and Five-a-Side pitch



use.

Documents circulated

It was resolved to accept the revised terms and conditions. GS/HC 6 in favour 1
abstention.

Clerk

136/15 Goal post storage

**To discuss and decide whether to approve a trial period of storing football posts away
in the new secure storage area after weekend matches from Sept – December.**

It was **resolved** to approve the trial from Sept to December but the clerk should check
that councillors concerns about health and safety (post holes, carrying goals, taking them
down and erecting them) are addressed and also concerns about the wear and tear on
the goals is considered if they are put up and taken down each weedend.

Clerk

137/15 Items for the next agenda

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

138/15 To agree a date for the next meeting - 10th August 2015. A discussion took place on
either cancelling the next meeting or at least having a minimal meeting due to the parish
office move. It was agreed to schedule a meeting but to keep it to essential items only.

There being no further business, the meeting closed at 9.52pm

Signed.....

Date.....