



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 23rd September 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)

There was 1 member of the public present

195/13 Apologies for Absence

There were apologies for absence from

196/13 Approval of the minutes

The minutes of the June and July Parish Council meetings were approved.

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

Planning Committee Meetings: 22/7/2013, 12/08/2013, 9/09/2013

Highways Committee Meeting: 09/09/2013

Community Centre Committee Meeting: 09/09/2013

Sports and Recreation Committee Meeting: 12/8/201

197/13 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

198/13 Declaration of interest relating to items on the agenda

Councillor Butler declared a personal interest in item 204/13 as her children are members of the Fleet and Ewshot Hockey club. Councillor Scott declared a personal interest in item 204/13 as she is a trustee for the Abercorn playing fields where Crookham Rovers play.

199/13 To receive Chairman's announcements

The Chairman made the following announcements:

- Reminder of safety inspection on Saturday 28th September starting at 1pm
- Councillors were asked to send budget ideas/quotes to the clerks asap
- Crondall, Crookham and Fleet Welfare Trust – would like to invite a representative of the Parish Council to sit on the committee and attend the annual meeting in November. Councillor Scott agreed to attend.
- Calthorpe Park - pre application drop in session at the school on October 15th between 5.30-7.30pm to view latest plans for school expansion. Councillors Butler, Scott and Radley said they would be attending.
- BDO the external auditor has confirmed that no matters came to their attention following submission of the annual audit form and associated documentation. This will need to be approved at the October PC meeting.

200/13 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

- 201/13 To receive two applications for Parish Councillors and to decide whether to co-opt the applicants to the Parish Council.**
It was reported that two applications for the two Councillor vacancies had been received from two residents Richard Jackson and Gill Chatfield. Applications had been circulated.

Cllr Lowe proposed that Richard Jackson was appointed as a Councillor for the Church Crookham East Ward this was seconded by Councillor Radley and agreed by all.

Councillor Harris proposed that Gill Chatfield was appointed as a councillor for the Gally Hill Ward this was seconded by Councillor Burford and agreed by all.

Gill Chatfield signed the declaration of acceptance of office in the presence of the clerk and joined the meeting. Richard Jackson was not present.
- 202/13 To appoint any newly elected Councillors to committees**
It was resolved that Richard Jackson would join the Community Centre and Highways committees and Gill Chatfield would join the Community Centre and Sports and Rec Committees.
- 203/13 To receive a draft newsletter for approval**
A draft newsletter was discussed, the clerk noted a few amendments and agreed to circulate a final version for approval as soon as all the articles were finalised. It was resolved that Councillor Butler and Councillor Ong would proof read the newsletter. **HB/AO**
- 204/13 To receive a grant request for £1,500 from Fleet and Ewshot Hockey Club**
It was reported that a grant request had been received for £300 as contribution towards a total project cost of £1,500. The current year grant budget was £10,000. Spent to date: £5,000. Accounts and application form circulated to Councillors.

It was decided to allocate a grant of £300 to Fleet and Ewshot Hockey Club
The Clerk was asked to inform the applicant. **Clerk**
- 205/13 To receive a grant request for £2,500 from Crookham Rover**
It was reported that a grant request had been received for £2,500 as contribution towards a total project cost of £2,500. The current year grant budget was £10,000. Spent to date: £5,000. Accounts and application form circulated to Councillors

A discussion took place, Councillors voiced concerns that the Parish Council was being asked to contribute to the full cost of the project and it appeared that no other fundraising had taken place or other grants applied for. It was decided not to allocate a grant at this time.

The Clerk was asked to inform the club and suggest that they prepared a project plan and investigate other funding options. They would be welcome to apply again but the Parish Council would not expect to be asked to fund the whole project. **Clerk**
- 206/13 To consider a request from FITC to use the five a side on Saturday mornings from 9.30 – 11.00 am as well as on Monday evenings from 5-7pm to provide football training and to build links with Aldershot Town FC.**
It was reported that this may benefit the Parish as it will mean that the pitch is booked and local children will be encouraged to attend at a time when other teams are unofficially using it and preventing local children from using it. FITC do charge £3.00 for this training but do provide free training for those that can't afford it.



It was resolved to let FITC book the five a side on Saturday mornings from 9.30am to 11.00am at no charge, this was proposed by Councillor Ong and seconded by Councillor Butler and agreed by all. The clerk was asked to inform the club and issue a hire agreement.

Clerk

207/13

To receive an update on Crookham Park and to decide whether to accept a proposal to request regular meetings with Taylor Wimpey to progress handover of facilities.

The Chairman reported the following:

- S106 is being progressed for additional 100 houses should they get approval following the appeal. £126K, would be payable regardless of whether the Parish Council build the community centre or TW build the community centre but will not be added to the TW budget.
- Athletics and Cricket clubs – meeting 30th September, 8.15pm in the Scout Hut at Basingbourne. TW have confirmed that the additional land requested by cricket and athletics clubs is not available. Councillors Scott, Butler and Chatfield agreed to attend the meeting.
- Spine Road – Utilities due to be in by end of year
- Art work – Gurkha statue and contribution due February 2014, need to identify site and begin commissioning process.
- Informal Open Spaces will be delivered following 1 years maintenance, need to ask for a timetable and start to think about tendering for maintenance contract but need to understand what maintenance is required for each area.
- Play Parks – Will the Parish Council consider insuring the play parks for 1 year before they are handed to the Parish Council. The clerk was asked to check with the insurance company if they can insure a play park they do not own and maintain.
- Allotment soil currently being screened, TW want to hand over all allotments in Jan 2014. Meeting on site with Nigel Philips, 1.30pm on 1st October. TW want to hand over the Allotment road contribution £158K later but Parish would need to agree a date. Requested more paths and wider paths but this would reduce the number of plots available. The deputy clerk has asked Taylor Wimpey for a formal proposal which can be considered at the next PC meeting in October.

Clerk

It was agreed that the Clerk should contact Taylor Wimpey and ask to have regular quarterly meetings to help ensure that facilities are handed over in a controlled manner and that the Parish Council are able to fully prepare for taking on the additional facilities. The clerk was asked to organise these meetings. Councillors Lowe, Radley and Butler all agreed to attend if they were available.

Clerk

208/13

To receive an update following the SANG Land meeting with Taylor Wimpey and to consider whether the Parish Council should propose that Taylor Wimpey maintains area 15 and 16 with the rest of the SANG especially as this can not all form part of the informal public open space as it is not all accessible to the public.

It was reported that the Sang meeting minutes had been circulated.

The Parish Council discussed whether action was required on areas 15 and 16. It was decided that the Parish Council should ask Taylor Wimpey to maintain areas 15 and 16 as part of the SANG as they cannot be considered part of the informal public open space as they are fenced off and now form part of the SANG land and as such should be maintained by the management company. The Parish Council also specifically asked not to be responsible for any of the drainage areas or ponds.

The Clerk agreed to draft an email and circulate for approval and to also ask for a map of the SANG.

Clerk



209/13

To receive an update on the Community Centre and to decide whether the money set aside to cover VAT should be included in the budget for the community centre build project based on the advice received that the VAT could be reclaimed if an option to tax is placed on the land.

It was reported that the Clerk has requested meetings with Rund and Taylor Wimpey. In order to meet the terms of the S106 final plans should be presented for approval to go forward to planning at the next PC meeting at the end of October. A working group meeting will be arranged mid October and all Councillors are encouraged to attend or forward their comments to the working party.

A short Clerks report on VAT and the community centre was circulated which includes a recommendation that the budget for the self build option is increased on the assumption that the VAT will be reclaimed if this option is chosen.

A discussion took place Councillor Ong raised a number of concerns about the option to tax and whether HMRC may change legislation before the Parish Council could put the option to tax in place. If this happened the Parish Council would not be able to reclaim the VAT on the build costs. The Clerk responded that the VAT advisor from Menzies and the internal auditor had said that they were unaware of any plans from the government to amend the option to tax legislation.

Councillor Ong raised a concern about whether having a purpose built nursery area within the community centre would impact the ability to put the option to tax in place. The Clerk agreed to check if having a purpose built nursery area within the community centre would have any impact on the ability to opt to tax the building.

Clerk

Councillor Ong was also concerned about putting a clause in the lease agreement for room hire to prevent charities dis-applying the opting to tax would mean that Charities would be unlikely to hire rooms in the community centre.

Councillor Harris said that it was essential that the Parish Council complied with the terms of the S106 and presented two separate plans for planning permission in November. Councillor Harris said that it was essential that the budget included sufficient contingency.

Councillor Harris proposed that the Community Centre Committee should be given authority to utilise the full £1.1million community centre contribution and based on the professional advice available from Menzies and Rund decide how the budget should be allocated in terms construction costs, VAT, contingency etc.

This was seconded by Councillor Burford. Councillor Ong asked for a recorded vote. Councillors Burford, Lowe, Scott, Radley, Harris, Butler and Chatfield voted in favour. Councillor Ong voted against.

210/13

To decide whether to submit any requests for new or replacement bus shelters on recognised bus routes in the Parish. Detailed site/location plan required and photographs to confirm suitability.

It was reported that the Clerk would need to send request and photographs to Geoff Hislop by end of the month.

CLlr Radley suggested the following:

- Coxheath Road, at either end to provide for the high numbers of older residents who use the buses from Wickham Court, when it is rebuilt, and The Grange Estate
- Naishes Lane where they have regular daily bus passengers and the new bus stops near the Community Centre on Quetta Park are very exposed to the elements



Crookham Park probably near the Local Centre where they are likely to get a good number of local people wanting to use the new shops and residents from the estate wanting to travel to Fleet.

It was resolved to accept the suggestions from Councillor Radley and the Clerk agreed to send these suggestions together with photographs to Geoff Hislop.

Clerk

211/13 To decide whether to reply to the public consultation on the proposals for traffic calming measures on Crondall Road between Pilcot Road and Zephon Common Lane. Public consultation runs from 11th Sept to 9th Oct 2013

It was decided that the local residents in this area were best placed to comment on the proposals and that the Parish Council would not respond to this consultation.

212/13 To receive a proposal to ask Hart District Council to include the Crookham Park Employment area in the local plan as a site suitable for employment and to request that if it is not included a full justification is provided as to why this site is not suitable

Councillor Harris said Hart District Council planning committee had rejected the plans for the additional 100 houses at Crookham Park and that the local plan was being revisited.

9.20pm Councillor Ong left the meeting at 9.20pm.

Cllr. Harris proposed that the Parish Council should ask Hart District Council to include the Crookham Park employment area in the plan as a site suitable for employment and to request that if it is not included a full justification is provided as to why this site is not suitable. This was seconded by Cllr. Burford and agreed by all. The Clerk was asked to send a formal request to Daryl Phillips.

Clerk

Councillor Harris suggested that all Councillors should lobby the District Councillors to support this request.

Councillor Harris also suggested that in light of the fact that TW would be likely to appeal the decision on the 100 houses the Parish Council would need to produce evidence to support the need for employment land at Crookham Park.

All

213/13 To receive a report on the electoral numbers vs the number of Parish Councillors position in the Parishes in Hart and to decide whether to ask for a community governance review to formally ask for additional numbers due to the increasing number of electorate in the Parish and/or to ask for a redistribution of the positions per ward.

A report prepared by Councillor Harris was circulated with the agenda. After a brief discussion it was resolved to request a community governance review to formally increase the number of councillors for Queen Elizabeth ward from 1 to three, Church Crookham East to remain at 6 councillors and Gally Hill ward to remain at 3 councillors. This was proposed by Councillor Harris, seconded by Councillor Lowe and agreed by all.

Councillor Harris and the Clerk would prepare the proposal to present to electoral services.

NH/Clerk

214/13 To decide whether to purchase additional bins with lids for Azalea park in light of recent animal activity where rubbish has been removed from the bins and spread



about the park.

It was reported that the Clerk had sent a selection of bins to Cllr Butler for review.

A summary of budget expenditure this year to date was provided as follows:

- Annual Budget Azalea park improvements: £4500
- Expenditure to date: £198
- Forecast expenditure: 4 Benches and 2 bins, Footpath additional costs: £3238 plus £650 = £3888

Total: £4068 but this includes one bin for Peter Driver.

Open Spaces Maintenance: £6000, expenditure to date: £497.00

It was resolved to purchase two lidded Cardiff Bins (110L) with lids in dark green with single post mounting extended for concreting into the ground by street master 1 to go by new benches and 1 to go by the picnic benches.

http://www.streetmaster.co.uk/content/products/bins/bins_lidded.htm

at £399 each plus approx. £50 to install. To be funded from the Open Spaces Maintenance budget.

The Clerk was asked to order and organise the installation.

Clerk

215/13 To approve payment of accounts and to review any quotations received

The accounts for August and payments for September were approved by all and signed.

Church Crookham Parish Bank Accounts Summary as at 31st August 2013					
Financial Year ending 31/3/14	Closing balance per July Statement	Income - Credits received at bank in August	Expenditure - Cheques presented in August	Petty Cash at hand	Closing balance per August Statement (cash at bank and in hand)
Petty Cash					£ -
HSBC Current A/C	£ 505.79	£ -	£ -		£ 505.79
Unity Bank Current A/c	£ 26,333.13	£ 21,288.00	£ 15,060.31		£ 32,560.82
HSBC Deposit account	£ 100,005.72	£ 7.48			£ 100,013.20
Unity Bank Deposit A/c	£ 93,676.91		£ 20,000.00		£ 73,676.91
HSBC S106 Deposit A/c	£ 9,150.05	£ 0.44	£ -		£ 9,150.49
Unity Bank S106 Deposit A/c	£ -	£ -	£ -		£ -
Alto prepaid card	£ 194.00	£ 300.00	£ 78.96		£ 415.04
Santander 12 month Business bond	£ 140,000.00	£ -	£ -		£ 140,000.00
Grand Total	£ 369,865.60	£ 21,595.92	£ 35,139.27	£ -	£ 356,322.25
Approval for payments in September 2013			Invoice Number	Cheque Number	£
Employment costs					£ 3,942.49
Total expenses					£ 29.20
Haven Memorials - 50% deposit for one-off clean and new inscription PAID				300129	£ 1,143.63
Bright Space Architects - prep of design proposals, detail planning application, working drawings and construction phase works for community centre			13034/01	300136	£ 2,400.00
CBS - monthly contract & repairs to water heater			35430 & 35499	300137	£ 388.26
Crookham War Memorial Hall - hall hire September			2198	300138	£ 97.00
Disconsulting IT Ltd - online backup August 2013			5102	300139	£ 12.00
Fleet Town Council - office rent Apr 2013 - March 2014			HC1566	300140	£ 6,000.00
KMC Cleaning Aug 2013 plus additional cleaning July - Aug 2013			903	300141	£ 283.20
Pegasus Building Services - footpath construction in Azalea Park, installation of dog bins.			1805	300142	£ 12,300.00
Printerland.co.uk - ink cartridges			SO283735	300143	£ 194.68
Simone Surveys Ltd			5055	300144	£ 240.00
SLCC - Working With Your Council course - deputy clerk			112381	300145	£ 210.00
South East Water Feb - Aug water rates Peter Driver				300146	£ 328.46
Winchfield Landscape Services - grounds maintenance contract August 2013			1018	300147	£ 2,053.52
Upper Bridge Ltd - web hosting - August				SO	£ 37.20
Total payments for September					£ 29,659.64
					£ 29,659.64
£91748.22 - 2nd instalment of precept received 5th September, transferred to deposit account 9th September					
20th Aug - £20,000.00 transferred from deposit account to current account to cover cheque payments					



216/13 To receive the Clerks Report for September

- 1. War memorial** – Haven Memorials booked to provide plaque and inscription. Crookham Village Parish Council have been asked to contribute to the cost of the plaque and inscription and to half the annual maintenance clean following the initial clean this year.
- 2. Damage to posts around war memorial:** A lorry damaged two posts and a chain surrounding the war memorial. The drivers insurance has accepted liability and the Clerk has received a quote for £215.00 from Tim Crowley. This will be progressed.
- 3. Footpath at Azalea Park:** This has been completed some issues with tree roots and minor contamination.
- 4. Easement over PC land at Peter Driver** – This is still being progressed by the parish solicitor, Clerk has responded to a letter regarding other services across the land.
- 5. Flower Beds:** These have been dug with some help from the digger driver doing the footpath and planted this weekend. Bed to the left of the main gate had bricks and concrete underneath and will be moved further over with turf re-laid over the area dug up.
- 6. Sandy Lane Lease** – Completed. Photographs of the site has been given to our solicitor.
- 7. Grit bin and 10mph request from Hightrees** – passed to Highways, grit bin request accepted but are still investigating 10mph signs.
- 8. Highways Improvements** - An executive decision has been taken at HDC to release S106 funding for the Church Crookham schemes being evaluated by Highways. The three schemes: Two parish gateways, two pedestrian refuges and a platform on The Verne are estimated to cost £77,726
- 9. Gate maintenance - five a side** – the slider on the rear gate of the five a side has gone missing. The Clerk has asked the fabrication company at Potters to quote for installing a replacement.
- 10. S106** – Taylor Wimpey have informed Hedleys that they are going to appeal and want to complete the S106. The Clerk has asked that they include an uplift on the Community Centre budget if Taylor Wimpey build the community centre. This has not been agreed by Taylor Wimpey rather they would provide the additional £126K payment regardless of whether TW or the Parish have built the community centre.
- 11. New park benches and bins** – should be delivered and installed week beginning 23rd September.



217/13 To receive monthly safety report
The monthly safety report was circulated.

218/13 To receive monthly crime report
The monthly crime report was received and reviewed.

219/13 To receive other reports.

1. Quetta and Humphrey Park(JR) - MoD looking at using the housing office for community meetings
2. Fleet Link (HB) - Nothing to report
3. HDAPTC (AO) - Meeting next week
4. FACC (NH) – Public meeting booked for 28th November (same night as District Council meeting, **clerk to check if it can be changed**)
5. Memorial Hall (MB) - Lines in car park have been remarked, path tidied following accident, lorry parking in car park overnight
6. Allotments (HB) - HB and SDG booked on allotment course
7. Community Plan (NH) – Community Plan report needs to be written.
8. Alms Houses – (NH) - New residents have just been taken on.

It was suggested that if a Crookham Park residents association forms that this is added to the reports. Also add report from Fleet, Crondall and Crookham Welfare Trust.

It was reported that there is water running across the Aldershot Road from the site of the Forrester's public house, Clerk to inform Roly Skelton.

220/13 Items for next meeting

- Approval of audit form
- Grit bins review
- Gurkha Statue
- Allotment plans

221/13 Date of next meeting: 28th Oct 2013

There being no further business, the meeting closed at 10.17 pm

Signed.....

Date.....