

Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

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

Place: Willis Hall, Church Crookham

Present:

Councillors: Mel Williams (MW) (Vice Chairman), Helen Butler (HB), Pat Lowe (PL), John Bennison (JB), Andrea Ong (AO), Michael Burford (MB)

Also: Sally du Gay (Deputy Clerk)
Jenny Radley (HCC)
James Radley (HDC)

There were 2 members of the public present

153/12 Apologies for Absence

There were apologies for absence from Councillors Nick Harris (Chairman), Kate Grant and Gill Scott. No apologies were received from Bill Shambrook

154/12 Approval of the minutes

The minutes of the previous Parish Council meeting held on the 25th June 2012 were agreed and then signed as a true reflection of the meeting.

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

Planning – 25.06.2012 & 09.07.2012

Sports and Recreation – 09.07.2012

Finance and Policy – 16.07.2012

155/12 Declaration of interest relating to items on the agenda

There were no declarations of interest.

156/12 Chairman's Announcements

- The Chairman welcomed Councillor Gill Scott to the Parish Council
- HDAPTC – code of conduct – The Council has received from HDAPTC a brief on the ramifications of the changes to the code of conduct. As far as the Parish Council movement is concerned there are several options that could be followed, such as: Adopt the suggested Code proposed by the National Association (NALC), adopt a suggested Code proposed by the Hampshire Association (HALC), adopt a suggested Code proposed by Hart District Council or go our own individual ways. This Parish Council has agreed previously to adopt the interim code of conduct being proposed at Hart as soon as it is agreed by full Council at Hart. Further to this the facility of using either the HALC staff or their retained solicitors has been withdrawn as there may be too many different Codes of Conduct adopted across the county for them to advise on. The solution is not an easy one, Hart District Council has so far been unable to agree on a permanent solution and they have for the next three months decided to re-adopt a modified form of the previous Code of Conduct to which they have adhered for the last twelve years. In the meantime the Hart District Council Standards Committee has been given the task of making recommendations regarding a permanent solution to the problem. Hampshire CC and HALC are considering the possibility of a pan-Hampshire code but this will take time to achieve. It will be important to give this careful consideration to produce a solution that



will benefit both this council as well as the wider range of Hart and Hampshire. Further updates will be circulated as they become available a decision will be needed at September PC meeting.

- Request to all Parish Council Committees to prepare their budget proposals for the next Finance and Policy meeting on 15th October, please involve the clerks as necessary.
- Gables Road crossing – the Council has received copies of the latest drawings from HCC highways for the uncontrolled crossing across Aldershot Road, Church Crookham at the Gables Road junction. This is to be installed during the current summer holiday however if the road is widened to build a central refuge it will necessitate the removal of a mature oak tree from the verge. The Chairman suggested that two councillors i.e. Michael and Kate be empowered to review the situation with Jenny Radley and represent the Council's view to Hants CC, then report back to Council at Sports & Rec 13th August.
- The Council has received any enquiry from a resident of Sian Close requesting a no-through road sign and a grit bin for the close. The Clerk has forwarded Hart DCs response to the request for a sign i.e. where a street name contains "CLOSE" this is deemed adequate to indicate a cul-de-sac and Hart DC will not then provide additional "T" signs". The request for a grit bin will be added to the Council's list of potential sites to be investigated.
- The Council has received a request from a parishioner for a skate park to be built at Azalea Park. This will be added to the Sports and Recreation committee meeting agenda on 13th August.
- Two members of the Council have been invited to the Battle of Britain event at RAF Odiham. John Bennison accepted the invitation; any other councillor interested in attending is to contact the Clerks by Wednesday 1st August.

All

157/12 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).

Councillor Jenny Radley reported on the following:

- There is to be a site meeting at 9am 25th July for the uncontrolled crossing at Gables Road and Aldershot Road, any members of the Parish Council are welcome to attend, to discuss the removal of an oak tree to allow space for a central refuge.
- Fleet station travel plan is now undergoing a limited consultation. Councillor Radley encouraged pressure to be applied to Network Rail and South West Trains to expand the car park. The deadline is 15th August.
- The results of the traffic calming consultation on Tweseldown Road and Sandy Lane show strong support for speed tables, Sandy Lane residents also responded strongly against priority build-outs. Councillor Radley has requested that HCC install two crossings, both on speed tables; one at the existing crossing point and another between Oakwood and the Memorial Hall to allow safe access between the two schools.

158/12 To decide whether the Parish Council should respond to the Government Consultation on Statutory consultee performance and award of costs.

MB

This has been circulated; the consultation closes on 11th September.

Michael Burford will give an update at the next planning committee meeting on 13th August.

159/12 Parish Council Newsletter

ALL

To discuss the content of the next newsletter – Citizens Advice Bureau has asked if they may advertise their recruitment drive for volunteers in our next newsletter. The Council agreed that the CAB may advertise in the next issue

It was agreed that the next issue should be issued in the third week of September.

Topics should include the new five-aside MUGA at Peter Driver, the new play park at Azalea Gardens. All articles are to be with the Clerks by the end of August.



160/12

Jubilee events

To receive an update on the expenditure of the Jubilee events held by the Parish Council in 2012 and to decide what to do with remaining assets brought for the Jubilee.

- Sports equipment
- Crafts
- Jubilee mugs
- Gazebos

It was proposed that the Parish Council should have a stand at the opening event of Azalea Park and take along the crafts; sports equipment and gazebos are to be lent to Friends of Azalea Park for use at the open event. The sports equipment will then be donated to the local schools and the gazebos will be stored by Councillor Williams to be lent to local organisations as requested. Jubilee mugs to be donated to The Harlington. This was agreed by all.

161/12

Parish boundary signs and gateways

To receive a proposal on the parish boundary signs and gateways.

The proposal is not yet ready; it will be reviewed at the next parish council meeting.

The Clerk was asked to supply photographs of styles of gateway.

Clerk

162/12

Deliveries to Co-op at the Verne

To receive a letter from a member of the public regarding delivery vehicles at the Verne shops and to decide what action if any the Parish Council should take.

The letter was circulated via email, a response was sent to the resident from John Foggo.

Cllr Bennison proposed that the Clerk should write to the Co-Op store, this was seconded by Cllr Williams, 5 voted in favour, 1 abstained.

Clerk

163/12

Community Centre Crookham Park

To receive an update from the Community Centre working party on plans for the community centre at Crookham Park.

An update was circulated via email.

164/12

Peter Driver five a side, car park and land transfer

To receive an update on the new five a side and car park project at Peter Driver.

To review the implemented health and safety measures.

Update:

- The five a side is complete; some snagging issues have been reported.
- The car park is complete and the tarmac drive has been completed.
- The bike stands are installed
- The permanent height restriction barrier will be installed next week at 2.1 metres.
- Do not climb signs have been installed on the fencing around the pitch
- The padlock that had been wrenched off its tether has been repaired.

Health and Safety and use of pitch by young people:

- Pitch is available to young people from 12pm – 5pm and required a £20 deposit for the key which is available from the Tweseldown.
- Large numbers of young people are now using the pitch during the day from 12pm but there are too many young people to fit on the pitch and this is resulting in some conflict.
- Seems to be less people climbing over the top
- Health and Safety consultant from HALC advises removing the fencing or leaving the pitch unlocked. If it is necessary to lock he suggests advertising when the pitch can be used and monitor its usage and any incidents.
- litter on pitch is causing concern to people booking the pitch in the evening.

Following a lengthy discussion Cllr Bennison proposed the following actions:

1. "Do Not Climb" signs should be put up on the MUGA fencing.



2. Send a letter to all users of the MUGA i.e. football teams and the athletics club asking them to look after the pitch and to pick up all their litter when they leave the facility, and to explain to them how the Parish Council are operating the pitch.
3. To review the situation on a monthly basis at Full council meetings, with a review at the Sports and Recreation Committee meeting 13th August in lieu of a Full Council meeting in August.
4. To ask Sam Knowles as Sports Officer to hold a consultation event with the children using the free access to the five aside pitch, to discuss the litter problems and explain care of the pitch and any issues the children may raise.

This was seconded by Cllr Williams, 2 voted for, 1 against and 2 abstentions. The clerk was asked to organise the above actions.

Clerk

165/12

Azalea Park Update

To receive an update on installation of the play park at Azalea Park.

The army are able to install the track next Thursday but have to remove it by 9th August. The army need the track to be covered by insurance.

To insure the track way for £125,000 for 3 weeks would be an additional £464.28 including Insurance Premium Tax. The Council need to decide whether to pay for this extra insurance. They also need to decide whether to pay for additional Heras Fencing to enclose the tanks tracks. An initial quote for 90 metres from Elliot Hire is £302 + VAT. The Council's insurer Zurich Insurance require a risk assessment of the use of the tank tracks and signs to be erected informing and warning the public of the lorry movements and to keep away from the tracks.

Cllr Lowe proposed that the Council pay for the extra insurance and for the extra Heras fencing, this was seconded by Cllr Williams, 4 voted in favour, 1 against and Cllr Bennison abstained.

Clerk

It was suggested that the Council's legal position should be established regarding the extra payments.

166/12

To receive an update on the joint projects being considered by the Friends of Azalea Park following a meeting between Councillors and the Friends of Group.

- **Park Opening ceremony**
- **Map Board**
- **Planting scheme**

The meeting date has not yet been set due to the delay in starting the play park.

167/12

To review a draft allocation policy for the allotments at Crookham Park and to decide whether to adopt it.

The draft policy was circulated via email.

Cllr Lowe proposed that point 7 should be removed from the draft, this was seconded by Cllr Ong, 4 voted in favour and 2 against.

Cllr Ong proposed that point 6 should be changed to:

"Community groups will be allocated plots at the Parish Council's discretion"

This was seconded by Cllr Butler, 5 in favour, 1 abstention.

Cllr William proposed that the Allocation Policy with the proposed changes made, should be adopted by Council this was seconded by Cllr Lowe, 5 in favour, 1 abstention.

Cllr Bennison requested that a letter should be sent to Ewshot Parish Council with a copy of the allocation policy.

Clerk

168/12

To Decide whether to purchase a litter bin to be placed near the rear bin of the MUGA at Peter Driver sports ground.

Cllr Lowe proposed that a bin as like for like as possible to the bin by the front gate should be purchased and placed against the fence by the rear gate; this was seconded by Cllr



Burford and agreed by all.

169/12 To review the list of outstanding projects

CLLr Williams would like to add to the list:

Working party to work with representatives from Quetta Park and Humphrey Park to produce "The Voice".

170/12 To approve payment of accounts and to review any quotations received

It was decided that the payment to Surfacing Standards should be held back until a meeting could be arranged between Surfacing Standards and members of the Council to discuss problems with the MUGA at Peter Driver.

Clerk

Church Crookham Parish Bank Accounts Summary as at 30th June 2012

Financial Year ending 31/3/13	Petty Cash	HSBC Current A/C	HSBC Deposit	Grand Total
Closing balance per May Statement		£ 25,829.63	£ 115,155.66	£ 140,985.29
Income - Credits received at bank in Jun		£ 21,423.50	£ 8.96	£ 21,432.46
Expenditure - Cheques presented in Jun		£ 18,420.04	£ 20,000.00	£ 38,420.04
Petty Cash at hand	£ -	0	£ -	£ -
Closing balance per June Statement (cash at bank and in hand)	£ -	£ 28,833.09	£ 95,164.62	£ 123,997.71
Approval for payments due in July:		invoice no:	cheque no:	
Employment costs				£ 3,691.60
Total expenses				£ 659.37
CBS - monthly service contract		33650	100534	£ 196.60
Crookham War Memorial Hall - July		1852	100535	£ 68.00
Cryle Trading - disconnection of internet		284676	100536	£ 48.00
HALC - councillor training		10106 + 10143	100537	£ 72.00
HCC - signs for Peter Driver		3610458940	100538	£ 202.80
Hart DC litter picking Apr-Jun 2012		HD0006061	100539	£ 1,500.00
Kestral - car park extension		2114	100540	£ 2,400.00
KBO - padlocks & keys for MUGA		18061	100541	£ 646.08
Lotus Landscapes Ltd - tree survey		120189	100542	£ 507.00
Printerland - ink for office printer		744094	100543	£ 139.19
LTL Contract - extra lights at Peter Driver		4156	100544	£ 2,520.00
Simone Surveys - SID June-July		4669	100545	£ 240.00
Surfacing Standards Ltd - site inspections of MUGA		1399	100546	£ 2,028.00
Winchfield Landscapes		898	100547	£ 1,794.00
Hart Neighbourhood Centre - grant			100548	£ 300.00
HSBC bank charges 31.05.12 to 29.06.12			DD	£ 36.70
Upper Bridge Enterprises - webhosting			DD	£ 34.80
HCC - office stationery		57830281	100549	£ 33.31
npower- Peter Driver pavilion Mar-Jun 2012		LGUJGCS6	100550	£ 239.16
Primavera cleaning monthly contract		1847	100551	£ 450.00
Total Payments for July				£ 17,806.61
				£ 17,806.61

Quotes:



To add an inscription to the War Memorial on Gally Hill Road to include those fallen during the Second World War		
A	To supply & fit 3 plates and cut 166 letters	£1997.95 + VAT
B	To supply & fit 3 plates and cut 166 letters	£735.70 + VAT
	To supply & fit 2 plates and cut 158 letters and add "1939-1945" to main column in matching letters	£762.10 + VAT
C	To supply & fit 3 panel and cut 166 letters	£699 + VAT

Clerk

It was decided to include the inscription in the budget for 2013/2014.

171/12 To receive the Clerks report

1. **Update from Crookham Park Project Manager:** Chris Croxford has left and his replacement Mark Leahy has not been able to supply an update in time for this meeting.
 2. **Azalea Park:**
Arrangements have been made with the army to lay tank tracks across Azalea Park either Thursday 26th or Friday 27th July. The tracks have to be removed by 9th August. Zurich Insurance requires a risk assessment to be completed plus signs to be erected to inform and warn the public.
 3. **Friends of Azalea Park:** The Friends of group would like a meeting with Councillors to discuss the following projects that they would like to be involved with:
 - Map Board in Lynwood
 - Defensive planting around play park fencing
 - Playground opening ceremony
 - Management plan
 The meeting date has been set for Tuesday 24th July and will be attended by Councillors....
 4. **Peter Driver**
The permanent height barrier is due to be delivered to Kestral on 25th and will be in place by the 27th July.
The £25K for the land transfer arrived in the Council's bank account on 10th July.
 5. **Peter Driver five aside**
Signs: 23 "Do not climb signs" have been made for the MUGA and put up on alternate fence panels.
Driveway between the car park and MUGA: the tarmac has been laid on the driveway.
CUV: is due to be delivered Tuesday 31st July
MUGA: Tom Betts from surfacing standards has made final visit to the site. Several queries raised:
 - The sheets of fencing overlap slightly in the middle and in some cases the sheets are slightly proud – we have requested that clips should be attached to pull them together – Will Buxton is looking in to it.
 - The spec mentions a mat well in the main gate – Bob Schrivener has suggested that the mat is not required as the maintenance machinery will be stored on a hard surface and will not traverse grass before it enters the MUGA.
 - The boot scraper has not yet been installed.
 - The gauge of fencing mesh to gates is different to the general fence line – it is heavier.
 - We are still waiting to receive an O&M Manual for the future maintenance and operation and refurbishment of the pitch.
- 5 **Community Plan:** the Community Plan questionnaire has been issued in draft form to Councillors for [completion, completion](#); all comments are currently being assessed and will be taken to the next meeting. A decision was made at Finance & Policy on which printer to use for the questionnaire and newsletter together.



172/12 To receive monthly safety report
The monthly safety report was received and reviewed
Cllr Lowe reported that the fencing around the rear goal of the MUGA had been pulled off

173/12 To receive monthly crime report
The monthly crime report was received and reviewed

174/12 To receive other reports.

1. Quetta and Humphrey Park –nothing to report
2. Fleet Link (HB) - nothing to report
3. FACC (JB) – minutes of the last meeting had been circulated via email
4. Memorial Hall (MB) – nothing to report
5. Allotments (PL) – nothing to report
6. Parish Plan – as per the Clerk’s report

175/12 Items for next meeting
Review of Peter Driver
Review of Azalea Park play park
Newsletter

Councillors to send agenda items to the clerk before the 14th September,2012

176/12 Date of next meeting: No meeting in August, next meeting 24th September

There being no further business, the meeting closed at 9.40 pm

Signed.....

Date.....