



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

**Date and Time:** 8.03pm Monday 11<sup>th</sup> April 2016

**Place:** Church Crookham Community Centre, Boyce Road, Crookham Park, Church  
Crookham, GU52 8AQ

**Present:**

Councillors: Gill Scott (GS), Helen Butler (HB) Chair, Hugh Connolly (HC), Gill Chatfield (GC), Pat Lowe (PL).

Also: Jayne Hawkins (Parish clerk)  
Jeremy Silvester (CCPC)

There were no members of the public present

**65/16 Apologies for Absence**

Apologies for absence were received from Cllr. Richard Jackson.

**66/16 To agree minutes of Facilities Committee meeting held on the 14<sup>th</sup> March 2016.**

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

**67/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.**

There were no requests for dispensations

**68/16 Declarations of Interest**

There were no declarations of interest

**69/16 Chairman's announcements**

The Chairman reported the following:

- The clerk has arranged a meeting with Taylor Wimpey – 14<sup>th</sup> April 2016
- Clerk will be attending procurement training on 20<sup>th</sup> April
- Managing volunteers training booked for Hugh and Jenny 22<sup>nd</sup> April
- Elections to be held at Community Centre on 5<sup>th</sup> May 2016
- First aid training booked for Saturday 4<sup>th</sup> June, two sessions one morning one afternoon.
- The Chairman asked the clerk to write to the current grounds maintenance companies and thank them for their support and hard work.

Clerk

**70/16 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.

**71/16 Community Centre**

**To receive an update on the community centre and to review outstanding costs from World Wise including an outstanding invoice for £2,600 and also consider a claim from World Wise for additional costs of £3085 incurred during the construction project. Letter circulated.**



- It was reported that a new Invoice for £2,600 had been received that was part of the fixed price tender agreed for the Electrical and Mechanical work on the Community Centre Project. This hadn't been invoiced and was missed by Rund when the clerk asked for all the outstanding payments. It was agreed that this should be paid and included in the final account.
- World Wise had also claimed an additional £3085 for work carried out that was outside of the agreed tender work. The Parish Council do not have a legal requirement to pay this but it is suggested that they should make a token payment of £1,500 as all the work claimed for was carried out at the request of the Parish Council, but it wasn't made clear by the contractor that there would be additional charges for this work. It was agreed to pay Worldwide £1500 in response to the claim for £3.085.
- Mildren will be addressing snagging issues in the half term week – 31<sup>st</sup> May 2016.
- Mildren will be sending GR Edwards to maintain the fire alarm
- There is a cracked window pane in the main hall. It was agreed to monitor the crack and replace the pane at a cost of approx.: £600 if the crack gets worse.
- LA Dance have requested an extra ballet barre, this has also been requested by June White: Barres and Brackets £566.40, Glass: £798, fitting: £123.Total cost: £1487 plus central glass.
- Suggest that if additional mirrors were installed would need to install curtains over the mirrors. The clerk was asked to get quotes for the curtains before a final decision was made.
- BBQ, insurance company has confirmed that if the individuals holding a party arrange their own Public Liability Insurance to cover their BBQ activity then this is fine. The Council would need to seek/obtain proof of the insurance, likewise if a Company such as a hog roast company come in to hold the BBQ. They would cover the Parish Council to hold a BBQ of their own at an Event. The BBQ would need to have suitable guarding, health and safety guidelines would have to be adhered to and a risk assessment in place. It was decided that BBQs and Hog Roasts would be allowed if they were provided by a specialist company with their own public liability insurance, risk assessments and staff to man the BBQ/Hog Roast. GC/HB all in favour.
- CCTV camera fitted in foyer

Clerk

It was **resolved** to offer Worldwide £1500 in response to their claim for £3.085. GS/GC all in favour

Clerk

72/16

### **Volunteer Day**

**To consider whether to plan a volunteer day and invite resident to assist with tidying up the Parish. Jobs to include: cleaning road name signs, litter picking, clean portacabin at Peter Driver, varnish and repair notice board, varnish benches. Etc.**

Following a discussion, it was resolved not to plan a volunteer day but to continue to provide volunteer experience to local Scouts and Duke of Edinburgh candidates. The clerk was also asked to write to the Athletics Club and request that they clean the portacabins at Peter Driver Sports Ground.

Clerk



73/16

**Wheel Park Construction**

**To receive an update on the Wheel Park construction project and to review and approve a leaflet to be delivered to residents living close to the construction site**

- Planning conditions required the plans to be amended to have a 1.5m bund along the edge closest to housing, this in turn meant that the footpath needed to be moved to the other side of the wheel park. The new path then falls outside of the red line for which planning permission has been agreed. HDC planning officers have advised that a new planning application should be made for the revised path.
- The Wheel Park construction will be progressed starting in May.
- A new planning application will be submitted for the re-alignment of the path.
- A Leaflet to be issued to local residents was reviewed and a few changes suggested, clerk to circulate final copy.

Clerk

74/16

**Formal open space and Target Wall**

**To discuss how the Parish Council envisage the formal open space being used and what they intend to do with the target wall when it is handed to the parish council as part of the formal open space land.**

A discussion took place and the following points were noted:

- Area behind the community centre will be accepted once it is secure with access for maintenance vehicles. Petrol drain to be removed.
- Target Wall will be retained for now and Taylor Wimpey will be asked to tidy up the shooting range and fill in the dips

Clerk

75/16

**Play area plans**

**To receive preliminary plans for the NEAP and the next phase of LEAPS plus the phase 3 LEAP.**

Plans were received and discussed.

NEAP – plans reviewed and approved. All in favour

LEAP 2F – plans reviewed and approved. All in favour

LEAP Phase 3 – Clerk to confirm the location and check that the sitting poles are close enough for young children to step from one to next. Otherwise approved, all in favour.

Clerk to inform Taylor Wimpey and Kompan

Clerk

76/16

**Trim trail**

**To review plans for location of trim trail equipment behind the community centre**



- A discussion took place about the best location for the trim trails that were originally to be sited where the skate park will be. Kompan and TW think it should be moved away from the skate park and the NEAP as it is more suitable for younger children. They suggest the best location is closer to the community centre and orchard.
- Councillors were not keen to have all the trim trails on the open space behind the community centre as they felt it would crowd the space. They would like the small trim trail to go on the open space by the orchard and the two larger trim trails to go on other sites such as those down by the Gurkha path. To be discussed with Taylor Wimpey.

Clerk

77/16

**Transfer of Hightrees and Jubilee Drive Leaps**

**To receive an update on the transfer of the LEAPs and LAPS at Hightrees and the LEAP at Jubilee Drive.**

The chairman reported the following:

- Paper work for transfer of Hightrees has been signed and returned to the solicitor.
- The solicitor is chasing the transfer of Jubilee Drive.
- New Grounds maintenance doesn't start until 1<sup>st</sup> May will need to organise rubbish collection and grounds maintenance for these new play areas.
- Signage is due to go up for Jubilee Drive playground but it didn't specify 'no ball games'. Signage is needed to stop children playing football inside the park. Clerk has asked Kompan if they can provide the signage.
- Cllr. Chatfield reported that at Jubilee Drive the reseeding has not been done and the maintenance gate needs a drop down post and a lock.
- Cllr Lowe requested that the new grounds maintenance company are made aware of the bulbs at Hightrees.

Clerk

78/16

**Community Centre staff – weekends**

**To consider asking KMC to provide a resource to assist with the opening and locking up of the community centre at weekends at a cost of £10 per visit.**

- The Chairman reported the following:  
Issues are arising with an unmanned community centre at weekends such as training to use alarm and keysafe for one-off bookings, security issues e.g. failure to lock back door and setting off alarm, phone calls to open blinds etc
- KMC who provide the Community centre cleaning and lockup service have someone available who can assist with opening up for parties, they live locally and would charge £10 per visit.
- Job description sent to KMC

It was **resolved** to try using KMC for assistance with weekend bookings on a three month trial.

Clerk



79/16

**Gurkha Statue update**

**To receive an update on the Gurkha Statue**

The following was reported:

- Report circulated showing latest photos of statue
- Available for installation 9<sup>th</sup> May, unveiling 10<sup>th</sup> July
- The Foundry would be happy to receive visits from mid-April to see the statue before it is completed and see a bronze being poured.
- Base to be provided by Taylor Wimpey by end May

80/16

**Projector**

**To decide whether the Parish Council would accept a donation of a ceiling mounted projector from the Vine church and if so would the Parish Council be happy to cover the installation and maintenance costs**

It was **resolved** not to accept a ceiling mounted projector due to the annual maintenance costs and the need to bring in scaffolding, if the Vine Church would agree to cover the installation and maintenance costs.

Clerk

81/16

**Residents request for fencing**

**To receive a letter from a resident regarding fencing on informal open space not yet handed to the parish council and to decide whether to ask Taylor Wimpey if they would install some fencing to deter allotment holders from walking over open spaces directly in front of housing.**

- It was reported that a letter had been received regarding people walking over land beside the Gurkha path up towards new houses.
- The resident would like the Parish Council to ask Taylor Wimpey to install a fence to deter members of the public from walking over the land.

Following a discussion, it was **resolved** that the Parish Council did not support installing fencing as this is an area of public open space and as such it should be accessible to the public. The clerk was asked to inform the resident,

Clerk

82/16

**South East Water Direct Debit Community Centre**

**Approve setting up a Direct Debit for the water charges for the Community Centre**

It was **resolved** to approve the setting up of a new direct debit for the community centre water supply. PL/GS all in favour.

Clerk

83/16

**Events update**

**To receive an update from the events working party and to consider any recommendations with regard to the quiz night and terms of reference.**

It was **resolved** to cancel the quiz night and the folk festival due to lack of interest. It was **resolved** to accept the circulated Terms of Reference. HC/PL all in favour  
Cllr Butler suggested that the events committee consider an Easter Egg Hunt next year.

84/16

**Items for the next agenda**

- Wheel Park update
- Feedback from Taylor Wimpey Meeting
- Gym Equipment project
- Report on party bookings and issues at weekends



85/16

To agree a date for the next meeting – 9<sup>th</sup> May, 2016

There being no further business, the meeting closed at 21:57 pm

Signed.....

Date.....