



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 28th October 2013 – 8.00 pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Pat Lowe (PL) (Chairman), Jenny Radley (JR), Michael Burford (MB), Bill Shambrook (BS), Richard Jackson (RJ), Gill Chatfield (GC), Helen Butler (HB) (arrived 8.20pm)

Also: Cllr. John Bennison (HCC)
Jayne Hawkins (Clerk)

There was 1 members of the public present.

229/13 Apologies for Absence

Apologies for absence were received from Cllr. Nick Harris who had family commitments, Cllr. Gill Scott who was on holiday and Cllr. Helen Butler who was travelling back from holiday. Apologies were accepted.

230/13 Approval of the minutes

Minutes of the Full Council Meetings on 23rd September 2013 and the 30th September 2013 were received and approved as a true reflection of the meeting.

Minutes and recommendations of the following committee meetings were accepted.

Planning Committee Meetings: 23/9/2013 14/10/2013

Policy and Finance Committee Meeting: 14/10/2013

231/13 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

232/13 Declaration of interest relating to items on the agenda

There were no declarations of interest.

233/13 To receive Chairman's announcements

It was reported that the Clerk had not been able to progress gathering evidence for the appeal on the planning application for the additional 100 houses at Crookham Park. Councillors were encouraged to do what they could.

234/13 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).

Cllr. Bennison requested that he be allowed to speak when Parish Highway schemes were being discussed under item 244/13. This was agreed.

235/13 To receive an update on the Community Centre plans

The Chairman reported that minutes from recent meetings with RUND and Taylor Wimpey had been circulated and highlighted a number of points. It was agreed that the Community Centre Committee would consider whether to formally put RUND and Bright space on hold following the planning permission submission until the Parish has clear indication from Taylor Wimpey that the land would be available and whether to present the Community Centre plans at the FACC meeting and another public meeting in December/January.

Community
Centre
Committee



Following a brief discussion the Parish Council asked the clerk to write to Daryl Phillips and Robert Jackson asking the District Council to assist the Parish Council by enforcing the terms of the S106 with regard to the availability of the community centre site.

Clerk

236/13 To decide whether to submit plans prepared by Bright Space and Taylor Wimpey for planning permission.

The Chairman reported the following:

- Draft Plans and budgets had been circulated
- To order to meet the Parish Councils obligations under the S106 plans need to be submitted early Nov to get approval within 2 years of implementation date (3rd Feb 2012).

It was resolved to grant delegated authority to the community centre committee to finalise the plans to be submitted for Planning permission. This was proposed by Cllr. Lowe, seconded by Cllr. Burford and agreed by all.

Cllr Helen Butler arrived at 8.20pm.

237/13 To decide should the Parish Council accept the Community Centre contribution from Taylor Wimpey whether:

- (i) **to accept a proposal to put an option to tax in place on the Community Centre land at Crookham Park and**
- (ii) **whether to include the formal open space land in the area covered by the option to tax**

A discussion took place about the benefits of including or excluding the surrounding public open space in the option to tax.

It was resolved that if Church Crookham Parish Council decide to accept the community centre contribution and build a community centre then the Parish Council would put an option to tax on the land where the Community Centre and car park will be built at Crookham Park but would not include the adjoining formal open space. This was proposed by Cllr. Lowe and seconded by Cllr Radley, 6 votes in favour and 1 abstention.

238/13 To receive an update on a meeting with Taylor Wimpey regarding handover of assets at Crookham Park.

- **Playgrounds** - Cllr Lowe and Cllr Radley and the clerk had inspected the play areas at High trees and had raised a number of issues with the site manager. TW are keen to transfer the land to the Parish Council.
- **Public art contribution and land** – contribution and land to be transferred February 2014, it was suggested that the Parish Council could start to progress and write a requirements specification to be sent to suitable artists requesting ideas and costs.
- **Allotments** – progressing well, response to newsletter has been good. TW would like to handover all of the allotments in spring. Decision in later agenda item.
- **Areas 15 and 16, officially informal public open space** – Discussion took place with TW about whether they should retain the fenced off pond area and the section of the bridle path that is in this area and hand over to the management company along with the rest of the SANG. If this was agreed The Parish Council would not receive any other alternative land but would get the full open space contribution.
- **Informal open spaces schedule** – This has been requested from Taylor



Wimpey, not yet received.

Full minutes of meeting with TW circulated.

239/13 To decide whether the Parish Council would be prepared to receive the play grounds and associated informal open spaces as soon as the play areas are completed and approved by the Parish Council.

It was reported that a Clerks report had been circulated which outlined the S106 contributions and an estimate of the annual costs. It also highlighted a number of issues that had been identified at an inspection of the play areas that would need to be addressed before the Parish Council could take on the land.

The Clerk was asked to write to Taylor Wimpey SWT with the list of issues identified in the circulated report and request that the issues are resolved to the satisfaction of the Parish Council and that TW also provide, a recent tree survey, RoSPA inspection report and warranties for play equipment and contamination test results for the site.

Clerk

It was resolved that as long as any issues identified at a site inspection were resolved and the following documentation was provided (tree survey, RoSPA inspection report, warranties for play equipment and contamination test results) then Taylor Wimpey could transfer to the Parish Council the land, play equipment and associated contribution for each phase of the development when each phase was completed. Taylor Wimpey would be expected to cover the cost of any repairs to the LAPS, LEAPS or NEAP in the first year following transfer. The clerk was asked to inform Taylor Wimpey and also request a schedule for the completion of all the LAPS, LEAPS and NEAP on site. This was proposed by Cllr. Lowe and seconded by Cllr. Jackson all in favour.

Clerk

240/13 To receive an update on allotments and to make decisions on whether the Parish Council are prepared to take all the allotments plots from Taylor Wimpey in early 2014 and to receive the first instalment of the SANG/Allotment car park access road S106 money with the allotments and the second instalment two years after the handover of the allotments?

It was reported that according to the S106 agreement a £59K SANG carpark Road contribution would be handed over with the first section of allotments and the second £98K payment would be made with the second phase when 600 houses have been sold. TW are proposing to hand over all the allotments and to pay the second instalment earlier when approx. 400 houses have been sold. So far the parish council have received request for approx. 35 allotments requested out of a total of 39 available.

It was resolved that the Parish Council would accept all the allotments in spring 2014 and accept the proposal to receive the first SANG/Allotment road contribution with the allotments and the second SANG/Allotment road contribution 2 years later providing that the Parish Council inspect the allotments and any issues that they raise are addressed and that they are satisfied that adequate contamination testing has been carried out. This was proposed by Cllr. Lowe, seconded by Cllr. Butler and agreed by all. The clerk was asked to inform Taylor Wimpey.

Clerk

241/13 To decide whether to join the Hampshire County Council Parish Lengthsman scheme for the year 2014 2015.

The Chairman reported the following:

- £1000 per year to spend on grounds maintenance/Highways work, capital e.g. litter pickers or extension of grounds maintenance contract.
- May not need to sit under a co-ordinating parish, Dean Cronk is checking
- Need to keep a record of what the money is spent on.



It was resolved that the Parish Council would apply to join the HCC Parish Lengthsman scheme in 2014 2015.

Clerk

242/13 To receive a letter from a resident asking for the Councils view on parking on the pavement within the Parish

The Chairman reported that the Clerk has informed resident that parking enforcement is a police issue. Parking on the pavement is not illegal, obstructing the pavement is.

The clerk was asked to write to the resident and inform them that Parking regulations did not come under the Parish Councils remit and that they would recommend that the resident calls 101 to report any problems where cars are blocking the pavements.

Clerk

243/13 To receive a letters from a resident regarding a number of issues that they have raised with Taylor Wimpey and are now looking for the Parish Council to offer some support

Letters were circulated and the Chairman summarised the issues raised.

It was decided that the Clerk should draft a letter to Ben Clifton at Hampshire County Council and raise the issues regarding the sight lines and request that the road safety audit for Sandy Lane pays close attention to the issues highlighted at the Hampton Close roundabout and that HCC ask Taylor Wimpey to address these issues before they adopt the roundabout and new road layout.

Clerk

The Parish Council did not feel that they could offer any assistance with the other issues raised.

- Punctures to tyres from nails on road at roundabout. The Parish Council felt that they were unable to assist as it would be difficult to prove where the nails were coming from and they had not received any other reports.
- Noise disturbance from development. The working hours agreed for the site is M-F 7.30am to 18.00 and Sat 8.00am to 1.00pm, so PC cannot assist.
- Design – large buildings near to the entrance of the site. The plans were approved a long time ago, the Parish Council have objected but cannot influence the plans once granted.
- Planting and maintenance of verges and roundabout near this entrance to Crookham Park. Work has now taken place in this area

244/13 To receive a report from Hampshire County Council on the feasibility of the following road schemes:

- Provision of a gateway features on both Aldershot Road and Beacon Hill Road
 - Provision of a pedestrian crossing point on both Aldershot Road and Beacon Hill Road
 - Traffic calming feature and pedestrian crossing point on The Verne
- and to decide whether the Parish Council would like to progress all these schemes and if so what style of gateway they would like to be installed.**

A report from Hampshire County Council had been circulated.

The Parish Council agreed in principle to the three schemes being progressed. They would like some further information including a cost breakdown for each scheme and some larger drawings of the scheme at the Verne.

It was resolved that they would prefer a plastic gateway as the maintenance costs should be more reasonable. They would also like to ask for signs warning of the crossing to be erected in the Verne. The Parish Council would also like to query whether the gateway signs could be lit at night.

Clerk

Cllr. Bennison reported that he would be attending a meeting with HCC the following week and would be happy to raise any queries that they had. He also



informed the Council that he had requested that a 30mph speed limit was extended at the Tweseldown public house end of the Bourley Road and that a 40mph speed limit was put in place on Beacon Hill Road between Leipzig Road roundabout and the Vertu roundabout.

245/13 To decide whether the Parish Council wish to submit any comments on the consultation on Harts Draft Corporate Plan

It was reported that the draft plan had been circulated and also passed to the Parish plan group who will comment from their point of view.

The Parish Council asked the clerk to submit the following comments:

The Parish Council would like the plan to include more details and the aims of each department.

Clerk

246/13 To receive a grant application for £500 from the Fleet & District Festival Committee

The Parish Council discussed the grant application for the Fleet and District Festivities to be held on the 20th November and decided to grant them £500. This was proposed by Councillor Lowe and seconded by Cllr. Shambrook and agreed by all. The clerk was asked to inform the applicant.

Clerk

247/13 To receive a proposal that the Parish Council should request a grant application form for all community contributions including the Basingstoke canal contribution, the Fleet Link contribution and use of the five a side by FITC.

It was reported that the Policy and finance committee considered this and recommend that the Parish council should request grant applications for all community grant requests. It was proposed that this recommendation was accepted and implemented for all future grant requests including Basingstoke Canal, Fleet Link and FITC. The Clerk was asked to inform these organisations.

Clerk

248/13 To decide whether to submit a planning application for 2 additional floodlights at the rear of the five a side at Peter Driver.

It was resolved that a planning application should be submitted for two additional flood lights at the rear of the five a side. The clerk was asked to progress this.

Clerk

249/13 To receive the annual play inspection report and to decide what action if any should be taken.

It was reported that this was overall a good report

The clerk had Contacted PGS INSTALLATIONS LTD BRACKNELL asking for a quote to relay the matting.

Clerk has asked Miracle about supplying missing inserts for cargo net and twisty slide

Clerk has asked Miracle about gaps in slide and height of roundabout.

The Parish Council discussed the report and asked the clerk to progress the above items.

Clerk

250/13 To receive an update on the actuals vs budget expenditure for April to September and to discuss the addition of the following forecast expenditure

Allotments set up – 5k

Temporary staff – 2.5K

Community Centre tender process – 24K

Additional tender costs for electrical and mechanical engineers - £10K

It was reported that this additional expenditure is likely to leave no money at the end of the year to put into ear marked reserves for green energy, five a side surface, replacing play equipment in fact at current forecasts the likely out-turn is to come in 5K over budget.



It was proposed that the Parish Council should start to spend some S106 income on staff costs, when all S106 is in; this is estimated at 17.7K per annum. The clerk will discuss this with the internal auditor

Clerk

251/13 To receive a draft budget for 2014 2015 and to discuss any amendments/additions

The draft budget was discussed, councillors thought it might be a good idea to divert some money from Peter Driver improvements to Green Energy but they would like more information on costs of providing Green Energy and also thought that some of the contingency in the Community Centre budget could be used for this if it wasn't required to complete the build.

It was generally agreed that additional staff costs should start to be attributed to S106 funds. The Clerk will check with the internal auditor on how this should be recorded in the accounts.

252/13 To receive information from Hart DC on the council tax grant and to discuss the precept levels for 2014 2015

Council tax grant to be reduced by 30% next year, another 30% following year and then discontinued the next year.

It was reported that the Policy and Finance Committee would recommend that the band D household precept remains at £53.80 in 2014 2015 as the budget does balance.

The clerk pointed out that this does not allow for any increase in reserves. A final decision to be made in January when HDC provide firm details of the tax base.

253/13 To receive a report from the QEB steering group meeting held on 16th October 2013 and to decide whether the Parish Council would support up to £300K being paid as a contribution to the extra level at Fleet station.

It was reported that at the Steering Group meeting the main topic was should the QEB transport mitigation fund contribute 300K to should the £300k to Network rail for an extra level at Fleet station. This was a commitment made by Hart last December. The steering group was unanimous that it was appropriate for the QEB pot to contribute. However, there were a significant majority that believed that it was not appropriate for the QEB pot to pay for it all. A working group was formed to construct a justification for a reasonable contribution.

Cllrs Harris and Burford would like the Parish Council to decide if they support this contribution and to give guidance on what they think would be an appropriate contribution.

Points to consider:

- *Hart District Council made a decision to support this last year with 300K from developer contributions.*
- *Network Rail is the landlord and SWT the tenant. Both are private business that charge for the car parking at Fleet station, parking costs £7.50 per day, they currently have 374 spaces and will add a further 153 spaces. At this rate the additional 153 spaces would earn £1147 per day or 298K per annum based on full use 5 days a week.*
- *Cllr. Harris would like to propose that £100K is a more realistic contribution based on statistical data extracted from the 2011 census. At the District level there are 25,702 homes and from them 3,267 people commute via train. That means from every 10 houses there will be ~1 train commuter. In terms of parking spaces that should be an over estimate for a parking space demand at Fleet. If we assume that the train commuter*



*ratio would be appropriate for Crookham Park and we scale by a further 50% for needing parking at Fleet this would suggest 872 (number of houses on Crookham Park) * 10% * 50% i.e. about 45 spaces, approximately 1/3 of the total number of new spaces could be attributed to Crookham Park residents.*

Cllr. Lowe proposed that based on the data available, Church Crookham Parish Council would support a contribution from the QEB transport contribution fund towards the Fleet railway station that was proportionate to the number of additional parking spaces that would be required to meet the demand for parking from Crookham Park residents. i.e. they would support a contribution in the region of £100K. This was seconded by Cllr. Shambrook and agreed by all.

The only other decision at the steering group was to pay for a traffic survey in Ewshot.

The Clerk was asked to formally write to Robert Jackson and Daryl Phillips at Hart District Council requesting that the Steering Group meetings were planned so that proposals for the Steering Group are circulated at least 1 month ahead of the meetings so that members that are Parish Councillors have time to gather views from their Parish Council and to also request that formal minutes are produced and circulated.

Clerk

10.30pm Cllr Lowe proposed a motion to suspend standing orders so that the meeting could continue past 10.30pm. This was agreed by all.

254/13 To approve payment of accounts and to review any quotations received
The accounts for September and payments for October were approved by all and signed.

Quotes for replacing broken glass in the Verne Notice board were reviewed. The Parish Council decided to replace with toughened safety glass £189.90.



Church Crookham Parish Bank Accounts Summary as at 30th September 2013

Financial Year ending 31/3/14	Closing balance per Aug Statement	Income - Credits received at bank in September	Expenditure - Cheques presented in September	Petty Cash at hand	Closing balance per September Statement (cash at bank and in hand)
Petty Cash					£ -
HSBC Current A/C	£ 505.79	£ -	£ -		£ 505.79
Unity Bank Current A/c	£ 32,560.82	£ 126,405.39	£ 116,232.77		£ 42,733.44
HSBC Deposit account	£ 100,013.20	£ 7.24			£ 100,020.44
Unity Bank Deposit A/c	£ 73,676.91	£ 91,805.97	£ 30,000.00		£ 135,482.88
HSBC S106 Deposit A/c	£ 9,150.49	£ 0.43	£ -		£ 9,150.92
Unity Bank S106 Deposit A/c	£ -	£ 91,752.74	£ 91,748.22		£ 4.52
Alto prepaid card	£ 415.04		£ 28.99		£ 386.05
Santander 12 month Business bond	£ 140,000.00	£ -	£ -		£ 140,000.00
Grand Total	£ 356,322.25	£ 309,971.77	£ 238,009.98	£ -	£ 428,284.04

Approval for payments in October 2013	Invoice Number	Cheque Number	£
Employment costs			£ 4,224.10
Total expenses			£ 145.92
Girling Pipeworks - installation of water points at Peter Driver Sports Ground	PAID	300148	£ 4,200.00
Area Distribution - distribution of newsletter	PAID	300149	£ 134.00
	PAID	300150	£ 134.00
BDO - Audit fee for Annual Return yr ending 31st March 2013	1208896	300157	£ 1,200.00
Comfort Building Services - monthly service contract	35654	300158	£ 196.60
Crookham War Memorial Hall - hall hire October 2013	2231	300159	£ 54.00
David Ogilvie Engineering- 3 seats, 2 bins & installation in Azalea Pk playarea	174084	300160	£ 3,885.60
Disconsulting IT Ltd - online backup September 2013	5216	300161	£ 12.00
HALC - Allotment Course x 2	10869		
HALC - HR service subscription	10866	300162	£ 186.00
Hart DC - CCTV Jul - Sept 2013	731		
Hart DC - litter picking Oct 2012 to Mar 2013	715	300163	£ 6,218.70
Hart DC - litter picking Apr to Sept 2013	716		
Chromatec Ltd - newsletter printing	8382	300164	£ 355.61
Lotus Landscapes Ltd - removal tree limb overhanging resident's property	131247	300165	£ 192.00
Npower Ltd - 01 07 13 to 30 09 13	LGUMVHJC	300166	£ 411.18
Office Furniture Online - desks for office	523336 & CN 17463	300167	£ 624.00
The Play Inspection Co Ltd - Annual inspection of play area & Street Snooker	11222	300168	£ 204.00
Replay Maintenance Ltd - annual service agreement for MUGA at Peter Driver	2967	300169	£ 1,734.00
KMC Cleaning Ltd - clean pavilion at Peter Driver Sports Ground	915	300170	£ 350.40
Rund Partnership Ltd - professional fees re planning of Community Centre	30/3013	300171	£ 3,420.00
Simone Surveys Ltd - SLR Aug - Sept	5083	300172	£ 240.00
SLCC - New copies of Local council Administration & The Clerks Manual	112869 & 112870	300173	£ 113.50
Winchfield Landscapes - grounds maintenance contract September 2013	1020	300174	£ 2,670.65
Fleet & Ewshot Hockey Club - grant Minute ref 2014/13		300176	£ 300.00
Royal British Legion Poppy Appeal		300177	£ 100.00
Upper Bridge Ltd - web hosting - October	2559	SO	£ 37.20
Church Crookham Parish Council - transfer of funds from Unity Bank to HSBC Minute ref: Finance & Policy 64/13		300178	£ 75,000.00
Total payments for October			£ 106,343.46
			£ 106,343.46

255/13 To receive the Clerks Report for October

War memorial – Inscription agreed and the memorial has been cleaned.

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. Claim is being progressed with Zurich. Two damaged posts will be replaced next week when the road is closed.

Easement over PC land at Peter Driver – This has been completed.

Large oak branch Chesilton Woods- large branch broke off tree and was hanging over a garage in Portland Drive. Emergency work carried out by Lotus landscapes £160.

Gate maintenance - five a side – still waiting for quote from the fabrication company to replace slider.

New park benches and bins – delivered and installed 10th October



Utility contracts: Office telephone new contract agreed, broadband and telephone on one line discontinued 2nd line. Gas at Peter Driver – renewal quotes sent to wrong address, agreed new 3 year contract at reduced rates. Now 33p /day rather than 61p/day and 4.458 per unit rather than 4.84/unit.

Crookham Park: the Parish Council has been informed that contamination found on the school site will be buried under the athletics track at Crookham Park. Advice is being sought from environmental officers at Crookham Park.

Planning application for additional two floodlights is being progressed.

Notice board damage: the notice board at the Verne was smashed. Tim Crowley removed broken glass, Hart glass has quoted £189.90 to replace with toughened safety glass, or £249.50 with Perspex. Perspex won't shatter but it is likely to discolour over time.

Notice board at Peter Driver – Perspex has also been cracked and one of the large bins has been damaged.

Fire extinguishers – safety checks at Peter Driver carried out on 28th October.

Crookham Park update – There are approx. 17 private residents living in the local centre with the remaining Housing Association units due to be handed over by the first week in December. Sainsbury's are aiming to open the first week in December. No news on the other two retail units. Taylor Wimpey are currently laying the electricity main down the Spine road, the gas and water are complete. They are currently placing top soil in the allotments. There will be nearly 150-200 occupations on the whole development inc. the hightrees phase by the end of December. The street name plates should be delivered next week and will be erected on site.

Baxter and King Nursing home update – Works are progressing well. They are due to connect the water in the next 21 days so should not require our water connection after the end of this year. Electricity works complete. Work should start on the footpath and entrance to the car park by the end of next month.

256/13 To receive monthly safety report

It was reported that the monthly safety report was not completed this month due to the high winds. The Grounds Maintenance company had checked all sites. The Clerks will carry out a safety inspection and circulate as soon as possible.

257/13 To receive monthly crime report

The monthly crime report was received and reviewed.

258/13 To receive other reports.

1. Quetta and Humphrey Park(JR) - planning a litter collection for the spring
2. Fleet Link (HB) - Nothing to report
3. HDAPTC (JR) - Harts draft corporate plans discussed, council tax grant to be reduced by 30%, youth bus service being considered by Yateley parish council.
4. FACC (NH) – Public meeting booked for 28th November (same night as District Council meeting)
5. Memorial Hall (MB) - Large number of bookings up to Christmas
6. Allotments (HB) - Discussed earlier
7. Community Plan (NH) – Community Plan report is being progressed
8. Alms Houses – (NH) - Nothing to report

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.

259/13 Items for next meeting

- Approval of audit form
- Grit bins review



- Gurkha Statue
- Allotment plans

260/13 Date of next meeting: 25th Nov 2013

There being no further business, the meeting closed at 10.42 pm

Signed.....

Date.....