



## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday 24<sup>th</sup> October 2011 – 8.00 pm

**Place:** Willis Hall, Church Crookham

**Present:**

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

Also: Jayne Hawkins (clerk)  
2 members of the public

**181/11 Apologies for Absence**

There were no apologies

**182/11 Approval of the minutes**

The minutes of the previous Parish Council meeting held on the 26th September 2011 were agreed and then signed as a true reflection of the meeting.

**183/11 Declaration of interest relating to items on the agenda**

There were no declarations of interest.

**184/11 Chairman's Announcements**

The Chairman made the following announcements.

- Comments on Boundary Changes had been sent and acknowledged
- Hart IT sessions on Wednesday 9 November at the Civic Offices in Fleet, contact the clerk if anyone would like to attend.
- More information on the Community centre options should be available for the QEB meeting on 7<sup>th</sup> November and the Chairman said he would be calling an extraordinary Parish Council meeting on the 7<sup>th</sup> November after the QEB meeting to make a decision on which option to proceed with.
- The Chairman said that he wished to review Councillors assignments to non Parish Council Committees and to Parish Council projects to ensure that there was not too much duplication or omissions

**External Representation: (1 or 2 Councillors)**

- o Church Crookham Schools – **NH/HB**
- o Friends of Azalea Gardens – **AO/HB**
- o Parish Plan – **MW/NH**
- o The Point – **AO/BS**
- o HDAPTC – **NH/HB**
- o Highways – **MB/BS**
- o FACC – **JB/MB**
- o Alms Houses – **NH (trustee)**
- o Memorial Hall – **MB (trustee)**
- o Fleet Link - **HB**
- o Police – **BS**
- o Quetta Park Residents Association **MW/NH**

**Internal Projects: (3 or 4 Councillors)**

- o Allotments – **PL/Sally du Gay**
- o Jubilee events – **MW** (working party to be formed in January)
- o Play ground project – **HB, AO, NH, MW**
- o Community Centre – **PL, JB, HB**
- o Skate Park – **HB, AO, NH, MW**



**185/11 Public Session**

Members from Church Crookham in Bloom were attending and agreed to make a short presentation under item 187/11

**186/11 To discuss matters of crime and disorder to include reviewing the NHW report.**

The report was reviewed.

**187/11 To receive a presentation from the Fleet and Church Crookham in Bloom society**

The Parish Councillors received a short presentation on the work carried out by the Fleet and Church Crookham in Bloom Society. They hold numerous competitions and work closely with the local schools, residents and businesses to encourage people to improve the look of the area through planting gardens, tubs and baskets. 2012 will have a Jubilee theme. They reported that previous funding from the District Council had stopped and that they hoped Church Crookham Parish Council would be able to support them in the future. The Clerk was asked to send the society a copy of the Councils grant application form and policy on grants and funding.

Clerk

**188/11 To receive an update on the initial 'Friends of Azalea Gardens meeting' and to decide whether the Parish Council will contribute any funds to help establish the group.**

Councillor Mel Williams gave a brief update on the initial meeting of the Friends of Azalea Gardens group which took place on 13<sup>th</sup> October. 9 members of the public attended although there were others that were interested but unable to attend the meeting. Rebecca Mitchell agreed to be a temporary chair.

It was resolved to contribute £500 to help the group with initial costs for admin, printing and hall bookings. It was agreed that until the group had set up a bank account the Clerk could pay any invoices but that these should be deducted from the £500.

Clerk

It was agreed that Andrea Ong and Helen Butler would provide Parish Councillor support to the group and would try to attend their meetings as required.

**189/11 To receive an update on the Golden Jubilee events and to decide what actions are required to take them forward?**

Councillor Mel Williams gave a brief presentation on ideas for Parish events to celebrate 2012. These included:

- Saturday 4<sup>th</sup> February 2012 – Ascension Quiz with a Fish and Chip supper
- Sunday 3<sup>rd</sup> June 2012 – The Big Lunch
- December 8<sup>th</sup> 2012 – Carol service and Christmas buffet

It was agreed that these were great ideas and Councillor Williams will co-ordinate the events with help from other Councillors and the Clerks as required.

MW

**190/11 To decide whether to progress a suggestion from a member of the public to install a Jubilee bench on Gally Hill road by the Alms Houses.**

It was agreed that a bench at the Alms Houses would be considered along with other possible locations for Jubilee benches in the Parish. The Chairman asked Councillor Mel Williams to investigate this suggestion and make a proposal at a future PC meeting.

MW

**191/11 To consider whether there is a suitable site to light a beacon in the Parish for the Golden Jubilee.**

It was resolved that as the land in the Parish is all quite low lying there was no suitable site for a beacon.

**192/11 To review highways issues in the Parish and to decide what further action is required. To include:**

- To receive information on Parish Gateways and signs and to decide whether to progress them in this or the next financial year.
- To receive an update on proposed crossings on Aldershot Road and Reading Road South.

It was resolved to progress two new gateways into the Parish at a cost of approx. £7,500. One on the Aldershot Road between the Foresters and Crookham Crossroads and the other on Beacon Hill

Clerk



on the far side of the new roundabout. It was decided that the design which had a red road surface and wooden fencing was the preferred design. The Clerk was asked to apply for S106 funding to cover the cost of installing two Parish gateways.

It was agreed to postpone the update on proposed crossings in the Parish until Jenny Radley was able to attend a Parish meeting.

**193/11** To review S106 Leisure requests

- Replacement Skate Park at Peter Driver
- MUGA for Azalea gardens
- Flood lights for Athletics track at Crookham Park

The Clerk had drafted some forms for three S106 leisure requests but advised that for some the Parish had insufficient information to complete the forms. The Chairman asked for Councillors to send comments to the Clerk by the end of the week and then the Clerk to complete the forms as best as possible and send them in.

All/  
Clerk

**194/11** To consider the following options for building a Community Centre at Crookham Park and if sufficient information is available to decide which option to progress.

- Ask Taylor Wimpey to build a Community Centre to the design provided by Mark Penfold, incorporating as many features as possible within the budget of 850K.
- Parish Council to request the 1.1 million from Taylor Wimpey and to manage the build of a Community Centre as designed by Mark Penfold themselves by instructing a project manager and going out to tender for builders and professional services
- Parish Council to request 1.1 million for Taylor Wimpey and to instruct Wessex Frame Buildings to provide a Community Centre as designed on plans provided on a design and build fixed price contract.

A draft spread sheet giving pros and cons of each option was circulated for review and discussion. The Clerk agreed to update the spread sheet for the next QEB committee meeting when a recommendation will be made as to whether the Parish Council will ask Taylor Wimpey to build the community centre or whether the parish council will employ contractors to build the community centre. Any recommendation by the QEB committee will go to an extraordinary Parish Council meeting on the 7<sup>th</sup> November for approval.

Clerk

**195/11** To consider a request from a resident to remove or cut back a self-seeded Beech tree in the South Western Corner of Azalea Gardens park.

Councillors had looked at the tree on Azalea Gardens during a recent safety inspection. The clerk had arranged for some quotes, the first Tree surgeon had advised that the tree would be too damaged to survive if the two side branches were removed and it would be better to cut the tree down. Further quotes have been requested and it was agreed that a final decision would be made once more information was available.

**196/11** To consider a list of street names for Crookham Park received from Taylor Wimpey and to decide whether the Parish Council would like any removed or added.

It was resolved that the Clerk would add the following names to the list and send to Hart District Council for consideration.

Boyce Way  
Ghurkha Way (to be close to the orchard)  
Barracks Avenue  
Kukri Gardens  
Rai Way  
Nepal Walk  
Queen Elizabeth Drive  
Everest Walk

The Parish Council strongly supported the names based on Gurkhas that had received the VC and



the name Trailwalker Avenue.

Clerk

**197/11 To receive monthly safety report and annual safety report**

The Monthly safety report and the annual safety report was circulated and reviewed. The clerk was asked to get quotes for replacing the urinals in the changing rooms with a toilet cubicle and to get quotes for improving the damp proof course which has been breached in a number of places.

Clerk

**198/11 To receive reports and recommendations**

To receive reports and recommendations

1. Planning Committee
2. Sports and Recreation Committee – next meeting November 14th
3. Policy and Finance Committee – next meeting November 14th
4. QEB Committee
5. Quetta and Humphrey Park
6. Fleet Link (HB) nothing to report
7. HDAPTC (JB)
8. Memorial Hall (MB) it was reported that the Memorial hall had not been successful in gaining a grant for renewing the toilets in the Willis Hall.
9. Alms Houses (NH)
10. Allotments (PL)
11. Report on Parish Plan – next meeting 26<sup>th</sup> October 2011

**199/11 Items for next meeting.**

The following items were suggested for the next Parish Council agenda:

- Decision on play park
- Agree the budget and precept for 2012 2013

**200/11 Clerks Report The Clerks report was circulated.**

**1. Update on Land Contamination survey at Azalea Gardens**

At the July Sports and Recreation meeting the Clerk was asked to make further investigation with the environment agency to find out if contaminated land checks were necessary at Azalea Gardens.

The clerk spoke to a Groundwater and Contaminated Land Technical Officer at the local Env. Agency office. They environment agency now say that they would not pay for work on the site as the water table is 30 metres below the ground level and there are no streams on site. They suggested that the Parish Council speak to Neil Hince the contaminated land officer at Hart.

Neil Hince advised that as the land was originally MOD that if a planning permission was put forward on the site they would automatically put on a condition that a desk study was done to establish the risk on the site. The Parish Council have three quotes for a desk study; the cheapest was by Toxic land check for £650.00.

The Clerk has tried to check the original planning applications for Azalea Gardens to check if contamination studies were carried out when the houses were built. All documentation is on microfiche but it looks like the land was developed in approx. 1980. Neil Hince advises that the regulations changed significantly in 1990 so documentation prior to 1990 should not be relied upon.

Councillor Lowe has received some maps from MOD showing the land at Azalea Gardens when it was a MoD hutted compound.

2. **Grit Bins** – requests for additional grit bins have been submitted to HCC Highways. The Hook depot are waiting for deliveries and will initially be putting bins in some of the more rural areas that did not receive any bins last year. They are optimistic that all the sites identified in Church Crookham will get bins this year as long as they satisfy the criteria set by HCC.
3. **S106 Highways requests.** There are 11 highway schemes on the current list of local



transport schemes for Church Crookham all submitted by Cllr Jenny Radley and the Clerk has added a further 9 schemes for evaluation by HCC.

4. **QEB S106** – engrossments have been issued and will go to the MoD and Secretary of State before signature by the Councils. Councillors will be required for signing probably between 28<sup>th</sup> Oct and 4<sup>th</sup> November.
5. **Peter Driver development:** The developer at Peter Driver is looking at progressing the project and hopes to start work on the new five a side pitch and the car park in February 2012. The Clerk has asked the grounds maintenance company to look at removing a small area of the bank so that the large football pitch could be moved over a couple of metres. The developer has asked about the electricity supply and adoption of the Bourley Road. The Clerk has provided information on both.
6. **Art Work at Peter Driver.** A brief and some photographs have been sent to the Art College at Farnham and they are going to use the brief as part of a design competition.
7. **Update on HCC Highways meeting 15/09/11** - Councillors were asked to encourage residents and Parish Clerks to log any highways issues such as blocked gully's, overgrown hedges, pot holes etc. via the Hants website <http://www3.hants.gov.uk/roadproblems>

It was reported that HCC are spending £100 million on roads repairs/improvements and £128 million on street lighting over the next 10 years. The new lights are intelligent in that they will be self-reporting and will adjust automatically to light levels. HCC will be using new snow plough's this winter which clear 99% of the snow off the roads. All third party contractors have been instructed to clear roads if there is 1" of snow present and they do not now have to wait for authority from County before starting.

**8. Update on S106 funding**

- A funding request for Azalea Gardens Park has been taken to the October Capital Board and then it will have to go to cabinet for approval. Could be November or December.
  - No news from Farnborough Airport Environment Fund. A decision should be made at the end of October.
  - Time ran out for the HCC small grants scheme application
9. **Community Centre:** A VAT tax report has been requested and should be available on 25<sup>th</sup> October. Revised plans from McCallan Penfold have been submitted to Taylor Wimpey for costing.
  10. **Electricity Peter Driver:** Councillor Shambrook met with CBS at Peter Driver on 21<sup>st</sup> October to discuss the annual electricity report and the recommended remedial work costing approx. £1400. A new report had been requested to correct previous errors.
  11. **Update on the Parish Council website:** Most agenda and minutes have been added to the new Parish Council website. Parish Councillors and members of the public can access the new website at <http://www.churchcrookham.org.uk>.

Please use the calendar to view events and meetings coming up.

A link has been added to the old website to direct users to the new website and old pages will be hidden from view.

**201/11 Payment of accounts and review of quotes**

The following accounts were approved.



<b>Church Crookham Parish Bank Accounts Summary as at 30th September 2011</b>				
<b>Financial Year ending 31/3/12</b>	<b>Petty Cash</b>	<b>HSBC Current A/C</b>	<b>HSBC Deposit account</b>	<b>Grand Total</b>
<b>Closing balance per August Statement</b>		£ 16,573.46	£ 130,070.73	£ 139,221.47
<b>Income - Credits received at bank in Sept</b>		£ 86,942.10	£ 70,009.58	£ 156,951.68
<b>Expenditure - Cheques presented in Sept</b>		£ 79,889.60		£ 79,889.60
Petty Cash at hand	£ -	0	£ -	£ -
<b>Closing balance per Sept Statement (cash at bank and in hand)</b>	£ -	£ 23,625.96	£ 200,080.31	£ 216,283.55
<b>Approval for payments due in October</b>				
			cheque no:	
Employment Costs: Clerks Salary	October		100296	1437.88
Sam Knowles Salary	October		100297	75.45
Sally du Gay Salary	October		100298	605.64
PAYE/NI	October		100300	775.07
Pension Payment	October		100301	505.86
Clerks expenses			100312	46.00
Crookham Memorial Hall hire - Invoice no. 1581			100302	89.00
CBS - October Invoice no 32236	196.60			
CBS - temp adj to HWS Invoice no 32206	49.20			
CBS - reset timing of HWS Invoice no 32207	41.40			
	287.20		100303	287.20
The Royal British Legion Poppy Appeal			100304	100.00
Audit Commission Invoice no 4039052			100305	1050.00
Crookham Rovers - refund			100306	232.40
Simone Surveys Ltd Invoice no 4394			100307	1200.00
Headleys solicitors LLP Invoice no 5080			100308	290.00
HALC Invoice no 9517			100309	108.00
Paul Wood Signdesign Invoice no 21186			100310	283.20
SLCC Enterprises Ltd Invoice no 108181			100311	114.00
BT Payment Service Ltd Invoice no M00301			100313	46.12
<b>Total Payments for October</b>				<b>7245.82</b>

The bank mandate was signed by Councillors Harris, Butler, Ong, Bennison, Burford and Shambrook.

A quote for £1143.68 +vat to supply and fit 6 new oak benches at Peter Driver was reviewed. It was agreed to go ahead once the Esso Pipeline had been informed. They will be placed alongside the football pitches at Peter Driver. These were being made by the grounds maintenance contractor from treated Oak and would be installed in concrete. It was agreed that these benches would be robust and vandal proof and that the price was very favourable compared to purchasing ready made benches and that in this instant further quotes would not be required. The clerk was asked to inform the Fisher German that work would be taking place within 500 metres of the pipeline and once permission was given to ask the Grounds Maintenance contractor to go ahead,

**202/11 Date of next meeting**

Extraordinary Parish Council meeting – 7<sup>th</sup> November,  
Next Full Parish Council meeting - 28<sup>th</sup> November 2011

**There being no further business, the meeting closed at 10: 28 pm**

Signed.....

Date.....