

# CHURCH CROOKHAM PARISH COUNCIL

## Facilities Committee

**Minutes of the Meeting held:**

**Date and Time:** 8pm Monday 11<sup>th</sup> February 2019

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

**Present:**

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

**Also:** Claire Inglis (Clerk)

There were no members of the public present

|        |  |           |
|--------|--|-----------|
| 001/19 | <p><b>Apologies for absence</b></p> <p>Cllrs Cristina Harris, Gill Chatfield &amp; Richard Martin</p>  |           |
| 002/19 | <p><b>To agree minutes of previous meeting held on 10<sup>th</sup> December 2018</b></p> <p>The minutes of the meeting of 10<sup>th</sup> December 2018 were approved and signed as a true record of the meeting.</p>  |           |
| 003/19 | <p><b>Dispensations</b></p> <p>To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received</p>  |           |
| 004/19 | <p><b>Declaration of interest relating to any item on the agenda</b></p> <p>None received</p>  |           |
| 005/19 | <p><b>Chairman's Announcements</b></p> <p>There were no announcements.</p>   |           |
| 006/19 | <p><b>Public session</b></p> <p>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 public present</p>   |           |
| 007/19 | <p><b>Project Play Markings</b></p> <p>To receive and approve a recommendation for play markings on the footpath adjacent to the Orchard play park</p> <p>A proposed project for the budget year 2019/20 is for play markings to be installed and a proposal was provided for discussion.</p> <p><b>It was resolved to approve the play markings suggested within the £1,000 budget to include</b></p> | <b>FO</b> |

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|        | <p><b>an activity route and a small maze with work to be booked for April 2019.</b><br/> <b>Proposed GSc, Seconded GSa, all others in favour.</b></p>   |              |
| 008/19 | <p><b>Bench Disposals</b><br/>           To approve disposal of oak benches at Peter Driver Sports Ground</p> <p>6 Oak benches had rotted, and replacement was sought at the December 2018 Facilities meeting. The new benches have been installed and the oak ones removed to the compound for onward disposal.</p> <p><b>It was resolved to remove the 6 Oak benches from the asset register</b><br/> <b>Proposed GSc, Seconded HB, all others in favour.</b></p>               | <b>RFO</b>   |
| 009/19 | <p><b>Site Rubbish Clearance</b><br/>           To approve clearance of rubbish at Peter Driver site including old oak benches and other general rubbish collected on site</p> <p>Approval for Roupcycle to collect and legally dispose of accumulated rubbish at Peter Driver site up to budget of £250.</p> <p><b>It was resolved to approve site clearance of rubbish via Roupcycle with a budget of £250</b><br/> <b>Proposed GSc, Seconded DM, all others in favour.</b></p> | <b>FO</b>    |
| 010/19 | <p><b>Outdoor Gym</b><br/>           To review the findings report from the annual maintenance inspection of the Outdoor gym equipment</p> <p>Further to the Parish Council appointing The Great Outdoor Gym Company to inspect and maintain the gym equipment a visit was carried out and a follow up of items requiring maintenance was completed.<br/>           Report was received by Councillors.</p>   |              |
| 011/19 | <p><b>Spring Clean 2019</b><br/>           To agree the format for the proposed litter pick in the Community</p> <p>It was agreed to hold a Community Litter Pick on one weekend in March / April. Clerk to circulate dates via a poll to establish best availability for majority of Councillors.<br/>           Other local community groups would also be invited to join in and a further event to be held later in year.</p>   | <b>Clerk</b> |
| 012/19 | <p><b>Gurkha Interpretation Board</b><br/>           To receive and approve Gurkha Board revision for installation</p> <p>The latest amended version of the Gurkha interpretation board was circulated, and layout agreed.<br/>           Changes summarised include:<br/>           Map obtained and used as background to main section<br/>           Wording revisited</p>   |              |

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|        | <p>Layout positioning revisited</p> <p><b>It was resolved to accept the layout of the Gurkha Interpretation board and subject to final proof read the order to be placed for installation.</b><br/> <b>Proposed GSc, Seconded HB, all others in favour.</b></p>  | Clerk |
| 013/19 | <p><b>Review of Men's Shed Storage Facility</b><br/>         To perform a six-monthly review of Men's Shed temporary storage on site</p> <p>At the June 2018 Facilities meeting the following minute was recorded:<br/>         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</p> <ul style="list-style-type: none"> <li>• Since June the container has been subject of a Hart DC enforcement query which has been resolved as it is considered in relation to the planning application for the Men's shed and as long as work commences on the project within six months Hart DC considered the issue closed but subject to review.</li> <li>• Further to this at the January Full Council meeting it was agreed to submit an additional planning application to Hart DC to request that the container become a permanent storage facility (application also including fence line amendments to the original Men's Shed application) within their compound clad in matching material to the shed itself.</li> <li>• It was also agreed to include a planning application for the allotment toilet at this time.</li> <li>• This application is now being completed for submission and following discussions with a ground worker the toilet is likely to be located within the Men's shed compound to facilitate easy access via an opening in the fence from the allotment site and to meet with Disabled access requirements.</li> <li>• This toilet facility is planned to only be available to the allotment and Men's shed community.</li> </ul> <p>Councillors acknowledged the updated information and agreed to review again in six months or sooner as the container becomes subject to a planning application.</p> | Clerk |
| 014/19 | <p><b>Community Centre Equipment</b><br/>         To decide whether to purchase TV and stand to provide current information on Community Centre events</p> <p>At the December meeting a mobile screen and stand were discussed.<br/>         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.</p> <p>Councillors requested further clarification of use by hirer and to investigate options for a fixed solution or mobile system to be used throughout the centre.</p>  |       |

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|        | <p>Clerk and Facilities Officer met with company Complete Audio Visual Equipment Ltd to discuss options for the centre as a whole. The report of findings provided a comprehensive solution but the projection solution in the main hall is considered beyond the current requirements of the centre.</p> <p>However, the report provides reassurance of the stability of a mobile screen trolley which it is believed would better suit the needs of the centre and its users. One matter did come to light as part of the discussion with CAVE Ltd is the need to purchase commercial grade equipment as use in the centre would not be considered domestic use if a fault with the equipment occurred and the warranty issue.</p> <p><b>It was resolved to approve purchase of the equipment from Cave Ltd value £1,789.85 plus VAT from the Community Centre EMR. Use by hirers is to be monitored by record of checks, adults to move about the centre ONLY, protective barrier when in use by hirers, specific locations for use to be agreed and timer plug to turn off at centre closing time.</b></p> <p><b>Proposed GSc, Seconded HB, all others in favour.</b></p>   | FO, CCO |
| 015/19 | <p><b>Transfer of Land to Parish Council</b></p> <p>To receive an update on the land transfer from Taylor Wimpey</p> <ul style="list-style-type: none"> <li>• The current tranche of Land transfer includes the tennis courts, open space behind the Community centre up to and including the Wheel park and including the orchard and NEAP (excluding the Athletics raised area and target wall), Dragon Park, LAP H, at entrance to site from Naishes Lane end, Crossways Play park, Rana Drive LAP, Area B (LAP off Everest walk down to Rana Drive), Area A (LAP off Grant Drive), LAP off Nepal Gardens.</li> <li>• S106 monies have been received for this tranche</li> <li>• Signing of the paperwork has not yet been completed due to snagging issues at the locations.</li> <li>• Following review of the snag list this week there has been significant progress on site to address the issues raised which includes - restricting access to the open spaces (knee rail), tree works in area B, request for drainage information and play park inspection reports, gate replacement and signage.</li> <li>• A follow up meeting is planned for w/c 11th Feb to resolve these issues with the aim to conclude this tranche by end of February.</li> </ul> |         |
| 016/19 | <p><b>Orchard Development</b></p> <p>To authorise weekend Orchard grafting event hosted by The Westcountryman</p> <p>The Facilities Officer is arranging a working group of the Orchard Guardians to carry out some pruning in the Orchard in late February, early March.</p> <p>In addition to this an event is proposed to carry out a grafting weekend in April with Les Davies, The Westcountryman. The concept is to introduce local varieties 'Original Bramley' and 'Howgate Wonder' into the mix of trees already in the Orchard via a two-day grafting course.</p> <p><b>It was resolved to book the two-day grafting course in April with The Westcountryman to include lunch for participants from the Events budget up to £1,000.</b></p> <p><b>Proposed GSc, Seconded HB, all others in favour.</b></p>  | FO, CCO |

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| 017/19   | <p><b>Dishwasher</b><br/>To authorise replacement of Community Centre dishwasher</p> <p>Seeking to replace commercial dishwasher with domestic model due to current dishwasher ineffective at cleaning. Tannins have never effectively been cleaned by the machine despite trying specialist product. Customers generally unhappy with it.<br/>Dishwasher usage during the week currently includes:</p> <ul style="list-style-type: none"> <li>• Once / Twice a week Pre-school deep clean of plastic plates and cups</li> <li>• Slimming world – now reducing plastic by utilising Community Centre cups for drinks for customers</li> <li>• Brendoncare who cook on site on Thursday</li> <li>• Ad-hoc Parish Council meetings/ cups used during day.</li> </ul> <p>Therefore, for relatively low-cost replacement domestic usage product is probably appropriate on the basis it would be used max once a day during the week.</p> <p><b>It was resolved to replace the current dishwasher in the Community Centre for a domestic model (with a short cycle option) with a budget of £600 to include delivery and installation and approve removal of existing dishwasher from the asset register with potential resale value asset disposal to offset the cost of new purchase.</b><br/><b>Proposed GSc, Seconded DM, all others in favour.</b></p>   | RFO<br>CCO   |              |              |              |                                  |        |        |        |  |        |        |        |  |        |        |        |   |      |      |      |  |
|--|---|--------------|--------------|--------------|--------------|----------------------------------|--------|--------|--------|--|--------|--------|--------|--|--------|--------|--------|---|------|------|------|--|
| 018/19   | <p><b>Community Centre Redecoration</b><br/>To receive quotes for bi-annual decoration of centre</p> <p>The Community centre was decorated 2 summers ago and 2019/20 is budgeted year for redecoration therefore seeking to book a contractor in to redecorate the centre during the quieter summer holidays. Last redecorate (excluded Acorn toilets due to inaccessibility) cost £2,655 plus VAT.<br/>Quotes from 3 contractors were provided with various options:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 30%;">Options</th> <th style="width: 20%;">Contractor 1</th> <th style="width: 20%;">Contractor 2</th> <th style="width: 30%;">Contractor 3</th> </tr> </thead> <tbody> <tr> <td>Option 1 – Walls not<br/>woodwork</td> <td style="text-align: center;">£5,779</td> <td style="text-align: center;">£1,580</td> <td style="text-align: center;">£4,440</td> </tr> <tr> <td>Option 2 – Walls<br/>including woodwork</td> <td style="text-align: center;">£7,717</td> <td style="text-align: center;">£3,025</td> <td style="text-align: center;">£5,985</td> </tr> <tr> <td>Option 3 – Walls +<br/>woodwork + Oak<br/>hall to ceiling height</td> <td style="text-align: center;">£9,563</td> <td style="text-align: center;">£3,415</td> <td style="text-align: center;">£6,985</td> </tr> <tr> <td>Additional option 4 –<br/>Lattice work to<br/>exterior canopy</td> <td style="text-align: center;">£180</td> <td style="text-align: center;">£250</td> <td style="text-align: center;">£360</td> </tr> </tbody> </table> <p><b>It was resolved to appoint contractor 2, Danny Scutt Option 3 plus Option 4 at a total cost of £3,665 plus VAT.</b><br/><b>Proposed GSc, Seconded HB, all others in favour.</b></p> | Options      | Contractor 1 | Contractor 2 | Contractor 3 | Option 1 – Walls not<br>woodwork | £5,779 | £1,580 | £4,440 | Option 2 – Walls<br>including woodwork | £7,717 | £3,025 | £5,985 | Option 3 – Walls +<br>woodwork + Oak<br>hall to ceiling height | £9,563 | £3,415 | £6,985 | Additional option 4 –<br>Lattice work to<br>exterior canopy | £180 | £250 | £360 |  |
| Options  | Contractor 1  | Contractor 2 | Contractor 3 |              |              |                                  |        |        |        |  |        |        |        |  |        |        |        |   |      |      |      |  |
| Option 1 – Walls not<br>woodwork                               | £5,779  | £1,580       | £4,440       |              |              |                                  |        |        |        |  |        |        |        |  |        |        |        |   |      |      |      |  |
| Option 2 – Walls<br>including woodwork                         | £7,717  | £3,025       | £5,985       |              |              |                                  |        |        |        |  |        |        |        |  |        |        |        |   |      |      |      |  |
| Option 3 – Walls +<br>woodwork + Oak<br>hall to ceiling height | £9,563  | £3,415       | £6,985       |              |              |                                  |        |        |        |  |        |        |        |  |        |        |        |   |      |      |      |  |
| Additional option 4 –<br>Lattice work to<br>exterior canopy    | £180  | £250         | £360         |              |              |                                  |        |        |        |  |        |        |        |  |        |        |        |   |      |      |      |  |

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| 019/19 | <p><b>Swing Seat Replacements</b><br/>To approve replacement of swing seats at a couple of play park locations for toddler swing seats</p> <p>The Parish Council has been in receipt of comments that new play parks within the development do not cater for toddlers including High Trees and Dragon park. Suggestion to replace a swing seat at High Trees and at Dragon Park with a toddler swing seat. The original swing seats will be kept as spares.</p> <p><b>It was resolved to replace swing seats at High Trees and Dragon Park with toddler seats from S106 Open Space maintenance up to £200<br/>Proposed GSc, Seconded DM, all others in favour.</b></p>  | FO            |
| 020/19 | <p><b>Quotes</b><br/>To receive and approve quotes for works</p> <p>Azalea Play Park surface repair to Roundabout and Swing Seat set – two options were provided as below:<br/>Patch to existing Rhynomulch £350 or<br/>Hardwearing material complete around Roundabout and square section under swing seat £794 plus one additional swing seat required £225</p> <p><b>It was resolved to accept the quote for the hardwearing solution plus additional swing seat section from Open Space maintenance.<br/>Proposed HB, Seconded JR, all others in favour.</b></p> <p>Facebook presence – to approve targeted marketing budget on Facebook up to the value of £100</p> <p><b>It was resolved to approve a budget up to £100 from Publicity and Promotion budget for Facebook targeted marketing.<br/>Proposed GSc, Seconded DM, all others in favour.</b></p> | FO<br><br>CCO |
| 021/19 | <p><b>To agree a date for the next meeting</b></p> <p>Next Facilities Committee to be held April 8th</p> <p>Meeting Closed at 21.06pm</p>   |               |

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