



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 23rd January 2012 – 8.00 pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Nick Harris (NH) (Chairman), Helen Butler (HB) (Vice Chairman), Pat Lowe (PL), Mel Williams (MW), John Bennison (JB), Michael Burford (MB)

Also: Jayne Hawkins (clerk)
Cllr. James Radley – HDC
Cllr. Jenny Radley – HCC, HDC
3 members of the public

01/12 Apologies for Absence

Apologies were received and accepted from Andrea Ong and Bill Shambrook.

02/12 Approval of the minutes

The minutes of the previous Parish Council meeting held on the 28th November 2011 were agreed and then signed as a true reflection of the meeting.

03/12 Declaration of interest relating to items on the agenda

There were no declarations of interest.

04/12 Chairman's Announcements

The Chairman made the following announcements.

- Fleet and Church Crookham Society are keen to help with any Parish Project. Councillor Williams agreed to contact them to discuss involvement in the delivery of the Community Plan and the Jubilee events. **MW**
- Fleet and Church Crookham in Bloom would like the Parish Council to send a representative to the annual prize giving event on Saturday 22nd September at Zebon Copse Community Centre to present the prizes and certificates. Councillor Lowe and Councillor Williams agreed to assist with the prize giving. **PL/MW**
- At Peter Driver the developer is waiting for HDC to agree planning conditions for the car park. The developer has asked whether the PC would allow the old five a side to be removed before the new one is built. The S106 is clear that the new five a side should be provided before the old one is removed. It is hoped that a sensible way forward can be found and an emergency parish council meeting may be called on 6th February if decisions are required.
- Crookham Park- no news yet on the orchard or community centre. The project manager on the site has sent an update which was passed around. The Chairman picked out highlights from the report. Apologies were made to residents on Sandy Lane about the amount of construction traffic that have been using the road, the situation should improve. The first phase of demolition should be complete by end of March. Work on the Sandy Lane roundabout should start early Feb. Show houses are due to open at Easter. The Clerk was asked to put the Crookham Park update on the website **Clerk**

05/12 Public Session

The Chairman welcomed members of the CAB to the meeting.

Councillor Jenny Radley gave an update on the traffic calming proposals at Quetta Park. She reported that the data from model testing does not justify retaining the zebra crossing. It is



hoped that an uncontrolled crossing with a school crossing patrol will be put in.

The traffic calming will be going ahead with priority build outs rather than retaining the speed tables.

Councillor Jenny Radley had spoken to Sam Rookes the Community Development Officer for Quetta Park and reported that there may be some grant money available to upgrade the play area and they may consider putting in a MUGA. Councillor Radley had advised Sam to speak to the Parish Council to ensure that facilities at Crookham Park and Quetta Park complement each other.

Councillor Radley suggested that the Parish Council discuss the parish boundary signs and gateways with the neighbouring parishes of Crookham Village, Ewshot and Fleet Town.

The Chairman thanked Councillor Radley for her hard work within the Parish.

06/12

To discuss matters of crime and disorder

The Chairman reported that the NHW report had been discontinued and that the deputy clerk has used the police UK website to provide a new report. It was decided to continue to update the new report for presentation at Parish Council meetings and to add a monthly text box to highlight particular areas where problems were happening. The clerk was asked to use the local police website to pick up on more recent issues.

Clerk

07/12

To receive a presentation from the local Citizen Advice Bureau

The CAB gave a very interesting presentation about their work and funding.

08/11

To discuss Highways and Traffic issues in the Parish

- **The Verne traffic survey** – The Chairman suggested that a working group should be set up to look at the survey data and other traffic issues in the Parish. The Chairman said the clerk had received a report of an accident on 12th Jan where a speeding car on the Verne had ploughed into a resident's car.
- **New Parish Boundary signs** - It was reported that information from HCC had been received on new Boundary signs and circulated to all Councillors. Councillor Bennison said that the Parish Council should speak with other local parish councils so that exact locations of the signs can be agreed. It was agreed that a Highways working party could identify suitable sites and speak to other local Parishes
- **Quetta Park – traffic calming and zebra crossing** – Councillor Radley had given an update in the public session. Councillor Butler said that a petition had been started at Tweseldown School.
- **Speed Limit reminders / traffic surveys** – The Chairman reported that the SLR is currently on Reading Road South and there are two locations left on original list – Coxheath and the Verne. Councillors discussed whether they wanted to continue with the sign after these locations. Councillor Lowe objected to the sign as she felt it would annoy residents that were travelling only a few miles over the speed limit.

Traffic Surveys were discussed, these cost £150 for 7 days and record speed and volume in both directions. The Highways Working Party would look at identifying locations for traffic surveys and the Clerk would ask John Foggo for the results of any recent traffic surveys around Crookham Park.

Clerk

- **Community Speed Watch** – The Chairman reported that a new scheme was being started by local police which needs 6 residents in an area to be trained. Councillor



Bennison requested that this was advertised on the website and in the newsletter.

- **Schools crossings** – the chairman reported that at the local schools meeting it had been decided that the schools and the Parish Council and District Council should work together to identify the most suitable crossing points for children between Crookham Park and Crookham Juniors.

It was agreed to start a Highways working party to be chaired by Councillor Burford. Councillors Harris, Butler and Jenny Radley agreed to be members of the working party. The first meeting would be arranged for a Saturday. The clerk will draft an agenda and check availability.

Clerk

09/12

To discuss bus shelters in Church Crookham.

Chairman reported that a new bus shelter would cost £4,300 and second hand ones are £3,000. Suggestions had been made for locations on Coxheath Road for elderly residents in the Grange Estate and Wickham Court. The Chairman suggested that the Parish Council would need to consider any impact on residents living next to the bus stops. Could apply for S106 funding. Contact is Glen Morris.

It was decided to ask the Highways working party to look at suitable bus shelter locations and if suitable sites were identified to make a proposal to the Parish Council

MJB

10/12

To receive an update on Parish Council noticeboards and to decide whether the two that are currently in place at the Memorial Hall and the Verne are sufficient. The Community Plan group would like to see a notice board at Northfield Road or Tesco Express.

It was reported that members of the Parish Plan Group had asked why there is no parish notice boards at the Northfield road end of Church Crookham. They would like to see one either at Northfield Road shops or at Tesco Express. Councillor Williams agreed to investigate who owned the building at Northfield Road shops and to find out if a Parish notice board could be mounted onto the end wall of the building. The following sites were also discussed, Quetta Park, Tesco Express, Humphrey Park. It was decided to investigate the Northfield Road site.

MW

11/12

To receive an update on meetings with Toxic Land Check and Environmental Health officers from Hart District Council. To approve a letter to Hart District Council requesting financial assistance with investigation and remedial work.

It was reported that at meetings on 10th and 12th January with Toxic Land Check and Environmental Health officers from Hart District Council it was decided that the Ground Penetrating Radar should be done first at Azalea Park to identify any structures or voids underground. Testing for asbestos, heavy metals and PAH would then have been carried out in the top 10 cms. The Ground Penetrating Radar will be carried out on Wednesday 25th January.

A draft letter was circulated for sending to Geoff Bonner at HDC requesting assistance with the cost of the work. Councillor Bennison proposed that the letter should be sent as it was, this was seconded by Councillor Lowe, 5 in favour and 1 abstention. It was suggested that if a suitable response was not received then a freedom of information request should be made for all information on Azalea Park held by the District Council.

Clerk

12/12

To receive an update on a meeting held on 10th January with Fabrik regarding open spaces and leisure facilities at Crookham Park.

The Chairman reported that it was a useful meeting; notes had been updated and circulated. The Parish Council have asked for five a side football, basketball and netball to be catered for within the MUGA. A meeting will be organised with Timberplay to discuss the play areas. Fabrik agreed to try to include lighting and fencing for the athletics track in the planning application and lights at MUGA. They will also try to include athletics features such as hammer cage, high jump, long jump but will need to check with Taylor Wimpey if this will be possible. They will also try to identify a site for a skate park to be included in the planning application. The Parish Council and the athletics club would need to pay for these additional features.



Clerk

The Clerk agreed to ask Fabrik for an update.

13/12 To discuss adding an inscription to the War Memorial on Gally Hill Road to cover the 1939-45 conflict and to decide whether to investigate available funding.

The Chairman reported that this was raised by John Coombes of Royal British Legion. A World War Two inscription is available in the Church but it is not on the memorial. The Clerks have asked Haven for a quote. The Parish Council could apply for grants from the War Memorials Organisation.

A quote from Haven memorials was circulated. The total cost was £3476.00 but this included £1,080 for cleaning. The memorial was cleaned approximately 3 years ago so it was decided that this would not be necessary.

It was decided that the inscription should be added and the clerk was asked to get more quotes and then apply for grant funding to complete the project.

Clerk

14/12 To decide whether the war memorial should be listed or scheduled to give it some protection.

It was reported that war memorials can be scheduled through English Heritage under scheduled monuments which affords them some protection. There is the issue of moving the memorial to facilitate a crossing at the Infant School. John Coombes of the RBL said that this had been considered in the past but was abandoned due to the amount of local opposition.

A discussion took place about the chances of the War Memorial being moved to accommodate a crossing at Crookham Infants School and it was decided that this was unlikely to happen due to the timescales imposed for installing the crossing. It was decided that the Clerk should apply for scheduling of the war memorial.

Clerk

15/12 To receive a funding request from Christ Church Community Project towards the cost of finishes, fittings and doors on the new community rooms.

It was reported that an application for funding had been received requesting £9,600 towards the cost of fittings and doors. A summary of the application was circulated

It was decided to award a grant of £1,500 to Christ Church from the 2011 – 2012 budget. It was suggested that Christ Church Community project could apply again in 2012 – 2013 for further funds.

It was discussed whether the procedure for S137 funding requests should be updated so that all applications for funding in a financial year should be received by the end of December each year and the Parish Council can then consider all the applications before deciding how much to award from the Community Support budget to each applicant. The Clerk agreed to take this suggestion to the next Finance and Policy meeting for review.

Clerk

16/12 To receive a funding request from Hart Young Musician of the Year 2012 to assist with costs of running the competition which costs £3000 in total.

Last year Church Crookham PC donated £100, the competition had 5 competitors from Church Crookham.

It was decided to award a grant of £100 to assist with the cost of the Hart Young Musician competition.

17/12 To approve issue 4 of the Parish Newsletter.

The Chairman reported that the newsletter had been circulated and updated with Councillors' comments. A request was made for any final amendments to be sent to the deputy clerk by 10.00am Tuesday 24th January.

It was decided to accept the draft newsletter and to send it to the printers for printing.

Clerk



18/12

To decide who to invite to speak at the Annual Parish Meeting – date 10th May 2012 at Christ Church Hall at 7.30pm.

The Chairman reported that PC Caroline Webster and PCSO Adam Merrick had been invited and one of them will attend. It was agreed that appointees and trustees of local charities should give an update - Alms Houses, Memorial Hall, Fleet Link, Fleet Crondall and Crookham Welfare Trust. It was agreed that the Clerk should ask HCC Highways if they would provide a guest speaker and if they were unable to attend then the Fire brigade will be asked.

19/12

To receive monthly safety report

The monthly safety report was circulated – no comments. The clerk was asked to address any issues highlighted. It was agreed to get N&P Tree Services to remove the storm damaged tree in Chesilton Woods as soon as possible as it could be dangerous.

20/12

To receive reports and recommendations

To receive reports and recommendations

1. Planning Committee (JB) - nothing to report
2. Sports and Recreation Committee(HB) – nothing to report
3. Policy and Finance Committee (AO) – nothing to report
4. Crookham Park Committee (JB) – It was reported that the Parish Council had received an update from Chris Croxford the Project Manager at Crookham Park and that this would be put on the website
5. Quetta and Humphrey Park – It was reported that there was a possibility that a new residents association would form.
6. Fleet Link (HB) - Next meeting on February 20th
7. FACC (JB) – no meeting this month
8. HDAPTC (NH) - Councillor Harris was unable to attend but the minutes should be circulated soon.
9. Memorial Hall (MB) – It was reported that the Trustees hoped to renovate the toilets later this year.
10. Alms Houses (NH) – Clerk retiring replaced by XXXXX
11. Allotments (PL) – An Allotment meeting has been arranged with the allotment association for 7 Feb 2012
12. Jubilee Project (MW) – Councillor Williams reported that she would be circulating a weekly report to include an update on the Finances. The Quiz night would be taking place on 18th February, the running order had been circulated and there were sufficient volunteers and 8 raffle prizes. Quiz was written. All helpers were asked to arrive by 6.15pm. 3 tables already sold. Price of tickets included fish and chip supper, nibbles, drinks and winners prize. The Parish Council would be running an Easter Egg competition where the local schools would be getting the children to decorate eggs in the theme of the Jubilee. District Councillors had been asked to judge and best eggs would be awarded prizes and all children would get a sticker.
13. Friends of Azalea Gardens (AO) – nothing to report
14. Report on Community Plan – Next meeting scheduled for 13th February. Community plan was progressing and a draft would be circulated to Councillors for comment.

21/12

Items for next meeting.

- Review of Jubilee Quiz night
- Update on land assessment at Azalea Park
- Update from Highways Working Group

22/12

Clerks Report The Clerks report was circulated.

1. Crookham Park – still waiting on a response from Taylor Wimpey regarding the quote for the Orchard and the quantity surveyors review of the Community Centre plans.
2. Community Plan – a draft questionnaire has been created and is being fine-tuned by a working party who is also preparing the covering letter. It has been suggested that they would like to issue the questionnaire with the May newsletter.
3. Peter Driver development. The Developer is waiting for Hart District Council to agree planning conditions on the car park before work can start on the car park and the five a side.
4. Two bollards at the War Memorial were knocked over and broken at New Year. These have been reported to Highways who referred it to the Royal British Legion. The Parish Council



will need to pay for the repairs to the bollards there is no funding available from HCC or RBL. The clerk has requested a quote from Peter Crawley and one from HCC Highways.

5. One spotlight bulb is out at Peter Driver, the clerk has asked Terry Hog to arrange for a replacement. Needs a HQIT2000W/N E40 bulb with an internal ignitor. Bulb has been ordered should be fitted this week if the correct bulb arrives.
6. Soil at the rear of the Pavilion has been moved away from the building and the damp proof course.
7. A new restraining rail has been put in the fence at the rear of Peter Driver so that the fence can be repaired and an opening put in the middle of the fence. The Pipeline was marked on the ground and is not in line with marker posts. It runs about 2 feet in front of the fence.
8. Skate Park - Three designs have been received and will go to Sports and Recreation for discussion. Fabrik thinks there may be a possible site at Crookham Park.
9. Website has been updated with Finance Reports. Agendas and minutes are now easier to put on the website.
10. Update on footpath funding
 - Farnborough Airport Environment Fund decided not to fund footpath.
 - HCC small grants scheme grant has been awarded for half the funding. Need to be completed by end of February. Requested that the barriers were moved to give a 1.2m gap for wheelchair access either side of the bollard. Also asked if the footpath could be widened to allow for cycles and designated as a bridle path. This is not a condition of the grant and clerk suggests that this is not accepted and path is kept at 1.5m wide as any wider is more likely to damage the TPO tree routes.
11. Councillor Harris, Councillor Lowe and the Clerk visited the Peter Driver changing rooms in December and the clerk was asked to get quotes for upgrading the shower rooms. This will be progressed January/February

23/12

Payment of accounts and review of quotes

The following quotes were reviewed:

It was decided that the quote from N&P Tree Management to remove the damaged tree at Chesilton woods would be accepted.

The following accounts were approved.



Church Crookham Parish Bank Accounts Summary as at 31st December 2011				
Financial Year ending 31/3/12	Petty Cash	HSBC Current A/C	HSBC Deposit account	Grand Total
Closing balance per Nov Statement		£ 7,123.69	£ 200,109.75	£ 207,233.44
Income - Credits received at bank in Dec		£ 20,564.72	£ 11.40	£ 20,576.12
Expenditure - Cheques presented in Dec		£ 22,003.34	£ 20,000.00	£ 42,003.34
Petty Cash at hand	£ -	0	£ -	£ -
Closing balance per December Statement (cash at bank and in hand)	£ -	£ 5,685.07	£ 180,121.15	£ 185,806.22
Approval for payments due in January:				
		invoice no:	cheque no:	
Employment costs				3469.19
Expenses: Clerk			100386	83.69
Deputy clerk			100377	50.31
Cllr Williams			100378	14.00
Crookham Memorial Hall hire		1670	100379	47.60
Primavera Cleaning Serv Dec		1721	100380	414.00
CBS - service contract		32668	100381	196.60
Hart DC - litter picking Oct-Dec 2011		5472	100382	1500.00
Winchfield Landscape Services - grounds maintenance		833	100383	591.31
Upper Bridge Enterprises - web hosting Dec 2011		2157	100384	34.80
Hart DC car parking cards			100385	100
Impact China Ltd - Jubilee mugs	proforma order number	29076	100387	319.14
British Telecom			DD	45.43
Total Payments for December				6866.07
				6866.07
Refund received 20.12.2011 from British Gas for overpayment of electricity bill - £262.12				

24/12 **Date of next meeting**
Next meeting 27th February 2012.

There being no further business, the meeting closed at 10.29pm

Signed.....

Date.....