



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

**Date and Time:** 8.00pm Monday 13<sup>th</sup> June 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)  
Jeremy Silvester (CCPC) left at 9.00pm  
There were no members of the public present

**105/16 To appoint a chairman for Facilities Committee**

It was resolved to appoint Cllr. Scott to be Chairman of the Facilities Committee PL/GC all in favour.

**106/16 To appoint a vice chairman for Facilities Committee**

It was resolved to appoint Cllr. Butler to be Chairman of the Facilities Committee PL/GC all in favour.

**107/16 Apologies for Absence**

Apologies for absence were received from Cllr. Richard Jackson.

**108/16 To agree minutes of Facilities Committee meeting held on the 9<sup>th</sup> May 2016.**

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

- Cllr Connolly raised a query on item 97/16 – Newsletter feedback  
He thought that the line regarding events suggestions should say that only 39 requests for events were made the survey numbers were insignificant and that an ear to the ground and common sense would be a better guide. The clerk is not prepared to amend the minutes as this was only an update item and the chairman reported the feedback as minuted.

**109/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.**

There were no requests for dispensations

**110/16 Declarations of Interest**

There were no declarations of interest.

**111/16 Chairman's announcements**

The Chairman reported the following:

- Tree Survey booked 22<sup>nd</sup> June, need to sort out mapping software.
- European elections 23<sup>rd</sup> June in Community Centre
- Statue installation 24<sup>th</sup> June.
- Valuation of assets cost of adding additional items – MUGA and tennis courts at Crookham Park £995.
- Cemetery meeting with Fleet Town Council to be arrange week beginning 20<sup>th</sup> June. GC



on holiday. HB may be able to attend; PL could attend if no one else is available. HB

- Gym project to be started in July
- Battle of Somme commemoration event in Church Crookham at the War memorial on Gally Hill Road on the 1st July. Organised by Laura Robertson. The event will start at 8pm with the street closure in effect from 7:30pm. Would one of the councillors be prepared to do a reading at the event on the 1<sup>st</sup> July. Confirmation needed asap. Helen possibly able to do a reading. HB

**112/16 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.

**113/16 Public consultation**

To receive feedback on responses to the following:

- Request for residents to come forward if they wished to be consulted on outdoor gym equipment - No responses, Suggest contact football teams and personal trainers.
- Request for volunteers to assist with Parish Council events – 2 volunteers from survey
- Request for Parish Lengths-man and Highways improvements – about 6 requests, waiting for confirmation of scheme can then put a program together Recent request to remove debris from cycle lanes down past Wakefords Copse. Clerk

**114/16 Gurkha Statue unveiling event**

Report circulated

- Devines have started installing the statue base on 2<sup>nd</sup> June 2016, base has been completed. The base for the surrounding path has been laid and the tarmac and gravel path will be laid after the statue is installed. See photos below.
- Installation date confirmed as 24<sup>th</sup> June. Foundry will be using a lorry with a crane on the back that has a reach of 22 metres. If there are any issues on site Taylor Wimpey have offered to provide a fork lift and Redfields can assist with some metal road.
- Taylor Wimpey will install turf following installation on about the 1<sup>st</sup> July.
- The tennis courts have had their tarmac laid and the final fence panels are going in this week.
- Unveiling event 10<sup>th</sup> July
- Captain Ramhbada Limba VC has confirmed that he will be available for unveiling the statue and will require a wheelchair. Wheel Freedom 0800 258 005 next day delivery £25.00 plus delivery and collection charge of £15. Red Cross mobility would provide one for free but currently don't have any available.
- Gurkha Brigade Band have been confirmed. 36 members, no charge for the band but Parish Council will have to cover administrative costs £149 plus warm food before they leave (Gurkha restaurant will provide at no charge) plus coach transport from Sandhurst and back to Folkestone. The cost of this is £835. This has now been booked. Band will stand on tennis courts as very loud.
- Leaflets will be distributed to neighbouring properties a few days before unveiling to inform residents about noise from the band.
- Food and drink – Gurkha restaurant to provide free 100 servings, nominal charge for additional servings
- Taylor Wimpey providing £250 for refreshments and will advertise the event in a newsletter to residents to be issued at the end of June.
- Tents – Air Cadets have offered two small tents and two volunteers on the day. The Army Company Cadets are providing 10 able bodied personnel to help with set up.



They are also going to try to source a large tent that can be made available. Will be in contact 13<sup>th</sup> June to inform what can be provided. It is proposed that the tent is located outside the back of the community centre so that hot drinks can be supplied from the kitchen rather than carrying boiling water down to the statue site.

- Speakers – to be confirmed
- Unveiling cloth – Major Carrick is investigating. Flags may be too heavy.
- Clerk has approached Landform for ideas and quotes for boulders or granite benches to surround statue to offer additional protection
- Gurkha museum to provide exhibition for Foyer There will be three separate double sided display boards that will contain pictures and info. He will send the dimensions along with photo. They will be delivered on the Thursday or Friday before the event.
- Flyer to be distributed to households to advertise statue unveiling and street snooker event. Area distribution can distribute flyers 2-5<sup>th</sup> July. Print quote from Charterlith to print 5,000 is £181 + artwork. Distribution of 3,800 flyers is £323 + VAT. If the leaflet is delivered with a double glazing leaflet, we will get a cost reduction of £35 per 100 saving approx. £120.
- Need to consider who should receive a formal invite
- Enquiries have been made to Zurich our insurance company regarding the public liability insurance for an event on land we don't currently own and insurance for the statue. They are happy to cover us we need to confirm number of attendees (200 max), number of volunteers (14), first aid provision (Jenny has asked first response if they are available to attend)
- Tens licence is needed as we will be playing live music. £21.00

Need approval to get TENS licence. £21 and two coat rails.

It was agreed to go ahead and request the TENS licence and Helen and Pat have coat rails that can be borrowed for the band uniforms at the event.

The following suggestions were made for invites to the unveiling ceremony: Peter Shoemith (Gurkha Society), Nigel Philips (TW), Derek Carrick (Redfields), local Parish, district and county councillors and local MP, Ranil Jayawardena local vicars, inform Quetta and Humphrey Park, heads of local schools, local police officers and PCSOs, Royal British Legion contacts – John Coombes and Bill Tyack, Lord Bramall, Jemma Pearson, Gavin Edgerley Harris, John Burliston and Gordon Corrigan

Clerk

#### 115/16 Newsletter/Leaflet

**To receive a proposal to cancel the July newsletter and replace it with a two sided flyer advertising the Gurkha Statue unveiling and the Street Snooker event. To approve leaflet if agreed.**

It was **resolved** to approve the printing and distribution of the circulated leaflet. GS/PL all in favour.

Cost: distribution of 3800 leaflets £190 to be delivered with a double glazing leaflet.

printing of 500 leaflets £181 + artwork

Clerk

#### 116/16 Wheel Park Project

**To receive an update on the Wheel Park Project**

The chairman reported the following:

- Planning permission received for path
- Some issues with anti-social behaviour around the Wheel Park and Target Wall area
- Work started on site on 23<sup>rd</sup> May 2016



- Pipe discovered underground. Redfield's contractor assisted and issue was quickly resolved as a redundant gas pipe.
- Pictures issued in report.
- Clerk has asked insurance company where we stand with insurance as the land is not currently owned by the Parish Council. Just need to let them know when the wheel park is handed to the Parish and let them know the number of jumps.

Clerk

#### 117/16 Athletics

**To receive a draft statement in support of a 6 lane, 400 metre running track at Crookham Park as requested in support of a grant application to be submitted by the Fleet and Church Crookham Athletics association and to approve the statement and a covering letter.**

**Documents circulated.**

The circulated statement was reviewed and approved. The clerk was asked to send it to the Fleet and Church Crookham Athletics association.

Clerk

#### 118/16 Community Centre report

A report was circulated, the chairman reported the following:

- Snagging – work carried out week beginning 31<sup>st</sup> May,
- Roof in main hall leaking in heavy rain this was due to some area of mastic missing. Down pipe at rear of foyer roof was blocked, need to get gutters and downpipes cleared out twice a year.
- New Classes – Pilates/meditation/Zumba
- Events – Indian dance/children's entertainer/ vine church/first aid/relaxation workshop for children.
- Security issues with back door being left open may need to book KMC for more visits.
- Round tables in store room take up a lot of space. Only used twice and then users swapped to long tables. Could the Parish Council sell them or store them elsewhere? Round tables could be hired if required for a wedding. Storage could be used for Vine Church cabinet freeing up more storage in hall cupboard.

It was **resolved** that KMC should be used as needed to improve security and locking up at the community centre. It was also **resolved** to investigate exterior storage for the round table trolley and round table to free up space in the main hall store cupboard.

Clerk

#### 119/16 Community centre terms and conditions of hire

**To approve amendments to the terms and conditions of hire for the community centre and single booking hire agreement.**

It was **resolved** to accept the amendments to facilitate the payment of damage deposits into the council's current account and to be refunded via internet payment by the council. GS/HB all in favour.

Clerk

#### 120/16 Jubilee Drive and Hightrees playgrounds

**To receive an update on the transfer of Jubilee Drive and Hightrees playgrounds.**

The Chairman reported the following:

- Hightrees - complaints from residents about compacted matting and lack of maintenance inside play park. Taylor Wimpey leaving grass too long. It was cut on Saturday morning. Our litter teams are emptying bins.
- Jubilee Drive, one sign put in play park other sign put at play area where equipment has been removed.



- Playground by school has been transferred

The clerk was asked to put a padlock on the maintenance gate of Jubilee Park playground and to ensure that the sign is moved from Grant Drive play area to Jubilee Drive play area.

Clerk

**121/16 Tennis courts and Multi Use Games Area**

**To discuss option on how to manage the Tennis courts and multi-use games area at Crookham Park when they are handed over to the Parish Council.**

- Leave both open to the public to use as and when they wish.
- Lock gates and introduce a booking system, how will people gain access and secure booking.
- Lock with combination lock, resident pay £5 per annum for the combination.

It was **resolved** to keep the tennis courts and MUGA as free to use and leave them open and accessible to the public and to review as needed. GS/HB all in favour.

Clerk

**122/16 Basketball nets on MUGA**

**To consider whether to ask Taylor Wimpey to install basketball nets on one half of the MUGA and football on the other half.**

It was reported that the clerk had since spoken to the contractor working on the MUGA and he has confirmed that there will be football goals and basketball nets installed on the MUGA. Surface completed, fencing to be completed this week.

**122/16 Maintenance contract for Pavilion at Peter Driver Playing fields**

**To decide whether to renew the contract for the electrical surveys and the water treatment for the pavilion at Peter Driver playing fields**

The chairman reported the following:

- 5-year contract with CBS
- Chlorination, drain of system
- Boilers need replacing
- Refurbishment needed in next few years

It was **resolved** to get quotes for electrical and water services maintenance for community centre and pavilion as required and to give notice to the current supplier.

Clerk

**123/16 Consultation**

To agree a response to the Fleet Police priorities consultation – closing date 20<sup>th</sup> June

<https://www.surveymonkey.co.uk/r/SJQD3QH>

Individual councillors had submitted responses.

**124/16 Quotes**

To receive and approve any quotes.

Fence repairs – not our land. Parish Lengthsman  
Price to take down/take away old fence plus supply deliver and erect  
Repairs for - knee high fencing at Bourley road/Tweseldown Road fleet

X3 6x4 timber (birds mouth) posts to be broke out/replaced



- X3 10ft 4x4 timber rails to replace
- X3 4x1 timber rails (bottom section) to replace
- X5 existing timber posts to be re- concreted up right
- X5 metal knee high straps to replace

£550

All posts to be concreted 2ft into ground. It was **resolved** to accept this quote. GS/GC all in favour

Clerk

**Servicing of CUV used for sweeping MUGA at Peter Driver:**

£302.70 for engine servicing

£362.70 for engine servicing and repair to snowplough handle

It was **resolved** to get the CUV serviced and the snowplough handle repaired. GS/PL all in favour.

Clerk

**Annual Inspection at all 4 sites**

Azalea

Peter Driver

Jubilee Park

High Trees

As these sites will be under CCPC ownership we will obtain a health check at the beginning of ownership on the two additional sites and then they will be included in the annual timetable going forward.

Quotes below from two new companies

Quote 1 – 4 sites £340

Quote 2 – 4 sites £450

It was **resolved** to accept Quote 1 unless ROSPA provide a cheaper quote. GS/GC all in favour

Clerk

**Tens licence** £21 - approved.

**125/16 Items for the next agenda**

- Wheel Park update
- Gym Equipment project
- Hightrees transfer
- Tennis Court and MUGA transfer
- Allotments
- Gurkha Statue unveiling
- CCTV statue and wheel park

**126/16 To agree a date for the next meeting – 11<sup>th</sup> July, 2016**

**There being no further business, the meeting closed at 21:40 pm**

Signed.....

Date.....