

**Minutes of the Meeting of
CHURCH CROOKHAM PARISH COUNCIL**

Date and Time: Monday 22nd July 2013 – 8.00 pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Andrea Ong (AO) (Chairman), Jenny Radley (JR), Helen Butler (HB), Pat Lowe (PL), Gill Scott (GS), Nick Harris (NH), Michael Burford (MB)

Also: Jayne Hawkins (Clerk)

Cllr John Bennison (JB) – HCC / HDC

There were 2 members of the public present including Councillor Bennison.

163/13 Apologies for Absence

There were apologies for absence from Bill Shambrook.

164/13 Approval of the minutes

Councillor Radley asked for a correction to be made to the minutes of the previous Parish Council meeting held on the 24th June 2013 in Chairman's announcements she wanted the last sentence on the item regarding CJM caravans amended from 'This is in Fleet and no action has been taken' to 'This is an enforcement issue and relates to a site in Fleet'. This was agreed by all, the Clerk will update the minutes for signing at the next Parish Council meeting in September.

The minutes and recommendations of the following committee meetings were also accepted.

Community Centre Committee – 10/6/2013

Highways Committee – 10/6/2013

Finance and Policy Committee – 8/7/2013

165/13 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

166/13 Declaration of interest relating to items on the agenda

There were no declarations of interest.

167/13 To receive Chairman's announcements

The Chairman made the following announcements:

- Safety inspection date – Saturday 10th August, 10.30am
- Photo of guide patio – Girl guides have sent in a copy of invoice and picture of new patio at the guide hut
- Notification of road closure application for remembrance service ceremony on Gally Hill Road, 10th November up to 25min each remembrance Sunday. Any comments to HDC.
- Road closures – information circulated on a number of road closures in the area over the summer. Gally Hill Road, Hitches Lane, Tweseldown Road, Sandy Lane and Upper Hale Road.
- Changes to local postal service were highlighted by Councillor Radley.
- The Chairman had received an invitation to a Royal Air Force event on 11/09/2013 from 6pm to 8pm.



- 168/13 Public Session**
An opportunity for members of the public to bring matters to the attention of the Parish Council (3 minutes per person, 15mins maximum).

There were no comments from members of the public at the meeting

- 169/13 To decide whether to appoint members of the public to the Highways and Community centre committees as non-voting co-opted members.**

The Chairman proposed that Richard Jackson was appointed as a non-voting co-opted member of the Highways and Community Centre Committees and that David Cox was appointed as a non-voting co-opted member of the Highways Committee. This was agreed by all.

- 170/13 To receive a revised Deed of Agreement for Fleet Link and to decide if any amendments should be requested.**

The Chairman reported that the agreement had been circulated and that Fleet would be signing a similar agreement.

The Clerk had requested that the deed was amended so that section 4 includes all the areas covered in section 5. Peter King had agreed to make this amendment.

Cllr Ong proposed that the agreement was accepted, seconded by Cllr. Butler and this was agreed by all. The Clerk was asked to inform Peter King.

Clerk

- 171/13 To receive a request from a member of the public to inflate a bouncy castle next to the five a side pitch on Sunday 11th August.**

It was reported that:

- They are hiring the five a side
- The Parish Council had previously said it was OK to erect a bouncy castle if they provide public liability insurance and a risk assessment

It was decided to grant permission as long as a risk assessment and public liability insurance was provided. 6 in favour, 1 against. It was agreed that a Policy decision needs to be taken by Sports and Rec in August.

Clerk

The Clerk was asked to inform the resident.

- 172/13 To discuss whether to request a Community Governance Review for the Parish with regard to formally requesting that the number of Church Crookham Parish Councillors is increased from 10 to 11 with an additional councillor for the Queen Elizabeth Ward to take into account the additional residents at Crookham Park.**

The Chairman reported the following:

- Clerk contacted Andrew Tiffin 8/7/13 response circulated
- Long process, CCPC need to convince electoral services of the need to increase numbers.
- If the Parish decides to go ahead then they would need to decide what to request i.e. increase to 11 councillors or 12 councillors or redistribute the existing 10 more evenly across the wards.
- Unlikely to be in place for 2014 elections.

It was decided that Councillor Harris and Councillor Radley would prepare comments to request a community governance review for consideration at the next Parish Council meeting.

NH/JR



173/13

War Memorial inscription

To receive feedback from the Parish newsletter article and Royal British Legion on the inscription for the war memorial and to make a decision based on the consultation what to add to the memorial.

A report was circulated and discussed. It was decided that taking into account feedback from local residents and John Coombes of the Royal British Legion and advice from the stone masons it was decided that a shorter inscription should be put on a plate underneath the existing inscription. The chosen inscription was as follows:

‘AND IN MEMORY OF THE PARISH WAR DEAD 1939 – 1945’
‘AND OTHER CONFLICTS PAST AND PRESENT’

It was decided not to colour the letter at this stage due to advice from the stone masons on the pitting of the letters that make it difficult to get crisp letters and the need to keep repainting every few years.

The Clerk was asked to progress this plus an initial clean of the War Memorial within the budget and to ask Crookham Village if they would be prepared to contribute to the cost.

Clerk

174/13

War Memorial annual maintenance

To consider whether to engage in an annual maintenance contract for the memorial to include an annual chemical treatment to protect from tree sap and an annual clean.

It was decided to set up an annual or biennial contract to maintain and clean the memorial.

It was decided to ask Crookham Village if they would be prepared to share the cost of an annual maintenance contract. Clerk to investigate in time for annual budget setting.

Clerk

175/13

To receive an update on utility access to Nursing home over Parish Council owned land and to receive plans for provision of a new entrance.

It was reported that:

- The preparation of an easement with SSE and installing the water pipe was progressing; the Clerk had requested confirmation in writing from Gracewell Care Homes before allowing SSE to start installing the electricity cable.
- Entrance plans had been circulated and sent to Highways, no comments received from Highways. Cllr Lowe suggested the addition of white lines at entrance next to road and in centre of barrier.

Cllr Lowe reported that she has been talking to a manager from Scottish and Southern who wondered if it would be easier to come in across the football pitches. The Clerk agreed to check what the issues were.

Clerk

176/13

To consider road safety issues following two road traffic accidents on Aldershot Road.

It was reported that there had been two accidents in the area involving fatalities; one was on Aldershot Road and the other on Fleet Road. The Clerk had circulated information on road accidents on the Aldershot Road in the last 5 years and reported that she had requested 10 years' worth of data.

It was decided that that Highways committee should continue to progress the traffic calming measures of a parish gateway and pedestrian refuge on Aldershot Road and investigate further options when the 10 year accident data was available

Highways
comm.

177/13 To receive a proposal to install a stand pipe at Peter Driver to assist in the watering of the football pitches and the five a side in dry weather.

A report was circulated.

It was reported that issues have occurred last year and this year with seeding of goal mouths due to lack of water. Last year it was too wet early on and then too dry, this year too dry. Football teams are reluctant to book for next season if the pitches do not improve. The ground maintenance company are trying to water using a barrel and pressure washer from the back of their truck. This was very time consuming and not having much impact. Ideally sprinklers are needed on goal mouths.

A report was circulated, the main options considered were:

1. Purchase or hire of Bowser with pump and attachments. Fleet Spurs have one for sale for approx. £2,000. Issues with filling, transporting and storing.
2. Installation of two stand pipes either side of five a side, hosepipes could then be run to the goal mouths - Water Link 4K and Girling pipeworks 3.5K. Most expensive option but would provide a long term solution.
3. Hire stand pipe from Southern Water and connect hose pipes – unable to find a Water Outlet point close to the site.
4. Connection to utility room and run own pipes onto pitches Dave Maw – water pressure may be issue and pipes would have to run across paths introducing a trip hazard.
5. Water direct – filled Bowser 2000 litres delivered to site; can be refilled but only by company.
6. Other grounds maintenance companies – none available or have watering equipment

It was decided to request Girling pipeworks to install two stand pipes either side of the five a side as soon as possible and to purchase two hose pipes and hose carts to be installed in the pavilion. Project to be funded from Peter Driver improvement fund. The Clerk was asked to progress this.

Clerk

**178/13 Sandy Lane car park lease
To receive a lease agreement for the car park on Sandy Lane to be signed by Council.**

It was reported that the lease had been signed by the owner of TJ Services, the Parish Council need to sign in the presence of the Clerk. The deeds then need to be lodged with the deeds by the lease holder, Mr Chillory who would like the Parish Councils solicitor to do this for him and invoice him.

The lease was agreed and signed by two Councillors and the Clerk.

Clerk

**179/13 Terms of Reference
To receive new Terms of References for Highways and Community Centre Committees**

Terms of reference had been circulated, it was reported that the Terms of references had been agreed by Policy and Finance Committee and needed to be approved by Council. Councillor Ong suggested a change to item 7. It was agreed to accept the terms of reference subject to the change being implemented to item 7, this was agreed by all. The Clerk agreed to make the changes and put the TOR's on the website.

Clerk

**180/13 Bank Mandate
To decide whether to amend the Unity bank mandate to remove Cllr. John Bennison and to add Cllr. Pat Lowe.**

The Chairman reported that this was necessary to remove John Bennison who



was no longer a Councillor from the mandate and to allow Cllrs Harris, Butler, Ong, Burford and Lowe to sign cheques.

It was agreed to amend the mandate, all Councillors signed the bank mandate forms. The Clerk agreed to implement.

Clerk

181/13

Tree Policy

To decide whether to adopt a tree policy as recommended by the Policy and Finance Committee

A draft policy document was circulated; it had been prepared and agreed by the Policy and Finance Committee. It was decided by all to adopt the tree policy.

Clerk

182/13

Allotments

To receive an update on the allotments and decide whether to empower Cllrs Butler and Lowe to agree the design and specification of the communal shed to be built by Taylor Wimpey at the allotments on Crookham Park

Plans for the allotments and the allotment shed were presented and Councillor Butler gave the following update:

- All allotments to be handed over in one go in January 2014
- The SANG/allotment car park would remain closed until it was handed over to the Parish Council in January 2014 due to problems with fly tipping.
- It was reported that the SANG/Allotment car park contribution had been handed to the Parish Council
- Specification for the shed had been supplied and needs agreement before ordering.
- Allotment layout and paths need agreeing.
- Requested deer and rabbit proof fencing.

It was agreed by all that Councillors Butler and Lowe should be empowered to agree the final design and layout of the allotments and communal shed. It was reported that they were meeting with the deputy clerk the following day to agree details which would then be agreed with Nigel Phillips from Taylor Wimpey.

183/13

Water supply for the allotments

To discuss whether in principle the Council would be prepared to contribute to the cost of supplying four stand pipes at the allotments if Taylor Wimpey are not prepared to cover the whole cost and if so to decide where the money should be taken from.

Taylor Wimpey have agreed to provide a water supply to the outside of the communal shed, CCPC have asked for four standpipes to be located throughout the allotments; TW may supply them if CCPC contribute to the cost. Waiting for reply from Nigel Phillips.

It was decided that the Parish Council should continue to request that Taylor Wimpey supply 4 standpipes and cattle troughs for watering.

A discussion took place about maintenance of the allotments (cutting grass paths, cutting hedge and occasional tidy up of the site and rotovating of neglected plots) the Clerk agreed to prepare a tender and invite local companies to apply.

Clerk

184/13

Farnborough Airport

To receive an update on the TAG Farnborough Airport airspace change proposal and to decide whether to ask TAG and NATs to hold a public briefing in Church Crookham.



The following overview was provided:

- The objective of the proposed airspace change is to create a new operating environment which offers all airspace users predictability and consistency of operation.
- Farnborough currently operates class G (uncontrolled airspace)
- Stakeholder (not public) consultation began October 2012
- When airspace design options are drafted a formal public consultation phase will begin around September/October 2013 and will last for a minimum of 12 weeks
- Proposals will be reviewed by the CAA's Directorate of Airspace Policy
- If approval is granted the implementation process could start in 2014, with fully operational Class D (controlled) airspace by 2015.

Further information:

www.tagfarnborough.com/news

<http://www.facc.org.uk/>

<http://www.caa.co.uk/default.aspx>

It was agreed by all to request that NATS and FACC hold a public session that can be advertised in the next newsletter – end October to inform local people of proposed changes. To also include a Councillor surgery and recruitment drive for the Community Plan group.

The Clerk agreed to organise the public session and book a meeting room in late October.

Clerk

185/13

Community Centre

To receive an update on the Community Centre plans

Draft plans were circulated. The following was reported.

- Initial meeting with architects was very positive
- Design put forward was 570sqm with a rough cost of £860K
- Much more work needed but wanted initial views from Council before proceeding
- Agreed not to visit hall on south coast due to hot temperatures
- Policy and Finance agreed that should the Parish Council decide to go out to tender the £25K should come from the general reserves and be repaid from the £1.1 million contribution if it was requested.

Councillors agreed to send all comments to Cllr. Scott by 7pm on 23rd July so that a response could be sent to RUND.

All

186/13 SANG Land update

To receive correspondence from Natural England and update from ALS

- Letter from Natural England circulated
- Meeting to take place with Ewshot Parish Council on 24th July, 7.30pm
- Update from Richard Anderson circulated

Councillor Radley gave an update on visitor numbers to the SPA and reported that Hampshire Wildlife Trust and Natural England would be visiting the SANG at Edenbrook which was easily accessible and had an open car park.

187/13 Azalea Park

To receive an update on the planting plans and footpath plans for Azalea Park

- Footpath likely to start 29th July, change in contractor, cost now estimated



at £9.6K but may be additional costs if contamination is encountered. 9.6K received from Hart.

- Flower beds to be prepared – 8th September
- Flower beds to be planted and picnic -22nd September

Clerk agreed to check up on benches and bins ordered for play park.

Clerk

188/13 To approve payment of accounts and to review any quotations received

The accounts for June and payments for July were approved by all and signed. Councillors Ong and Harris queried why there wasn't a statement for the Santander bond. The Clerk said they only issue annual statements.

Church Crookham Parish Bank Accounts Summary as at 30th June 2013					
Financial Year ending 31/3/14	Closing balance per May Statement	Income - Credits received at bank in June	Expenditure - Cheques presented in June	Petty Cash at hand	Closing balance per June Statement (cash at bank and in hand)
Petty Cash					£ -
HSBC Current A/c	£ 505.79	£ -	£ -		£ 505.79
Unity Bank Current A/c	£ 1,315.51	£ 32,369.67	£ 4,970.70		£ 28,714.48
HSBC Deposit account	£ 4.27	£ -	£ -		£ 4.27
Unity Bank Deposit A/c	£ 223,570.72	£ 106.19	£ 30,000.00		£ 193,676.91
HSBC S106 Deposit A/c	£ 9,149.18	£ 0.43	£ -		£ 9,149.61
Unity Bank S106 Deposit A/c	£ -	£ -	£ -		£ -
Alto prepaid card	£ 194.00	£ -	£ -		£ 194.00
Santander 12 month Business bond	£ 140,000.00	£ -	£ -		£ 140,000.00
Grand Total	£ 374,739.47	£ 32,476.29	£ 34,970.70	£ -	£ 372,245.06

Approval for payments in July 2013	Invoice Number	Cheque Number	£
Employment costs			£ 3,942.49
Total expenses			£ 77.80
CBS - monthly service contract July 2013	35230	300093	£ 196.60
Chromatec - newsletter	8226	300094	£ 652.18
Crookham War Memorial Hall - room hire July	2169	300095	£ 53.25
Hedleys Solicitors - professional fees re car park lease	32000	300096	£ 893.00
KMC Cleaning - June 2013	871	300097	£ 151.18
Simone Surveys Ltd - SLR July 2013	5002	300098	£ 240.00
Winchfield Landscape Service - GM contract June 2013	994	300099	£ 2,713.92
SLCC - Clerk training course	111864	300100	£ 150.00
SLCC - CILCA		300101	£ 150.00
Friends of Azalea Park - grant for planting scheme		300102	£ 2,000.00
Church Crookham Parish Council HSBC - transfer of funds from Unity Bank to HSBC deposit account		300103	£ 100,000.00
HALC - councillor training - Charing Skills course	10781	300104	£ 36.00
Playinnovation - final 50% instalment for Street Snooker	1054	300105	£ 9,292.80
Alto prepaid Mastercard - top up		DD	£ 300.00
British Gas - Jan to Jun 2013	702931977	DD	£ 462.79
Upper Bridge Ltd - web hosting -		SO	£ 36.00
Total payments for July			£ 121,348.01
			£ 121,348.01

NB £30K transferred from deposit account to current account to cover payments
£100K transferred from Unity deposit account to HSBC deposit account via current account

189/13 To receive the Clerks report.

1. **Street Snooker** the board was installed by 12th July and the carpet was laid on the 15th July. The open day has been planned for the 26th July, Bobby White will be attending the captain of the team GB Handball team from the Olympics. We have arranged for Pizza to be delivered and will buy some soft drinks to be paid for by Gracewell Care Homes. We have also arranged for an ice-cream van to attend from 10am to 2pm. FITC will be bringing some balls down and will do some training with children that are waiting for a go. Emails and flyers have been sent to local schools.
2. **Orchard Crookham Park** a quote for continuous maintenance of the



orchard has been sent to Taylor Wimpey for approval, this has been accepted for 2014 and future years, Gerry to keep TW informed of costs – email 19th July.

3. **Annual Return update** – the annual return and all associated documents was sent to the auditor by recorded delivery on the 26th June.
4. **Crookham Park** - currently installing the spine road, the gas and electricity should be in by the end of July. The orchard is fruiting this year and the grass around the base of the trees will be trimmed this week. The scaffolding is 95% down on the Local Centre and is expected to be handed over during the first week of September. Delivery times to the site have been relaxed from this week.
5. **SANG land:** Public rights of way will be agreed with the Access officer from Hampshire. Pill boxes will be secured with metal grills and locks. The bund is complete and ALS will be erecting deer fencing around it and planting it up shortly. Fencing will continue. ALS will be erecting a boardwalk across the wet land area up from the bund on the Public Right of Way. All the ponds are now complete and ALS has constructed Hibernaculas around the one in area 16 by the allotments. ALS is experiencing vandalism and theft. There are 3 areas where people have cut out sections of the fence and a number of posts have been stolen from the fence along the eastern boundary and two gates cut off and stolen. They have also had all the sandbags slit around the culverts. ALS are waiting for TW to confirm when the bridle path can be opened.
6. **Office move** – the move to the office upstairs should be taking place on the 29th and 30th July. The clerks are unlikely to be very productive this week as their priority will be to get the new office set up and operational.
7. **Data backups** – now in place and running nightly
8. **Army truck damage to barrier** – still no response from the MoD.
9. **Grant for footpath at Azalea Park:** Grant approved and £9,600 has been received from Hart.
10. **Finance Package** - Omega training has been booked and will take place on 13th August
11. **Football** – grass pitch contracts have been issued
12. **Community Plan** – initial drafts are being produced by the community plan group.

Meetings:

26th July – Street Snooker Launch 10.00am to 2.00pm

31st July – Parish Plan meeting

10th Aug – Annual Safety inspection, Peter Driver 10.30am

12th August – Planning, Sports and Recreation

28th August – Parish Plan meeting

Leave:



Sally – 5th – 9th August, 30th Sept – 4th October
Jayne – 21st – 30th August, 16th – 19th September

190/13 To receive monthly safety report

The monthly safety report was circulated.

The Clerk agreed to write to resident regarding fly tipping of garden waste on Parish land in Lynwood and Sian Close.

Clerk

191/13 To receive monthly crime report

The monthly crime report was received and reviewed.

192/13 To receive other reports.

1. Quetta and Humphrey Park(JR) - Cllr Radley reported that she was trying to organise a litter pick at Quetta Park
2. Fleet Link (HB) - Meeting had taken place, take up quite low, clerk to send Parish Plan data to group.
3. HDAPTC (AO) – Minutes circulated
4. FACC (NH) – No meeting
5. Memorial Hall (MB) - Floor in memorial hall to be stripped and re-polished. Car park to be re-lined
6. Allotments (HB) - reported above
7. Community Plan (NH) – Starting to write Parish Plan
8. Alms Houses – (NH) Next meeting September

193/13 Items for next meeting

It was agreed to send items to the Clerk by 10th Sept

- Information on Councillor numbers and governance review
- Community Centre update
- Voting powers of co-opted committee members

194/13 Date of next meeting: 23rd September 2013

There being no further business, the meeting closed at 9.30 pm

Signed.....

Date.....