

# CHURCH CROOKHAM PARISH COUNCIL

## Facilities Committee

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**Minutes of the Meeting held:**

**Date and Time:** 8.00pm Monday 12<sup>th</sup> February 2018

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

**Present:**

Councillors: Gill Chatfield (GC), Richard Martin (RM); Peter Collings (PC), Cameron Miller (CM), Cristina Harris (CH).

Also: Claire Inglis (Clerk)

There were 0 members of the public present.

015/18	<p>Meeting commenced at 8.10pm</p> <p><b>Chair of meeting</b> To elect a Chair for the meeting due to the absence of the committee Chair and Vice-Chair</p> <p>Nominations for a Chairperson for the meeting were invited.</p> <p><b>It was resolved to nominate GC as Chair for the meeting. Proposed DM, Seconded CM, all in favour.</b></p>	
016/18	<p><b>Apologies for absence</b></p> <p>Gill Scott, Helen Butler</p>	
017/18	<p><b>To agree minutes of previous meeting held on 8th January 2018</b></p> <p>The minutes of the previous meeting were approved as a true record of the meeting.</p>	
018/18	<p><b>Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members</b></p> <p>None received.</p>	
019/18	<p><b>Declaration of interest relating to any item on the agenda.</b></p> <p>None received.</p>	
020/18	<p><b>Chairman’s Announcements</b></p> <p>None</p>	
021/18	<p><b>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.</b></p> <p>None</p>	

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022/18	<p><b>QEB Steering Group Committee</b></p> <p>Update since last QEB meeting date and confirmation of CCPC preferred project priorities from shortlist.</p> <ul style="list-style-type: none"> <li>• Since the last meeting of the QEB Steering committee (QEB SG) CCPC has responded by issue of a letter to the Chair of the QEB SG expressing concern over non-attendance of Hampshire County Council (HCC) officers.</li> <li>• This was sent on the same day as receipt of a request from HCC for comment on a report going to committee in March. The deadline was too short for a sensible response to be formulated and the report had not been made available.</li> <li>• Cllr Radley has obtained an extension and the report should be circulated in due course.</li> <li>• Hampshire Highway Strategic Transport Client Manager has also been in touch regarding Crookham Park Cycle Route project detailing reconfiguration of the memorial at the junction of Gables Road with Gally Hill Road. The Clerk has raised various questions re the funding of this project and impact on memorial and awaits response (chased 5th February).</li> <li>• It was agreed that CCPC should once again reiterate its preferred shortlist of projects for promotion to HCC. This should be submitted prior to the next meeting whilst also forming part of its response to the report due to be received for comment from HCC for the March HCC committee meeting.</li> <li>• Cllr Martin was thanked for creating the poll to investigate number of journeys to Fleet train station from Crookham Park.</li> </ul> <p>It was agreed to await response to questions raised on the cycleways proposal and reiterate CCPC preferred project list to include; Bourley Road junction and cycleways potentially including suggested project on Gables Rd and Gally Hill Rd.</p>	Clerk
023/18	<p><b>Orchard Event</b></p> <p>To receive an update on the Orchard event and authorise expenditure for the event On the weekend of the 17th / 18th Les Davies is booked to deliver an Orchard Pruning workshop.</p> <p>The event has been advertised on Facebook, at the allotment site and banners have been put up at the Orchard and at the entrance to Crookham Park on Naishes Lane. Two volunteers have signed up so far and the format of the day advertised to include a light lunch.</p> <p>When numbers are confirmed light lunch will be ordered.</p> <p>Budget approval up to £250 to cover costs of drinks/ sandwiches/ fruit platter/ biscuits for two lunches on the basis of 15 people max at the workshop is required.</p> <p>Event on Saturday concludes with Wassail therefore provision of small bottle of cider/ apple juice and apple cake (homemade) for each participant budget above includes this.</p> <p>Clerk and Events Officer are attending both days, Cllr CH will also attend.</p> <p>The event will carry a Risk assessment and insurers will be notified.</p> <p><b>It was resolved to approve a budget of up to £250 for the Orchard Event as required. Proposed GC, Seconded CM, all in favour.</b></p>	Clerk/ Events Officer

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024/18	<p><b>Great British Spring Clean</b> To receive an update on the event and confirm attendance at the event and authorise expenditure for the event</p> <p>On Saturday 3rd March CCPC will join the national campaign and carry out a litter pick for an hour from 10am at locations Crookham Park, Peter Driver Sports ground and Azalea Gardens. Personnel for each venue needs to be agreed and a safety briefing read out at each location. Litter pickers, refreshments, litter bags and other sundry items as required. The event will carry a risk assessment and insurers will be notified.</p> <p><b>It was resolved to approve a budget of up to £250 for the Great British Spring Clean event as required.</b> <b>Proposed GC, Seconded PC, all in favour.</b></p>	Clerk
025/18	<p><b>Duke of Edinburgh Volunteer</b> To receive a request for volunteer work with the Parish Council and decide whether to support</p> <p>The Parish Council has been approached by a Year 10 student of Calthorpe Park who wishes to volunteer in his local community as part of his Duke of Edinburgh award. He has to carry out tasks over a period of time (30 hours in total) and has offered litter picking at sites in the parish such as Peter Driver and Crookham Park. In 2016 a student of Court Moor carried out tidy up volunteer tasks at the Community Centre and Peter Driver supervised by the Facilities Officer at the time and the child's parent to cover H&amp;S issues.</p> <p>The Parish Council agreed it was supportive of the request and agreed that a wider variety of activities could be arranged in liaison with the Facilities Officer over the Easter holiday period. CCPC would like to invite the student to report to the Parish Council upon completion of his award. <b>Proposed GC, Seconded RM, all in favour.</b></p>	Facilities Officer
026/18	<p><b>Taylor Wimpey</b> To receive an update on site issues</p> <p>Gurkha Path use of – Residents are due to be notified of use of the Gurkha path as access for the final stage of the sit construction. Clerk to check if letters have been issued. Hart DC Planning decision on Laps/ Leaps/ NEAP – Taylor Wimpey (TW) are anticipating final decision from Hart DC on the content and location of play areas within the development imminently. Installation will then follow. S106 monies – CCPC should be in receipt of S106 monies prior to the end of the fiscal year and land transfer discussions may also follow at this time. GTC finalisation of electric for CCTV – GTC have now installed the single phase supply with the electrician and Baydale to follow later this week aiming to bring CCTV project to completion. Athletics Track and MUGA update on sub-contractor works – TW have been told that verti-</p>	

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	<p>drain works had been carried out but there is no evidence of this. Clerk to update TW. Allotment drainage and toilet at allotment site – work to bring drainage across to facilitate a toilet may commence soon and completion of external drainage works at the same time. Men’s Shed concrete base – TW will explore any possible funding to assist this project.</p> <p>CCPC to give some thought to location of civic trees due to be donated by TW.</p>	Clerk
027/18	<p><b>Debtor Review</b> To update outcome of outstanding debt</p> <p>Two hour sessions on Tuesday night with remaining £180 debt outstanding. Recorded letter sent to hall hirer address giving details of debt and action that will be taken. Item tracked on Post Office website was not received/ signed for. Email has also sent to hirer could not get hold of by telephone Hirer called Tuesday 6th and stated would pay so was given a further 48 hours before proceeding to recover debt. Proceedings to collect debt will commence w/c 12th Feb.</p>	RFO
028/18	<p><b>Animal Art Trail</b> To receive suggestions for animal names and a name for the art trail</p> <p>The naming of the Art trail was put out to Crookham Sunshines Pre-school and the Girl Guides. Cllr Butler has also provided an outline for an Art Trail leaflet looking at things to consider, inclusion of iron works, potential extension of trail, age range pitched at. This will be developed.</p> <p>Cllrs agreed on the art trail name by voting on favourite “Woodland Friends” 4 votes to 2.</p> <p>Contributors to the names would be thanked and individual animal names will be decided at a later date.</p>	Clerk
029/18	<p><b>Wood Art Trail</b> To agree to an addition to the wooden art trail</p> <p>Following installation of the majority of the wooden art work it was agreed that a Bat would make a good edition to the trail. Rob Beckinsale put forward a design for a Bat way-marker which councillors agreed the design for.</p> <p><b>It was resolved to approve an order for a Bat way-marker at a cost of £580 including installation.</b> <b>Proposed GC, Seconded DM, all in favour.</b></p>	Clerk
030/18	<p><b>CCTV</b> To receive an update on progress</p> <p>GTC completed installation of single phase electric supply today. The electrician will now follow and move kit from one box to the other. Baydale completed the cable pull on 8th Feb</p>	

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	<p>between both camera columns. Facilities Officer managed a group of contractors on Thursday and Friday to keep the project moving forward. Baydale will be returning Wednesday 14th / Thursday 15th to complete works.</p>	
031/18	<p><b>Tennis</b> To receive an update on installation of tennis booking system</p> <p>CIA fitted the gate locking system at the tennis courts on Feb 8<sup>th</sup>. This involved changing the double gate system to a single gate access. The system was completed on Friday 9th February having been tested. Due to delay in GTC electric connection the system will be plugged in once electric is available. CIA will need to visit site again at a small additional cost to make the final connection. The office will be looking at the software setting up options to run the gate system which needs careful consideration. Aiming to have tennis courts open for the Easter holidays.</p> <p>CCPC agreed to aim for an opening the week prior to the Easter holidays and once system is set up advertise by use of banners, newsletter, via schools and Facebook to advertise widely to the community. It was also agreed to set up a tennis group meeting to organise attendance at a morning opening event.</p>	Clerk
032/18	<p><b>Other Updates</b></p> <ul style="list-style-type: none"> <li>• Mary Barry memorial bench - tried to obtain contact details of family of Mary Barry. Only obtained details of one daughter who lives in Canada but both email and phone number do not work. Will aim to move forward with simple design.</li> <li>• Outreach Police meeting - Discussed possibility of meeting with PCSO Ben Allman. He was going to speak to his superior officer. This contact has been chased but no reply yet. The Police Youth beat surgery had no visitors when held at the Community Centre on Monday 5th Feb. But the PCSO's offered the opportunity to engage with the young people of the area.</li> </ul> <p>Cllrs commented that there is an appetite for residents to attend a Police beat surgery. Clerk would explore opportunity to set one up.</p> <ul style="list-style-type: none"> <li>• Men's Shed application has been submitted but more detailed OS maps and other requirements need to be fulfilled before the application is verified on the planning portal. This is with the Men's Shed members at this time.</li> <li>• Gurkha Board - Cllrs HB and GS met with Clerk and Events Officer to discuss images and layout and other design details. Clerk and EO have been working to gather images and obtain appropriate copyright for use of all images which has been the challenge. The folder of images and copy is available to view prior to sending to have an initial design laid out. Please see quotes for choice of company.</li> <li>• Air Conditioning to office is booked for installation on 21st Feb.</li> <li>• Roof works - Facilities Officer has noticed that the flashing has a leak which is causing a very minor leak down the wall. This will need to be rectified prior to remedial works to brick mortar as this falls out of the rectification period for Mildren. A roofer has been asked to provide a quote.</li> </ul>	Clerk  Clerk  Facilities

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033/18	<p><b>Quotes</b> To receive update on quotes accepted and work placed and approve current quotes for works as appropriate</p> <p>Hi net at MUGA <b>It was resolved to accept the quote from JB Corrie for a Hi-net to surround two sides of the new MUGA on Crookham Park to protect school and tennis court fencing £15,506 ex VAT.</b> <b>Proposed GC, Seconded RM, all in favour.</b></p> <p>Gurkha Board <b>It was resolved to accept the quote from Shelley Signs £935 ex VAT.</b> <b>Proposed GC, Seconded PC, all in favour.</b></p> <p>Programmable Thermostat for Oak Hall <b>It was resolved to provide a programmable thermostat in a tamper proof box for Oak Hall up to £250</b> <b>Proposed GC, Seconded PC, all in favour.</b></p>	<p>Facilities</p> <p>Events</p> <p>Facilities</p>
034/18	<p><b>Items for next meeting</b></p> <p>Tennis &amp; CCTV update Land Transfer talks Allotment toilet Men's Shed Taylor Wimpey additional S278 scheme for Jubilee Drive Gurkha Path update</p>	
035/18	<p><b>To agree a date for the next meeting – 12th March 2018</b></p> <p>Meeting closed at 9.28pm.</p>	

Signed ..... Date .....