



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

Date and Time: 8.00pm Monday 14th November 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), David
Cunningham (DC)

Also: Jayne Hawkins (Parish clerk)
Cllr. Debbie Moss (DM)

There were 3 members of the public present

195/16 Apologies for absence

Apologies were received from Cllr Jackson who was detained at work.

196/16 To agree minutes of Facilities Committee meeting held on 10th October 2016.

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

**197/16 Dispensations – To receive any written requests for disclosable pecuniary interest
dispensations from members.**

There were no requests for dispensations

198/16 Declarations of Interest

There were no declarations of interest.

199/16 Chairman's announcements

The Chairman reported the following:

Jubilee Drive Playground has been registered as belonging to the Parish Council by Land
Registry.

Two speed tables will be installed on Sandy Lane. The works will take place between 9.30am
and 4.30pm starting from 21st November 2016 and should take three weeks to complete. The
contractor will try to keep the road open as much as possible.

Project updates:

- Documentation community centre all indexed – complete
- Maintenance schedule Community Centre – in progress
- Parish online mapping – Crookham Park data on, Trees on, gateways on, Play
equipment to go on.

**200/16 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 three members of the public present. The Chairman agreed to receive comments
on the wheel park under agenda item 202/16.



201/16 Business Rates Recovery

To receive a brief overview from Michael Lisanti from Goodman Nash regarding business rates recovery for Peter Driver from 2010 to August 2015 when the community centre opened.

- Following a brief discussion at the parish council meeting on the 24th October, Goodman Nash have confirmed that the period for which they could reclaim overpaid rates relates to the period from 2010 to August 2015. Rates cannot be reclaimed after the community centre opened
- Goodman Nash estimate that £4400 can be claimed and their fees would be 35% of the money reclaimed.

It was **resolved** to give permission to Goodman Nash to reclaim overpaid rates on behalf of the Parish Council and for the Clerk to sign the agreement based on no win no fee. GS/GC all in favour.

Clerk

202/16 Wheel Park update

To receive an update on the wheel park.

The Chairman reported the following:

- Planning application for acoustic fencing submitted Wed 26th Oct, planning department requested full visual plans of the proposed fence
- Skate ranger scheme – some interested parties
- Training sessions/skate jam sessions to be organised for Easter Holidays following agreement to plans
- Problems in recent weeks with older youths and adults intimidating the younger children, swearing, drinking and smoking. Reported to police.

Councillors discussed whether they should consider employing a park ranger to assist with the management of the skate park, tennis courts, five a side and playgrounds. It was **resolved** to investigate this further and the clerk was asked to prepare a job description for the role.

Clerk

Councillors agreed to install signage to direct Wheel park users to the Community Centre car park and toilets and increase the frequency of rubbish clearance.

Allotment
and Rec
officer

203/16 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.

The Chairman reported the following

- Insurance company – agreed to Parish Council providing exterior toilet, PC to manage the risk, no additional premium.
- Cleaner – prepared to clean three times a week at no extra cost as trial to see how much is needed.
- Locking – Southern Security, could use existing security system and add security system for exterior toilet door, quote received for £2132.00

A discussion took place about whether skate park users that use the public open space as a toilet would actually walk to the community centre to use the facilities. No users of the Wheel Park have requested toilet facilities and no other parks in the parish have toilet facilities. There was also concern that the toilet door could be lodged open.

Allotment
and Rec
officer

It was **resolved** not to invest in the security system for the exterior toilet at this point and



instead encourage the use of the Community Centre toilets during working hours.

204/16 Community Centre update

To receive an update on the community centre and to decide whether to release the retention sum of £29,948 to Mildren Construction and £1,200 final payment to Rund.

The Chairman reported the following:

- Playground surface – resurfaced 25th October 2016.
- End of snagging period, plant room service has been carried out by GR Edwards. Clerk has asked flooring installer to visit site to fix flooring edges in bathrooms which are coming away from walls. Retention of £29,948 should be released to Mildren and £1,200 final payment to Rund should be paid when invoices received. Final Statement will be presented to Parish Council in November. Funds remaining in Community Centre Project approx. £68K (suggest that the storage shed and patio area is funded from here) and funds in Community Centre ear marked reserve £30K (Maintenance and improvements to existing Community Centre e.g. roofing, windows, kitchen, bathroom replacements), suggest that when required an extension is funded with a loan from the Public Works Loan Board which provide government funding for capital projects. Loans are at a fixed rate of interest and can be from 1 to 50yrs, e.g. £200K loan for 5 yrs would be a repayment of £41.4K per annum, over 20 years it would be £12.5K per annum
- Maintenance Schedule for coming year has been drafted, clerk is now gathering quotes. Legionella risk assessment will be carried out to establish if any additional steps are necessary to ensure the water system is safe. Quotes received from Dynamika, EWS and TEcompliance
- Spares – should the PC purchase spares as recommended in the documentation for the community centre maintenance. Costly and storage needed
- There are a number of new Classes at the community centre:

Aston Toning, Aston Pilates, Zumba, Yogonomy, JHL Accounting breakfast club (from Jan), Adventurers and a Youth Group on a Friday run by the Vine Church.

- The round tables have been moved to the allotments shed to give us more space one set of Chairs has been put in the boiler room to give us a little more space in the hall cupboard for the youth club to start in January.

It was **resolved** to release the final payments of £29,948 and £1,200 to Mildren and Rund respectively GS/DC all in favour.

Clerk/RFO

205/16 Temporary Storage Community Centre

To consider a proposal to install a mobile container to address storage issues at the community centre while looking at longer term solutions or agree to initiate the longer term solution and get plans drawn up for a permanent shed so planning permission can be submitted.

Report circulated, councillors considered the following:

Possible short term storage solution: Mobile Mini container – cream colour, 20ft x 8ft x 8ft 6’, to be located on overflow car park closest to community centre. High security.

- a. Weekly rental with damage waiver: £13.30, £691 per annum
- b. Additional drop off and pick up cost of £418.20
- c. First month mandatory then can pick-up anytime

Or initiate meetings with Ascot building to look at suitable locations and designs for a



permanent storage shed at the community centre so that other quotes can be gathered and a planning application could be submitted so that the project could be initiated in the new year.

It was **resolved** to invite Ascot Buildings to view the site and propose a suitable location and size for an exterior building. Councillors will be invited to attend the meeting. Once the specification is agreed then other companies will be invited to quote. Indicative costs for 5m x 4m - £8,650 10m x 3m - £11,985 plus a slab base and a two course layer of bricks.

Clerk

206/16 Crookham Park/Taylor Wimpey update

To receive an update from Taylor Wimpey and to decide whether the parish council approve the revised plan for the NEAP.

Plans for the NEAP at Crookham Park were circulated – 1000 sq metres 37m x 35m. It will run alongside orchard fence from car park to orchard gate. It was **resolved** to approve the plans as circulated.

No update from Taylor Wimpey.

207/16 Athletics Club

To receive an update from the athletics club – report circulated

Cllr Butler gave an update on the plans of the Fleet and Crookham athletics club for making Crookham Park a new base for their athletics club. The club has 87 adult members and 119 junior members. They will be employing a project manager to move their project forward and to apply for grants.

208/16 Men's shed

To receive an update on the men's shed project.

Cllr. Scott and a resident Allan Walker gave an update on the men's shed project. There will be three local committees (Church Crookham, Hook and Yateley) who will work independently but also meet up regularly to learn from one another. Basingstoke and Andover shed projects will also assist. Calthorpe Park School have offered possible accommodation in the school. Cllr Silvester agreed to join the Church Crookham team to offer advice on health and safety and other practical issues. It was reported that stores such as B&Q will support such projects by donating materials.

The Parish Council resolved to assist with advertising a local meeting. Alan to draft a piece for the local paper to advertise the project which following review will be sent to Steve Lloyd at Fleet news and mail to attract further interested residents to the project.

Clerk

209/16 Tree quotes Chesilton Woods

To receive the tree quotes for Chesilton woods.

Final report received 17th October, TPO request submitted 20th October, quotes requested 20th October.

Three quotes were received and reviewed for tree works at Chesilton Woods. All quotes were very similar and it was **resolved** to accept the quote from P. A. Searle.

Other work was noted and will be requested - hung up silver birch next to 0116 near road, dead silver birch next to 0114 near road plus removal of Holly branches over hanging residents shed at 1 Portland Drive.

Clerk



The Chairman reported the following about tree works being carried out by Taylor Wimpey at Hightrees

- TW submitted TPO request with Clerk as applicant. Tree works have now been approved.
- The Parish Council have asked TW to inform residents about the work.
- Adam Maskill will ask for replacement trees to be planted for those removed, will send a list of possible replacement species

210/16 Parish Maps

To decide whether to proceed with a map board for Lynwood using the design and implementation service available through Hampshire County Council. To decide whether to also produce a stylised map showing the main features of the parish for use in the newsletter/website/community centre and whether to produce a simplified road map of the parish to assist with directions to our main sites.

Information circulated.

Budget available for parish maps 2016/2017 - £3.6K

1. HCC map board - £660 - £800 depending upon style HCC graphics may not be able to use the parish online layers showing Crookham Park
2. Stylised map - £500 local graphic designer
3. Road Map - £290 local graphic designer
4. Interactive map – similar to Fleet Town map for website.

It was resolved to progress items 2 and 3 above with local graphic designer Lucy Wynn at Wynn Creative. Cllr. Scott will assist with project. It was decided to review the HCC Map Board in summer 2017 when more information is available on ordnance survey maps.

Clerk

It may be possible to contribute funds to Fleet Town interactive map to update Church Crookham. Clerk has requested costs.

211/16 Gym Project

To receive an update on the outdoor gym project. Report circulated.

The Chairman reported that the clerk had contacted a few companies to gather brochures and approximate costs and had then met with the sports officer Sam Knowles to draft a specification that had been circulated.

Sam Knowles then gave an overview of the specification and explained why it was recommended that a functional / body weight gym would be most appropriate for the Peter Driver Sports Field which is used mostly by people interested in fitness and training. Examples of the type of equipment recommended was viewed. It would also be easier to maintain as this type of gym equipment has less moving parts.

The draft specification was approved and it was agreed that the clerk should establish whether the project has to be advertised on contract finder. The specification should then be put on contract finder requesting expressions of interest and to 5 companies requesting quotes.

Clerk

212/16 Barn Dance update

To receive a brief overview of the Barn Dance event.

A financial spreadsheet was circulated.

- Event well received by those attending, food appreciated, more bread requested.
- Income: 53 tickets sold plus beer and wine sales - £534.33 exc. Vat



- Costs: (band hire, licence, lights, beer, food, table clothes £552.37
- Small loss £18.04 but remaining stock worth £26.91

213/16 Summer flowers 2017 / Christmas lights

To receive a proposal for installing summer planters in 2017 and few Christmas decorations for Community Centre 2016. Report circulated

Summer Flowers – suggested using same company as Fleet town for economies of scale

- Budget 2017/2018 - £5,000
- Rental cost for maintained planters at following sites - £3650
 - o Parish Welcome signs (x7)
 - o Community Centre (x6)
 - o Parade of shops at Verne (x5)
 - o Parade of shops at Northfield Road (x5)
- Order to be placed December 2017

It was **resolved** to proceed with the summer flowers. Clerk to check if planters can be placed at the parade of shops at the Verne and Northfield Road.

Clerk

Christmas Decorations: Budget 2016/2017 - 2K

- Lighting Angels Meeting 14th Nov – 3000 warm white lights in large Oak tree in front of community centre plus electrical work £1750.00. Leased and in place for 3 years.
- Photos of decorations from Cost Co circulated for front doors and interior Christmas

It was **resolved** to: install Christmas lights in Oak tree if split branch can be removed first and to purchase additional decorations for the community centre up to £250.00.

Clerk

214/16 Quotes

The following quotes were reviewed and approved GS/GC all in favour:

- Led light string for Community centre foyer – £9.99 + vat
- Christmas decoration Community Centre Foyer – Cost Co (£250) / lighting angels (£1750) total £2,000 (budget 2016 2017, £2K)
- Legionella risk assessment Community Centre and Peter Driver Pavilion – three quotes reviewed, accepted quote from Dynamika for £550.
- WIFI booster and installation including set up of new internet connection in main hall for use by Vine Church: £209.97
- Replacement light for kitchen:£75.00

215/16 Items for the next agenda

- CCTV update
- Wheel Park fencing and hedging
- Men shed
- Gym project
- Taylor Wimpey update (to include bins, securityof open spaces, post box)

216/16 To agree a date for the next meeting – 12th December 2016

There being no further business, the meeting closed at **22:12pm**

Signed.....

Date.....