

# CHURCH CROOKHAM PARISH COUNCIL

## Facilities Committee

**Init:** \_\_\_\_\_

**Minutes of the Meeting held:**

**Date and Time:** 8pm Monday 10<sup>th</sup> June 2019

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

**Present:**

**Councillors:** Gill Scott (GSc) (Chair), Helen Butler (HB), Gill Chatfield (GC), Cristina Harris (CH), Gareth Saunders (GSa)

**Also:** Claire Inglis (Clerk)

There were 2 members of the public present

022/19	<p><b>Apologies for absence</b></p> <p>Apologies were received from Cllrs Jenny Radley, Debbie Moss</p>	
023/19	<p><b>To agree minutes of previous meeting held on 11<sup>th</sup> February 2019</b></p> <p>The minutes of the meeting of 11<sup>th</sup> February 2019 were approved and signed as a true record of the meeting.  <b>Proposed GSc, Seconded HB, all in favour.</b></p>	
024/19	<p><b>Dispensations</b></p> <p>To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None were received</p>	
025/19	<p><b>Declaration of interest relating to any item on the agenda</b></p> <p>None were received</p>	
026/19	<p><b>Chairman's Announcements</b></p> <ul style="list-style-type: none"> <li>• Work experience student from Court Moor will be working with staff w/c 17/6/19 9am until 12pm. A list of tasks has been pulled together give a breadth of experience during the week.</li> <li>• Legionella water safety training has been carried out by 3 members of staff</li> <li>• Rob Beckinsale is due to install the remaining 2 way markers Fox/ Squirrel this week and audit the existing ones to look at cracks/ issues. Clerk will report back.</li> <li>• Moles to front of Comm centre are very active - seeking quote for and most appropriate method of removal. Meeting on site with contractor to discuss options.</li> </ul>	Clerk
027/19	<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>	

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	<p>A request was received from a Charitable organisation Kalaa Jyoti set up to enhance the lives of orphans and poor children in Nepal through art. The charity is looking for a venue to put on an art show aiming to sell artwork to raise funds for the charity. A weekend over the summer holidays in the Acorn Hall would be suitable. CCPC are supportive of this initiative and suggested liaising with centre staff to seek availability and discuss a potential hire fee rate subject to a discount as per the budget line provision.</p>	
028/19	<p><b>Pre-School Lease</b> To receive an update following a meeting to discuss renewal of Pre-school lease and approve any actions arising.</p> <ul style="list-style-type: none"> <li>• Meeting was held between Crookham Sunshine’s Preschool Chair Ta and Cllrs RM, DM &amp; Gsa with Clerk CI present also</li> <li>• Discussion points included length of lease at renewal with break clauses to be incorporated if appropriate; charge rate for hire of facility clause in the agreement to include reference to current centre charge rates; pre-school to provide most recently audited accounts as part of lease renewal process; day-to-day issues were also discussed and appropriate reporting/ communication channels agreed.</li> </ul> <p><b>It was resolved to approve £500 Legal costs to renew the lease as appropriate using same document with minor amendments as agreed between parties Proposed GSc, Seconded GC, all in favour.</b></p>	Clerk
029/19	<p><b>Maintenance and Management of Community Centre</b> To receive an update on planned maintenance and agree any actions arising</p> <p>An updated Maintenance schedule was presented to highlight the planned maintenance and works booked in over the quieter summer period at the buildings/ facilities managed by the council.</p> <p>A plan to enhance this process by including a reporting/ notification system is to be implemented to ensure that all planned maintenance is booked in advance to ensure cyclical maintenance in carried out. The Community Centre Officer is also looking to formalise for example the deep cleaning schedule including Oak Hall floor, quarterly tap descaling etc. as these activities need to be carried out, out of hours or at quiet times in the centre which is now much busier.</p> <p>Maintenance agreements are budgeted for as required although some consideration will be given to additional cleaning contract requirements due to increased use of Community Centre.</p> <p>Councillors suggested other additions to the schedule which will be added.</p>	CCO
030/19	<p><b>Community Centre Facility Update</b> To consider list of items for renewal in Community Centre</p> <p>Further to maintenance of Community Centre the building has been occupied for 5 years and</p>	

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	<p>there has been wear and tear in some areas that may need addressing to maintain a high quality facility to include:</p> <ul style="list-style-type: none"> <li>• Replacement of toilet seats</li> <li>• Upgrade/ improvement to hearing loop following maintenance visit (awaiting report of findings)</li> <li>• Review of urinals for replacement</li> <li>• Review of taps / TMVs for replacement</li> <li>• Kitchen work surface, sink and hob - Considering other implications of fit out due to awkward shape of kitchen (e.g. work top may impact on cupboards below)</li> <li>• Review of PA system for potential upgrade/ renew parts</li> <li>• Acoustic ceiling tiles to meeting room to reduce echo in room</li> <li>• Water heater replacement subject to its upcoming maintenance</li> <li>• Oak Hall flooring assess longevity (subject to deep clean outcome) longer term consider potential for underfloor heating as difficult room to heat</li> </ul> <p>Councillors considered the above list of items and recommended replacement as required by maintenance visits. Quotes to be brought to Facilities for above works. Councillors requested that some research into under floor heating be made to enable future consideration of such a proposal.</p> <p>Budget is available from the EMR Community Centre £31,900 (as at the beginning of the financial year).</p>	FO CCO
031/19	<p><b>Lengthsman Budget</b> To consider works for Lengthsman</p> <p>Budget remaining £2,263 need to consider work that can be addressed for Lengthsman budget to be spent</p> <p>The following tasks were discussed and Lengthsman will be asked to carry them out:</p> <ul style="list-style-type: none"> <li>• Weeds in roadway</li> <li>• Chesilton Woods boundary to footpaths</li> <li>• Road signs covered in undergrowth</li> <li>• Improve visibility of flower displays attached to signs (weeds / grass)</li> <li>• Review ditch on Award Road</li> <li>• Aldershot Rd overhanging branches and weeds</li> <li>• Cut back branches to view SID machine on Reading Rd South</li> </ul>	FO Clerk
032/19	<p><b>Dog Poo Bag Dispensers</b> To consider installation of dispensers on Crookham Park and agree suitable locations</p> <p>£129 per dispenser mounted to post with an allowance of an additional £50 for install per unit. There are currently 2 dispensers in the whole parish with an annual budget for bags approx. £500 per annum.</p> <p><b>It was resolved to install a dispenser at the Community Centre (a central location within Crookham Park) at a cost of £180</b></p>	Clerk

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	<b>Proposed GSc, Seconded GC, all in favour.</b>	
033/19	<p><b>Bulb Planting in Community</b> To consider a budget and dates for bulb planting in the Community</p> <p>Comm Centre Officer is keen to organise this project which will involve: Locations - request for locations and volunteers via newsletters / social media Permissions - once locations suggested may require permission on land not owned by CCPC e.g. HDC or Hants CC Recruit Volunteers - As per newsletter / social media - host planting event with refreshments offered Purchase equipment - equipment for bulb planting and bulbs</p> <p><b>It was resolved to approve a budget from Events for bulb planting in the community of £750</b> <b>Proposed GSc, Seconded GC, all in favour.</b></p>	CCO
034/19	<p><b>Events</b> To outline events to be supported by the Parish Council in 2019 and agree timings and budget allocation</p> <p>Tennis Fun day – Talking to local tennis venues to see if they can recommend coaches to run sessions for families over summer holidays to encourage wider use of facility supported by CCPC – Budget TBC</p> <p>Peter Driver - Fun picnic sports day Football being run, Street Snooker games, Pizza and drinks, Gym sessions Wed 24th July <b>It was resolved to allocate £500 Events Budget</b> <b>Proposed GSc, Seconded HB, all in favour.</b></p> <p>Xmas Party - 1<sup>st</sup> December Suggested entertainer details were provided and agreed <b>It was resolved to allocate £400 Events Budget</b> <b>Proposed GSc, Seconded GC, all in favour.</b></p> <p>Xmas Tea Dance – Have asked Tea dance provider if they could assist with such an event to appeal to an older demographic – carols and mince pies as part of event <b>It was resolved to allocate £400 Events Budget</b> <b>Proposed GSc, Seconded GC, all in favour.</b></p> <p>Bulb Planting event – as above agenda item</p> <p>Allotment event - 22nd September held by committee but could coincide with Grand opening of Men’s Shed facility <b>It was resolved to allocate £300 Events Budget</b> <b>Proposed GSc, Seconded GC, all in favour.</b></p>	CCO FO Clerk

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	Litter Pick (will not require any budget) To be planned for September 2019	
035/19	<p><b>Orchard</b> To consider a budget for bird boxes and wildflower strip to Orchard</p> <p>Men's Shed can provide bird boxes at cost of materials and consider requesting 12 Clerk has asked for advice on seed type, preparation of strip for seed sowing and best time of year. Hants and IOW Wildlife Trust pointed CCPC in direction of Hart Dc but have gone back to HIWWT to ask for expertise (as they thought we were after financial assistance for project) can provide advice at £50 per hour advice but also contact Hart Countryside Services to discuss as they have implemented a Wildflower meadow in Yateley.</p> <p><b>It was resolved to allocate £250 S106 Open Space maintenance budget to gather advice for installation of wildflower strip and bird boxes.</b> <b>Proposed GSc, Seconded GC, all in favour.</b></p>	Clerk
036/19	<p><b>Future Agenda Items</b> To consider future agenda items and Projects under Facilities Committee with regard to resourcing of staff and councillors</p> <p>Councillors and staff allocation to be considered to the following projects and timings within the year (or future year as appropriate) should be considered so that these projects can be managed alongside day-to-day business of CCPC:</p> <p>Cllr involvement was agreed as below for the projects listed below where appropriate:  <b>TBC</b> - Allotment toilet - Subject to planning permission (Cleaning contract appointment)  <b>TBC</b> - Overflow Car Park - Subject to planning permission  <b>Gsa, HB, GSc</b> - Signage Updates around Parish  <b>Clerk</b> - Tree Survey this year and tree works as an outcome  <b>Gsa, HB</b> - Play Park Identities - To consider following final installations  <b>HB, CH, Gsa, GSc</b> - Sensory Garden - Scope and timings  <b>HB, Gsa</b> - Azalea Park re-equip and play markings to footpath  Scooter track - to complement Skate park include a question in survey  <b>Gsa, HB, GSc</b> - Street Snooker relocation/ Additional facilities at Peter Driver Sports Ground</p>	All
037/19	<p><b>Quotes</b> To receive and approve quotes for other works</p> <ol style="list-style-type: none"> <li>1) Tennis sign to promote easy access to tennis courts - £650</li> <li>2) Replay maintenance contract renewal 5 yrs expired - Price increase £1250 to £1940 per annum benefits to 5 yr contract include 5% discount (£1843)</li> <li>3) Replay rubber top up of 3g surface and patch repairs - Suggested rubber refill of 3G surface - 1 tonne and 4.5 sq m of patch repair as outcome of maintenance visit £1,395</li> </ol>	CCO FO

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	<b>It was resolved to approve quotes 1-3 above Proposed GSc, Seconded GC, all in favour.</b>	
038/19	<b>To confirm date for the next meeting</b> Next Facilities Committee to be held August 12 <sup>th</sup>	

Meeting closed at 9.32pm

Signed \_\_\_\_\_ Date \_\_\_\_\_