



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 28th November 2011 – 8.00 pm

Place: Willis Hall, Church Crookham

Present:

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

Also: Jayne Hawkins (clerk)
Cllr. James Radley – HDC
Cllr. Jenny Radley – HCC, HDC
3 members of the public

211/11 Apologies for Absence

Apologies were received and accepted from John Bennison and Michael Burford. The Chairman reported that both Councillors had family issues to deal with and said the Councillors thoughts were with them both at this difficult time.

212/11 Approval of the minutes

The minutes of the previous Parish Council meeting held on the 7th November 2011 were agreed and then signed as a true reflection of the meeting.

213/11 Declaration of interest relating to items on the agenda

Councillor Lowe declared a personal interest in item 224/11 as she has worked with Wessex Frame Buildings and the architect Mark Penfold in the past.

214/11 Chairman's Announcements

The Chairman made the following announcements.

- A thank you letter had been received from the Royal British Legion
- Azalea Park – Bulb planting next Sunday (4th December at 10.00am – 11.30am, might postpone on Friday if weather looks poor). The clerk was asked to warn the group that contaminated land studies were being carried out on the Park as a precaution when the new park is installed.
- The Chairman extended his thanks to the Friends of Azalea Park ladies and Councillors Andrea Ong and Helen Butler for a successful first meeting. The Chairman said he was very pleased to see some members of the community volunteering to help make Church Crookham a better place.
- Reminder Parish Planning Liaison Meeting – Council Chamber at the Civic offices, 30/11/2011, 7.00pm.

215/11 Public Session

3 members of the public made a request to speak.

A member of the public who is a resident of Azalea Gardens expressed her concerns about the proposed playground in particular she was concerned about her property being overlooked by the high climbing equipment and would like the large climbing equipment to be moved to the left away from the properties neighbouring the play park or into the more open grassed area. She also wanted reassurance that defensive planting would be carried out in the corner where the metal fence meets the garden fence to deter youngsters from kicking balls against the fence.

Councillor Jenny Radley reported that the current sodium street lights will be replaced by energy



efficient LED lamps that will be dimmed from 12.00am to 5.00am in morning. The clerk was asked to put a request for information on the website asking residents to report any areas of poor lighting or out of character street lights.

Clerk

Councillor Jenny Radley reported that following discussions with Hampshire County Council Highways it may be possible to retain the zebra crossing at Quetta Park but that decisions had been made to replace the speed tables with chicanes. Councillor Radley would be meeting with officers next week and if the scheme is going to go ahead she will ask them to come and explain the scheme to residents at Quetta Park.

Another resident of Azalea Gardens requested that signs be erected in the new play park to prevent ball games, alcohol and dogs within the play park area. The Clerk was asked to liaise with the police on appropriate signage.

Clerk

216/11 To decide whether to approve a recommendation from the Sports and Recreation Committee to place an order with Miracle for the playground providing that the results of the land contamination survey are acceptable

The Chairman gave an update on Land Contamination Survey. Information had been received from Hart and a member of the Airborne Engineers Association and formerly of 9 Independent Parachute Squadron Royal Engineers who was stationed at the camp during the late 60s and early 70s. A freedom of information request had been made to MoD. A proposal had been received from Toxic Land Check to complete the desktop work and carry out sampling at a cost of £3800.

The Chairman reminded Councillors that the latest plans and correspondence from neighbours had been circulated to all Councillors.

The Chairman said that any go ahead will need to be subject to H&S recommendations. Cllr Harris proposed that Councillor Butler and Councillor Ong together with the Clerk should be empowered to authorise any further work by Toxic Land Check recommended to assess the safety of the site and to mitigate any identified risks up to a limit of £5000

The Chairman reported that Miracle have warned for some time of a 5% price increase from 1st December and due to the contamination studies the Parish Council were unlikely to be able to make a firm order before the 1st December. The clerk had asked Miracle if they would keep the 2011 price if the Parish Council gave a 5% deposit.

Councillor Butler Proposed that the Parish Council accept the recommendation from the Sports and Recreation Committee to place an order with Miracle for the playground providing that the results of the land contamination survey and subsequent sampling are acceptable. It was also proposed that Councillor Butler and Councillor Ong would be empowered to authorise any further work to assess the safety and mitigate the risks of the site up to a limit of £5000 and that Councillor Butler and Councillor Ong would be responsible for liaising with Miracle on the 5% price increase.

AO/HB

This was seconded by Councillor Lowe, 5 votes in favour and 1 abstention

217/11 To discuss matters of crime and disorder to include reviewing the NHW report.

The clerk reported that there had been no NHW reports issued this month.

Councillor Williams reported that the schools had been working with Hart Safety officers and the MoD to address a recent increase in anti-social behaviour at Quetta Park. Steps taken by all parties have improved the situation.

218/11 To decide whether to accept the recommended budget for 2012 2013 from the Finance and Policy Committee and to agree that the precept for a band D household should remain the same as this year in 2012 2013.

Councillor Ong proposed that the recommended budget from the Finance and Policy Committee was accepted and that the precept for a band D household should remain the same as the current



year in 2012 2013. This was seconded by Councillor Shambrook and agreed by all. Councillor Harris suggested that the decision to keep the Parish precept the same for 3 years running should be reported in the next newsletter and to start setting expectations for the need for a possible increase the following year.

218a/11 To decide whether to accept a recommendation from the Policy and Finance Committee to give an S137 grant of £250 to Fleet and Church Crookham in Bloom.

Councillor Ong proposed that the Parish Council accept a recommendation from the Policy and Finance Committee to give an S137 grant of £250 to Fleet and Church Crookham in Bloom. This was seconded by Councillor Shambrook and agreed by all.

219/11 To decide whether to purchase icicle Christmas lights at a cost of £148.50 for the memorial hall and whether to allocate an S137 grant for £300.00 to cover the cost of the work required to provide an electrical connection, fitting and running costs.

Councillor Shambrook offered to fit the lights for no charge on the Memorial Hall.

It was resolved to purchase the Christmas lights and for Councillor Shambrook and the Clerk to liaise with the memorial hall about fitting the lights. If the Memorial Hall trust did not want Councillor Shambrook to fit the lights and wanted to use their own electrician then the Parish Council agreed to allocate an S137 grant for £300 to cover the cost.

BS/Clerk

220/11 To consider an advice note on neighbourhood plans and parish plans and decide whether the Parish Council wants to continue to support the community led plan and to also initiate a neighbourhood plan that would be led by the Parish Council or to do both or neither.

The Chairman reported that an advice note containing notes from a neighbourhood planning symposium had been circulated and suggested that the Parish Council needed to decide whether to continue to support the existing community led plan or to start a neighbourhood plan which would have to be led by the Parish Council or to do both or neither.

It was resolved to continue with the community led Parish Plan. Councillor Shambrook agreed to investigate the neighbourhood plans further with a view to making a proposal at a future meeting on whether the Parish Council should produce their own neighbourhood plan.

BS

221/11 To consider a proposal to purchase a Parish Council mobile to be used by the Clerk and Deputy Clerk.

A proposal was put forward by Cllr Mel William to buy the Parish Clerks a mobile to use for Parish Council business and emergency cover. It was resolved that the Clerk should take out a mobile phone contract for up to £30.00 a month and that the phone should be used for Parish Council business and emergency cover. Cllr Shambrook suggested that the Clerk looked at deals available at Tesco.

Clerk

222/11 To receive the results of the Verne Traffic survey and to decide whether there are any measures that can be taken by the Parish Council to address the concerns expressed by residents.

The Chairman reported that a summary of survey results had been circulated – 96 out of 138 replies, 70% response and the results had been send to John Foggo at HDC highways and his reply has been circulated.

It was resolved that the Clerk should ask John Foggo to recommend that HDC investigate and introduce a scheme of waiting restrictions within the 2012 2013 works programme and that other suggestions resulting from the survey would be considered by a Highways working party.

Clerk

Cllr Harris agreed to speak to Cllr. Burford about setting up a working party and inviting John Foggo and the deputy clerk to attend.

NH/MB



The Clerk was asked to put the results of the survey and the graphs on the website and to inform the Parish Plan group of the results. The results will also be reported to all residents once the working party have reviewed the data.

Clerk

223/11 To receive an update on the options for progressing the Community Centre.

The Chairman gave the following updates on the Community Centre options.

- Pros and cons spreadsheet has been updated and circulated. Comments from the public exhibition also circulated
- The original tender document was for a design and not for a design and build contract therefore we have received legal advice that says should the Parish Council wish to progress the design and build fixed price option then they would need to go out to tender for this type of contract.
- Subject to a number of issues, such as CDM questionnaire and confirmation of PI Insurance, and a detailed financial appraisal of the proposed scheme it would appear that there should be no problems with TW appointing Mark Penfold as the architect on the Community Centre build should TW be asked to do the build.
- TW have initiated a detailed cost review, by an external QS, of the proposed community building to establish what can and cannot be afforded within the budget provided for in the S106 should TWWL be invited to carry this forward. The cost review may identify that some of the features proposed by Macallan Penfold Chartered Architects are not affordable.

224/11 To consider the remaining options for progressing the design and construction of a community centre at Crookham Park

1. Accept Taylor Wimpey's offer to build a community centre at Crookham Park using the architect Mark Penfold and incorporating as many features from the proposed design as possible within the budget of 850K.
2. Request the 1.1million from Taylor Wimpey and go out to tender for **a design and build fixed price** solution to build a community centre at Crookham Park.
3. Request the 1.1 million from Taylor Wimpey and go out to tender for an **architect led design, bid, build solution** to build a community centre at Crookham Park

Councillors Ong, Harris, Williams and Shambrook voted for option 1 and Councillors Butler and Lowe voted for option 2 by a show of hands.

It was resolved to progress option 1: Accept Taylor Wimpey's offer to build a community centre at Crookham Park using the architect Mark Penfold and incorporating as many features from the proposed design as possible within the budget of £850K.

The Clerk was asked to put the draft plans on the website.

Clerk

225/11 To consider a draft letter to be sent to Rushmoor Borough Council regarding the location of a noise monitoring terminal on the existing Tweseldown Infants school and another one on the new Tweseldown Infants School to be built at Crookham Park .

It was reported by the Chairman that a draft joint letter had previously been circulated. Tweseldown infants had decided to send own letter so it was resolved that the letter should be updated and sent from Church Crookham Parish Council. The letter would be made available to Jenny & James Radley Crookham Infants & Crookham Juniors should they wish to use it as a template

The Clerk was asked to send the letter and update the schools.

The Clerk was also asked to invite a representative from TAG to give a talk at the next Annual Parish Meeting in May 2012.

Clerk

226/11 To receive an update on the Parish Office computer issues including expenditure of £841 to supply and install AVG IS on three machines, set up automatic data and system backups on three machines, supply a net Seagate DT drive and to decide whether to complete the recommended



work to set up the shared data drive and to purchase and install a copy of Windows 7 ultimate SP genuine for the desktop PC, to supply a larger external USB desktop drive for backups and purchase and install a copy of windows 7 pro upgrade for the parish laptop at an estimated cost of £1388.00

Councillor Lowe declared a personal interest as she also uses the current IT contractor in her business.

The Chairman reported that emergency work had been carried out in November to install full versions of AVG with firewall and virus checker with all elements turned on, system and data backups set up to run weekly. It was also discovered that the desktop PC was 6 years old when it had been sold to the Council as new. Further work had been recommended to replace the version of windows on the desktop PC and to resolve a battery issue. File sharing also needs to be set up as the Clerk and deputy clerk both need to access the same documents. It may be more cost effective in the longer term to replace the desktop PC with a new one.

Councillor Harris proposed that the Parish Council authorise the clerk to spend up to £1600 to resolve the remaining I.T issues in the office. This was seconded by Councillor Williams. 5 voted in favour and 1 abstention.

Clerk

Councillor Shambrook proposed that the clerk speaks to Trading Standards about whether the Parish Council can take action against the previous I.T. services supplier that provided equipment that was not fit for purpose. This was seconded by Councillor Harris and agreed by all.

Clerk

227/11 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 to include feedback from tree surgeons and quotes.

It was reported that three quotes had been requested and two had been received in writing and one over the phone (a paper copy had not been received).

The written quotes were: N&P Tree Management Ltd - £250, The Tree Surgeons - £300

It was reported that all tree surgeons had recommended that the tree was cut down rather than two branches being removed as the damage would be too great for the tree and it is being overshadowed by two large pine trees.

It was agreed to accept the quote by N&P tree Management Ltd.

228/11 To decide whether to hold a December Parish Council meeting and whether to hold a QEB committee meeting in January (2nd Bank Holiday could do 4th Jan but same night as Parish Plan)

It was resolved not to plan to hold a Parish Council meeting in December as agreed at the start of the year but if necessary an emergency meeting would be called. It was agreed not to hold the January QEB meeting on the 2nd January as it is a bank holiday and to schedule it on the 9th January with Planning and Finance Committee meetings.

229/11 To receive monthly safety report

The monthly safety report was circulated – no comments. The clerk was asked to address any issues highlighted.

230/11 To receive reports and recommendations

To receive reports and recommendations

1. Planning Committee (JB) - nothing to report
2. Sports and Recreation Committee(HB) – nothing to report, recommendations approved during the meeting
3. Policy and Finance Committee (AO) – nothing to report, recommendations approved during the meeting
4. QEB Committee (JB) – it was reported that a quote for pruning the Gurkha Orchard had been received and



- would be reviewed at the next QEB meeting.
5. Quetta and Humphrey Park – it was reported that Cllr Radley might organise a meeting between residents and HCC highways to discuss HCC plans for traffic calming through Quetta Park.
 6. Fleet Link (HB) - It was reported that the Fleet link would be putting on extra bus routes between the Verne, the Linkway and Fleet too take shoppers into Fleet in the run up to Christmas. The Clerk was asked to put the details on the website.
 7. FACC (JB) – no meeting this month
 8. HDAPTC (NH) - no meeting this month
 9. Memorial Hall (MB) – Nothing to report
 10. Alms Houses (NH) – no meeting this month
 11. Allotments (PL) – it was reported that the Hart allotment waiting list had been received.
 12. Jubilee Project (MW) – It was reported that the Memorial Hall had been booked for the 18th February for an Ascension Quiz and Fish and Chip super, printing and table cloths had been donated and someone had agreed to write the quiz. A proposal for the schools to consider will be sent out on Monday, plans for the Big Lunch were underway with Peter Driver being the favoured location. At the end of the year there would be a carol service.
 13. Friends of Azalea Gardens (AO) – Friend of Azalea Park and the Fleet and Church Crookham Society will be bulb planting at Azalea Park on Sunday 4th December at 10.00am.
 14. Report on Parish Plan – Next meeting scheduled for 4th January. The Deputy Clerk is drafting a questionnaire.

231/11 Items for next meeting.

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

- Bus Shelters
- CAB presentation
- Urinals at Peter Driver.

232/11 Clerks Report The Clerks report was circulated.

1. Update on Land Contamination survey at Azalea Gardens
Ben Parry from Toxic land check has started work on the desk top study of the land at Azalea Gardens. He had identified that there was a garage on the site where the current play ground is in 1931 and there were also latrines in the area. He is contacting the military museums and the MOD to identify regiments that were based at the site and the dates they were there. He has suggested that targeted core samples will probably be necessary in the areas where excavation will be required.
2. QEB S106 – the S106 agreement has been signed by all parties and the full planning permission granted for planning application 11/00001/MAJOR on 18th November 2011.
3. A public exhibition took place on Saturday 19th November for phase 2 and 3 of the Crookham Park Development. The Parish Council showed some possible community centre plans. There were 5 comments entered in our comments book from members of the public.
A summary of any feedback can be found at <http://www.dpp-projects.com/QEB/HaveYourSay/Nov2011.html>
4. Peter Driver development: It is possible that the project will start as early as January 2012. The tender for the construction of the five a side pitch is about to go out. The tender includes the moving of the goal posts and remarking the pitches. Bob Schrivener will look at timers with remote settings. Some footballers have requested extra lights that point over the pitches so that they can train close to the five a side in the winter. The Clerk has checked with planning and a new planning application would be required to install such lights and this would not be a permitted development.
5. The broken light at Peter Driver had been fixed and is now working.
6. 6 basic oak benches have been installed either side of the football pitches at Peter Driver.
7. Skate Park - Grass in the corner of Peter Driver has been cut back to show an area that



could be used as a skate park area. The Clerks will try to get three draft plans and quotes for consideration by the Council. Fisher German has been taken to view the site and they would be happy for a hard surface to be put down as long as it is kept further than 3 metres away from the pipeline. They did suggest that the electricity supplier should be contacted as they may have an issue with a skate park under the overhead cables.

8. Fisher German informed the Clerk that there are actually 3 pipes in the ground where the pipeline markers are, 2 fuel pipes and 1 gas pipe. The far marker shows where one fuel pipe is and the gas pipe and the near marker shows where the other fuel pipe is. The Clerk met Peter Banks from Fisher German on 23rd November to discuss issues to consider when carrying out maintenance work on the site.
9. Update on S106 funding
 - S106 funding from Hart District Council for the play park has been approved by cabinet.
 - Farnborough Airport Environment Fund decision should be made at cabinet on 29th November.
 - A new application will be made to the HCC small grants scheme.
10. The urinals at Peter Driver have been put out of action due to a water leak. Initial investigations suggest that installing an extra toilet and removing the urinals would be quite expensive and the Council might want to consider upgrading the toilets and shower rooms at Peter Driver. Wall tiles are loose and the floor tiles would have to be taken up to install a new toilet. A contractor has investigated and has found a cheaper/better alternative to the Cistern flush mechanism for the urinals. Warner Howard / PHS make an automatic unit for £188 that flushes at a set time after it senses movement and every 12 hours if no movement detected to meet the hygiene rules. The Water Regulations 1999 require the fitting of an automatic flush in public loos so all (new) urinals should have this type of unit installed. They should be relatively easy to fit approx. 1 hour each to fit.
11. The HDC allotment list has been sent to the Parish Council. The deputy clerk will contact people on the list in the New Year to establish if they would like to go on the list for the allotments at Queen Elizabeth Park. Each address needs to be checked against the electoral register as some people have a GU52 postcode but are not in the Parish of Church Crookham, some addresses are in Church Crookham but have the incorrect postcode.
12. Two new cupboards have been purchased and installed in the Parish Office. They are second hand but in good condition and cost: £340 plus vat.

233/11 Payment of accounts and review of quotes

The following quotes were reviewed:

- 1) Fence at Azalea Park to go to Sports and Recreation Committee for review
- 2) Fence at Peter Driver between Tweseldown Public House and Pavilion to go to Sports and Recreation Committee for review
- 3) Repairs to fence behind the training goal at Peter Driver to include an access through the fence. 3 quotes were reviewed and it was decided to allocate the work to Martin Cashmore Fencing Ltd.
- 4) To fell a beech tree at Azalea Park. Three quotes received but only two in writing. It was decided to give the work to the cheapest written quote – NP tree management

The following accounts were approved.

Church Crookham Parish Bank Accounts Summary as at 31st October 2011				
Financial Year ending 31/3/12	Petty Cash	HSBC Current A/C	HSBC Deposit account	Grand Total
Closing balance per Sept Statement		£ 23,625.96	£ 200,080.31	£ 223,706.27
Income - Credits received at bank in Oct		£ 826.96	£ 14.96	£ 841.92
Expenditure - Cheques presented in Oct		£ 13,763.43		£ 13,763.43
Petty Cash at hand	£ -	0	£ -	£ -
Closing balance per October Statement (cash at bank and in hand)	£ -	£ 10,689.49	£ 200,095.27	£ 210,784.76
Approval for payments due in November				
			cheque no:	
Employment Costs: Salaries	November	100315,100316	100318	2630.12
PAYE/NI	November		100318	478.90
Pension Payment	November		100319	505.70
Clerks expenses			100320	122.73
Councillors expenses - J Bennison			100321	92.70
Deputy clerk's expenses			100322	95.10
Crookham Memorial Hall hire - Invoice no. 1611			100323	83.40
Primavera Cleaning Serv Oct Inv no. 1646	450.00			
Primavera Cleaning Serv Nov Inv no. 1657	360.00			
	810.00		100324	810.00
CBS - November Invoice no 32403	196.60			
CBS - time guard switch Invoice no 32434	153.12			
CBS - repair to boiler Invoice no 32435	67.62			
	417.34		100325	417.34
Upper Bridge Enterprises - website Inv no 2118			100326	33.60
BT - broadband line rental			100327	129.79
The Point contribution			100328	1223.91
Winchfield Landscape Services - GM contract			100329	886.43
Chubb Fire invoice no 3020486			100330	66.08
Hampshire Playing Fields Assoc annual subscription			100331	40.00
PC Sorted - office computers, maintenance and AVG			100332	841.98
Barkham Office Furniture - two cupboards for Parish office			100333	408.00
Blaze Ink - display boards for exhibition			100334	84.00
Print Carrier Invoice no 617270	44.40 (Friends of)			
Print Carrier Invoice no 617264	110.80 (Friends of)			
	155.20		100335	155.20
South East water			100336	185.31
Action for Market Towns - Neighbourhood Planning symposium PAID			100314	228.00
British Gas			DD	135.43
British Gas - electricity			DD	28.09
Total Payments for November				9681.81
Notes				
Sally's salary - £61.58 underpayment from last month included in November plus £210.20 tax rebate due to a change in tax code from 25T to 688T				

234/11 Date of next meeting

No meeting in December, next meeting 23rd January 2012

There being no further business, the meeting closed at 10.08 pm

Signed.....

Date.....