



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

Date and Time: 8.13pm Monday 14th March 2016
Place: Church Crookham Community Centre, Boyce Road, Crookham Park, Church
Crookham, GU52 8AQ

Present:

Councillors: Helen Butler (HB) Chair, Hugh Connolly (HC), Gill Chatfield (GC), Richard Jackson (RJ)

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

There were no members of the public present

45/16 Apologies for Absence

Apologies for absence were received from Cllr. Scott, Cllr. Whibley and Cllr. Lowe

46/16 To agree minutes of Facilities Committee meeting held on the 8th February 2016.

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

47/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations

48/16 Declarations of Interest

There were no declarations of interest

49/16 Chairman's announcements

The Chairman reported the following:

- Transfer of the play areas at Hightrees and Jubilee Drive have still not completed, signs due to be installed next week, transfer should then progress.
- Scooter track at Azalea Park started 9th March.
- Lengthsman update – slow progress on Beacon Hill, agreed another 2 days to complete clearing the pavement up to the Bourley Road and to tidy up the grassed area at the end of Tweseldown Road.
- Darren Guy our PCSO has had 3 successful stops of young drivers with drugs at the allotments during the late shifts.
- Darren Guy will attend the APM and give residents an update on local policing and their patrols. Air Ambulance speaker has also confirmed.
- A Rural Parishes Engagement Event is to be held at the Victoria Hall in Hartley Wintney on Thursday, 24th March, starting at 18:00hrs.

50/16 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.

51/16 Community Centre update



To receive an update on the Community Centre project and to decide whether to allow BBQs on the open space behind the community centre for party bookings.

Report circulated

- The Parish Council have received a claim from Worldwise (electrical engineers on the build project) for £3085 for work that they claim they did but were unable to invoice for as it was outside of the scope of their contract.
- Snagging list - still being progressed with Mildren
- Compensation Claim from Taylor Wimpey – Nigel Philips has advised that he expects this to be paid in April 2016.
- Recycling bins now in community centre and bin store is padlocked to help manage waste.
- Additional signage has been put up in car park and directional signs were installed on way to community centre. Directional signs have been removed almost immediately.
- Spare projector, microphone stand, Willow fencing panels and parish camera have all been purchased.
- New dishwasher liquid with tannin remover is being used in the dishwasher. Some improvement but mugs still need to be washed before being put in the dishwasher.
- Brendon Care would like a freezer.
- An extra CCTV camera will be installed at the community centre on the 23rd and 24th April together with an additional camera at the allotments.
- Discussions have taken place with U3A about our terms and conditions. They were unhappy with the insurance clauses but after quite a bit of work they seem reassured and should continue to book with us.
- Gas Bill higher than expected £3800 for 1st six months due to size of the meter. Meter capacity is 300,000KWh actual consumption is approx. 90,000 KWh. The size of the meter results in a £12.50 per day standing charge. The clerk is discussing with Jane Abbot at HCC and Rund.

It was **resolved** that the Clerk should contact the parish council's insurance company to determine its view on allowing BBQs outside the community centre and that this information should be brought to Full Council on 29th March for a decision to be made.

Clerk

It was suggested that parties requiring BBQs would be asked to provide risk assessments, that the BBQ area should be temporarily fenced off and that no alcohol should be served at the event.

Proposed RJ, seconded HC 3 in favour 1 abstention.

52/16

Storage

To review storage requirements at the community centre and consider options for providing additional storage for a range of users.

Reports including: Acres storage guidelines, a floor plan of building and storage requirements report had been circulated.

It was agreed that the Clerk should investigate the following options for review at future Facilities committee meetings:

Clerk

- Chairs that could be used in the foyer of the community centre but could also be taken into Oak hall for use by Brendon Care



- Determine what could be done to reduce the fire risk when storing archive documents in the loft space above the chair and table storage area off Oak Hall including lining the area and/or exterior access to alleviate the need to access via the step ladder.
- Temporary small container storage outside the community centre, storage space in which could be rented out to community centre users.
- Purchasing set of kitchen equipment to be used by all community centre users, alleviating duplication of equipment and storage. To include determining the cost of annual replacement of the equipment.
- Cost of freezer and where it could be accommodated.
- Box crates in lockable shelving, to be rented out.
- To create a short questionnaire to ascertain exactly what storage is required by community centre users, and how much they would be prepared to pay for it. The users should understand that storage availability is minimal and therefore they should prioritize their requirements.

53/16 Events Working Party – Terms of Reference

To receive a draft terms of reference for the events working party and to decide whether to approve it.

Draft TOR circulated.

It was agreed to defer this item to the next Facilities meeting in April to allow consolidation of the draft ToRs.

54/16 Events

To receive an update from the events committee and to decide whether to approve the events planned for 2016 and the estimated expenditure.

A report was circulated and discussed.

Event	Date	Estimated no of attendees	Estimated Costs	Estimated Income
Quiz Night	15/4/2016	60	£200	£300
Gurkha Statue	tbc	150	£100	0
Folk Festival	22/10/2016	150	£2000	£600
Christmas Party	10/12/2016	60	£300	£210
Total			£2600	£1110

It was **resolved** to approve the expenditure on the Quiz Night as this event is imminent but to defer the decision on the remaining events until further detailed information is available.

Proposed RJ, seconded GC all in favour.

Clerk

55/16 Facilities projects 2016 2017

To review the facilities projects in the budget for 2016 2017 and to decide whether to start gathering quotes so that the projects can be progressed during the summer 2016.

- **Gym equipment Peter Driver 30K**
- **Parish Map 4K**
- **Resurfacing Lynwood 2K**



- **Picnic benches for memorial orchard 3K**

Projects scheduled for 2016 2017 were reviewed and it was **resolved** to

Clerk

- 1) Continue to progress gathering information and quotes for an Outdoor Gym at Peter Driver Sport Field
- 2) Investigate whether Pear Technology can help the parish to produce a parish map and whether TW can provide the data for the Crookham park development. Bring a quote to the next meeting.
- 3) Schedule the resurfacing of the footpath at Lynwood to take place early in the new financial year
- 4) To gather quotes for picnic benches for the Memorial Orchard, including matching the benches already sited near 14 Everest Walk, provided by TW, clerk to contact TW for suppliers.
- 5) Public Art - discussions included a nature trail/ historic timeline around Crookham Park, which could incorporate art works that children may play on.

Proposed HB, seconded GC all in favour.

56/16

Outdoor gym equipment

To receive three draft quotes and plans for an outdoor gym at Peter Driver and to consider how to conduct a public consultation and whether to apply for grants towards the cost of the project.

Information from a number of suppliers of outdoor gym equipment were reviewed and it was **resolved** to:

- Visit examples of gyms from each company.
- Hold a public consultation by inviting members of the public to look at proposals via newsletter, at the APM and via a surveymonkey questionnaire (details of which should be included in the newsletter). It was agreed that the public should be consulted on two points i.e. whether the equipment should be trailed around the perimeter of the sports field or gathered in one site and what types of equipment should be included. It was suggested that a sticker poll could be conducted at the APM where residents could place stickers near the pieces of equipment and layout they prefer.
- Ask for information on references and warranties and availability of parts from each company.
- Gather a couple more quotes and plans
- Apply for a grant towards cost e.g. Awards for all and Farnborough Airport, Biffa.

Clerk

Proposed RJ, seconded HB all in favour.



57/16

Gurkha Statue

To receive an update on the Gurkha Statue project and to discuss finding a contractor to install a concrete base and surrounding path.

The Gurkha Statue base was discussed and it was **resolved** to:

- follow up the offer from Taylor Wimpey to provide a concrete base, the clerk may come back to committee with a proposal if the TW offer is to be offset against the community centre compensation claim.
- to confirm the date for the unveiling with the Gurkha Regiment and the Sculptor as soon as possible, preferably 10th July with the suggested time for unveiling agreed at 11.00am.

Clerk

Proposed RJ, seconded GC all in favour.

58/16

Grounds Maintenance for LEAPS at Hightrees and Jubilee Drive and informal open space C

To decide whether to accept a quote from the current grounds maintenance contractor to maintain the areas until the new grounds maintenance tender is allocated from May 2016

It was **resolved** subject to the dead grass where the container had been situated being repaired by TW, to accept the following quote:

Clerk

1. New playground area (as quoted May 2015), with additional area added since original quote in May 2015, price to undertake mowing works would be £60.00 and £25.00 for any strimming which may be required for ditch and £10.00 for playground inspection, prices quoted are per occasion and plus VAT.
2. New playground area (next to supermarket/school), mowing £25.00, strimming £10.00 and £10.00 for playground inspection, prices per occasion and plus VAT.

Proposed HB, seconded RJ all in favour.

59/16

Newsletter draft

To receive a draft of the Parish newsletter and approve content.

The draft newsletter had been circulated. The following comments were made:

- Crookham Junior School are due to receive the results of a recent Ofsted inspection which could be included in the article on the school if received in time
- Several typos were pointed out.
- The committee asked that their thanks were given to Jenny Baker for her work on the newsletter.

It was **resolved** to approve the content of the newsletter subject to the changes above.

Proposed HB, seconded HC all in favour



60/16

Athletics Club update

Clerk

To receive an update from the athletics club.

An update from the athletics club was received and reviewed.
The parish council would like to see the proposed site plan and planning statement before they are submitted to Hart DC to ensure that the proposals are in line with the planning conditions and the parish council's general principles.

61/16

Allotments update

To receive an update on the allotments site.

An update on the allotments was received and reviewed

62/16

Quotes

It was **resolved** not to accept the quotes for the Statue base supplied by Redfields and to investigate the offer from TW to provide the base.

It was **resolved** to accept the quote from Winchfield Landscapes to resurface the footpath through Lynwood with self-binding gravel for £1275.00 plus VAT.

Clerk

Proposed HB, seconded RJ all in favour

63/16

Items for the next agenda

- Terms of reference for the Events working party
- Gurkha statue update
- Gym equipment update
- Compensation claim update.

64/16

To agree a date for the next meeting – 11th April, 2016

There being no further business, the meeting closed at 9:57 pm

Signed.....

Date.....