



The Parish Office
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**Minutes of the Meeting of the Community Facilities Committee held on Wednesday 8th July 2026
at 7.00pm**

MEMBERS PRESENT: Chairman Cllr McAllister, Cllr Smith, Cllr Medhurst, Cllr R Pullen, Cllr M Pullen.

IN ATTENDANCE: Debbie Batley, Locum Clerk

- 26.49 CF APOLOGIES FOR ABSENCE - None**
- 26.50 CF OPEN SESSION – PUBLIC PARTICIPATION**
No public present.
- 26.51 CF DECLARATIONS OF INTEREST**
None given.
- 26.52 CF COMMITTEE MINUTES**
On the proposal of Cllr M 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 8th June 2026.**
- 26.53 CF PROJECT PROGRESS AND ACTIONS**
- 26.53.1** To receive update on project – referred to item 26.53.5
- 26.53.2** Allocation of Budget – make a request of RFO for allocation of CIL money to Benians Projects, along with coding and reports specific for the project.
We need up to date spend funds to come and current unspent funds comparison to existing budget. To allow decisions to be made on G99 playground etc in advance of employee agent arranged costing

Also need to note that the Reserve is needed to manage cash flow – it is important to note all committees keep to their allocated budget.
- 26.53.3** Transfers of Facilities to other locations – Office to Village Hall – inform the Village Hall of what is needed i.e.: power sockets, telephone, internet, by a Letter of Intent form the Clerk.
The Clerk will write a Letter of Intent to the Scouts regarding the use of the Scout Hall for the daytime activities that use the Benians.
- 26.53.4** G99 Application - held up because of the data needed, which will take some time to collate

26.53.5	Employee Agent Progress Report – Clerk gave a report: We received 8 tenders 3 were discounted straight away as they were Building Company’s and did not fulfil the requirements. 5 the Clerk requested additional information and documentation 4 returned the additional information and documentation A desktop exercise regarding the evaluation process, was conducted by the Clerk as per the FMPC Invitation to Tender Policy. This procedure identified a shortlist of 2 of Tender B and Tender D A further review of that information supplied identified the following Tender B Did not mention looking at planning and engaging further designs Only took the tender to the construction stage and no further - an example of this did not mention a snagging list The cost only identified the first part of the project does not look at post construction Tender D Lays out how and when things happened the cost and who is responsible, they talk about pre and post construction. Which Tender B did not. The Clerk advice that Tender D met all the required criteria. The Committee agreed to recommended Tender D to the Full Council
26.53.6	New Fence for Bowls Club - Cllr M Pullen and Cllr R Pullen will meet with the Bowls Club to discuss and look at how we fund it
26.53.7	Play Area - Open Spaces had requested the diagram from AVA as requested - relocating what we have and maybe adding a few new items, this will depend on when the plan of works for Benians Need to look at more shade and tree placement. Move the putting green to Jubilee Green –Cllr R Pullen will act as coordinator for the Putting Club to organise
26.54	CF LATE ISSUES FOR DISCUSSION The Benians Project is about to start the first phase, what is the next phase of the Parish Councils Vision for Four Marks, is the next project the Scouts Hut or is there something else. Suggestion - start a working committee for the Scouts Hut
26.55	CF TO AGREE ANY FUTURE ACTIONS/PROPOSALS FOR FULL COUNCIL Agree to take the recommendation for the Employee Agent as carried out by the clerk to Ffull Council on the 15th July 2026
26.56	CF NEXT MEETING: 12th August 2026
26.57	CF Meeting closed: 8.15pm

Signature:

Date:

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