

# CHURCH CROOKHAM PARISH COUNCIL

## Facilities Committee

**Minutes of the Meeting held:**

**Date and Time:** 8.00pm Monday 11<sup>th</sup> June 2018

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

**Present:**

Councillors: (Chair), Gill Scott (GSc), Richard Martin (RM), Gill Chatfield (GC), Cristina Harris (CH), Debbie Moss (DM), Jenny Radley(JR), Helen Butler (HB), Gareth Saunders (GSa).

Also: Claire Inglis (Clerk)

There were 0 members of the public present.

66/18	<b>Apologies for absence</b>	
	None	
67/18	<b>Dispensations</b> – To receive any written requests for disclosable pecuniary interest dispensations from members	
	None received	
68/18	<b>Declaration of interest relating to any item on the agenda</b>	
	GSc re agenda item 76/18 Art work glass work to be created by husband.	
69/18	<b>Chairman’s Announcements</b>	Clerk
	<ul style="list-style-type: none"> <li>• Crookham Sunshines pre-school have been asked to vacate their Court Moor school setting and as part of this process have been required to make management reductions. Councillors requested a meeting with the Trustees to seek reassurance that the pre-school will continue at the Community Centre. GC and GSc to attend.</li> <li>• Athletics area - Kestrel visited site week commencing 4th June and await results of the survey before agreeing way forward with Taylor Wimpey and discussions with Athletics Club. Work included Topographical survey/EMI scanning; trench excavation and collection of soil samples. Soil results and drawings will likely take 7-10 days to come back which will be put into a short report which will include the Bill of Quantities and a specification for works required.</li> <li>• ESSO have updated the Parish Council with news that following the initial consultation on the preferred corridor for the replacement Southampton to London pipeline corridor J will be progressed i.e. through Church Crookham along the existing corridor. The next step in the process will be development of the route for the pipeline, details to be released of an initial working route via the project's website in Summer 2018.</li> <li>• A report on tennis membership activity was provided. Please note the annual membership target of 80 has now been exceeded as at 5th June</li> <li>• Maple carving at Memorial Hall and Bug hotel carving will be taking place next week from 12th - 14th June. The location of the “hotel” was agreed.</li> </ul>	

# CHURCH CROOKHAM PARISH COUNCIL

## Facilities Committee

70/18	<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>None</p>	
71/18	<p><b>Taylor Wimpey</b> To receive a summary of actions arising from Taylor Wimpey update meeting held 23rd May 2018</p> <p>Notes of the meeting were circulated.</p> <p>Following a Taylor Wimpey brief meeting on 23rd May actions taken away by Nigel Phillips who is on leave until 18th June:</p> <ul style="list-style-type: none"> <li>• Schedule of works for implementation of play parks and liaison point for carved Dragon installation at Dragon Park.</li> <li>• SANG meeting regularity being confirmed by Adam Green at HDC</li> <li>• Traffic Co-ordinator liaison point to be confirmed for CCPC to engage with</li> <li>• Revised landscaping plan re tree removal from edge of highway</li> <li>• MUGA resurface due 21st June</li> <li>• Land transfer plan provided and Clerk to follow up on areas and associated issues</li> <li>• Clerk to agree locations for Community Centre signage</li> <li>• Grounds maintenance areas needing clarification</li> <li>• Await report from Kestrel re athletics area</li> <li>• Await allotment drainage in June</li> <li>• Await response re request for support for Men’s Shed base</li> </ul> <p>Cllr JR had spent time monitoring construction traffic and found evidence of traffic movement at both ends of the development before 7.30am opening of site. JR to provide details of vehicles. Road sweeper has also been parked outside compound with engine running at 6.45am to be reported also.</p> <p>Items to be raised for discussion at next TW meeting include:</p> <ul style="list-style-type: none"> <li>-Raise issue of potential Zebra crossing near school</li> <li>-Request banksman aware of large vehicles mounting kerb on corner of Jubilee Drive in front of phase 3 to seek improved safer management of movement at this location</li> <li>-Naishes Lane access to allotment pot holes are becoming dangerous</li> </ul>	Clerk
72/18	<p><b>Men's Shed</b> To receive and decide whether to support a request for a temporary storage container for the Men's Shed at the allotment site</p> <p>A request for temporary storage by Men’s Shed at the allotment site has been requested to facilitate donations of tools and materials for projects and to be used during construction of the shed. Locations were discussed. Concerns were raised over the moving the storage following completion of the Shed to become a more permanent storage facility.</p>	

# CHURCH CROOKHAM PARISH COUNCIL

## Facilities Committee

	<p><b>It was resolved to give temporary permission for a storage container to be reviewed every 6 months from installation and pending completion of the Men's Shed and removal of the storage after completion of the Shed. Consideration should be given to the right design and planning consents for the Shed to include provision for additional storage in the medium to long term. Location A was deemed acceptable but final location to be agreed prior to delivery.</b></p> <p><b>Proposed GSc, Seconded GC, all others in favour.</b></p> <p>Cllrs request that for any permanent storage details should be provided of what residents will see and a map to show the storage in relation to the Men's Shed.</p>	Clerk
73/18	<p><b>Parish Council Events</b></p> <p>To receive a proposal and approve expenditure for Street Snooker/ Peter Driver event and Orchard Apple Day event</p> <p><b>Peter Driver Summer Event</b></p> <p>To host the annual Street Snooker event at Peter Driver with the following costings</p> <ul style="list-style-type: none"><li>• Invitation flyer/ Banner £160, Pizza and refreshments £120, Street Snooker competition support from Play Innovation £350, Sports Officer to run Gym induction sessions, Football drills to be run on five-a-side pitch £100 look to invite Fleet Town as they are fundraising presently and they may wish to promote community involvement via this event.</li></ul> <p>With local schools finishing week ending 20<sup>th</sup> July the week commencing 23<sup>rd</sup> July was agreed.</p> <p><b>It was resolved to approve the Street Snooker Event and expenditure up to £730 for the event.</b></p> <p><b>Proposed GSc, Seconded GC, all in favour.</b></p> <p><b>Orchard Apple Day</b></p> <p>A proposed date is set for weekend of 20/21 October and ideas and costings to be fully presented at August Facilities if CCPC in support of such an event which could include: Apple Press, Hog Roast, Wassail, Folk dancers, local produce stalls. Other ideas include Beekeepers, Local Food festival stall holders.</p>	FO  Events
74/18	<p><b>Training</b></p> <p>To confirm expenditure for Graffiti course attendance by one staff member and grounds maintenance team member and purchase of graffiti removal products</p> <p>Attendance at course is due on Tuesday 12th June to provide the benefit of in-house knowledge and on the Grounds Maintenance team also to provide proactive response to any incidences of graffiti at CCPC sites.</p> <p>Facilities Officer and Grounds maintenance operator to attend from staff training budget &amp; Grounds maintenance budget respectively at £250 per attendee and a budget for exclusive offers to buy removal products on the day £300 for a Council kit from Open Spaces budget.</p> <p>Total £800 given consent via email but formal acceptance is sought at this meeting.</p>	

# CHURCH CROOKHAM PARISH COUNCIL

## Facilities Committee

	<p><b>It was resolved to approve the training and graffiti products expenditure at £800. Proposed RM, Seconded DM, all others in favour.</b></p>	FO
75/18	<p><b>Orchard Maintenance</b> To consider and authorise purchase of pruning equipment for future pruning events</p> <p>Summer pruning is required in Orchard in July and to have equipment readily available with the associated risk assessment for a pruning event to take place will enable the Orchard Guardians to support the Parish Council in maintaining the Orchard. The Guardians are still very keen to be involved in future events.</p> <p>A list of equipment was provided and total equipment cost of £800 was requested.</p> <p><b>It was resolved to approve purchase of the list of tools to include apple pickers up to £800 from S106 Open Space maintenance (4325/600) Proposed GSc, Seconded RM, all others in favour.</b></p> <p>Storage should be considered in a lockable cupboard in the shed as part of the risk assessment.</p>	FO
76/18	<p><b>Art Project</b> To consider and approve additional art installations for Crookham Park from the Art Project budget</p> <p>At the May 2018 Annual meeting the Clerk reported a balance of the Art project of £49,113. This amount was queried in relation to the spend on the Gurkha statue being close to £50k. The Clerk can now confirm that the original S106 Art budget of £100k was topped up by the Phase 3 additional S106 monies received of approx £14k. Current budget available therefore £44,563 after commitment of Bug hotel and Dragon.</p> <p>Iron man work additional items suggested include:</p> <ul style="list-style-type: none"> <li>• Weather vane for allotment shed</li> <li>• Additional butterflies to include glass work by John Scott for installation in trees along path from skate park. Install method to be agreed.</li> </ul> <p>Report was circulated with design idea for the weather vane with a decision postponed for the butterflies until locations are identified. High Trees was suggested to widen the route of the art trail.</p> <p><b>It was resolved to approve a expenditure of £3,000 from the remaining S106 Art budget to commission a weather vane for the allotment shed. Proposed GC, Seconded HB, 7 in favour, 1 abstention.</b></p> <p>Install method to be explored to include discussion with Ascot Buildings who provided the shed as to the best method for the metal roof.</p> <p>Sensory Garden ideas are progressing and Rob Beckinsale is waiting on prices to</p>	<p>Clerk</p> <p>Facilities</p>

# CHURCH CROOKHAM PARISH COUNCIL

## Facilities Committee

	provide a fully costed proposal to bring to the August Facilities meeting. Facilities Officer is in conversation with Events organiser at Gracewell Care Home in relation to the sensory garden.	
77/18	<p><b>Football Pitches</b></p> <p>To consider and approve marking of youth size pitches within the adult size pitches to support more youth games at Peter Driver Sports Ground</p> <ul style="list-style-type: none"> <li>• In the first 2 yrs of Grounds Maintenance contract the quality of the playing surface on the 2 football pitches has improved significantly to enable additional usage of the pitches</li> <li>• Inquiries have regularly been made in the past for youth size pitches to be made available at the ground for weekend matches but this has not been considered in the past due to the wear and tear implications.</li> <li>• Due to the quality of the pitches this is now not considered an issue following a review by Sam Knowles (Sports Officer) and Facilities Officer at close of season in May.</li> <li>• Very little summer renovation is required in comparison to previous years even considering the wet Winter and Spring.</li> <li>• Additional costs will include additional marking in contrast colour for junior pitches.</li> <li>• Currently have one youth team interested in a 2-hour slot every other week on one pitch.</li> <li>• Once awareness of availability of junior pitches being available at the site then this income generation could improve further whilst monitoring the pitch condition.</li> </ul> <p><b>It was resolved to introduce youth pitches to be marked in addition to adult pitches for the 2018/19 season.</b></p> <p><b>Proposed GSc, Seconded DM, all others in favour.</b></p>	FO
78/18	<p><b>CCTV at Community Centre</b></p> <p>To consider and approve a proposal for additional CCTV cameras at the Church Crookham Community Centre</p> <p>Quote was provided for additional cameras at the Community Centre as below. Councillors requested a costed proposal for additional CCTV cameras to provide images for areas not yet covered by existing cameras to include:</p> <ul style="list-style-type: none"> <li>• Area to side of building outside the plant room - a known loitering area for youngsters</li> <li>• External front entrance to building - internal camera has caught some images in the past of the outside area but to achieve better recognition potential a camera is proposed outside the front entrance</li> <li>• Camera to capture the NEAP play area</li> <li>• Control equipment required to upgrade from 4 camera ports to 8 port capacity (currently 4 cameras)</li> </ul> <p>Total price £2,175 plus £60 annual service charge</p> <p>Proposed from Community Centre earmarked reserve currently £34k.</p> <p>Additional information was requested to bring quote back at Full Council to include potential for additional capacity above 8 cameras and an additional camera to cover</p>	Clerk

# CHURCH CROOKHAM PARISH COUNCIL

## Facilities Committee

	<p>the art installations proposed such as the Sensory garden and sheep.</p> <p>Allotment proposal Also a quote was provided for 2 additional cameras at the allotment site to include coverage over the Men's shed area and Apiary site total £1,495, proposed from S106 Open Spaces budget.</p> <p><b>It was resolved to approve the quote of £1,495 for the 2 additional cameras at the allotment site.</b> <b>Proposed GSc, Seconded GC, all others in favour.</b></p>	Facilities
79/18	<p><b>Trees</b> To consider and authorise tree work at Azalea Park and Lynwood</p> <p>Issues have been raised by residents at two locations. Background - Tree surveys were carried out in 2016 and all advisory works were carried out and completed in 2017. Next survey is due in 2019 i.e. every three years. Lynwood - Branches to Scots Pine have fallen into resident garden and concern over other branches has been raised Azalea - tree in park to rear of 19 Cadet Way resident complaining of damage caused by roots to fence and potential danger from branches. Possible TPO on these trees and no issues raised on last survey.</p> <p>Tree surgeon was asked to visit both locations and carry out a ground level visual inspection. Photographs were provided and tree surgeon considered that the trees were healthy and not in need of any urgent work. Monthly inspections will continue to monitor trees and report any changes. The three yearly inspection will ensure these trees are included to report any work required in 2019.</p> <p>Cllrs agreed no action required at this time but to continue to monitor as part of the inspection timetable.</p>	Facilities
80/18	<p><b>To agree a date for the next Facilities Committee meeting - August 13<sup>th</sup> 2018</b> (HB to Chair next Facilities meeting and Deputy Clerk to Clerk meeting)</p> <p>Next meetings as follows: Planning 7.30pm 25<sup>th</sup> June Full Council 8pm 25<sup>th</sup> June</p> <p>July 9<sup>th</sup> Planning meeting will commence at 7.45pm.</p> <p>Meeting closed at 21.19pm</p>	

Signed .....

Date .....