



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

Date and Time: Monday 7th December 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), Hugh Connolly (HC)

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

No members of the public were present

203/15 Apologies for Absence

Apologies for absence were received from Gill Chatfield, Richard Jackson and Cllr. Jenny Radley.

204/15 To agree minutes of Facilities Committee meeting held on the 9th November 2015.

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

205/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations

206/15 Declarations of Interest

There were no declarations of interest

207/15 Chairman's announcements

The Chairman reported the following:

- Transfer instruction for Phase 1 C Hightrees play area had been received from solicitor, signed by clerk and sent back to solicitor requesting that all costs are sent directly to TW solicitors for settlement.
- Cllr Connolly has examined the Governance Review. A decision on how to respond to Hart DC will be included on the agenda for January's Full Council meeting.

208/15 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.

209/15 Community Centre update

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

The Chairman gave the following report on the community centre

- Community centre health & safety report was reviewed
- Ballet barre mirrors to be installed at a cost of £798
- Update on compensation for damages following a party – agreement reached



that hirers would pay for cost of damage repairs, cleaning and waste removal if the council waived the cost of the use of Acorn Hall. Payment was made on 1st December.

- The magilocks are not working properly on the main doors due to the push button sticking plus the lock in the door dropped making the door very difficult to open. The mechanical problem appears to have been rectified, but still waiting for engineers to repair magilocks.

210/15 Community Centre Hiring Agreement

To review the terms and conditions and hire agreements for single and regular bookings of the community centre.

Circulated

Changes to Terms and conditions:

Clause 1: *If it is a long term regular booking then a nominated person by the Hirer should be present.*

Clause 2: *The Hirer or nominated person...*

Clause 4: (d) *The Parish Council reserves the right to charge a refundable deposit against potential damage, repairs or cleaning. The size of the deposit shall be at the discretion of community centre staff and may depend upon the length of the booking, the number of people attending the event and the type of event held. The deposit must be paid in cash before the booking takes place and will be returned after the booking less any deductions for the above mentioned items. Minimum deposit £50 maximum £150.*

Clause 16: *A First Aid Kit is located in the kitchen behind the door. An Eye Wash Centre is located in the central shared area outside the toilets.*

Clause 23: *The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition including the taking away of all rubbish. A charge for disposal of rubbish is applicable on request (please see clause 2 of the hire agreement). If helium balloons are used on the premises they must be securely fastened down and removed after the event. A charge is applicable for the removal of any helium balloons (please see clause 2 of the hire agreement).*

The premises must be properly locked and secured (unless directed otherwise) and any contents temporarily removed from their usual positions properly replaced, otherwise the Community Centre shall be at liberty to make an additional charge. In the event of any failure to do so, the Hirer shall pay on demand the amount of any resulting losses or cost without prejudice to any other rights or remedies available.

Please exit the building by referring to the hirers exit procedures document.

If you have any comments you would like to make relating to the hire of the hall or room please write them in the comments book that can be found in the reception area or contact a Centre Administrator during the hours of 9.00am – 5.30pm Monday to Thursday or 9.00am – 2.00pm on Fridays.

Clause 28: Certain charities may be eligible to dis-apply the option to tax for hire fees for the Church Crookham Community Centre, where the *use is intended solely for a relevant charitable purpose*

Fire Safety Information:

Bookings
officer



6. Alert the Centre Administrator(s) on one of the following numbers:

- Andrew Ballington - 07724695750
- Richard Jackson – 07805412734
- Jayne Hawkins – 07833098752
- Jenny Baker – 07900491494
- Keith Collery – 07973952419 please agree this is the correct order for contact

Changes to hire agreements:

By signing this form hirers confirm that they are aware that they enter into a contract that could be used in evidence should legal action become necessary.

It was **resolved** to accept the proposed changes to the Terms and conditions and the hire agreements.

Proposed HC, seconded PL 3 in favour, 1 abstention

211/15 Barn Dance

To receive a proposal for pricing drink and refreshments at barn dance and a budget for decorations.

**Bookings &
publicity
officer**

The Chairman gave a review of estimated income and costs:

Estimated costs:

- Band - £400
- TENS licence - £25
- Decorations – £9.40
- Refreshments Alcohol (sale or return for alcohol - no overall cost)
- Refreshments soft drinks - £50

Total estimated costs: £484.40

Estimated income:

40 adult tickets £5 each, 20 child tickets £3 each - £260

Estimated net profit on sales of drinks £100

Total estimated income: £360

Income over expenditure: - £124.40

Shortfall to be funded from community centre promotion and publicity budget.

Budget for 2016/2016 £1000

Expenditure to date: £2170.

It was reported that the shortfall could be covered by a virements at year end from the Community Centre Running costs ear marked reserve of £30K

It was **resolved** to buy beer on a sale or return basis and charge £3.00 per bottle of beer and £1.00 per soft drink and to allow a further £200 for the purchase of wine, to be sold on the evening and additional bunting.

Proposed GS, seconded PL, all in favour



212/15 Introductory/ Promotional hire rate for new Community daytime bookings and not for profit bookings

**Bookings &
publicity
officer**

To consider a promotional and/or introductory hire rate during January and February 2016 for daytime bookings and consider long term introductory rate for not for profit bookings.

The chairman reported the following proposal for a short term reduction in hire fees for the hire of Oak Hall:

Introductory rate offered throughout January & February, for 8 weeks if booked before end of February 2016 of £10 per hour, or £7.50 per hour if hirer commits to 4 month booking, selected slots only i.e.

Mondays 2 – 4pm

Tuesdays 12.30 to 4pm

Wednesdays 12.30 to 4pm

Thursdays 12.30 to 4pm

It is **resolved** to accept the above proposal and then to review how successful the promotion was at year end before deciding whether similar promotions should be offered in future. Ideally a full year of income and expenditure figures would be available before committing to any longer term reduction in rates.

Proposed PL, seconded GS, all in favour

213/15 Old Goal posts

**Recreation
&
allotments
officer**

To decide whether to dispose of goal posts for scrap [if declined by local senior schools].

It was **resolved** to dispose of the old goal posts by disposing FOC with SIMS waste management for scrap if the goal posts were not required by any local schools.

Proposed PL, seconded GS, all in favour

214/15 Wheel Park

To agree letter of intent from council to formally instruct Maverick to carry out the design and build of skate park and agree a project commencement timeline based on revised costings from Maverick.

The chairman gave an overview of the budget and costs:

**Deputy
clerk**

Budget:

Ear marked reserves (youth projects - £80K plus £20K this year plus £5K green energy)
£105K

S106 phase 3 contribution towards skate park due before 1st occupation phase 3 -
£11,468

Total: £116,468

Costs:

Maverick - £112,900 (to include additional bunding, soil to be provided by TW)

Legal fees licence - £750

Tree Survey and release of planning conditions - £500

Total: £114,150



It was highlighted that 360 tonne of top soil was required for the bund – Maverick had assumed in their costings that this would be provided by Taylor Wimpey at no additional cost but not yet to be confirmed – may incur considerable additional cost.

A Letter of Intent had been drafted by clerk.

Recommend postponing this decision until January Facilities meeting so that:

- cost of additional top soil can be confirmed
- may be able to avoid cost of license if the transfer of land is imminent
- to allow resolution of Hart DC planning queries

It was **resolved** to postpone a decision on whether to send the letter of intent until January Facilities Committee meeting when all the costs were known and outstanding queries resolved.

Proposed GS, seconded PL, all in favour

215/15 NEAP & Gurkha statue location

To receive an update and to decide where to locate the NEAP and Gurkha statue

It was agreed to postpone the decision until the next Facilities meeting in January 2016

216/15 Consultation on Electoral review of Hampshire

To decide whether to respond to this consultation and if so what the response should be

It was **resolved** not to respond to the consultation

Proposed GS, seconded PL, all in favour

217/15 Consultation

To decide whether to respond to the annual National Highways and Transport Public Satisfaction Survey, and if so what the response should be.

Closes 18th December

It was **resolved** not to respond to the survey.

Proposed PL, seconded GS, all in favour

218/15 Handyman services

Propose to continue with selection of handyman for ad hoc job as appropriate

A proposal was received to continue to use a selection of handymen in order to secure the best price per job, for health and safety issues the clerk has authority to approve work up to £1000.

It was **resolved** to accept the proposal.

Proposed GS, seconded HC all in favour



219/15 CAA letter

To approve a letter to CAA regarding the TAG Airspace Change Proposal

A draft letter had been circulated and it was **resolved** to send the letter as circulated.

**Deputy
clerk**

Proposed HC, seconded HB all in favour

220/15 Quotes

To review and approve quotes received:

It was **resolved** to accept the quote for £55 from T3 Handyman for cupboard shelves in the foyer.

**Deputy
clerk**

Proposed GS, seconded PL, all in favour

221/15 Items for the next agenda

- NEAP
- Wheel Park update
- Azalea Park update
- Allotments update
- Gurkha statue plinth
- Review of children's Christmas party
- Barn dance update
- Gurkha statue unveiling preparations

222/15 To agree a date for the next meeting – 11th January, 2016

There being no further business, the meeting closed at 20.52pm

Signed.....

Date.....