

# CHURCH CROOKHAM PARISH COUNCIL

## Facilities Committee

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**Minutes of the Meeting held:**

**Date and Time:** 8pm Monday 10<sup>th</sup> December 2018

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

**Present:**

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

**Also:** Claire Inglis (Clerk)

There were 2 members of the public present

108/18	<p><b>Apologies for absence</b></p> <p>Cllr Cristina Harris</p>	
109/18	<p><b>To agree minutes of previous meeting held on 8th October 2018</b></p> <p>The minutes of the meeting of 8<sup>th</sup> October 2018 were approved and signed as a true record of the meeting.</p> <p><b>Proposed GSc, seconded GC, all others in favour.</b></p>	
110/18	<p><b>Dispensations</b></p> <p>To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received</p>	
111/18	<p><b>Declaration of interest relating to any item on the agenda</b></p> <p>None received</p>	
112/18	<p><b>Chairman's Announcements</b></p> <p>Parish Office will be closed after midday on Friday 21<sup>st</sup> December. Some classes are running in between Christmas &amp; New Year with lock up schedules in place for all users. Staff will be back in the office from Wednesday 2<sup>nd</sup> January 2019</p>	
113/18	<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>Members of the public wished to speak on agenda item 118/18. It was agreed to bring this item forward on the agenda.</p>	

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	<p><b>Memorial Bench</b>          To consider a request from member of the public to install a memorial bench on Crookham Park Open Space          Request from member of public seeking a memorial bench to be located on the Crookham Park open space was considered by Councillors.          The principle of the bench was agreed and location discussed. Desired location was under the two Oak tree adjacent to the Oak hall. The lady to be remembered was a regular user of the community centre and was heavily involved in supporting her local community.</p> <p><b>It was resolved to agree to installation of the chosen style of memorial bench in the location within the perimeter of the Oak trees adjacent to the Oak hall in conjunction with other Parish Council plans and the Clerk to liaise with the residents making the request to finalise.</b>  <b>Proposed GSc, Seconded RM, all others in favour.</b></p> <p><b>It was resolved to locate Mary Barry’s bench now on order in front of the tree line looking out on to the Open Space and adjacent to the Wheel park.</b>  <b>Proposed MB, Seconded GC, all others in favour.</b></p>	Clerk
114/18	<p><b>Children's Christmas Party</b>          To receive feedback from the Christmas party held on Sunday 2nd December</p> <p><b><u>Summary of costs and other feedback</u></b>          Budget set £410 direct costs          Income from tickets £225          Expenditure £378.78 re entertainment, refreshments, elf outfit and decorations (to reuse)          Expenditure £274 on Promotional material including banners, tickets and adverts (banners can be reused)          Approx. 10 staff hours</p> <p>45 children in attendance (2 purchased on door) capacity of 60.          Positive feedback was received from party goers.          Parish Council to send thanks to be sent to Cllr John Bennison for his role as Santa. Thanks to CCPC Councillors for helping on the day.          Thanks also to Mr Tick Tock for the entertainment.</p> <p>Councillors agreed to host a 2019 Christmas party.</p>	CCO
115/18	<p><b>Litter Pick</b>          To decide whether CCPC should host a litter pick parish wide at intervals throughout the year</p> <p>It was proposed to carry our regular litter picks throughout the parish at regular intervals throughout the year:</p> <ul style="list-style-type: none"> <li>• Advertise for members of public via newsletter, social media</li> <li>• Health &amp; Safety GDPR record of volunteers would need to be kept</li> <li>• Locations and area to cover in each session will need to be determined on a rotation basis</li> <li>• Best times/ days of week to obtain maximum attendance from Councillors to be established</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Parish Council have litter pickers but would require additional hi-vis jackets and safety gloves</li> <li>• Duration of each session to be agreed</li> <li>• Maps to show all 3 wards were reviewed</li> <li>• Request reports of problem areas from residents</li> </ul> <p>It was agreed to contact local community groups to encourage litter picks around the parish including scouts, guides, schools. The Parish Council would consider supporting any event through loan equipment, group funds or by provision of food and drink at the end of such an event.</p> <p>The Parish Council will look to support the National Spring Clean annual event by holding a litter pick in each of the 3 parish wards over the month initiative between 22<sup>nd</sup> March and 23<sup>rd</sup> April 2019.</p>	<b>Clerk CCO</b>
116/18	<p><b>Peter Driver replacement benches</b> To consider replacement of 6 benches</p> <p>Peter Driver football pitches had 6 Oak benches to the boundary of the football pitches 3 of which have rotted with the remaining 3 also requiring replacement. Previous benches were backless so suggesting like for like replacement. Original benches were installed in 2012 and have rotted over a period of 6 years Price for 6 benches and installation approx. £2,500 Budget available £3000 Open Space maintenance</p> <p><b><u>3 options provided</u></b> Bethesda from Broxap @ £499 per unit £2,994 plus delivery and installation Heath from Broxap @ £220 per unit £1,536 including delivery Sheffield from Streetmaster @ £295 per unit £1900 including delivery Assume £100 install per bench total £600</p> <p><b>It was resolved to authorise installation of 6 Streetmaster, Sheffield benches at the Peter Driver site total budget £2,500. Proposed GSc, Seconded Gsa, all others in favour.</b></p>	<b>FO</b>
117/18	<p><b>Community Centre Equipment</b> To decide whether to purchase TV and stand to provide current information on Community Centre events</p> <p>Suggested use to have updates and powerpoint displays on a loop for upcoming events, to advertise classes, to advertise Parish Council meetings, pictures of Parish Council facilities, Inviting community engagement, hot topics, news etc. Vine Church are also looking to use a monitor at the Youth Club.</p> <p>Price for SMART TV and stand £800 from EMR Community Centre approx. holding £30k.</p> <p>Councillors preference is for a wall mounted system and thus if wall mounted would a</p>	

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	<p>monitor suffice. Councillors requested this item to be considered at the February 2019 Facilities meeting with a greater understanding of the Vine Church's potential use and having explored the wider options for such a facility and where best located.</p>	<p><b>Clerk, CCO</b></p>
119/18	<p><b>Defibrillator</b> To consider and approve installation of defibrillator at allotment site</p> <p>2018/19 budget £1,000 for a defibrillator installation this financial year. Due to location at allotment site i.e. plan to site it outside fence line to provide access by users of SANG will require excavation to provide electric ducting from shed to a feeder pillar. Feeder pillar will require concrete base to mount feeder pillar and cabinet support for a defibrillator. Excavation and concrete base and ducting £708 with additional excavation and ducting for Men's shed £150 for future electric and water supply). The Clerk is due to meet with contractor who assisted the Parish Council with previous installations on Friday 14<sup>th</sup> to gather cost implication information - Electrician and Defib cabinet and AED</p> <p>Therefore, project likely to go over original annual budget possibly total £2k. Clerk would like to progress this project this financial year if agreed and take additional cost from General reserves.</p> <p><b>It was resolved to progress installation of a defibrillator at the allotment sit with a project budget of £2,000, over budget amount to be taken from General reserves and to book Defibrillator awareness sessions open to the public at the Community Centre. Proposed GSc, Seconded GC, all others in favour.</b></p>	<p><b>FO, CCO, Clerk</b></p>
120/18	<p><b>Quotes</b> To receive and approve quotes for works</p> <p>None to consider</p>	
121/18	<p><b>To confirm dates for the next meetings</b></p> <p>NO Facilities in January Planning 14<sup>th</sup> January 2019 7.30pm (Revised time) Finance &amp; Policy 14<sup>th</sup> January 2019 8pm (Revised date subject to planning agenda) Planning 28<sup>th</sup> January 2019 7.30pm Full Council 28<sup>th</sup> January 2019 8pm</p> <p><b>Meeting closed at 21.00</b></p>	

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