



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

**Date and Time:** 8.00pm Monday 10<sup>th</sup> October 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), David  
Cunningham (DC)

**Also:** Jayne Hawkins (Parish clerk)

There were no members of the public present

**180/16 Apologies for absence**

Apologies received from Cllr. Jenny Radley, Cllr. Gill Scott and Cllr. Gill Chatfield.

**181/16 To agree minutes of Facilities Committee meeting held on 12<sup>th</sup> September 2016.**

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

**182/16 Dispensations – To receive any written requests for disclosable pecuniary interest  
dispensations from members.**

There were no requests for dispensations

**183/16 Declarations of Interest**

There were no declarations of interest.

**184/16 Chairman's announcements**

The Chairman made the following announcements:

Annual return for 2015/2016 approved by BDO and internal auditor, no issues raised, it will be  
presented to Parish Council at the end of October.

No updates on the Hightrees work, TPO permission requested by TW.

Residents at Crookham Park have complained about the lack of access to the tennis courts and  
MUGA. The TW office on site said that the Parish Council were preventing it from opening.

45 tickets sold for Barn Dance.

**185/16 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.

**186/16 Wheel Park acoustic report**

**To receive a report on the wheel park including the acoustic report and to decide whether to  
accept and implement any recommendations from the report.**

Report circulated: A second acoustic report was discussed.

Councillor Cunningham proposed that the recommendations of the report should be accepted.



Seconded by Councillor Connolly all in favour.

The report recommended that the following mitigation measures were implemented:

- Construction of an acoustic barrier. It is recommended that it is 2.8m high of minimum superficial weight 15kg/m<sup>2</sup>, no holes or openings in barrier
- Promotion of good behaviour through positive engagement

It was **resolved** to install a 3m high, 30m long acoustic fence with a superficial mass of 25KG/m<sup>2</sup> from Jackson fencing and installed by Treasure fencing at a cost of £4640 subject to planning permission if required. RJ/DC all in favour.

Clerk

It was **resolved** to accept a quote from Buds landscaping to install 30m of laurel hedging at 5ft to 6ft high. RJ/DC all in favour.

Clerk

Total cost: £6,925 to be taken from the open spaces S106 budget.

It was agreed to put the acoustic report on the Parish Council website and the clerk was asked to speak to Hart District Council to establish whether planning permission is required to install the acoustic fencing.

Clerk

#### 187/16 Exterior toilet – Community Centre

**To consider making the outside toilet at the community centre available to users of the wheel park and if agreed to decide what hours to make it available and how to fund the opening and locking of the facility.**

Following a discussion, it was **resolved** to defer this proposal to the next Facilities Committee meeting in November 2016. RJ/HC, 2 in favour, 1 against, 1 abstention.

The clerk was asked to investigate the following for the next meeting:

- Quote for daily cleaning costs
- Quote for implementation of a timed access control system for the door
- Speak to insurers regarding the risk/insurance cost of opening an external toilet attached to the community centre
- Gather information on requests for access to an external toilet
- Consider signage.

Clerk

#### 188/16 Playground inspection report

**To receive the annual play-ground inspection report and to approve a plan for addressing any issues raised.**

Report received and accepted, all low level issues.

It was **resolved** to ask the allotment and recreation officer to address the issues raised in the report utilising the grounds maintenance company and maintenance companies as appropriate taking into account the low risk of the items raised. Some items to be referred back to suppliers for comment.

It was agreed that the action plan should be completed and recirculated.

Clerk/CI

#### 189/16 Pre-School Shed

**To consider replacing the pre-school shed with a larger and more robust metal shed.**

The Chairman reported that the current shed is poor quality, over filled, items moved in and out on a regular basis. Unlikely to last for many years. Unable to shut door.



If budget allows it was suggested that provision should be made for a new robust metal shed in budget for 2017/2018 or 2018/2019.

Asguard – supplied shed at Peter Driver playing fields, very strong and secure. Require flat base. Current shed 2.4m x 3.6m

- School pack 4 – 3.330m x 2.24m £2,466
- School pack 10 – 4.422 x 2.24 £3,066

It was **resolved** to ask the Policy and Finance Committee to look at including budget provision for a new pre-school shed in the 2017/2018 budget HC/RJ all in favour. An alternative source of funding that the Policy and Finance Committee could consider is the Ear Marked Reserve for the Community Centre.

Clerk

#### 190/16 Community Centre storage

**To receive a proposal to install a permanent storage shed on the grass area between the main car park and the overflow car park or on the grass area behind the pre-school playground. Report circulated.**

The Chairman reported the following:

- Storage continues to be a requirement at the community centre – toddler group, round tables, paints and maintenance materials, new classes e.g youth club, toddler group
- The clerk had contacted Ascot buildings that provided the sheds at the allotment
- Requested quotes for a permanent/ robust/ secure/attractive shed
- Possible sites for installation would be next to existing tarmac path to allow easy access to community centre
- Synthetic slate roof would be attractive and very strong
- Ship lap sides
- Two double doors with key pad locks
- Two sections 1 for use by hirers and 1 for use by Council.
- For budget purposes two quotes were requested:
  - o 5m x 4m (20 sq m) - £8,650
  - o 3m x 10m (30sq m) - £11,985
  - o Base with two courses of bricks would have to be provided on top at an additional cost.

It was **resolved** to ask the Policy and Finance committee to consider funding and timescales for a permanent storage shed at the community centre, with a budget amount of £15-18K HB/RJ all in favour.

Councillors to look at possible locations and short term storage solutions

22:09pm Cllr Cunningham left the meeting.

#### 191/16 Tree Survey Chesilton Woods

**To receive the tree survey for Chesilton woods.**

The Chairman reported that a draft tree survey had been received 6<sup>th</sup> October and circulated. When final report with photos is issued the Clerk will request quotes from tree surgeons for low and moderate priority works. Only 1 high priority items which has already been dealt with as a health and safety matter. Recommendations to remove 14 trees.  
Tree Survey accepted.



**192/16 Budget**

To consider projects that the Facilities Committee would like considered for the 3 year forecast budget.

- Shed for preschool – 4,000
- Shed for community centre storage - £14,000

It was **resolved** to include the two shed projects and an exterior seating/patio area at the community centre in the 3 year forecast budget or to recommend using the Community Centre Ear Marked Reserves.

Clerk/SdG

- Shed for pre-school budget £4K
- Shed for Community Centre storage 15-18K
- Exterior seating /patio area 10K
- Defibrillator installations 2K per defibrillator.

**193/16 Quotes**

The following quotes were reviewed and approved RJ/HC all in favour.

- Repairs to basin for disabled toilet at community centre, handy man booked in 11<sup>th</sup> October. Health and Safety issue, clerk authorised installation of stronger brackets.
- Pre-school pvc curtain - £508.20 to be fitted during October half term
- Portable speaker – spare for PA system in-case of breakdown up to £200
- Repairs to one roof blind at community centre requires new motor, awaiting cost from Waverley Blinds.

**194/16 Items for the next agenda**

- Athletics
- Wheel Park update
- Open spaces transfer
- NEAP location
- Gym equipment
- Barn Dance report
- Hightrees
- CCTV update

**195/16 To agree a date for the next meeting – 14<sup>th</sup> November 2016**

There being no further business, the meeting closed at **22:24pm**

Signed.....

Date.....