



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

Date and Time: Monday 8th February 2016

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), Gill Chatfield (GC), Annette Whibley (AW)

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

There were no members of the public present

20/16 Apologies for Absence

Apologies for absence were received from Cllr. Jackson and Cllr. Burford.

21/16 To agree minutes of Facilities Committee meeting held on the 11th January 2016.

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

22/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations

23/16 Declarations of Interest

There were no declarations of interest

24/16 Chairman's announcements

The Chairman reported the following:

- Five a side, three 11 year olds were thrown off the five a side by older footballers playing as a team. Staff will monitor.
- There had been some fly tipping at allotments.
- Next newsletter will be going to the printers on 4th April

25/16 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 members of the public.

26/16 Community Centre update

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

- Ballet Barres installed on one side of Oak Hall, June white would like more ballet barres on opposite side of hall.
- Snagging list - Mildren have reviewed outstanding issues and will be dealing with urgent ones in next few weeks.
- Compensation Claim from Taylor Wimpey – no update
- Bin store is overflowing, will increase general rubbish collection to weekly.
- Community Centre bookings – lots of party requests, new Embroidery class



in meeting room, new Pilates class Monday evenings, three bookings with U3A Golden Girls to try out venue.

- Additional signage required as members of public still finding it difficult to locate the Community Centre.
- Events – Barn Dance was held on 30th January. 60 tickets sold, good feedback with people asking for more. Those asked seemed happy to pay £10 per ticket but wanted some food included.

Income from ticket sales and bar	£439.00
Costs after returns and stock removed	£477.90

- Future Events – Need to address staffing issue. Expensive to use office staff, Jenny will try to attract volunteers or use agency staff. Suggested events
 - Jenny Baker would still like to run a barn dance 1/4rly.
 - Cllr. Helen Butler has suggested running a quiz night,
 - Monthly film nights and school holiday films could be put on using a company called Moviola. Odiham, North Warnborough and East Stratton PC use their services. Licence not required if films are shown on a not for profit basis in a community building, can charge to cover cost of films hire and equipment if less than 500 people watching and between hours of 08.00am and 11.00pm.
 - The Orchard Folk Festival is fixed on 22nd October - Draft plan circulated.
- Clerk is investigating the cost of a spare projector for use by people hiring the hall and also installation of a ceiling mounted projector in the main hall.
- The pre-school has to keep the door to the playground open so that the children can go in and out as they wish. It is very cold in the playground due to winds coming across the fields, they have put a wind break on the fence. The clerk would like to plant a hedge around the outside of the fence and also supply a door screen to reduce the heat loss from the pre-school.
- Storage is an issue. Any potential toddler groups are also looking for storage, Parish could do with more storage, other potential hirers are also interested in storage. Could fit in a few free standing cupboards in Foyer.
 - 2m wide by 2m high by 50cm deep on right of back door
 - 1.5m wide by 90cm high by 50cm deep under alarm at front of foyer.
 - Could also look at an external sheds/stores

The clerk was asked to get quotes for curtains to cover the ballet barres and mirrors and outside storage. Cllr. Silvester offered to install shelves in the meeting room cupboard and to put up two notice boards.

Clerk

Clerk was asked to check whether other users wanted more ballet barres.

Clerk

27/16

Community centre bookings

To decide whether to take regular repeat bookings on Fridays during the day up to 6pm and to grant officers the flexibility to offer a 3 month introductory hire rate of £10 per hour for slots without a waiting list.



Report circulated

It was **resolved** to accept repeat bookings on Fridays up to 6pm and to give officers the flexibility to offer a 3 month introductory hire rate of £10 an hour for slots without a waiting list.

Clerk

28/16 To decide whether to approve purchase of following items for Community Centre Additional storage at the community centre for hirers.

It was **resolved** to purchase the following from remainder of fixtures and fittings budget (£1658)

Clerk

- Racking for hall store cupboard – Big Dug racking 1780h x 900w x 600d £55
- 6 small tables for hall £77.94
- Spare projector for hirers from remainder of fixtures and fittings budget up to value of £400

The clerk was asked to get firm quotes for the following:

Clerk

- Two exterior storage units what would be secure and waterproof for use for toddler group storage
- Drop down wall mounted screen for main hall
- Projector trolley
- Projectors that would be suitable for showing films and slide shows

29/16 Pre-school improvements

To decide whether to make the following improvements to the Preschool

- **Hedging alongside 5 panels to act as a wind break Hedges direct - 5 m trough, 80 – 100cm high £49.99 minimum order 5 units - £250, quote requested from Nigel Jeffries for Laurel hedge.**
- **Plastic curtain on double door to help retain some heat or air curtain £319 installed.**

It was **resolved** to purchase willow panels to fix to the pre-school railings to act as a wind break and to install a plastic curtain for the preschool door. Cllr Lowe agreed to assist with the sourcing of the plastic curtain.

Clerk/PL

30/16 Conditions of hire Community Centre

To decide whether to accept changes to the Conditions of hire as required by the U3A and to decide whether to move to an annual contract for regular hirers.

It was **resolved** to amend conditions of hire as follows:

- Update the insurance and indemnity clause to make it clearer following agreement with the Parish Councils insurance company
- Add in a clause to say that users are responsible for ensuring the building is secure and no one is inside when they leave and lock the building especially if they turn off the magilocks on the front door.
- Introduce an annual contract for regular hirers.

Clerk

31/16 Open space plans

To receive an updated open space plan for Crookham Park

Revised plans circulated: plans not yet complete, show community centre in correct location but now the NEAP or the trees

The clerk was asked to book a meeting with Nigel so that they can comment on the



following:

- Location of footpaths
- Protection of open spaces – fencing / dragons teeth / ditches
- Target wall
- Gates/bridges for grounds maintenance and emergency access
- Access to top of Athletics track – pedestrians and vehicles

Clerk

32/16

Gurkha Statue

To receive an update on the Gurkha Statue and to include feedback from Councillor Scott following a visit to the artist's studio on 30th January and an update on the quotes provision of the base.

The clay model of the Gurkha statue was approved following photos and feedback from Councillor Scott's visit to the artist's studio. GS/PL all in favour.

Clerk

The clerk reported that quotes for the statue base were coming in quite expensive and that Major Carrick should be able to provide a pipe band for the unveiling event.

It was agreed that if possible a date for the unveiling should be agreed in time for the next newsletter so it could be advertised.

33/16

Allotments

To receive an update on the allotments. Report Circulated

A report was circulated. Councillors Scott, Lowe and Chatfield said they would try to attend the Tenant's association AGM on the 6th April at 7.30pm in the Oak Hall.

34/16

Wheel Park

To receive an update on the wheel park project. Report circulated.

- TW to provide soil for bunding
- TW to mark access route for contractors
- Maverick confirmed start date of May
- Planning conditions – still waiting for final approval.

35/16

Consultation

Indoor Skate Park Consultation

To receive a consultation on an indoor skate . The clerk was asked to request more information on the project

Clerk

Basingbourne Park Consultation

Letter Circulated. Clerk was asked to check the closing date.

In principle the link to the survey could go into the newsletter.

Clerk

36/16

Grounds Maintenance Tender

To receive an update on the grounds maintenance tender. Report Circulated and reviewed.



37/16

Parish Lengthsman Scheme

To receive an update on the Parish Lengthsman scheme including expenditure to date.

It was reported that £400 had been spent on getting main road signs cleaned and weeding beds at Peter Driver sports ground car park and community centre car park. A further £400 would be spent clearing overgrown footpaths on Beacon Hill, Aldershot Road, Haig lines and a corner grassed area at the end of Tweseldown Road.

Details of next years parish lengthsman scheme had been circulated, Yateley Parish Council had agreed to act as a lead parish for the cluster.

Councillors suggested further work could be done on clearing the sides of Award Road and footpaths that cut through between Reading Road South and the Verne and The Verne and Chesilton.

Clerk

38/16

Athletics Club update

The chairman reported the following:

- The athletics club had received pre-planning advice from Hart District Council and were awaiting a meeting with sport England and UK Athletics
- The Clerk had offered assistance of the Parish Councillors if required. Awaiting date

39/16

Crookham park

To consider whether the Parish Council would be prepared to own the Swales at Hightrees and the ditch on the formal open space as long as the management company are responsible for all maintenance.

The chairman reported the following:

- Land transfers are currently held up by the ownership of the Swales at Hightrees. Taylor Wimpey suggested that the Swale land was transferred with the rest of the open space at Hightrees but that the Management company would retain responsibility for the maintenance of the Swales and other drainage areas on PC owned land .
- Taylor Wimpey have removed 3 items of equipment in the LAP at the bottom of Walker Close following requests from residents. They now wish to remove a further residents two high pieces that are close to residents houses.

It was **resolved** to accept the area K at Hightrees with the Swales included as long as the maintenance would be carried out by the maintenance company. The Parish Council would like confirmation of this from Taylor Wimpey.

40/16

Azalea Park improvements

To receive quotes for a scooter track and basketball base and net and to decide which to install this financial year with the Azalea park improvement budget. Report circulated.

A number of quotes for a scooter track and a basketball net and surfacing were reviewed.

It was **resolved** to accept the quote for the 60m track plus link road in black wet pour and turfed bunding from Vitaplay. The clerk was asked to seek approval from environmental health at HDC and inform Vitaplay.

Clerk



41/16

Litter pick Peter Driver

Beaver group - 101st Odiham based at Quetta Park would like to do some litter picking activity for their 'My World' challenge. On the 11th March

It was **resolved** to support the litter pick. The clerk was asked to request their risk assessment and to inform the PC insurance company so that the volunteers would be covered by Parish Council insurance. The clerk will supply litter pickers and inform insurance company.

Clerk

42/16

Quotes

To consider the following quotes:

- Additional signage for community centre: 12 signs - £889 Grant Haze – use remainder of fixtures and fittings budget for community centre (£1658.96). Would be useful to extend budget by £5K to allow purchase of supplies for community centre such as storage for toddler group, projector, ladder etc.
- Gurkha Statue base – Redfields - £12,420 TCL – quote requested, other companies declined to quote.

It was **resolved** to accept the quote from Grant Haze for additional community centre signs and to extend the community centre budget for fixtures and fittings by 5K to allow for further fixtures and fittings to be purchased as required by hirers.

Clerk

It was **resolved** to wait for more quotes for the Gurkha Statue base before deciding which to accept.

43/16

Items for the next agenda

- Newsletter
- Facilities projects for 2016/2017
- Grounds Maintenance contract
- Athletics area and update from club
- Events update

44/16

To agree a date for the next meeting – 14th March, 2016

There being no further business, the meeting closed at 10.10pm

Signed.....

Date.....