

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

**Date and Time:** Monday 14<sup>th</sup> September 2015 – 8.04pm  
**Place:** Church Crookham Community Centre, Boyce Road, Crookham Park, Church Crookham, GU52 8AQ

**Present:**  
Councillors: Gill Scott (GS)(Chair), Helen Butler (HB), Pat Lowe (PL), Richard Jackson (RJ), Hugh Connolly (HC), Gill Chatfield (GC), Annette Whibley (AW)

Also: Jayne Hawkins (parish clerk)  
Andrew Ballington (CCPC)  
Michael Burford (CCPC)

1 member of the public

**152/15 Apologies for Absence**

There were no apologies for absence.

**153/15 To agree minutes of Facilities Committee meeting held on the 10<sup>th</sup> August 2015.**

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

**154/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.**

There were no requests for dispensations

**155/15 Declarations of Interest**

There were no declarations of interest

**156/15 Chairman’s announcements**

The Chairman reported the following:

- Meeting requested with Athletics Club to be arranged for late September/early October following planning pre-application advice meeting.
- Allotments open day to be planned for Spring 2016
- Hightrees – no update from TW
- HALC AGM on 10<sup>th</sup> Oct in Sparsholt.

**157/15 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

**158/15 Community Centre update**

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

The Chairman gave the following report on the community Centre

- Pre-school canopy and Easigrass surface have been installed
- CCTV has been installed and can be viewed on office PC’s
- Most fixtures and fitting are in place, still awaiting delivery of hall tables, one stool for foyer, ballet barre and installation of baby changing table.
- Tree work has been carried out by Taylor Wimpey on the Oak trees at the front of the building, the small oak tree has been removed.



- In the heavy rain there has a flooding issue at the front and side of the community centre. Mildren have been asked to install better drainage.
- Snagging work has been taking place to address outstanding issues.
- Preschool has started week beginning 7th September and many classes have already started.
- There is a lot of concern about the access road and the route into the community centre.
- Work on processes and procedures has started
- All bookings are now on the booking system and shown on the website on google calendar
- Cathy Parker has now started and is working with Jenny Baker on the Community Centre bookings.

### **159/15 Community Centre Financial update**

To receive an update on the Community Centre project costs and to decide whether to pass on additional costs caused by late delivery of services and access road to Taylor Wimpey.

- Report of final accounts prepared by Matthew Evans following a meeting with Mildren on 4<sup>th</sup> September – circulated. Still within overall budget.
- 25K for green energy not utilised so needs to be moved to general reserves or to another project code.
- Costs to be passed on to Taylor Wimpey due to delays in provision of services - £45K, mentioned to Nigel Philips. Official request for costs needs to be prepared.

It was decided that the clerk would prepare a letter to send to Taylor Wimpey to be approved at the September Parish Council meeting.

### **160/15 Community Centre operational update**

**To receive an update on the running of the community centre**

The Chairman gave the following update:

- Cleaning contract. KMC are currently cleaning the building at the end of the working day or 1<sup>st</sup> thing in the morning. The clerk has contacted Grundon and Biffa for quotes for waste collection. Grundon would charge approx. £500 per year to empty a 660L black bin and a 666L recycling bin once a fortnight, but they cannot access the community centre until the access road is finished.
- Access to the community centre is controlled by security cards which control magnetic locks on the preschool doors and the front door, keys and an alarm system. A procedure is being developed for users to access the building during the day, the evening and the weekend. Cllr. Andrew Ballington, Cllr. Richard Jackson and all staff are key holders.
- Alarm: when the alarm is activated a key holder will be called. Andrew has been called out once. The Parish Council need to consider whether they are happy for a councillor or a member of staff to attend the building alone following an alarm call. If the alarm monitoring company see that the sensors have only been activated in one zone they will just call a key holder to reset the alarm, if the sensors show movement in two zones they will call the police to attend immediately.
- Bookings: bookings for the community centre are coming in with quite a few regular classes starting over the next few weeks, attendance has been quite low to many classes. There have been a number of party bookings.
- Community Centre staff will be setting up a Facebook page for the community centre to inform people of activities and events taking place in the community centre and to engage with residents to find out what type of events they would like to see offered.



The clerk was asked to contact security companies to find out if they would come out to the Community Centre if the alarm is activated.

Clerk

**161/15 Community Centre management committee**

**To consider forming a Community Centre management committee to deal with issues relating to the everyday running and management of the community centre.**

It was decided to set up a community centre working party or sub-committee to deal with everyday operational issues to do with running of the community centre.

The following Councillors agreed to join: AB, HB, GS GC and AW for publicity issues.

Clerk

**162/15 Community Centre policies and procedures**

**To receive for comment draft policies and procedures for the Community Centre**

The following draft policies were circulated

- Fire risk assessment
- Access for hirers
- Fire alarm testing and resetting procedure
- Fire evacuation procedure
- Security alarm and resetting procedure
- Lone working policy
- Noise management policy

Comments were collected and the documents will be amended and presented to Policy and Finance Committee for final approval

Clerk

**163/15 Taylor Wimpey update**

**To receive an update following a meeting with Taylor Wimpey on 8<sup>th</sup> September.**

A report was circulated and summaries by the Chairman.

The clerk was asked to speak to Nigel Philips about the playground that is being installed by the school.

Councillors agreed that TW should be encouraged to open an access route to the Sainsbury end of the estate as soon as possible.

Clerk

**164/15 Grounds Maintenance tender update**

**To receive an update on the meeting with KMC consultancy with regard to a new grounds maintenance tender.**

A report was circulated and discussed. The clerk was waiting for a response from HALC regarding OJEU. Councillor asked the clerk to enquire what the cost would be for the consultant to lead the project and prepare the specification and tender using standard documents. An update and proposal for budget purposes will be presented to the September PC meeting.

Clerk

**165/15 Litter Contract**

**To consider changes required to the litter contract and to consider purchasing new bins for the open space around the community centre.**

An update was provided by the clerk on the current litter contract. It was agreed to give authority to the clerk/deputy clerk to discuss the contract with Phil Mundy at Basingstoke and Deane with a view to updating it and to include more bins required at the community centre, allotments and formal open space.

The clerk was also authorised to spend up to £3,500 on bins for the community centre, allotments and formal open space as required. To be taken from open space budget.



**166/15 SANGS management plan**

**To receive a revised management plan for the SANGS**

Document circulated. The following comments were prepared by Cllr Jackson. It was resolved to submit them to Hart District Council and Taylor Wimpey for consideration.

1. Point 3.5 I am not aware any temporary signs have been installed
2. Question the points raised in 4.8. We have had comments that members of the public were asked to take part in the survey twice despite informing the survey person that had completed it already, this could lead to a false impression of how well the SANG land is mitigating the SPA.
3. Whilst the report consider access for wheelchairs and prams and improvements to footpaths, it does not consider the impracticalities of the triangle kissing gates where bike, prams and wheel chairs can't get through, they need to be box kissing gates.
4. need clarity on what the construction of the woodland walk should be I appreciated it is a natural walk but I would suggest the stumps have not been removed properly to allow a safe walking route. These stumps are small circumference 2-3cm and stick up the same 2-3cm and are hard to see with foliage on top of them, could lead to walkers and runners twisting ankles on them, it is also poorly cleared of debris in its current state.
5. some improvements to the proposed map could be made, section of the bridal path missing and the car park is shown on my allotment!!!!
6. also the accuracy of the map for gates and crossing roads, maybe add Road Names and add Gurkha path as well to show access from the bottom of Ewshot lane?
7. no formal consultation with CCPC and this is disappointing as we are the ones that get most of the comments/complaints. we are keen to work with TW to improve the area.
8. how are the actions going to be monitored against completion original works heavily slipped some of the proposed mitigation actions seem to already have slipped.
9. doesn't appear to be any consideration as to whether there is currently enough staffing for the continued management of the SANG against what is required. This is critical to its continued upkeep and purpose to draw people away from the SPA.



**167/15 Use of public open spaces by businesses**

**To consider whether a new policy is required to deal with private businesses use of the public open spaces**

A report was circulated containing feedback from other Parishes in the area, many had experience increased usage of the public open spaces by dog walking businesses and bootcamps but all found it difficult to manage.

Following a discussion it was resolved that Cllr Connolly would draft a notice for displaying in the public open spaces to politely ask business users of the sites to be courteous to our neighbours and to get in touch with the Parish Council to register their contact and insurance details.

HC

**168/15 Fleet Link – changes to service**

**To receive an update on changes to the Fleet Link service.**

The Chairman reported that changes had been introduced to the booking system for the Fleet Link service and that the hours available to book had been reduced without full consultation with the Parish Councils that help to fund the service. Cllr. Butler agreed to discuss with Cllr Scofield from Fleet Town Council and report back.

HB

**169/15 Wheel Park update**

**To receive an update on the wheel park project and to decide whether to fund the inclusion of additional bunding in the skate park project.**

It was reported that an acoustic survey had been completed that recommended that additional bunding was included in the plans and that discussions about the exact height of the bunding was taking place between the acoustic monitoring company and Maverick. It was reported that Taylor Wimpey had agreed to provide the soil for the bund and the parish council **resolved** to cover any additional costs resulting from the additional bunding. The planning application should be submitted by the end of the week. Councillors would like the additional bunding to provide a seating area.

**170/15 Budget 2016 2017**

**To receive a draft 3yr budget and to consider facilities projects for inclusion in the 2016 2017 draft budget.**

The clerk asked councillors for their suggestions for projects that they wished to progress in the next financial year. The following was discussed and will be included in the draft budget if funds allow.

- Peter Driver Pavilion – funding should be put into ear marked reserves to allow the project to go ahead in 2017 2018 when the situation with the athletics club would be clearer and decisions could be made as to whether the portacabins will remain on site and whether the pavilion should be extended to allow for disabled access, training room and kitchen. Consultation with the football clubs should take place in 2016 2017.
- Budget should be provided for an external company to produce a stylised parish map that could be used on map-boards, website and other literature.
- Budget should be provided for more parish signage and map-boards
- Consider installing the basketball area at Peter Driver
- Consider installing the gym equipment at Peter Driver depending on reserves at end of year.
- Suggested that £25K should be moved from the green energy fund to a suitable project.



**163/15 Items for the next agenda**

- Community Centre finance
- Hightrees update
- Wheel Park project update
- Athletics meeting
- Allotments
- Community Centre events – Christmas party

**164/15 To agree a date for the next meeting – 12<sup>th</sup> October, 2015**

**There being no further business, the meeting closed at 10.30pm**

**Signed.....**

**Date.....**