

CHURCH CROOKHAM PARISH COUNCIL

Facilities Committee

Minutes of the Meeting held:

Date and Time: 8.00pm Monday 11th December 2017

Place: Church Crookham Community Centre, Boyce Road, Crookham Park, Church Crookham, GU52 8AQ

Present:

Councillors: Gill Scott (GS) (Chair), Helen Butler (HB), Debbie Moss (DM); Gill Chatfield (GC), Richard Martin (RM); Peter Collings (PC).

Also: Claire Inglis (Clerk)

There were 3 members of the public present.

202/17	Apologies for absence Cristina Harris, Cameron Miller.	
203/17	To agree minutes of previous meeting held on 13th November 2017 The minutes of the previous meeting were approved as a true record of the meeting.	
204/17	Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members None received.	
205/17	Declaration of interest relating to any item on the agenda None received.	
206/17	Chairman’s Announcements <ul style="list-style-type: none"> • Petanque club in Crondall are potentially looking for a new site for a terrain (surface upon which the game is played). They have been invited to provide additional information on their requirements and available funding to open up discussion with CCPC. Please note that CCPC are not responsible for land that is likely to be suitable yet, and like the Athletics club this may be a little premature. • Gurkha Board working group has been postponed until early January to allow Events Officer to focus on Newsletter issue deadline and Website review which are both work in progress. • Outdoor Safety Inspections have been carried out in December - no major concerns at sites, medium fallen branch at High Trees is due to be removed from area this week. Community Centre checks are programmed for w/c 18th December • Newsletter draft has been circulated. Please can all comments be received by close Wednesday 20th as this needs to be with printers Friday 22nd. 	
207/17	Public session – This is an opportunity for members of the public to bring matters relating to items on the agenda to the attention of the committee. A representative from Crondall Petanque Club provided additional information as to their requirements for a new terrain in the area. The club is currently on an annually renewable lease giving uncertainty to the future of the club. The club has some funding but would	

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	<p>need financial support in providing a new terrain elsewhere. Previous terrain cost £6,000 in 1997 with considerable member participation in building it which cannot be guaranteed this time. The club would require exclusive use via a lease agreement and the area would have to be fenced off.</p> <p>Councillors clarified that the exclusivity and fencing are prohibitive issues for use of land within Crookham Park as the land is designated Public Open Space. They asked if the club is seeking support from other parishes. It was confirmed that talks are ongoing with Hook, Hart DC, Hampshire CC, Elvetham Heath. Contacts with the MOD would be provided to the club. Councillors agreed to keep the club in mind if land becomes available in the future but there is currently no opportunity within Church Crookham.</p>	
208/17	<p>Bees</p> <p>To receive a report on a proposal for an Apiary at the Allotment site from the Fleet and District Beekeeping Association F&D BKA and agree whether to support the proposal</p> <p>A report was provided with information from F&D BKs including preferred locations and funding requirements. A lease agreement for use of the land will also be required. Councillors discussed the requirements further with the representatives from the Association. They would be looking for an apiary to hold up to a maximum of 12 hives which would be managed by them. Some storage would be required but it was agreed that an area in shed 1 could be made available. Fencing around the site would be needed and a grant application will be required. The tenant's association of the allotments confirm that tenants are happy for the apiaries to be located close to the site.</p> <p>It was agreed that the Clerk would send a grant application form and provide contact details for a fencing contractor. A meeting would also be arranged with the grounds maintenance contractor to facilitate more open access at the designated site behind the ditch of area I. Information re Apiary to also be included in the newsletter.</p> <p>It was resolved to support the proposal for the installation of an apiary site at the allotments by the Fleet & District Beekeeping Association subject to a lease agreement on occupancy of Parish Land and have legal advice to draft the licence. Proposed GS, Seconded PC, all in favour.</p>	Clerk/ Events
209/17	<p>The Great British Spring Clean</p> <p>To decide whether to register the Parish Council to join in with the GBSC 2018 on the weekend of 2nd-4th March 2018</p> <ul style="list-style-type: none"> • An email was received by the Parish Clerk advertising the Keep Britain Tidy campaign to have a "Spring Clean" of the parish by assembling a group of volunteers as well as Councillors to collect litter throughout the parish. • Hotspots could be targeted e.g. near shop outlets where rubbish gets dropped close to the area of purchase or specific parish owned sites such as Peter Driver, Azalea, play parks, Skate Park. • Residents could be encouraged to meet at the Community Centre and/or various locations around the parish to assist in a litter pick on a day over the weekend to make a difference in their community. 	

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	<p>A risk assessment for the event will be required and provision of gloves and litter pickers and bin bags.</p> <p>It was resolved to sign up to the Great British Spring Clean on Saturday 3rd March and advertise via social media and website as well as newsletter to join the Parish Council at this event.</p> <p>Proposed GS, Seconded DM, all in favour.</p>	<p>Events</p> <p>Clerk</p>
210/17	<p>Orchard Pruning Working Group</p> <p>To decide whether to invite "The WestCountryman" Les Davies to run an orchard pruning working group in February 2018</p> <ul style="list-style-type: none"> • Les Davies visited last year to prune the Orchard and would welcome sharing his passion with interested residents to develop a "Friends of" group for future care of the Memorial Orchard. • Following last years' prune Les was featured in the April newsletter and we had interest from residents in joining such a group with the potential for this to grow. • Event dates suggested weekend of 17/18 February. Latter preferable to allow more time for issue of newsletter and organise event. • Les happy to run course for same price as last year £700 - broken down as travel £90, accommodation £60, two days pruning £275/ day. <p>It was resolved to run an Orchard workshop event for interested parties to prune the Orchard and potentially create a future working party at a cost of £700 on 17th and 18th February.</p> <p>Proposed GS, Seconded GC, all in favour.</p>	<p>Events</p>
211/17	<p>Outreach Discussion</p> <p>To receive a report following the Outreach youth worker discussion held 1st December and agree any actions</p> <ul style="list-style-type: none"> • A report was provided by Cllr CM on the outcome of the discussion held 1st December between Fleet Phoenix, CCPC, CVPC, EHPC, FTC. • Next steps suggested meeting with PCSO's, Beat Sergeant of local area to extend the discussion and protocol for incidences going forward. • Another suggestion that came out of the meeting was promotion of Youth Group run in the Comm centre Friday nights to look to invite more local children in. Events Officer is establishing numbers and demographic of kids that attend. • Budget is currently allowing £5k per annum from 2018/19 which will remain in for the time being until all possible solutions have been explored. <p>It was resolved to arrange a meeting with the local Police and local parishes to further the discussions.</p> <p>Proposed GS, Seconded GC, 1 abstention, all others in favour.</p>	

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212/17	<p>Asset verification To appoint Councillors to review asset register and verify them at sites</p> <ul style="list-style-type: none"> • Councillors are required to carry out an annual asset verification process at sites verifying existence of equipment etc. against the asset register. • Volunteers required - could be broken down by site to share work load. • Exercise needs to be completed by end of March 2018 usually completed February. <p>It was agreed that the Clerk will circulate a list of sites and Councillors will be allocated an area and provided with the list of assets to verify and confirm.</p>	RFO
213/17	<p>Staff Christmas Cover To confirm staff coverage of Community Centre over Christmas period</p> <ul style="list-style-type: none"> • The Community Centre will not be covered by staff after Friday 22nd lunchtime until 2nd January. • Events Officer has been in contact with all regular hirers and has made arrangements for opening and closing the Community centre during the week between Christmas and New Year (3 days) • Signage has been installed on door to notify Community Centre users in advance of the closure of the Parish Office during this time and the telephone message will also reflect this message. • Staff are back in from 2nd January. 	
214/17	<p>Mary Barry Memorial Bench To agree to Design and Build memorial bench to be commissioned for Mary Barry to sit and agree location within Crookham Park</p> <ul style="list-style-type: none"> • Mary Barry was a huge promoter of the youth in the area and was keen to see facilities that they could freely use. When the planning application for the care home at Peter Driver was approved this meant the loss of an informal skate park. Mary was keen to see one installed within Crookham Park to compensate the users hence this was on the original plans for the development. • A memorial bench was planned for Mary when she passed away in 2016 requiring a suitable location. The skate park benches planned as part of the install were not suitable as memorial benches, so it was agreed to install elsewhere, possibly the Orchard. • Clerk and RFO met with David Ogilvie at a Clerk forum who can design and provide bespoke benches. Examples were provided. • Process - Design ideas are given, and a design is drafted and approved by customer. Design considers structural integrity, Health and safety e.g. finger entrapments. Then the design is sent for CAD drawing and the back panel is laser cut and fabricated onto the bench seat. Cost £1,295 + Vat + £105 Delivery. Extension legs for installation on grass £26 +VAT. Budget £1.2k Project budgeted for this year. <p>Councillors were also aware that Mary had won a Nobel prize and information should be gathered in relation to this to contribute to the design process.</p> <p>It was resolved to commission a memorial bench from David Ogilvie at a cost of £1,426 +</p>	

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	VAT by gathering information to input into the design process and contacting the family. Proposed GS, Seconded HB, all in favour.	
215/17	<p>Christmas Party To receive feedback from the Christmas Party event held Saturday 9th December</p> <p>A summary report was provided which gave a breakdown of costs and officer time spent and lessons learned. Thanks to the Events Officer for a smooth run event.</p> <p>Thank you to our wonderful Santa for joining the Christmas party and making it special for the children.</p> <p>It was agreed that a deadline would be given on future marketing for ticket sales closing at midday on the Friday before the event. Regular updates on availability of tickets leading up to the close of ticket sales will also be provided via social media. Marketing literature will also make it clear the numbers the event is restricted to.</p>	Events
216/17	<p>Boundary Commission To receive the reply from the Boundary Commission for England</p> <p>Letter received in response to submission on behalf of Church Crookham Parish Council was received and accepted.</p>	
217/17	<p>Debtor Review To consider taking no further bookings from a regular hirer</p> <ul style="list-style-type: none"> • We have a Taekwondo group on Tuesdays 7-9pm who the office staff are constantly debt chasing. Despite numerous telephone calls letters, emails payment is slow to come compared to all other hirers. • This is a prime slot that can be filled as there is a waiting list. • Terms and Conditions provide for the Parish Council to cancel the booking. <p>It was resolved to provide the customer with seven days' notice to pay the outstanding balance to mid-December. Payment for January must be paid by 21st December otherwise 7 days' notice will be given on cancellation of the booking.</p> <p>Proposed GC, Seconded GS, all in favour.</p> <p>Events Officer to investigate dates for new bookings to commence if notice is given.</p>	RFO/ Events
218/17	<p>Public Art Project To receive an update on commissioned art work</p> <ul style="list-style-type: none"> • Woodman work - Designs were agreed following questions re safety and strength of designs were answered satisfactorily. Work will have commenced and we look forward to the installation. • Consideration was given to the collective name of the animals and it was agreed to involve Crookham Sunshines pre-school in naming the nature trail. • Clerk will provide suggested dates to agree locations for each way-marker to be installed. • Iron Work is due for completion in January based on recent communication so installation 	

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	of the two projects should be early in the new year.	
219/17	<p>CCTV To receive an update on progress</p> <ul style="list-style-type: none"> • Baydale are planning on w/c 11th December to install cameras • Electrician still awaited • If these two are booked in and completed it will be just for See the Light and PlusNet to confirm internet connectivity and Baydale to commission cameras and allow for images to be monitored. • CCTV monitoring signage has been ordered to put in place when cameras are live. 	
220/17	<p>Quotes To receive quotes and approve works as appropriate</p> <p>No quotes to be considered</p>	
221/17	<p>Items for next meeting</p> <p>Taylor Wimpey update GC requests FACC guidelines on Drones for clarification to residents</p>	Clerk
222/17	<p>To agree a date for the next meeting – 8th January 2018</p> <p>Meeting closed at 9.29pm</p>	

Signed.....

Date.....