



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

Date and Time: Monday 12th October 2015
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)

Also: Sally Du Gay (Deputy parish clerk)
J Silvester (CCPC)

No members of the public

165/15 Apologies for Absence

Apologies for absence were received from Cllr Whibley

166/15 To agree minutes of Facilities Committee meeting held on the 14th September 2015.

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

167/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations

168/15 Declarations of Interest

There were no declarations of interest

169/15 Chairman’s announcements

The Chairman reported the following:

- A meeting has been arranged with Nigel Phillips TW for 4.30pm Tuesday 13th October to discuss:
 - 1) Early handover of playparks/ tennis courts/MUGA and half of formal open space to include orchard and skate park area- need to agree how much S106 would be handed over with land transfer, need maintenance and emergency access and secure site (have discussed dragons teeth with Nigel, maybe ditch along road)
 - 2) Access and soil for bund if skate park project approved
 - 3) Compound for SANG contractor need to agree if TW can keep land or PC lease to contractor in exchange for access to toilet facilities.
 - 4) Hightrees Leap and 3 laps, stone picking needs to be completed before land can be transferred, little progress.
 - 5) Claim for £40K - letter in letters folder, need to chase/resolve to finalise community centre accounts for project.
 - 6) Management plan needed for area I and J, high trees and formal open spaces
 - 7) fuel drain on formal open space behind community centre to be removed.
 - 8) location and content of NEAP
 - 9) location of paths around NEAP/community centre / orchard.



- Fire at Azalea Park – following the fire at Azalea Park playground on Tuesday 6th, the police have been informed, the area has been cordoned off, the insurance company have been informed and Claire is gathering quotes for the replacement of the nest swing & the Rhynomulch. Insurance excess of £100. Rhynomulch approx. £1K, nest swing approx. £740 + installation. Considering getting an independent assessment to verify the integrity of the framework.
- Contacted by Year 10 Court Moor student requesting help with the volunteering element of Duke of Edinburgh award. The student is required to volunteer for 3 months at a venue to give something back to the community and has suggested that they might litter pick the five-a-side at Peter Driver sports ground. Student would like to 1 hour's litter picking per week and would require a moderator to check their work every few weeks and complete the paperwork at the end of term. Councillors suggested that the student could be found some tasks around the community centre so that they would not be working alone at the sports ground.

170/15 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.

171/15 Community Centre update

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

The Chairman gave the following report on the community Centre

- FIT registration form submitted. EPC rating for Community Centre 'A'
- Face book page set up, Cllrs Butler & Scott offered to help the Bookings Officer with administering the page.
- Dishwasher not working very well have asked supplier to look at it
- Automatic doors and magilock systems have been integrated 8th Oct
- Canopy people have been asked to return to site to connect the canopy down pipes to drainage system, due this week
- Hall tables have arrived, just fit in cupboard but welding on bases is poor, manufacturers are now making new legs to be fitted to tables at the community centre, date to be confirmed.
- Final snagging report issued by Rund, Mildren to complete outstanding work asap includes lights in main hall which need to be changed to LED.
- Some classes are cancelling their bookings due to poor attendance. There is a need to promote the community centre to the wider community to help boost numbers attending.
- Access road is now surfaced but signage is poor.
- Cathy Parker has now left. Jenny Baker will be doing 25 hours a week.
- Pre-school have agreed to invoice the Parish Council £100 per annum for the use of the pre-school tables and chairs. To be reviewed after 1 year.
- Health and Safety checks have started on the Community Centre. A legionella temperature probe has been purchased to test the water temperature.
- Fire alarm is tested every Monday lunchtime
- Waste collection from Grundon has been ordered, bins arrived today.

172/15 Events

To receive an update on events being planned for the Community Centre and to consider the funding for first two events to be held in December and January.

- Childrens' Christmas party on Sunday December 13th, 4-8 year old, 45 children, entertainer to manage games and disco, drinks to be provided

and small simple party bags, Father Christmas to attend.

Cost of entertainer - £155 plus £100 drinks and party bags, £2 ticket charge.

- Barn Dance on January 30th Band to cost £400, possible TENS licence needed, tickets should be self-funding. Could be a regular event if popular.
- Consider what other events the Parish Council would like to host. Suggestions include: Apple festival & barn dance, Food fayre, summer fete, beer festival, also encourage existing events to move to community centre.

173/15 Holding deposits

To decide whether to set the holding deposit for regular bookings at the equivalent of the first 2 weeks bookings, to be deducted from the first month's invoice and for single bookings at 50% of the total hire cost if the booking is more than 30 days in advance.

It was **resolved** to charge a holding deposit equivalent to the first 2 weeks bookings for regular bookings and 50% of the total hire cost for single bookings made more than 30 days in advance.

174/15 Promotion and Publicity Community Centre

To decide what promotion and publicity activities are required to increase awareness of the new facility especially in Fleet and neighbouring parishes.

Report circulated

- classes are cancelling their bookings and it is essential to try and support the classes that have made bookings by promoting the Community Centre to a wider audience.
- 5 banners showing directions to the community centre: 2 at entrance to Naishes Lane; 2 closer to entrance to site and 1 at Sainsbury end of estate Total 5 @ £115
- Flyer to be distributed in Fleet advertising the community centre.
- Leaflet to go in newsletter with classes and contact details on and to go to Fleet Library, newsagents etc.
- Advert to be placed in local papers etc.

Leaflet costs:

Photographer	£80
Leaflet design	£60
Leaflet printing (14,220 leaflets 3720 CC 10,500 Fleet)	£381.93
To insert leaflet into newsletter	£220
To distribute leaflet in Fleet (shared)	<u>£472.50</u>
Total cost of producing a leaflet & distributing in CC & Fleet	£1214.43

Cost of placing advert in Fleet Chatter:

- Half page £50 (one issue) £135 (3 issues)
- Full page £80 (one issue) £210 (3 issues)

Jenny may be able to use the leaflet as the advert, if not additional design cost of £60 possible. Total cost of advert from £50 up to £270 depending on size of advert & whether re-design is required.

Advert could then be used in other local newspapers.



Currently have £389 left in the budget for promotion & publicity for the Community centre. May be necessary to vire funds from Community Centre running costs EMR (£30K) to cover additional promotional costs.

It was **resolved** to :

1. To produce a leaflet be included in newsletter
2. To distribute leaflet to Fleet residents
3. To advertise in Fleet Chatter full page advert in 3 issues) and put advert up in fleet library, newsagents etc.
4. To have 5 banners made showing directions to the community centre.

**Bookings
officer**

Proposed GS, seconded GC all in favour

It was suggested that the bookings officer should ask customers when make a booking where they heard about the community centre facilities.

**Bookings
officer**

175/15 Community Centre Drainage

To consider what actions to take to address drainage issues at the community centre

- Accept a Mildren quote of £2900 to extend the French drain at the front of the community centre, needs to be fed into main drainage or it will flood the preschool playground
- Ask TW to put in drainage at the front of community centre to remove the water runoff from the TW compound
- Parish Council to get quotes to install a barrier using sleepers to hold back the soil and water coming off the TW compound.

It was **resolved** to accept Mildren's quote to extend the French drain provided further clarification could be obtained on the extent of the drain, and to give the Clerk delegated authority to proceed with the drain when the clarification has been received.

**Deputy
clerk**

Proposed RJ, seconded PL all in favour.

176/15 Community Centre drinks machine

To consider installing a hot drinks and cold water drinks machine in the foyer of the community centre for use by the public.

This item was postponed to the next committee meeting in November.

177/15 RBS User Licence

To consider purchase of additional user licence to enable access to Omega (Accounts) and Bookings remotely at a cost of £37 per licence 1 required.

It was **resolved** to purchase a further user license to allow remote access to the bookings & Accounts packages.

**Deputy
clerk**

Proposed GS, seconded GC all in favour.



178/15 Community Centre Volunteer Resources

To receive a proposal to provide a volunteer resident with keys and an access card to the community centre to allow them to assist with the opening and closing of the community centre for parties at weekends.

It was **resolved** to provide the volunteer with keys and an access card provided this is acceptable to the council's insurers

**Deputy
clerk**

Proposed RJ, seconded HC all in favour

179/15 Playgrounds at Crookham Park

To consider a request from Taylor Wimpey for the Parish Council to accept the play grounds once they have had a ROSPA inspection and any issues have been dealt with rather than waiting for the 1 year maintenance period as specified in the S106. TW would cover the cost of any remedial work in this

The decision was postponed pending a further meeting with Taylor Wimpey on 13th October.

It was suggested that the Parish council would accept the proposal once the LEAP at Hightrees has been completed and transferred to council ownership.

180/15 Compound in area J

To consider a proposal from Taylor Wimpey to allow them to retain a part of area J to install a compound for maintenance contractors storage, vehicles and toilet facilities.

The decision was postponed pending a further meeting with Taylor Wimpey on 13th October.

The council require clarification on the type of proposed building to be built in the compound, the type of building housing the toilet, and the proposed timescale on the compound's construction.

181/15 Skate Park

Skate park application is on the planning website, there is an objection from sport England. To consider how the Parish Council wish to address the objection.

A letter from the council was sent to Chris French, Planning Hart DC confirming the intended use of the land on 7th October. Chris French is expected to bring the council's letter to the attention of Sport England before the close of the consultee period on 14th October.

182/15 Annual Parish Council Safety Inspection

To consider date/time for Councillors to carry out Annual Safety Inspection around all sites

This item was postponed to Full Council on 26th October. Councillors were asked to consider their availability in November before the meeting.



183/15 Practice Goal

To consider moving the practice goal mouth at Peter Driver to enable recovery of area in front of it

A quote has been received to have square sockets made, dig out and install the sockets, price to include all materials and labour, cost £160.00 plus VAT

It was **resolved** to accept the quote to have the practice goal moved.

Proposed GS, seconded PL all in favour.

It was suggested that the current goal mouth area should be reviewed in a few weeks to determine if any remedial work is required.

Recreation officer

184/15 Sian Close

To consider a request from a local builder to purchase the land owned by the Parish Council at Sian Close to create a yard with a small cabin office.

It was **resolved** that the parish council does not want to sell this plot of land at this time.

Proposed RJ, seconded GS all in favour

Deputy clerk

The deputy clerk was asked to respond to the local builder informing him of the council's decision.

185/15 Items for the next agenda

- Christmas decorations and lights for the community centre
- Drinks machine in the community centre
- Azalea Park – update from Cllr Butler
- Athletics
- Further ideas for events at the community centre

186/15 To agree a date for the next meeting – 9th November, 2015

There being no further business, the meeting closed at 9.27pm

Signed.....

Date.....