

## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday 24<sup>th</sup> September 2012 – 8.20 pm

**Place:** Willis Hall, Church Crookham

**Present:**

Councillors: Nick Harris (NH) (Chairman), Helen Butler (HB), Pat Lowe (PL), John Bennison (JB),  
Andrea Ong (AO), Michael Burford (MB), Kate Grant (KG), Gill Scott (GS)

Also: Jayne Hawkins (Clerk)  
Jenny Radley (HDC, HCC)

There were no members of the public present.

**177/12 Apologies for Absence**

There were apologies for absence from Councillor Williams and Councillor Lowe.

**178/12 Approval of the minutes**

The minutes of the previous Parish Council meeting held on the 23<sup>rd</sup> July 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 – 23/7/2012, 13/8/2012, 3/9/2012, 10/9/2012  
Sports and Recreation – 13/8/2012, 10/9/2012

**179/12 Declaration of interest relating to items on the agenda**

There were no declarations of interest.

**180/12 Chairman's Announcements**

The Chairman made the following announcements:

- Code of conduct training to be arranged with HALC November
- Budget Preparation – A request was made to all committees and Councillors to prepare their budget proposals and project ideas for the Finance meeting on 15<sup>th</sup> October. Information to the Clerk by 1<sup>st</sup> October.
- Royal British Legion affiliation ceremony - the Chairman agreed to attend a ceremony on 2<sup>nd</sup> Oct 8pm at Quetta Park NAFFI to affiliate the army cadet unit at Quetta Park to the Fleet and Church Crookham RBL.
- HALC annual general meeting – 27<sup>th</sup> October 2012 from 9.30am – 1pm Victoria Hall Hartley Wintney.
- How to find funding – 24<sup>th</sup> October, 10am – 2pm, Winchester, free. Councillors Butler and Grant would like to attend. The Clerk agreed to make the booking
- Royal British Legion memorial service – 11<sup>th</sup> November 2012, NH to attend
- HALC larger Councils seminar - 2<sup>nd</sup> October Eastleigh 9.30 – 2.30pm
- Play Park Opening ceremony – 30<sup>th</sup> September, 2pm – 4pm HB, NH, GS, MW, PL, KG. Councillor Grant and the Clerk agreed to order some more crafts up to a budget of £50.
- Flooding consultation – 8<sup>th</sup> October, 5-8pm, The Harlington
- Hart and Rushmoor transport Forum – 27<sup>th</sup> November, 10am-12pm, Civic Offices. Councillor Grant agreed to attend.
- Safety Inspection - 15<sup>th</sup> September. The Chair thanked Councillors for attending

Clerk

Clerk/KG

KG



It was reported that the Clerk had the traffic calming proposal from WSP for Sandy Lane and Tweseldown Road.

**181/12**

**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:

- Following the traffic calming consultation HCC Highways have decided to remove the priority build outs from the plans. They will wait until the two roundabouts on Sandy Lane are completed before making a decision on other traffic calming measures on Sandy Lane. Councillor Radley suggested that a second crossing point was required on Sandy Lane and one on Tweseldown Road.
- Councillor Radley was concerned about the kerb extending into the highway at the new garage car park.
- A resident had complained about traffic speeds on Gally Hill Road following an incident involving a small child. The police had been notified and once the new crossing was installed by the infant school a traffic survey will be used to monitor speeds.
- An update on the new crossings was given.
- Councillor Radley had a new grant that she may be able to use for setting up a community speed watch that could be shared amongst the local parishes. Alternatively it could be used for small highways projects.

**182/12**

**To decide whether the Parish Council should respond to the consultation on a new draft for financial regulations.**

Comments from Councillor Ong and the Clerk had been circulated. The Clerk agreed to use the comments to form a response.

**Clerk**

**Councillor Butler declared a personal interest in the following item as she knows the resident and child making the complaint.**

**183/12**

**Traffic Gally Hill Road**

To receive a complaint from a resident about dangerous speeds on Gally Hill Road and to receive information from Councillor Radley.

The Chairman reported that a complaint was received about speeding traffic on Gally Hill Road by a resident who felt his son was nearly killed on the road. Councillor Radley had responded to the complaint and suggested that a speed survey was needed to assess the traffic speeds and suggested that the crossing by the infant school would help to slow the traffic and another possible crossing near to Coxheath would also help.

The Clerk agreed to check when the SLR was last set up on Gally Hill Road and when it is next due to go there.

**Clerk**

**184/12**

**Parish boundary signs and gateways**

To decide what steps are needed to progress the parish boundary signs and gateways.

It was reported that the Clerk has marked some maps with the positions of the boundary signs and gateways. It was agreed that Councillor Burford and Councillor Grant would prepare a proposal on the following:

- Exact wording of signs and colours.
- Photographs of each site.
- Discuss with neighbouring parishes the proposed locations.

**MB/KG**

The Clerk agreed to do the following:

- Confirmation from HCC that some funding is still available for boundary signs
- Confirmation from HCC that parish gateways have been included in Highways works plans.

**Clerk**



185/12

**To receive a review of options for Parish Office space from April 2013 and to consider a proposal to extend the office lease at the Harlington for a further 3 years providing that a larger office can be made available in the Harlington with a window.**

Options considered:

- 1) Room in Quetta Park Community Centre – isolated, lack of security, not sure if internet is available
- 2) Room in Memorial Hall – in Church Crookham, no internet or phone lines, no heating in room. Room needs refurbishment, as small as current office
- 3) Stay in Harlington – It is possible that a bigger room with a window could be made available but Fleet would need a commitment to rent the room for the same rent as now for 3 years

It was agreed that the Clerk should write to Fleet Town Council and say that they could commit to renting an office in the Harlington for a further 3 years from April 2013 to March 2016 if a larger room could be found with a window. They would expect the new office to be available by July 2013 at the latest.

Clerk

186/12

**Community Centre Crookham Park**

To receive a report on the options being considered by the community centre working party for building a community centre at Crookham Park and to decide whether the Parish Council would like any other options considered.

A report was circulated.

The options being considered by the Community Centre Working Party were:

- Taylor Wimpy Design & Build
- Macallan Penfold Design & Build
- Rund Partnership Design & Build

The pros and cons of each option were discussed and information regarding the running costs and income of other local community centres was circulated. Comments were gathered.

The Community Centre Working Party hopes to bring a proposal to the next Parish Council meeting.

Clerk

187/12

**To receive an update on the Sandy Lane car park and to decide whether to ask Taylor Wimpey to provide low level security at the entrance.**

It was reported that a draft lease agreement had been given to Trevor Chillery at the Sandy Lane garage. He had asked for more spaces and a low level barrier to be installed so the site can be secured. The Clerk had given him the TW contact details and passed information on to Bill Luck who is looking into this. The Clerk's understanding of the S106 is that the site will be leased to the garage owner or his successor for an initial term of 7 years. The developer should provide the car park by first occupation and the lease should restrict the use of the car park to the storing of vehicles as an ancillary use of the garage repair business and no other use.

Trevor Chillery now says the car park is being fenced and it looks unlikely that he will be able to secure any more spaces so he has decided to operate the garage in the evenings to spread the load across a bigger time window. Planning would need to check if there are any planning conditions on the site.

Fees for legal transfer to Parish Council – Parish Council costs approx. £600 for land transfer. It is not specified in the S106 that the developer pays for legal fees other than the actual S106 fees. It was agreed that the Clerk can ask Hedleys to proceed with the land transfer and it was proposed and agreed that the fees could come out of the S106 maintenance money for the carpark.

Clerk

188/12

**Azalea Park Opening Ceremony grant request**

To decide whether to accept a proposal from the Sports and Recreation Committee to approve a grant request for £427 towards the cost of organising an opening fete for the play park.

It was proposed by Councillor Harris that this proposal was accepted and seconded by Councillor Ong and agreed by all.



A brief discussion took place about the opening ceremony to be held on 30<sup>th</sup> September. Councillor Butler agreed to co-ordinate the Parish Council activities.

HB

**189/12 To receive an update on the outstanding work at the Peter Driver sports ground and to decide whether to pay the outstanding invoices from Surfacing Standards.**

The Chairman gave a brief report on outstanding work:

- The fence is due to be upgraded and repaired on Thursday and Friday this week. Kestral still need to fill the dip and reseed where new drainage pipe was installed, a gap for walkers is needed in the bank. Nets should be put on the goals.
- John Saunders has said if the Parish Council can get someone to do a planting plan and a cost for doing the landscaping around the car park he will pay for the work. The Clerk agreed to get a planting scheme and quotes.

Clerk

Following a discussion it was decided that the outstanding invoices for Surfacing Standards should be paid. This was proposed by Councillor Harris, seconded by Councillor Bennison and agreed by all.

Clerk

The Clerk was asked to contact Kestral and request that the surface testing is carried out after 9<sup>th</sup> October when the pitch will have been in use for 3 months.

Clerk

**190/12 To receive a grant request from Hart CAB for £2000 – application form circulated and to decide whether to approve the request.**

Councillor Ong declared a personal interest as she knows the lady from CAB who submitted the grant request.

It was agreed to give a grant of £2000 to CAB, 8 in favour, 1 abstention. The Clerk was asked to make the payment in the next payment schedule

Clerk

**191/12 To receive a grant request from Fleet Lions for £1000 to purchase signs and protective clothing to carry out road closure and diversion of traffic for local events and to decide whether to approve the request.**

It was agreed to give a grant of £1000 to Fleet Lions, all in favour. The Clerk was asked to make the payment in the next payment schedule.

Clerk

**192/12 To receive a request from Benra Limited to rent a parking space in the Peter Driver car park for a hot food van and to decide how to respond to the request.**

A discussion took place on the pro's and con's

Pro's: £2,600 income, litter picking, attractive to footballers and young people, presence on site late at night that may deter vandals

Con's: Litter, may encourage more young people to the site at night, takes up a valuable parking space.

It was decided to ask the Clerk to do more investigation - talk to police and HDC environmental health and the Tweseldown public house and to prepare a report for consideration at the next Council meeting.

Clerk

**193/12 To receive a proposal to formalise the pay assessment process and to agree any necessary funding required getting SLCC to access the roles against the NJC pay tables.**

The Chairman reported that he had received a request from the Clerk for the Parish Council to consider increasing the salary of the deputy clerk to 75% of the Clerk's salary pro-rated for the number of hours worked.

The Chairman said he had requested assistance from HALC and SLCC as he thought it would be sensible for both the Clerk and Deputy Clerks jobs to be assessed and graded against the NJC pay tables. He reported that HALC were unable to help, SLCC can evaluate the clerks job for £150 and may be able to evaluate the deputy clerks role for £150 but that this is usually done as part of an appeal process. He suggested that the Council carried out a benchmarking exercise against other local Councils but should this not be successful he requested authority to spend up to £500 getting the jobs evaluated. It was also suggested

that if a pay increase was recommended then this should be agreed by the start of the next financial year but backdated to September 2012. This was proposed by Councillor Harris, seconded by Councillor Bennison and agreed by all.

**194/12 To receive an update on a complaint received following an incident at the Peter Driver car park and five a side in July 2012.**

It was reported that the Chairman and Clerk had met with complainant and sent a letter in response to the complaint saying that training will be offered to Councillors on code of conduct and dealing with conflict. The letter of complaint and response was circulated.

**195/12 To receive an update on the Play Park project at Azalea Park and to agree any expenditure required for the opening ceremony.**

It was reported that the RoSPA inspection had taken place – they raised an issue with the roundabout, the height of the junior swings and the height of one basket swing. These are being addressed by Miracle before the park opening. The Parish Council have raised a few issues that are also being addressed by Miracle - hole in slide, tag to be removed from swing, maintenance gate to be fixed, swings to be raised, basket to be raised. The Herras fencing will be removed on 28<sup>th</sup>. Temporary green fencing will need to be put up to protect newly seeded areas.

It was reported that the final invoice had been received - £45,619. It was agreed that this could be paid and the park signed off at the end of the week when all the outstanding work is completed.

It was agreed that the temporary fencing could be ordered for the Play park – 3x50m roles of green fencing and stakes. £185.

Clerk

**196/12 To approve payment of accounts and to review any quotations received**

The accounts were approved and the expenditure on the green fencing for Azalea Park £185.07 and swing seats £96.22 was also approved.

<b>Church Crookham Parish Bank Accounts Summary as at 31st August 2012</b>				
Financial Year ending 31/3/13	Petty Cash	HSBC Current A/C	HSBC Deposit	Grand Total
Closing balance per July Statement		£ 93,514.62	£ 95,170.25	£ 188,684.87
Income - Credits received at bank in Aug		£ 18,155.46	£ 75,560.13	£ 93,715.59
Expenditure - Cheques presented in Aug		£ 91,568.18		£ 91,568.18
Petty Cash at hand	£ -	£ -	£ -	£ -
Closing balance per Aug Statement (cash at bank and in hand)	£ -	£ 20,101.90	£ 170,730.38	£ 190,832.28
<b>Approval for payments due in September:</b>		invoice no:	cheque no:	
Employment costs				£ 3,612.65
Total expenses				£ 119.95
Area Distribution of newsletter & questionnaire		PAID	100579	£ 152.00
Area Distribution of newsletter & questionnaire		1005	100580	£ 152.00
Audit Commission - fee 2011/12		4042244	100581	£ 660.00
Comfort Building Service- service contract		33922	100582	£ 196.60
Crookham War Memorial Hall		1888	100583	£ 76.75
Fleet Town Council - office rent		HC1084	100584	£ 6,000.00
Hants CC - signs for MUGA		3610467937	100585	£ 113.40
M&R Offset Ltd - printing of newsletter & questionnaire		16199	100586	£ 1,280.80
Midas Leisure Ltd		2560	100587	£ 51.84
Primavera Cleaning Services		1887	100588	£ 396.00
Protech All Weather - quarterley maintenance of MUGA		1915	100589	£ 480.00
Simone Surveys - Aug to Sept		4714	100590	£240.00
South East Water			100591	£126.51
Winchfield Landscape Servs - GM contract		917	100592	£ 1,249.94
Friends of Azalea Park - grant			100593	£ 427.00
RJ Warren Ltd - removal works at Azalea Park		8459	100594	£ 9,507.64
UB Corporation		12062601	100595	£ 66.00
Leafield Environmental - litter bins		43752	100596	£ 667.80
Miracle Design & Play - final installment		2677	100597	£ 45,619.22
Hedleys Solicitors - land registry re transfer of land at Peter Driver		6621	100599	£ 510.00
True Traders - temporary fencing for Azalea Park		2698	100600	£ 222.08
HSBC charges 31 07 2012 to 30 08 2012			DD	£ 26.17
Upper Bridge - web hosting			SO	£ 34.80
BT - Aug to Sept 2012			DD	£ 84.15
<b>Total Payments for September</b>				<b>£ 72,073.30</b>



197/12

**To receive the Clerk's report**

**1. Update from Crookham Park Project Manager**

Sandy Lane car park is complete

The crossing along Aldershot Road is complete

The SANG Land and allotments car park has been started and the allotments approach road is started.

The Naishes Lane wearing course is going down

The first residents (plot 16) moved into Crookham Park on 24<sup>th</sup> September 2012.

Sainsburys have taken an option on one of the units in the local centre

Section 1d will be started in the next few weeks with 14 houses due for occupation by Christmas.

Archaeologists are investigating some iron age encampments discovered on the school site. Work on the school is expected to start January 2013 and due to open January 2014.

**2. Update from ALS Group**

ALS have been on site for one month and work on the SANG land is progressing well

Work has taken place to secure the site, five bar gates have been ordered and a lot of land has been cleared and fenced.

Areas 7,8,10 & 11 should be cut in the next couple of weeks

A pathway will be put into area 6 once approval is granted by Taylor Wimpey

Discussions have taken place about the bridle path route and research has taken place into a suitable construction for the bridle path. Plans will be submitted to Taylor Wimpey for approval soon

**3. Azalea Park**

The park has been signed off by RoSPA with a few minor issues that will be dealt with by Miracle this week. New swing seats have been ordered. An opening ceremony will be taking place on September 30<sup>th</sup>.

**4. Peter Driver**

The developer has asked the Parish Council to get quotes for planting around the car park. The fencing around the five a side will be replaced and repaired on 27<sup>th</sup> & 28<sup>th</sup> September. Small football pitch still needs to be set up when goals are ordered.

A new padlock has been ordered for the gate of the five a side.

Two new litter bins have been ordered to place by each grass pitch for plastic bottles.

No smoking and No dogs signs have been ordered for the five a side

There are issues with lack of parking spaces on Tuesday evenings and Sundays. Some users of the site have asked whether a second entrance would be feasible closer to Beacon Hill so the car park could be one-way.

**5. Tree Survey**

All trees on Parish Council land apart from those at Peter Driver have TPO's on them.

The clerk has submitted three planning applications for the trees in Chesilton Woods, Lynwood and Azalea Park. The Clerk will be walking around the trees with the tree officer Robert Toll on Thursday 27<sup>th</sup>.

**6. Community Plan and Newsletter**

The Community Plan questionnaire and newsletter has been delivered. So far there are 6 paper and 18 electronic replies to the questionnaire.

**7. Sandy Lane/Tweseldown Road speed calming consultation results**

The report is available from the clerk's office.

198/12

**To receive monthly safety report**

The monthly safety report was received and reviewed

199/12

**To receive monthly crime report**

The monthly crime report was received and reviewed

200/12

**To receive other reports.**

1. Quetta and Humphrey Park –nothing to report



2. Fleet Link (HB) - nothing to report
3. FACC (JB) – JB needed MJB email address – Clerk to forward
4. Memorial Hall (MB) – nothing to report
5. Allotments (PL) – nothing to report
6. Community Plan – as per the Clerk's report

**201/12 Items for next meeting**

Councillors to send agenda items to the clerk before the 19<sup>th</sup> October, 2012

**202/12 Date of next meeting: 22<sup>nd</sup> October 2012**

**There being no further business, the meeting closed at 10.30 pm**

**Signed.....**

**Date.....**