

Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 27th June 2011 – 8:39

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)

Also: Claire Bennet – Deputy Clerk
0 members of the public

117/11 Apologies for Absence

Apologies were received and accepted from Cllr Michael Burford (MJB) and Cllr Pat Lowe (PL) Cllr Jenny Radley and Cllr James Radley

118/11 Approval of the minutes

The minutes of the previous Parish Council meeting held on the 23rd May 2011 were agreed and then signed as a true reflection of the meeting.

119/11 Declaration of interest relating to items on the agenda

There were no declarations of interest.

120/11 Chairman's Announcements

The Chairman made the following announcements

- The Chairman reminded Councillors the importance of communications coming from the Clerk when on behalf of the Parish Council. Councillors should not act individually; decisions are made by the Council and implemented by the Clerk on their behalf. In this way individual councillors are protected and so is the Clerk.

- Invitation to Celebrating London 2012 event 20th July, 6.15pm, Hart Leisure. The following Councillor agreed to attend: Cllr Andrea Ong.

- The Chairman reminded Councillors of a highways meeting on 5th July, 3.00pm at The Harlington. The Chairman would like the Clerk to check with Cllr Burford to see if he would like to attend

- The Chairman would like to discuss at the next meeting how the Council would like to engage in the various committee meetings.

121/11 Public Session

There were no comments from the public.

122/11 To discuss matters of crime and disorder

The Clerk provided a neighbourhood watch report containing crimes recently reported in Church Crookham and an update from PCSO Adam Merrick.

It was agreed that it should be highlighted on the Council website the recent spate of theft from unattended vehicles in the area.

123/11 To receive an update on the latest versions of the S106 agreements for The Queen Elizabeth Barracks development and to decide whether the Parish Council will authorise two Parish Councillors to sign the S106 agreement when the Steering Group (NH, JB and PL) are satisfied with

all the documents and the solicitor recommends that it is ready for signing.

NH gave an update on the meeting held with HDC, Roger Taylor (solicitor) and the developer on 23rd June.

- On the whole things are progressing well with the 106.
- All of the Annexes/ Schedules exist. The Clerk has paper copies and electronic version should be available early this week.
Cllr Bennison expressed an interest in seeing these.
- All the commuted sums requested by the Parish Council will be paid.
- Both options are still available for TW to build or for the Parish Council to self-build the community centre.
- Commuted sums will not have to be repaid, but the Parish Council will need to make sure they appropriately spend the Community Centre and Art contributions
- The allotments will be provided in two phases. The allotments provided will be fully functional for phase 1.
- The Parish Council will be paid in equal staged payments for the LAPS/NEAPS/LEAPS
- NH has reviewed a paper copy of the Viability Assessment he doesn't intend to take this further, as this is the responsibility of District Council. Having studied the Assessment, he remains concerned over the visibility of underpinning assumptions. However, CCPC should feel they have helped to deliver a minor victory – affordable housing has gone up from 25% to 30%.
- With the transport agreement the Parish Council is no longer signing. Any spend of 106 money should require a steering group to be consulted – this will include a representation from the Parish Council.
- Two choices for approving 106 – empower councillors (JB, PL, and NH) or emergency meeting on 4th July following the QEB meeting.
- Councillors need to recognise that the 'signing' should be a formality. If they have any residual problems they must raise them now (via our Clerk).

It was resolved:

That once the solicitor and the following four councillors (NH, JB, PL, HB) are in agreement they will have authority for two to sign the S106 District Planning Agreement on behalf of the Council. However if all are not in agreement then the Chairman will call an extraordinary Parish Council meeting.

124/11 To review the rates for football pitch hire and the lease rates for the Portacabins at Peter Driver.

The Chairman reported the following:

Grass football pitches are just under £1000 a season

Five a side is £17.20 an hour.

Fleet are keeping their rates the same this year and many teams play on pitches in both Parishes

The Athletics club pays £200 a year for a ground lease for the portacabins. They are not charged for electricity or water.

It was decided to keep the football hire charges the same in 2011 – 2012 as in the previous year. The Clerk was asked to inform Sam Knowles and the football teams

It was decided to refer the review of the ground rent for the athletics club to the next Sports and Recreation Committee meeting on 11th July 2011.

125/11 To identify future road projects within Church Crookham to be funded by future S106 contributions and to identify a Parish Councillor to take responsibility for adding to and maintaining this list of projects.

The Chairman reported that there is existing S106 money available for Highway projects in Church Crookham and it would be sensible to identify projects that this money and any future S106

Highways money could be used for.

The Chairman asked for any ideas from Councillors to be sent to the Clerk so that a list can be compiled. The following ideas were put forward

Windy Gap onto Aldershot Road
Pedestrian Crossing at Crookham Cross Roads
Redfields Lane Junction
Staggered Junction Bourley Road/Tweseldown Road
Barbar Close – Pedestrian Crossing
Pedestrian Access to Peter Driver/Tweseldown Pub
Sandy Lane/Aldershot Road – pedestrian crossing
Crossing before Basingbourne Road
Relocation of the Zebra Crossing at Tesco's
Crossing at Community Centre on Quetta Park

The Deputy Clerk was asked to put this on the agenda of the next Parish Plan meeting.

It was agreed that the Clerk would temporarily own the list and keep it updated.

CB

126/11 To accept recommendations from the Policy and Finance Committee to adopt the following updated documents:

- **Standing Orders**
- **Financial Regulation**
- **Policy on dealing with unauthorised encampments**

It was resolved to accept all of the above updated documents as recommended by the Policy and Finance Committee – 13th June 2011. Paper copies of the updated documents were handed out to Councillors so that they could update their Councillor Packs. The Clerk was asked to put updated copies of these documents on the Website.

Clerk

127/11 To accept the following recommendations from the Policy and Finance Committee with regard to staffing levels

- **To increase the clerks hours from 25 to 30 hours per week**
- **To extend the temporary deputy clerks contract until the end of August to provide holiday cover.**
- **To recruit a new permanent deputy clerk to start in September 2011 at 20 hrs per week at £9.25 per hour**
- **To vire approx £17K from the reserved funds for Community Youth Project to cover these additional employment costs**

It was resolved to accept all of the above recommendations by the Policy and Finance Committee – 13th June 2011. The Clerk was asked to implement the recommendations and to advertise for a Deputy Clerk.

Clerk

128/11 To decide on agenda items that the Parish Council would like to raise at the meeting with Hampshire County Council on Pupil Place Provision in Church Crookham to be held in Winchester on 13th July. To agree which Parish Councillors should attend the meeting.

The Chairman reported that Tweseldown School had requested to meet with the Parish Council and the district Councillors on 7th July for a meeting before the main schools meeting on 13th July. NH and HB had agreed to attend.

A draft agenda had been circulated by the Chairman (NH).

It was resolved that Councillors Nick Harris and Helen Butler and the Clerk would attend the Schools meeting on 13th July.

129/11 To receive a letter from Fleet and Church Crookham in Bloom and to consider whether the Parish Council should sponsor some flower displays in Church Crookham in 2012 to commemorate the Golden Jubilee and the Olympics.

Clerk

Following a discussion about the Parish Council providing a flower display in Church Crookham it was resolved to support this in principle.

130/11 To receive monthly safety report

The Monthly safety report was circulated and the following actions were agreed:

Clerk to raise the missing first aid kit at the football meeting

Clerk

131/11 To receive reports and recommendations

To receive reports and recommendations

1. Planning Committee
2. Policy and Finance Committee – meeting minutes 14th June circulated, Procedures in relation to fraud were reviewed and accepted as being sufficient.
3. QEB Committee(JB)
4. Athletics club Committee Meeting (JB) The Athletics Club have given to JB a list of their requirements for the Athletics area at QEB. JB will forward this to Deputy Clerk so a letter can be drafted to the Athletics Club from CCPC
5. Quetta and Humphrey Park
Cllr Harris mentioned that it may be worth approaching MoD over the condition of the play area at Humphreys Park.
6. Fleet Link (Call & Go) (HB) meeting Wednesday 22nd June 2011. Cllr Butler attended and reported that there were no operational issues. However the RVA who are running the call and go now have issued 4 press releases but none of the local papers have printed them. They asked for assistance in publicising it. They have altered the service slightly to include Basingstoke.
7. Report on Peter Driver S106 discussions (JB)

Cllr Bennison reported that this is now complete
8. Memorial Hall (MJB) Absent
9. Allotments (PL) Absent
10. Report on Parish Plan (NH/AO/HB) Cllr Harris confirmed that questionnaires have been drawn up for children and young people for the parish and have been issued to the local schools. He also confirmed that there is a further questionnaire on 'Communication' which is ready for inclusion in the next Newsletter. Cllr Harris suggested that the Deputy Clerk start bringing together the next newsletter. He will do an article on the Big Idea and asked that Cllr Butler do an article thanking for the responses of the last questionnaire and informing of what the results were and what action is to be taken.

132/11 Items for next meeting.

The following items were suggested for the next Parish Council meeting in July. The Chairman advised the Council that there will not be a meeting for the month of August.

Clerk

- Donation request from Richmond Surgery for Cycle stands
- Letter of complaint to HDC regarding legal services
- Update on QEB S106
- Update on plans for community centre.
- Update on Youth Services funding
- Update on Play Ground equipment

133/11 Clerks Report

- Peter Driver CBS maintenance contract – electricity report.
The Deputy Clerk reported as a matter of urgency an issue with electricity highlighted when Portacabins were moved.

It was resolved that Cllr Shambrook would investigate the issues on behalf of the Council but would not take any decisions or give any instructions but would report his findings to the Clerk who was authorised with delegated powers to take appropriate action.

- Update on Portacabins – sealing sides, steps and painting.
- Litter Contract – it was reported that the litter contract will need to be renewed in September, Clerk looking for alternative quotes.
- An insurance certificate has been received by the Clerk for the trampoline at Azalea Gardens
- An annual play ground inspection has been requested at Azalea Gardens - £45
- Hype truck at Peter Driver on Friday – cancelled due to poor weather will reschedule later in year.
- Anti Vandal paint has been applied to edges of roof at Peter Driver and signs put up
- The fence has been replaced along the side of Beacon Hill. The Clerk was contacted by Katie Shorter from Fisher German who monitor the ESSO fuel pipeline. The Parish Council should have contacted them to inform them of any works that cross the pipeline. The Clerk has sent them a map showing the land we own they forward information about our responsibilities in relation to the pipe. Hart District Council should have informed Fisher German about a change of ownership
- Alison Bartle-Tubbs solicitor at Hedleys who worked on Peter Driver S106 has sent in her invoice but would like to know if the Council would like her to continue to correspond with B&DBC legal services to ensure that the land registration is completed to the satisfaction of the Parish Council. It was agreed to ask Alison Bartle-Tubbs to represent the Council until this matter is concluded.

134/11 Payment of account and review of quotes

The finance report was approved and cheques were signed.

The following quotes were reviewed

- Website

Quotes were submitted from Upperbridge, E-Mango and Neoteric.

It was resolved to accept the quote from Upperbridge and the Clerk was asked to progress.

135/11 Date of next meeting

25th July 2011

There being no further business, the meeting closed at 10.29 pm

Signed.....

Date.....