

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Community Facilities Committee
Held on Wednesday 14th January 2026, commencing at 7.00pm
At Benians Pavilion, Uplands Lane, Four Marks**

MEMBERS PRESENT:	Chairman Cllr McAllister, Cllrs R Pullen, M Pullen, & Medhurst
IN ATTENDANCE:	Victoria Ursulean (Assistant Clerk) & Cllr Smith
APOLOGIES:	None

26.01 CF APOLOGIES FOR ABSENCE

There were no apologies.

26.02 CF OPEN SESSION – PUBLIC PARTICIPATION

With no items raised, the Open Session ended at 7pm.

26.03 CF DECLARATIONS OF INTEREST

There were none.

26.04 CF COMMITTEE MINUTES

On the proposal of Cllr R Pullen which was seconded by Cllr Medhurst, and with all Councillors in agreement, it was: **RESOLVED to approve the Minutes of the Community Facilities Committee meeting held on the 26th November 2025.**

26.05 CF PROJECT PROGRESS AND ACTIONS

26.05.1 To receive update on project and funding.

Cllr McAllister explained that the project had been split into four phases to ensure that the project can be funded appropriately. Various sites had either started work or filed commencement meaning that money could be drawn down over a period of 12-18 months (with four payments due in that time). The funds available at the time of commencement will cover the build with contingency.

There had been a meeting in December 2025 at East Hampshire District Council with the Principal Planning and Design Specialist, Planning Officer, architects, planning consultant and Cllr McAllister. There, several amendments were suggested including altering the parking area, soft landscaping to the front of the building, and increasing the number of windows.

26.05.2 To discuss meeting held on 12th January 2026

In response to the above meeting, Davtee had produced some new drawings and plans which were presented at a meeting on the 12th January 2026. The revised plans do not make any reduction on the play area space but there are some alterations to the frontage and design changes. Two options were considered to be viable. The following actions were agreed:

-The Planning Consultant would informally approach the Planning Officer for their opinion on the two agreed designs and the removal of the footpath/cycleway that has been included alongside the access point from Uplands Lane.

-The Locum Clerk would draft a report regarding needs/usage of the new rooms to satisfy comments.

26.05.3 To review and agree tender process for main contractors.

Cllrs had been given a list of possible contractors within a 50 mile radius. They had already agreed to instruct an 'Employer's Agent' who will act as a representative, overseeing contract administration, managing relationships and ensuring project compliance.

Cllrs discussed the tendering process and concluded that Cllrs McAllister and R Pullen would make the initial calls, and suggested the following questions:

1. Are you available?

2. Are you interested?
3. Key information can then be imparted via email/post.

This would need to be carried out before the end of January 2026 to get a basic understanding of who could then carry out the work required. It was agreed that notes would be taken during these conversations and sent to the Clerk.

On the proposal of Cllr M Pullen which was seconded by Cllr Medhurst and with all Councillors in agreement, it was **RESOLVED** to allow Cllrs McAllister and R Pullen to make the initial contact with possible contractors.

26.06 CF LATE ISSUES FOR DISCUSSION

26.06.1 To defer to the Committee Chairman for any late issues for discussion.

Cllr M Pullen requested that a list be drawn up of items to make decisions on, and that these items be divided up between Cllrs which can then be presented at the next committee meeting.

26.07 CF TO AGREE ANY FUTURE ACTIONS/PROPOSALS FOR FULL COUNCIL

26.07.1 To discuss any recommendations to present to the Full Council on the 21st January 2026.

Cllrs discussed asking Cllr Smith to join the committee.

26.08 CF NEXT MEETING: 11th February 2026

26.09 Meeting closed: 8.16pm

Signature:

Date: