



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

Date and Time: 8.15pm Monday 9th May 2016
Place: Church Crookham Community Centre, Boyce Road, Crookham Park, Church
Crookham, GU52 8AQ
Present:
Councillors: Gill Scott (GS) (Chair), Helen Butler (HB), Hugh Connolly (HC), Gill Chatfield (GC), Pat Lowe (PL).

Also: Jayne Hawkins (Parish clerk)

There were no members of the public present

86/16 Apologies for Absence

Apologies for absence were received from Cllr. Richard Jackson.

87/16 To agree minutes of Facilities Committee meeting held on the 11th April 2016.

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

88/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations

89/16 Declarations of Interest

Cllr. Chatfield declared an interest in item 99/16 Allotment Inspection as she is an allotment tenant.

90/16 Chairman's announcements

The Chairman reported the following:

- Tree Survey booked for 22nd June 2016
- Weekend staff to assist with bookings is working well to date
- Compensation claim received from Taylor Wimpey
- Letter issued by Taylor Wimpey to residents informing them that it is up to them whether they decide to pay the management charge to Balinor while they complete their investigation.
- Problems reported by Police at Azalea Park. Fires being set down Lynwood and children breaking into garden of house behind the play park.
- The clerk has received one application for the Parish Councillor vacancies.

91/16 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 members of the public present.

**92/16 Community Transport Engagement Questionnaire
To receive and approve a draft response to the Community Transport
consultation.**

The chairman reported that information had been circulated including a draft



completed form for comment. The deadline for responses had been extended to 3rd May 2016.

It was **resolved** to approve the draft questionnaire subject to a few amendments to the comments and the clerk was asked to submit it.

Clerk

93/16

Wheel Park

To receive the minor building works, contract for the Wheel park for approval and signature.

It was reported that the contract had been reviewed by the clerk, allotment and recreation officer and Councillor Jackson. Queries had been answered and addressed by Maverick.

It was **resolved** to approve and sign the contract which was signed by Councillor Scott in the presence of the clerk. GS/GC all in favour.

Clerk

94/16

Wheel Park

To approve a letter to be issued to residents living close to the Wheel Park site to inform them that work is due to commence on the site during May and should take approx. 10 weeks. Letter circulated.

It was **resolved** to accept the letter and distribute to houses close to the wheel park site subject to minor amendments GS/GC all in favour

Clerk

95/16

Wheel Park

To receive an update on the Wheel Park and to consider installing a memorial bench in memory of a resident and ex-councillor Mary Barry who campaigned for a skate park in Church Crookham.

The Chairman reported the following:

Consultation period for planning application for footpath completes 19th May.

Footpath application determination deadline 10th June

Meeting with Maverick, Taylor Wimpey and Redfields Thursday 5th May

Allotment and Recreation officer (CL) met with Maverick and Paul Davis of Taylor Wimpey.

Agreement was reached on site access and TW will facilitate the access on Monday 23rd am prior to Maverick setting up the site.

CI confirmed to TW that a letter drop was being carried out to the properties located near the access to the site.

TW confirmed that bund material will be available and delivered to the construction area by TW.

Derek Carrick of Redfields (sub-contract from TW) who is due to carry out works to raise path height to Athletics track has requested that drainage is installed through the raised path to reduce any water collection on the wheel park side of this path. Maverick aim to create good "neighbourly" relationships with local residents throughout the build.

Contract Queries raised

Rectification period of one month (reduced from 3 in the contract) refers to how quickly the contractor is required to respond to a problem following practical completion.



Payment schedule is as per the Valuation periods identified in the programme of works

The **Retention** of the 2.5% balance of the contract price will be held for a period of 12 months following practical completion.

Whilst the project is not a **notifiable** one under CDM regulations as a matter of course Maverick intend to notify HSE.

Maverick have confirmed that they would not leave site until the poured concrete is set to ensure that foot prints etc. could not be made in the concrete.

It was **resolved** to install a memorial bench on the Crookham Park site in memory of Mary Barry who campaigned for a skate park in the parish. The clerk was asked to include this in 2017/2018 budget.

Clerk

96/16

Taylor Wimpey/Crookham Park

To receive feedback from a meeting with Taylor Wimpey held on 14th April 2016.

The following was reported

- Gurkha Statue path to be a high friction surface probably a bonded resin with small stones embedded.
- Cheque received by Taylor Wimpey on 14th April 2016 for £31,025 as playground maintenance payment for the Jubilee Drive playground.
- Transfer documents for Hightrees and Jubilee Drive playgrounds signed and returned.
- Still awaiting revised open spaces plans and management plans for open spaces
- Clerk emailed Anna Lyons regarding speeding on Naishes Lane and installation of road signs for Channer Close.
- NEAP, LEAP and Trim Trail locations discussed. PC preference is to have only small trim trail on the public open space behind the community centre.
- Nigel Philips confirmed that Taylor Wimpey had agreed to pay the Community Centre compensation claim of £40,265.10 for delays and costs resulting from the late delivery of services and access road.
- Clerk to write to Taylor Wimpey requesting that they include community centre packs in sale packs for new residents and also install permanent finger posts directing residents to the community centre from Sandy Lane
- Redfields have started to work on the land where the Gurkha Statue will go and will putting the tarmac on the tennis courts and the Muga week beginning 9th May. Will also be extending footpath to Gurung Way. Redfields expect to be off site in 6 weeks.

97/16

Newsletter Feedback

The chairman reported the following:

- Lengthsman scheme suggestions. 6 members of the public have made suggestions for the lengthman scheme, £400 left in budget from last year, this year not yet confirmed.
- Volunteers – Two residents have offered to assist with events
- Events suggestions: Craft Fair, Barn Dance, Bingo and film nights most popular. Request for more events classes for toddlers
- Volunteer Litter Pick – 2 residents offered to assist with a litter pick
- Outdoor Gym project – 1 resident requested further information but hasn't come back



It was **resolved** to progress the approved lengthsman suggestions in priority order and to contact the Community Payback team to find out if they were available.

Clerk

98/16

Outdoor gym equipment project update

- **People interested in consultation**
- **Procurement process**
- **Next steps**

The following was discussed and agreed.

People interested in helping with consultation

Only one person responded to the request in the newsletter on behalf of someone else to find out what was involved.

Al Lott and Luke Howard – fitness teachers at community centre would be interested in getting involved in consultation.

The allotment and recreation officer will ask the football and athletics clubs if they would like to assist in the consultation. The clerk was asked to prepare a board with examples of equipment on for the Annual Parish Meeting

Clerk

The following process was agreed.

Procurement Process

- 1) Look at brochures and draft plans with consultees and produce a clear short specification.
- 2) Take specification to council for approval and agreement on budget
- 3) Place the invitation to tender with specification on the governments 'Contract Finder' website and also on the parish website for a short time (5 days)
- 4) Select three contractors that respond and ask for detailed designs and costings following site visits if required.
- 5) Review designs with consultees
- 6) Make a recommendation to council
- 7) Place contract
- 8) Sign contract, check insurance details
- 9) Manage installation

Next Steps

- 1) Need at least one councillor to act as main contact on the project.
- 2) Clerk to arrange a meeting with interested parties to review brochures/site/plans. Could be a series of meetings depending upon availability.
- 3) Clerk to prepare a draft specification, circulate to interested parties requesting feedback and refine specification.
- 4) Take specification to Facilities Committee and Full Council for approval.

Available budget: £30,000 to include surfacing.

Councillors Butler, Chatfield and Scott agreed to be councillor contacts for the project. They agreed to visit the gym at Hook and possibly Heatherside in Camberley to view installed gym equipment. Clerk to send out directions to the Hook gym to Cllr. Chatfield.

Clerk



99/16

Allotment Inspection

To approve letters to be sent to plot holders following an allotment inspection

It was **resolved** to send letters to the following plot holders

- 19 plots which showed little recent activity to check that they wished to retain their plots.
- 1 letter to notify a tenant of collapsed bench
- Letters to 4 plots that have installed structures above 1.5m and to remind tenants that all structures require council permission including fruit cages.
- 1 letter to be issued to a plot that has been uncultivated since issue, to be given one month for some improvement, otherwise tenancy will be cancelled and deposit retained to clear plot.

**Allotment
and
recreation
officer**

100/16

Event Plans

It was **resolved** to approve events plans for the following events

- Street Snooker (21st July 2016) - costs: £430, no income
- Barn Dance (22nd October) – costs: £447, estimated income £500
- Christmas Party (10th December) – costs:£353, estimated income £300

The clerk was asked to ensure that the schools receive a letter to send out via parent mail about the street snooker event in plenty of time before the end of term.

It was also **resolved** to ask Jenny to produce a report on additional decorations for the community centre events such as Barn Dance and Christmas Party for example check table cloths led lights for foyer. Window decorations. Quality decorations that will last a few years.

Clerk

101/16

Gurkha Statue update

To receive an update on the Gurkha Statue

The following was reported:

- Band provisionally booked still waiting price confirmation
- Base installation chasing TW for a date – Planning officers at Hart have suggested that full planning permission is required for amended location although previously officers had just requested to be kept informed of location.
- Statue installation date to be confirmed
- Displays for Foyer requested from Gurkha museum

The clerk was asked to speak to Taylor Wimpey regarding installation of the statue base and to then write to planning officers explaining the background to the Gurkha Statue, the opening event and the verbal approval to locate the statue on land that would be owned by the Parish Council.

Clerk

102/16

Quotes

Quotes for benches and Christmas Lights were reviewed and it was **resolved** to look at the benches quotes once the formal open space had transferred to the Parish Council

Benches Quotes:



- 1) Kompan 3 x picnic benches to match others on site (metal base) - £3267
- 2) Kompan 3 x short picnic table supply and install - £2187
- 3) Kompan 2 x picnic benches (metal base) 1 bench – awaiting price

It was **resolved** to purchase the following Christmas lights for the oak trees at the front of the community centre

- 10 Mistletoe balls 850mm diameter £195 each, installation £55 each
- Power supply approx. £235

Budget to come from Christmas lights budget £2000 plus £1000 from events budget. Clerk to check if planning permission is required. GS/GC all in favour

The clerk was asked to investigate the cost of installing Christmas lights at Northfield Road shops for budget discussions in October/November.

Clerk

- 103/16** **Items for the next agenda**
- Wheel Park update
 - Gym Equipment project

- 104/16** **To agree a date for the next meeting – 13th June, 2016**

There being no further business, the meeting closed at 10:20pm

Signed.....

Date.....