

FACILITIES COMMITTEE

Initial:
Date:

Minutes of the Meeting held:

Date and Time: 8.00pm Monday 14th October 2019

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

Present:

Councillors: Helen Butler (HB) (Chair), Gill Chatfield (GC), Cristina Harris (CH), Jenny Radley (JR), Debbie Moss (DM)

Also: Claire Inglis (Clerk)
Cllr M Thorne

There were no members of the public present

055/19	<p>Apologies for absence</p> <p>Cllrs Saunders and Scott</p>	
056/19	<p>To agree approved minutes for signing of previous meeting held on 12th August 2019</p> <p>The minutes were agreed and signed</p>	
057/19	<p>Dispensations</p> <p>To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received</p>	
058/19	<p>Declaration of interest relating to any item on the agenda</p> <p>None received – Allotment item is just an update</p>	
059/19	<p>Chairman’s Announcements</p> <ul style="list-style-type: none"> • Quotes are being obtained for wildflower strip to orchard following Clerk meeting with contractor • Staff received Fire Safety Training which included 2 members of staff from pre-school • Speed Watch training can now be booked Clerk will go ahead and order equipment • Water safety issues have been resolved and looking to budget for future reconfiguration works of plumbing 	Clerk
060/19	<p>Public session</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>	

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061/19	Allotment Toilet Project To receive an update on the allotment toilet project <ul style="list-style-type: none">• The allotment toilet project is complete.• The toilet was delivered in time for the allotment annual event and Men's Shed opening.• It is fully connected and awaits the certificate from the electrician who has visited and checked the connections.• Outstanding issue to discuss the cost of Water OUT to be confirmed with water board.• Building control have signed off the project subject to receipt of the electrical certificate.• S106 funds request from Hart DC were submitted and a request for a supporting statement was required by Hart DC to take to Executive Decision. Just awaiting outcome of that to confirm £4,350 to be issued. With final invoice to be paid an inspection and proof of payment to release funds once permission is granted by Hart DC will be a formality.• Total budget including S106 funds above is £22,350 and has been fully spent on budget.• Cleaning contract will extend to include toilet facility (see agenda item 064/19 below)	FO Clerk
062/19	Overflow Car Park To approve a traffic survey to monitor car park usage To obtain a realistic picture of current car park usage and to understand current car park use vs potential for overflow car park in future a quote has been obtained for a traffic counter to be installed for a 2-week period in November. Simone Surveys who carry out the monthly traffic surveys on behalf of the Parish Council will install a traffic counter at the main entrance to the car park and at the entrance to the overflow car park. CCPC will look to manage the opening and closing of the overflow car park on a daily basis so that a true picture can evolve rather than open the current overflow as per demand. Quote for 2 weeks to traffic counters £250 plus VAT Simone Surveys from the Overflow car park project budget. It was agreed that Clerk would contact the Athletics club to obtain data for the same period. It was resolved to accept the quote for £250 plus Vat for Simone Surveys to install traffic counters at the Community Centre. Proposed HB, Seconded Jr, all in favour.	 Clerk
063/19	Flood Forum To agree areas for discussion at the upcoming meeting Next meeting of Flood Forum is due to be held 25 th November with Cllrs MT and JR in attendance. Issues to be raised need to be confirmed by 18 th October.	

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	<p>It was agreed to raise the following issues:</p> <p>1) Bourley Road surface water flooding persists after heavy rainfall even though works have taken place here causing cars to circumnavigate on to other side of road at busy junction.</p> <p>2) Sandy Lane ditch - following the works to Soanes Copse will this have the desired effect on addressing the Sandy Lane ditch issues.</p> <p>3) Gurkha path ditches sufficient to cope with water run-off from Ewshot along Gurkha Path and any impact on Humphrey Park to be discussed (please note that developer has acknowledged there is further work planned to the SUDs and water courses adjacent to the Gurkha path)</p> <p>Proposed HB, Seconded JR, all in favour.</p>	DC
064/19	<p>Cleaning Contract To receive a recommendation to renew cleaning contract</p> <p>Clerk recently met with cleaning contractor to discuss additional requirements for cleaning to include:</p> <ul style="list-style-type: none"> • Formal procedure for request of deep cleans – extra items such as jet wash to paved entrance to building, oak hall floor with machine • Allotment toilet cleaning and extras e.g. paper towels • Additional bin collections on site <p>In discussions with KMC it was acknowledged that there has been no price increase incurred by CCPC from the company since the building opened with KMC absorbing the requirements of the minimum wage of its employees.</p> <p>The Clerk has also established that there is no formal contract between the parties as KMC extended their services from the Peter Driver pavilion to include the Community centre at the time of moving in Aug 2015. Additional services such as window cleaning and cleaning of solar panels and gutter cleaning have been agreed over time.</p> <p>Therefore, KMC have stated that they will increase their current service charge by 5% from 1st September which will cover the servicing of the allotment toilet. Overall this will lead to an annual increase of the contract by £830 per annum.</p> <p>It was resolved to approve the 5% price increase from KMC Cleaning Ltd and for the Clerk to formalise an agreement with them.</p> <p>Proposed HB, Seconded GT, all in favour.</p>	Clerk
065/19	<p>IT Support contract To receive a recommendation to renew IT Support contract</p> <p>Clerk recently reviewed GDPR terms and conditions between Disconsulting and CCPC and the IT company also provided a pricing review as the contract price has not increased since opening of the Community centre in 2015. The services have extended due to additional staff and numbers of computers/ laptops added over the period. Current charges: £66 / month will be increased to £126 / month with, in addition call out charges to be made if attendance on site required but this has been very rare in past 4+ years.</p> <p>The new agreement also offers add-on service of RMM – Remote monitoring and management (please refer to document). At this time, it is not proposed to enter into</p>	

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	<p>this add-on service.</p> <p>It was resolved to approve the IT support contract price agreement to £126 per month authorises Clerk to sign new agreement. Proposed HB, Seconded DM, all in favour.</p>	Clerk
066/19	<p>Bulb Planting To confirm arrangements for bulb planting project</p> <p>A visual board was presented at the meeting prepared by CCO showing possible locations for bulb planting suggestions received from residents and councillors. It was agreed that this project should be rolled out over three years planting in a couple of locations this year and rolling it out to other areas of the parish if successful.</p> <p>Locations agreed were Verne (top and bottom); Gables Rd onto Aldershot Rd and Gally Hill Rd. Crookham Park residents will be encouraged to participate in a group possibly led by Cllr Saunders.</p> <p>Councillors to confirm attendance and volunteers to be sought from the Scout, Guides and Cadets. Also, Redfields to be asked if they would like to support the community event through donation of bulbs.</p> <p>Event to take place on 9th but also advertise 16th in case of bad weather.</p> <p>Maximum bulb purchase agreed at 1,000 bulbs.</p>	All
067/19	<p>Easi-grass maintenance To approve a maintenance visit to the pre-school Easi-grass</p> <p>Easigrass lawn to the Pre-school was installed in 2015 and has received no after care. The installers have approached to maintain the 129m² which will include removal of debris from the lawn, they will wash and shampoo it down, they then run a high-powered nylon brush over the grass that gets down between the fibres and lifts the crud that may have got down lower but also excites the fibres to stand tall again. Finally, a weed killer is put down to help curtail any unwanted growth from airborne seeds. This generally takes anything from an hour upwards, dependent on the state and size of the garden.</p> <p>It considered worthwhile having this maintenance carried out to improve the longevity of the surface and therefore seek approval of the quote.</p> <p>It was resolved to approve the easigrass maintenance at a cost of £250 plus VAT to be booked in October half term Proposed HB, Seconded GT, all in favour.</p>	Clerk
068/19	<p>Quotes To receive and approve quotes for other works</p> <p>1) Safety of board walks behind allotment – 2 boardwalks have been established as belonging to CCPC as part of land transfer of allotment areas I & J. Surface is slippery to cross:</p>	

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	<p>A) Chicken wire solution £150 B) Anti-slip strips per pack of 20 £86 assume need 4 packs £344 TBC number of packs Monday Allotment general maintenance budget It was resolved to approve the purchase of up to 6 packs of anti-slip strips for the 2 boardwalks as required budget £600 Proposed HB, Seconded DM, all in favour.</p> <p>2) Emergency light in plant room replacement Nash Electrics £194.23 Community Centre maintenance budget It was resolved to approve the repair of the plant room light by Nash Electrics at a cost of £194.83 Proposed HB, Seconded GT, all in favour.</p> <p>3) Bark mulch to art installs to enable easier grounds maintenance to surround of Dragon and sheep Landform £522 S106 Grounds maintenance budget It was resolved to approve bark mulch to surround art installations Dragon and Sheep by Landform for £522 Proposed HB, Seconded DM, all in favour.</p>	FO FO FO
069/19	<p>To confirm dates for the next meeting Facilities next held 9th December</p>	

The meeting closed at 20.59

Signed: _____

Date: _____