



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 24th November 2014 – 8.24pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Pat Lowe (PL) (Chairman), Gill Scott (GS), Richard Jackson (RJ), Helen Butler (HB), Richard Newbigin(RN), Nick Harris(NH), Michael Burford(MB)

Also: Jayne Hawkins (Clerk)

Cllr. John Bennison (HDC, HCC)

Cllr. Jenny Radley (HDC)

Cllr. Tony Clark (HDC)

256/14 Apologies for Absence

Apologies were received and accepted from Annette Whibley and Gill Chatfield.

257/14 Approval of the minutes

Minutes of the Full Council Meetings on 27th October were received and approved as a true reflection of the meeting.

Minutes and recommendations of the following committee meetings were accepted.

Planning Committee Meetings - 27/10/14, 6/11/14, 10/11/14

Facilities Committee – 10/11/14

Policy and Finance – 6/11/14

258/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

259/14 Declaration of interest relating to items on the agenda

Cllr. Chatfield, Cllr. Jackson and Cllr. Burford have registered a disclosable pecuniary interest in the allotments. Cllr. Newbigin declared a disclosable pecuniary interest in the allotments.

260/14 To receive Chairman's announcements

The Chairman made the following announcements:

- Neighbourhood planning meeting with Daryl Philips - Tuesday 27th January 2015 at 3pm at the Hart council offices in Fleet.
- Funding seminar, 3rd December 2pm to 5pm (NH,JH attending)
- Flooding Peter Driver – HCC have laid a new gully on 18th November, which will hopefully help to resolve the flooding issues in front of the Peter Driver car park.
- A pre-application advice request has been submitted for a proposed residential development for 8 detached properties at Former Auxiliary Stores Unit (ASU) at the former Queen Elizabeth Barrack, Naishes Lane, Church Crookham.
- A traffic order proposal has been received from Hampshire County Council regarding 30 and 40mph speed limits in the Beacon Hill area of Church Crookham.
 - o Bourley Road 30mph between junction with Beacon Hill and 202m east.
 - o Beacon Hill Road 40mph (existing 50mph) between a point 100m



south of the roundabout junction with Sandy Lane and the roundabout junction with Leipzig Road (405m).

- Bourley Road/Wellesley Road 40mph between a point 202m east of its junction with B3013 Beacon Hill Road and a point on Wellesley Road 10 metres south east of its junction with Bourley Road approximate distance 3,364m.

261/14 Public Session

An opportunity for members of the public to bring matters to the attention of the Parish Council (3 minutes per person, 15 mins maximum).

Cllr. Jenny Radley reported the following:

1. PhD student has contacted Councillor Radley asking if they could set up a resident's focus group regarding the SANGS. Cllr. Radley will pass the details to the Clerk.
2. Bourley and Long Valley user group update – Lt. Ludlow hopes to launch the group in February.

262/14 Councillor resignation

To receive a letter of resignation from Councillor Chettle.

The resignation was accepted by the Council.

263/14 Draft Budget 2015 2016

To receive a revised draft budget for 2015/2016 and to discuss any amendments or additions and to give an indication on the level of Council Tax to be set by Church Crookham Parish Council in 2015/2016 – final decision on precept to be made in January after the tax base has been agreed, and to receive a spreadsheet showing expected S106 income and expenditure.

Cllr Harris reported the following:

- Tax base assumed to be 3467.53
- Policy and Finance committee recommend that the household precept is kept at £53.40 for the sixth year running.
- No additional projects have been put forward by Councillors
- In January any reserves that should be created at the end of the year will be agreed should the funds be available, including reducing general reserves to £90K by increasing ear marked reserves for the Community Centre running costs & youth projects i.e. skate park.
- Only addition by F&P committee was £150 addition to Parish Plan budget to allow for printing of limited number of copies of the finished plan.
- Clerk would like to look at the salaries for the new staff members possibly reduce the salary and include a bonus based on the income above certain figures to provide an incentive to maximise bookings. A proposal will be put forward at the January PC meeting.
- S106 - Suggest that the Parish Council start to utilise the S106 funding against staff salaries from 2015 at 5K per annum increasing at 5K per annum to 20K by 2018.

No further amendments were suggested for the budget, Clerk will fine tune in December, final budget to be approved in January once the tax base is known.

Deputy Clerk

264/14 Budget – 3 year forecast

To receive a draft 3 year forecast for precept expenditure

Cllr. Harris reported the following:

- The F&P committee have reviewed the 3 year forecast and have approved it and the prioritisation of the projects.
- The forecast has been adjusted to take into account use of S106 funding towards the cost of staff salaries at 5K from 2015, 10K from 2016, 15K from 2017 and 20K from 2018.



- Assumption has been made that the tax base will increase by 100 per annum for houses being built at Crookham Park.

265/14 To receive and approve revised Standing Orders and Financial Regulations

The following amendments were agreed:

Standing order 3(i)

Proposed change to Standing Orders (extracted from NALC Legal Topic Note 5):

3 I Any person who attends a council (or committee) meeting is permitted to report on proceedings of the meeting subject to the exclusion below. When present, a person may not orally report or comment about the meeting as it takes place but otherwise may:

- Film, photograph or make an audio recording of a meeting;*
- Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later.*
- Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.*
- People exercising their right to film, audio-record, take photographs or use social media must not act in a disruptive manner; this could result in them being excluded from the meeting.*

Exclusion: With reference to S.1 (4A) of the 1960 Public Bodies (Admission to Meetings) Act a person present at a meeting does not have a right to give an oral report or commentary during a meeting, as such commentary could be disruptive during the meeting.

Financial regs. –

Clause 5.5 has been amended by removing the following sentence:

The Unity Bank current account shall be operated as an imprest account with a minimum balance of £40,000 to be replenished from the HSBC bank account.

and replaced with:

The Unity Bank current account shall be used to make payments and shall be replenished from the HSBC bank account.

Clause 11 1 (b) removal of “from the appropriate approved list” from the end of the clause – as we do not have an approved list of contractors for large projects in excess of £60K as projects are too varied.

Both documents were approved and signed. NH/RJ all in favour.

266/14 Crookham Park update

To receive an update following a meeting held with Taylor Wimpey on 17/11/2014

The Chairman gave the following update.

1. Fabrik are preparing a management plan for the informal and formal open spaces, this is currently on hold awaiting results from a meeting with Hart DC and Natural England.
2. Phase 1 is due to be completed by Apr 2015.
3. Taylor Wimpey has addressed the majority of items on the snagging list and will start to progress the transfer of the land and the S106 monies for the allotments and possibly area I.
4. T.L. who have taken over from ALS are looking at renting space at Quetta Park and so may not be putting a building close to the allotment site that could provide a toilet for the allotments.



5. Plans for the LEAP by the school should be available soon.
6. Work is due to start on the additional 100 houses in Spring 2015.
7. The Parish Council have been asked to invoice Taylor Wimpey for the public art contribution plus the indexation.
8. The water main that runs close to the community centre site will become redundant
9. Taylor Wimpey will look again at the provision of surface water drainage to the edge of the community centre site. Suggested that the best point would be at the far end of the car park at the lowest point.
10. Taylor Wimpey will be completing the tree works close to the community centre site.
11. Suggested that the Clerk should speak to Hart DC regarding the address of the community Centre.
12. Expected handover of formal open space is 2018.
13. Taylor Wimpey to check what is proposed for the MUGA and tennis courts in terms of lighting.
14. Parish Council asked whether it would be possible to transfer part of the formal open space (Gurkha Memorial Orchard, land behind community centre and the skate park area) earlier than 2018. Nigel Philips thought this would be possible in September 2015.
15. The target walls have been assessed by a surveyor and were considered safe. Clerk has asked for reports.
16. Gurkha path will be closed soon for 2-3 years, alternative path is being provided.
17. Yellow lines cannot be put on roads by school until they are adopted by HCC but they are investigating whether this area could be adopted as soon as possible.
18. The spine road is due to be fully open by 2018.
19. Currently approx. 290 houses are completed, Expected 335 by end Mar 2015 and 465 by end Mar 2016

267/14 Community Centre update

The following update was given by Councillor Scott

- 1) The project is currently 3 days behind due to recent wet weather.
- 2) Foundations are due to be laid on Friday 21st November
- 3) Steel works are due to be installed 1st December
- 4) Due to complete end May/June
- 5) They have discovered a water main running across site – this should become redundant
- 6) Mildren need TW to install surface water drainage as soon as possible.
- 7) Drainage – it is expected that there will be some additional costs due to the increase in the amount of pipe work.
- 8) Ground Investigation – there are some additional design costs but the changes to the foundations have been mitigated by the retention of arisings on site.
- 9) It has been agreed that the sloping angle adjacent to the end of the meeting room could be removed and replaced with a vertical corner. Mildren will review with Brightspace.
- 10) Quotes have been received for additional items:
 - a. Sink – Belfast ceramic sink 600 x 244 x 255 complete including legs and bearers – 710.40 plus vat to be set at child height 4yr old.
 - b. Canopy rain cover at front by nursery entrance – approx. £9K
 - c. Canopy rain cover over nursery side – approx. £20K
 - d. Alternative canopy by Inside to outside 6mx6m all-weather canopy in Nursery play area – approx. £8K

The Community Centre committee recommend that the Parish Council approve expenditure on the Belfast sink but that the external canopy work is not approved and that an alternative solution is investigated towards the end of the



project.

- 11) Services – Mildren are looking to order connections for final services.
- 12) The Parish Council has a register of people interested in hiring the community centre.
- 13) Comments on the lease agreement has been received from Hedley’s and from Menzies, they do not agree with the best solution, the Clerk is continuing to investigate.
- 14) Community Centre sub-committee have been reviewing hire rates.

268/14 Community Centre quotes:

To decide whether to approve the following additional expenditure on the community centre project.

- **Solid Canopy over front – £9K**
- **Solid canopy along nursery side – £20K**
- **Sink in Nursery - £710.40**
- **Foundation design work if costs available**
- **Additional Drainage costs if costs available**
- **LED lighting in main hall if costs available**

It was **resolved** to approve additional expenditure of £710.40 to provide a butler sink in the nursery hall. PL/RJ all in favour. It was **resolved** not to approve the expenditure on the weather proof canopies PL/NH all in favour.

Clerk

269/14 Hire rates Community Centre

To receive a proposal regarding the hire rates for the community centre

The Community Centre sub-committee proposed that the charging structure is kept as simple as possible and suggested that they have a Community Rate and a Private Rate as follows:

	Private hire/hr	Community hire/hr
Nursery	£25.00	£15.00
Main Hall	£40.00	£25.00

It was **resolved** to set a bench mark hire rate for the nursery space for a regular long term booking (such as hire by a pre-school) at £15.00 per hour PL/GS all in favour. It was also resolved to charge a deposit of £1,000 for a long term booking of the nursery space. The notice period for both parties should be 3 months.

Clerk

Other hire rates will be agreed at a later date following further research.

270/14 Tender pack for pre-school

To receive a proposal from the community centre sub-committee to include the following items in the pre-school tender pack to be issued by Shelia Hornby in the new year:

It was **resolved** (PL/GS all in favour) to provide the following items in the pre-school tender pack:

- Map of site
- Plan of community centre
- Size details of rooms
- Draft lease agreement – pre-school specific
- Hire fees – bench mark figure £15.00 per hour (tenders may propose an alternative rate but when evaluating tenders the rental income will be an important factor in the selection process)
- Payment to be made monthly in advance.
- Deposit £1000
- Notice period – 3 months for both parties
- Insurance requirements – public liability



Facilities to be included – Nursery space with sink, storage cupboard, children’s toilets, Playground (enclosed and accessible from nursery space), shed for storage, coat pegs, notice boards, tables and chairs, use of adult toilets for staff, 3 car parking spaces for staff, use of kitchen for staff, daily cleaning in the morning, electricity, water, heating, Expectations: rooms to be cleared if evening or weekend bookings, kitchen and communal areas to be left clean and tidy, spillages to be cleaned up. Broken items to be repaired or replaced. Operating hours to be specified in tender returns.

The Clerk was asked to prepare the pack and send to Shelia Hornby.

Clerk

The Clerk was asked to request a copy of the selection criteria in advance of the tenders being issued for review by the Parish Council

Clerk

271/14 Public art project

To receive an update and to decide on the selection process.

It was reported that tender requests had been issued on 10/11/14 to be returned by 5th January 2015. Many Artists are keen to submit a proposal and the budget seems to be sufficient.

Advised that bronze would be the best material rather than a resin as this is where the value of the statue is. In order to remove the statue someone would need access to site, a lorry, a generator and heavy lifting gear. Statue would be installed and the Parish Council would own the mould and it could be recast at any time using the insurance money. Need to decide on the selection process.

It was **resolved** that the Parish Council would create a shortlist of 3 and then ask residents for their views via a public consultation. NH/GS 7 in favour 1 abstention.

272/14 Speed Surveys

To receive an update and to decide whether to organise some parish speed surveys before April 2015

It was reported that John Foggo thought it might be useful to carry out a speed survey on Gally Hill Road now that there are people living in Crookham Park.

Speed Surveys gateways, Andrew Kettlewell has agreed to organise some surveys near to the houses. They were not planning any before or after surveys in relation to the new gateways, but as the Parish Council is interested he will ask for some to be done.

It was **resolved** to organise a survey on Gally Hill Road in the same place as previous surveys. RJ/HB 4 in favour, 2 against and 1 abstention.

Clerk

273/14 Bus Shelters

To receive an update on the provision of a bus shelter on Coxheath Road and to decide whether to look at acquiring a bus shelter that is coming available in the new year for £3,000.

A report was circulated. The Parish Council asked Cllr. Radley to follow up the request for a bus shelter with Hart District Council, to identify a suitable location and to check whether the bus service is likely to be running along Coxheath in the longer term. Cllr. Radley will report back at a future meeting.

Cllr. Radley

274/14 Allotment update

To receive an update on the allotments.

The following was reported:

- A tenant’s association meeting took place on 8th November, committee members elected.
- Taylor Wimpey are progressing snagging list, most items have been completed, snag list circulated.
- The Parish Council have asked Taylor Wimpey to progress the transfer of the allotment land and S106 funding.

It was **resolved** that Cllr Butler and Cllr Lowe could accept the transfer of the allotments



on behalf of the Parish Council following a final inspection.

275/14 Grant requests – Basingstoke Canal

To consider the following grant request:

- **Basingstoke Canal - £6750**

It was **resolved** to award the Basingstoke Canal a grant of £6750. PL/NH all in favour

276/14 Newsletter – December edition

To receive a draft copy of the December newsletter for approval.

It was **resolved** to approve the newsletter together with any minor amendments.

It was agreed that Councillors should send any amendments to the Clerk. It was suggested that the list of facilities and a floor plan of the community centre should be included in the article on the community centre.

Clerk

277/14 Website

To receive a report on the design and build of a new website and to decide whether to accept a proposal to build a new website for the Parish Council to incorporate a booking system for the community centre and five-a-side football pitch. To also investigate a payment system using PayPal within a total project budget of £2500.

A report was circulated. It was **resolved** to appoint Silkiskills to build a new Parish Council website, funding would be taken from reserves if required.

Deputy Clerk

278/14 To receive a finance report for community centre project and approve payments.

It was **resolved** to approve the community centre finance report and the following payments. PL/MB all in favour.

- o £ 94,620 to Mildren Construction.
- o £3,600 to Rund

Clerk/RFO

279/14 To approve payment of accounts and to review any quotations received

The accounts for October and payments for November were approved by all and signed by the Chairman. **PL/NH all in favour.**

Clerk/RFO

280/14 To receive the Clerks Report for November

The Clerks report was received.

Hightrees – work to install a path, reduce the height of the swales and to level the open space has started. Weather permitting the work is expected to take a month and then the transfer of the LEAP, 3 LAPS and the public open space will be progressed.

Skate Park – tenders issued to be returned by 24th Dec. Some companies have asked to visit the site, 1st visit has been arranged for Wednesday this week.

Sainsbury – change to operating hours requires an amendment to the S106 agreement. The Clerk has given Sainsbury solicitors the contact details for the Parish Council solicitors.

SANGS – meeting is due to take place between Taylor Wimpey, Hart DC and Natural England to discuss the site. A local horse rider has contacted Mr Sorabjee from TL to express concern about the amount of membrane showing through on the bridleway and also concern about the safety of the unsurfaced section of the bridleway which is too slippery to ride on.

Auditor – 1st visit from the internal auditor is due to take place on the 26th November.

Lengthsman scheme: an invoice was been raised and accepted, expecting payment in December. Councillors should look out for suitable highways tasks so a package of works can be put together e.g. cleaning road signs, spraying weeds on roundabout by Brandon Road etc.

Resilience planning – a request for members of the public to contact the Parish Council



if they would be prepared to assist in an emergency and have four wheel drive cars, chainsaws and licences to operate them, medical training etc. will be included in March newsletter.

National pay awards – pay awards for local authority workers has been agreed and will apply to Parish Council staff.

- 2.2% on SCPs 11 and above with effect from 1 January 2015 – all staff.
- £100 non-consolidated payment on SCPs 11-25 inclusive to be paid in December 2014 (pro-rated for part-time employees) – Admin assistant
- 0.45 per cent of proposed new salaries on SCPs 26-49 inclusive, of which £100 to be paid in December 2014 and the remaining balance to be paid in April 2015 (pro-rated for part-time employees) – Clerk and Deputy Clerk.

Gateways and refuges: Due to additional consultations and amendments required in the final design for Crondall Road additional work was required. The Crondall Road scheme is expected to be on site in late January early February subject to Project Appraisal approval. Design work will commence on Church Crookham Gateways in January 2015 and HCC aim to be on site during April 2015 subject to final design and any other consultation requirements if any changes were needed. Funding is set aside for the improvements and will be retained for the scheme. Andy Kettlewell from the Traffic Management team has requested "before and after speed surveys" on Beacon Hill and Aldershot Road near the new proposed Gateways. Helen Merrills will arrange for some surveys to be undertaken and will set funding aside within the budget to carry out after surveys once the scheme is implemented.

20mph speed limits – The Clerk was asked to check if it would be possible to set up a 20mph scheme in Church Crookham. The County Council is not planning any further 20mph speed limits until the pilot programme of 20mph speed limits has been assessed. The scheme in Fleet is part of the pilot programme and one of a number of pilot scheme across the county. A date to assess the programme has not been set, but it is likely to be late in 2015 when the majority of schemes have been implemented for a reasonable length of time. In the meantime, HCC are keeping a record of all requests for 20mph speed limits, if Church Crookham Parish Council is interested they could be added to that list.

Target walls at Crookham Park – TW have said that these were considered to be safe when assessed by a surveyor, reports are not available. The Clerk suggest that the Parish Council get independent checks before taking these over.

Letter received from Rushmoor Borough Council – A response has been received and circulated from Rushmoor Borough Council following a letter sent to TAG earlier in the year regarding the environment funding.

281/14 To receive monthly safety report

The safety report was received and reviewed.

282/14 To receive monthly crime report

The monthly crime report was received and reviewed.

283/14 To receive other reports.

1. Quetta and Humphrey Park - AW not at meeting
2. Fleet Link (HB) – Not invoiced
3. FACC (NH) - meeting on 26th Nov 2014
4. HDAPTC (PL) - next meeting 13th January 2015
5. Memorial Hall (MB) - may submit a grant request to Parish Council for guttering work
6. Allotments (HB) - covered above
7. Community Plan (NH) – no update
8. Alms Houses – (AW) - not at meeting
9. Fleet and Crookham Welfare Trust(GS) - no update
10. Athletics Club (RJ) - no update
11. Safe routes to schools (NH) – no update



12. M3 changes (NH) – Report circulated

284/14 Items for next meeting

Budget / Precept
Public art and Skate Park tenders
Storage of snow plough and goals
Barbed wire area J

285/14 Date of next meeting: January 26th 2015

There being no further business, the meeting closed at 10:22 pm

Signed.....

Date.....