

# CHURCH CROOKHAM PARISH COUNCIL

## Facilities Committee

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**Minutes of the Meeting held:**

**Date and Time:** 8.00pm Monday 9<sup>th</sup> April 2018

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

**Present:**

Councillors: (Chair), Gill Chatfield (GC), Richard Martin (RM), Cristina Harris (CH), Debbie Moss (DM).

Also: Claire Inglis (Clerk)

There was 1 member of the public present.

53/18	<p><b>Election of Chair for meeting</b></p> <p><b>In the absence of Chair and Vice Chair of the Facilities Committee GC was proposed as Chair for the meeting.</b>  <b>Proposed RM, Seconded DM, all in favour.</b></p>	
54/18	<p><b>Apologies for absence</b></p> <p>Cllrs G Scott, H Butler, P Collings &amp; C Miller.</p>	
55/18	<p><b>To agree minutes of previous meeting held on March 12th 2018</b></p> <p>The minutes of the previous meeting were approved as a true record of the meeting.</p>	
56/18	<p><b>Dispensations</b> - To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received.</p>	
57/18	<p><b>Declaration of interest relating to any item on the agenda</b></p> <p>None received.</p>	
58/18	<p><b>Chairman's Announcements</b></p> <p>None</p>	
59/18	<p><b>Public session</b> – This is an opportunity for members of the public to bring matters relating to items on the agenda to the attention of the committee</p> <p>No comments</p>	
60/18	<p><b>Tennis</b></p> <p>To receive feedback from use of Tennis courts and agree any actions arising from the feedback</p> <p>As at 3rd April there have been 14 membership registrations with more since and at that time 9 bookings made.</p> <p>Feedback from one customer commented on the limitations to number of bookings</p>	

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	<p>that could be made as being too restrictive in short term due to low number of members. T&amp;C's were made clearer as a result of the observation and system has been overridden in short term to allow greater booking time for current members: T&amp;C's stated that users can book 1 session of up to 2 hours in any 6-day period up to 6 days in advance which has currently been overridden to: Can book 1 session of up to 2 hours per day up to 7 days in advance The system can provide information on how many bookings have been made and by whom to monitor the usage by customers. There also appears to be a group set up to play regularly on a Monday night.</p> <p><b>It was resolved to agree to continue with the booking override to be monitored by the Parish Council staff and reviewed in line with the fee structure or as required. Proposed GC, Seconded RM, all in favour.</b></p>	FO
61/18	<p><b>Terms &amp; Conditions Community Centre Booking</b> To receive recommendations and approve amendments to the Terms &amp; Conditions of Hire for the Community Centre</p> <p>Clarification is sought on the cancellation notice required to be given by regular hirers vs casual hirers, as the current terms and conditions of hire refer only to "Casual" bookings suggesting there is no notice required by regular hirers. It was agreed that the process should be reviewed to ensure a consistent approach is applied.</p> <p>The proposed amendments were not adopted. The current terms and conditions were retained with the removal of the word casual.</p> <p>If the Hirer wishes to cancel a <del>casual</del> booking before the date of the event, Church Crookham Community Centre administrators must be informed in writing. Refund of charges will be made as follows: (a) more than 28 days' notice given - 100% of total fee refunded, (b) 15 to 28 days' notice given - 75% of total fee refunded (c) 8 to 14 days' notice given - 50% of total fee refunded (d) 7 days' notice given - 25% of total fee refunded (e) less than 7 days' notice given – no refund given</p> <p><b>It was resolved to accept the minor change as above</b> <b>Proposed RM, Seconded GC, all in favour.</b></p>	Events
62/18	<p><b>Azalea Park</b> To consider and agree what action to take in relation to Play equipment at Azalea Park</p> <p>Following the Annual RoSPA inspection of equipment at Azalea signs of rot are showing in the wooden activity trail. The equipment is currently monitored as part of the weekly and monthly inspection cycle, as suggested by the report for further signs of degradation and continues to remain sound at this time. The equipment was installed in 2012.</p> <p>Advanced Preservation were invited to provide a view on the level of rot in the wood</p>	

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	<p>and provided a quote for the work at £750. Replacement equipment before installation would be approximately £7,000 but is wood the best environment at Azalea? There is an Earmarked reserve currently held of £32,000 for replacement equipment (excluding S106 parks).</p> <p>It was agreed that the installation company should be approached initially to investigate and suggest what works are required. If they are not available another company such as Kompan if they are working in the area should also be asked for an opinion on what should be replaced and what the alternatives may be. The cost of a report was not considered good use of public money.</p> <p>Advice may also be sought from the Hampshire Playing Fields Association.</p>	FO
63/18	<p><b>Hampshire Playing Fields Association</b> To consider for approval an annual membership subscription for 2018/19 to Hampshire Playing Fields Association (HPFA).</p> <p>Annual memberships help Hampshire Playing Fields Association support Childrens' play, Sports Clubs as well as Parish &amp; Town Councils throughout the County.</p> <p><b>It was resolved to subscribe to an annual membership to HPFA at a cost of £60 per annum as a Parish Council with a population over 8,000 residents.</b> <b>Proposed GC, Seconded DM, all in favour.</b></p>	RFO
64/18	<p><b>CCTV</b> To receive an update on progress</p> <p>Baydale are due in at Rushmoor monitoring station w/c 9<sup>th</sup> April delays have been down to manpower issues due to annual leave and recent weather has put them behind schedule. They have apologised for the delay.</p>	
65/18	<p><b>Quotes</b> To receive and approve any quotes</p> <p>None</p>	
66/18	<p>To agree a date for the next meeting - June 11th 2018 Meeting closed at 20.27pm</p>	

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