



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

**Date and Time:** 8.05pm Monday 10<sup>th</sup> April 2017  
**Place:** Church Crookham Community Centre, Boyce Road, Crookham Park, Church  
Crookham, GU52 8AQ

**Present:**

Councillors: Gill Scott (GS)(Chair), Hugh Connolly (HC), Gill Chatfield (GC), David Cunningham (DC),  
Richard Jackson (RJ)

Also: Jayne Hawkins (Parish clerk)

There was 0 members of the public present.

**52/17 Apologies for absence**

There were apologies from Cllr. Helen Butler.

**53/17 To agree minutes of Facilities Committee meeting held on 13<sup>th</sup> March 2017**

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

**54/17 Dispensations – To receive any written requests for disclosable pecuniary interest  
dispensations from members.**

There were no requests for dispensations

**55/17 Declarations of Interest**

Cllr. Jackson and Cllr. Chatfield declared an interest in items 60/17 and 66/17 as they are  
allotment holders.

**56/17 Chairman's announcements**

The Chairman gave the following announcements.

Out-door Gym Project: shortlisted schemes are on display at Community Centre and also Peter  
Driver playing fields. Interested parties have been invited to comment.

Planters due to be placed in parish end May. Temporary structure licences will be needed for  
Reading Road South and the Verne for approximately 20 weeks at a cost of £1270.

Acoustic fence installed at the wheel park. Both bins have been damaged and there is graffiti  
on the target wall.

Allotments AGM 26<sup>th</sup> April.

Bridleway entrance from Ewshot Lane – Hampshire County Council have agreed to place tow  
warning signs either side of the access/egress point and to paint SLOW on the approach.

**57/17 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.

**58/17 Tennis Courts and MUGA**



**To consider how to manage the tennis courts and MUGA at Crookham Park when they are handed over to the Parish Council.**

A draft report was discussed.

- Signage
- Free to use weekends and weekdays up to 7.30pm
- Bookable slots via the Parish Council for weekday evenings from 7.30pm to 9.00pm from 1<sup>st</sup> May to end August

It was **resolved** to ask Councillor Butler to complete the report and consider the following comments:

- Could the Tennis Courts be locked with a key pad and charge a fee per family for annual usage as at Calthorpe Park, one court could be bookable and one court turn up and play. Guidelines for usage on signage
- MUGA open and free to use, guidelines for usage on signage
- If players are not there at start of their booking, then the slot can be used by people that turn up.
- Prepare a staged management plan starting with minimum management at start and then step up if problems are reported.

HB

Clerk to resend list of booking apps and software to councillors to review.

JH

Signage should be agreed asap and made up ready to be installed. Bins should also be ordered in advance.

JH

Clerk to check how Ewshot manage their tennis courts

JH

**59/17 CCTV**

**To receive an update on the provision of CCTV at the Gurkha statue and skate-park and to decide whether to accept the quotes and proceed with the work if all quotes are available.**

The Chairman reported the following:

- Meetings have taken place with Nigel Philips from Taylor Wimpey on 14<sup>th</sup> and 23<sup>rd</sup> March
- TW agreed to provide cable and trench to tennis courts
- TW agreed to provide base for two CCTV cameras and cabinets
- Quotes for duct between two cameras at 750mm deep – still waiting for TW to confirm costs
- Athletics Club – requested provision of 35kVA 3 phase electricity supply and water supply to position next to athletics track. This has been factored in

Total cost to be confirmed.

**60/17 Water supply at allotments**

**To decide whether to employ a contractor to look at the leak at the allotments site.**

The chairman reported the following:

- A leak at the allotments has resulted in a large increase in the water bill for allotments site.
- Water has been turned off for last two months while we have been waiting for TW to look at the problem
- Allotment holders are now requesting that the water is turned back on as the growing season is starting.
- The clerk would like to appoint a contractor directly to look at the problem rather than waiting for Taylor Wimpey
- Quote: £400 per day

It was **resolved** to accept the quote for £400 per day and to approve two days' work to



investigate and hopefully resolve the leak at the allotment site.

Clerk

**61/17 Public Art Project**

**To receive an update on the next phase of the public art project. Report Circulated**

The Chairman reported that a number of artists had been contacted and a number of suggestions had been made for an art trail including the following

- Iron works (spiders webs, snails attached to railings, list of regiments on the target wall or other piece of art depicting the history of site)
- Wicker art (pigs for orchard or seating for orchard)
- Tiny doors in trees
- Information boards – History of site by Orchard and target wall.

A discussion took place and councillors said they were keen to meet with the blacksmith to look at his work, they would like a trail leaflet and that the trail should include both nature and history items. Consider incorporating a geocache system.

**62/17 Letter of intent for Men's Shed project**

**To receive a draft letter of intent to lease land at the allotment site to the Church Crookham and Fleet Men's Shed project, to agree the terms of the letter and to decide whether to get legal advice before sending the letter to the Men's shed project. Letter circulated.**

A draft letter was circulated and it was **resolved** that the clerk should get some legal advice before issuing the letter of intent. GS/RJ all in favour.

- Length of lease (clerk to check with lawyer if 99 years was reasonable or whether a shorter lease would be better)
- Annual rental (suggested that the council pro-rata the allotment plot rate to calculate the annual lease cost)
- Hours of use (suggested 8.00am to 9.00pm)
- Include a clause to say that the lease would be broken if the shed was not used for the purposed stated in the lease and if it was not maintained and kept tidy.
- Include a statement that no business will be conducted from the shed.
- Annual lease amount to be reviewed annually

Clerk

**63/17 Community Centre update**

**To receive an update on the community centre**

The Chairman reported the following:

- Broken window to be fixed 12<sup>th</sup> April
- Roof overflowing and hall lights – Mildren visited again 7<sup>th</sup> April
- Signage to community centre – finger signs
- New classes: English/Russian bilingual toddler group and pole dancing
- Following a request for a party for 70 13yr olds should the terms and conditions be updated to include parent child ratio, maximum number of children, under 14 currently allowed.
- Problems with remote controls for blinds, fan heaters and automatic openers in main hall. Fan heaters needed a replacement connector and automatic openers needed replacement fuses. The remote blinds will be looked at on the 21<sup>st</sup> April suggest the remotes are replaced with a control box fitted to the wall.



64/17

**Community Centre hire agreement**

**To receive amendments to the conditions of hire for the community centre**

A revised document was circulated and it was agreed to make the following amendments.

- Birthday parties will not be accepted for 12 to 22 year olds
- Hirer to ensure acceptable ratio of supervision of adults to children is adhered to
- Temporary Event Notices must be applied for if alcohol is to be sold at an event and the Community Centre administration informed before the application is made as the Community Centre has a limit of 10 licences per annum.
- It was **resolved** to accept the above amendments. GS/GC all in favour.

Clerk

65/17

**Building Maintenance contracts**

**To receive quotes for regular maintenance of Church Crookham Community Centre and Peter Driver Sports Ground to include the following:**

- **Fire alarm and associated items (Fire alarm, emergency lighting, sensors, automatic openers)**
- **Security alarm and associated items (Alarm, access management system, maglocks)**
- **Automatic door openers**
- **Mechanical and electrical (boilers, calorifiers, Heating controller, Dosing pot, circulating pump, water conditioner, thermostatic mixer valves, gas detection system, mikrofil pump pressure, hot water boiler)**
- **Water safety – Legionella testing, drain and disinfection of water system at Peter Driver Pavilion)**

Clerk

The Chairman reported that a number of companies (Dominos, GL Services, Keir, Reflect, JFK heating and plumbing) had been contacted and asked to quote for regular maintenance work on the Community Centre and the Sports pavilion. A number had declined to quote, others hadn't replied despite chasing. A number of quotes had been received for each area.

It was **resolved** to accept quotes for annual maintenance from the following:

Fire alarm and associated items – Axis fire and security £220 per annum, 2 visits per annum  
Security alarm and associated items – Southern Security, £220 per annum, 2 visits per annum  
Automatic openers – Recall, £197 per annum, 1 visit per annum  
Plumbing and heating – JFK plumbing and Heating: £915 Community Centre  
Water safety – 3C - £995 Peter Driver, £120 Community Centre

GS/GC all in favour.

9.09pm

Councillors Gill Chatfield and Richard Jackson left the room

66/17

**Allotment Rates from May 2018**

**To consider whether the Parish Council wish to increase the allotment rents from May 2018.**

It was reported that the parish council must give 1 years notice of any increase in rents for allotments. Approx: income and expenditure in 2016/2017 income: £4,800, costs: £3,600  
In addition, the Parish Council also put away £2K per annum in ear marked reserve for allotment maintenance and shed replacement.

It was **resolved** not to increase the allotment rents from May 2018.

Clerk

9.13pm

Councillors Gill Chatfield and Richard Jackson returned to the room



**67/17 Defibrillator**

**To consider quotes for two defibrillators and cabinets for Peter Driver playing fields and Church Crookham Community Centre. Report circulated**

The chairman reported that a report had been circulated.

- It is recommended to purchase a IPAD SP1 Semi Auto AED package from Wel Medical (includes defibrillator, pads, battery, carry case, starter kit, training video and Defibsafe mk2 external cabinet. Wel Medical will also hold familiarisation training session for the public free of charge. Total cost for 2 packages: £2732.
- This is the package recommended by South East Coast Ambulance service who will also provide support and free training if the Parish Council purchase this defibrillator.
- Locked cabinet
- Additional cost: installation (awaiting quotes)
- Budget 2017/18: £4,000

It was **resolved** to accept the quote from Wel Medical for £2732 GS/DC all in favour

**Clerk**

**68/17 Barn Dance**

**To receive a project plan for the Barn Dance.**

A report was circulated

- Saturday 14<sup>th</sup> October
- 7pm to 10pm
- Cost: £479.52
- Saxon Drain plus ploughman’s supper
- Volunteers required
- Tickets £10 each per adult and £6 per child

If 50 adult and 20 child tickets are sold would give a small profit of £140.

It was **resolved** to go ahead with the barn dance and book the band. Councillor Debbie Moss volunteered to assist on the evening. GS/HC all in favour

**Clerk**

**69/17 Quotes**

No quotes available

**70/17 Items for the next agenda:**

- Public Art project
- Report on allotment leak and drainage
- Gym Equipment Project
- Management of Tennis Courts and MUGA
- CCTV update.

**71/17 To agree a date for the next meeting – 8<sup>th</sup> May 2017**

There being no further business, the meeting closed at 9:35pm

**Signed.....**

**Date.....**