



## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday 23<sup>rd</sup> February 2015 – 8.00pm

**Place:** Willis Hall, Church Crookham

**Present:**

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

Also: Sally du Gay (deputy clerk)  
Cllr. John Bennison (HDC, HCC)  
Cllr. Jenny Radley (HDC)  
Cllr. Chris Axaam (HDC)  
Cllr. Tony Clarke (HDC)

**42/15 Apologies for Absence**

Apologies for absence were received from Richard Newbigin.

**43/15 Approval of the minutes**

Minutes of the Full Council Meetings on 26<sup>th</sup> January were received and approved as a true reflection of the meeting.

Minutes and recommendations of the following committee meetings were accepted.

Planning Committee Meetings - 9<sup>th</sup> February 2015

Facilities Committee - 9<sup>th</sup> February 2015

**44/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.**

There were no written requests for dispensations.

**45/15 Declaration of interest relating to items on the agenda**

There were no declarations of interest on any items on the agenda.

**46/15 To receive Chairman's announcements**

The Chairman reported the following:

- The allotment land transfer is being progressed by the Parish Council and TW Solicitors. Currently awaiting drawings for land registry from Taylor Wimpey.
- Clerk has requested an update on the refuges and gateways on Beacon Hill and Aldershot Road from HCC – Helen Merrills
- Fleet Town Council are organising a meeting between Fleet Link, Fleet Town Council, Crookham Village Parish Council and Church Crookham Parish Council to discuss options for a revised service. Dates circulated. Cllrs Butler and Harris may attend.
- The parish council has been invited to attend a meeting with Adam Hawksworth at Stagecoach to explore opportunities for improving the existing bus services in the Fleet and Church Crookham area. On either 16<sup>th</sup> or 17<sup>th</sup> March, 10am at Civic Offices, Fleet. Cllrs Harris and Ballington may attend.
- Next Alms House is on 3<sup>rd</sup> March. Cllr Harris or Ballington may attend.
- Meeting arranged with Nigel Philips Taylor Wimpey for 9<sup>th</sup> March at 4pm. Gurkha Room.
- Hart Citizens Advice is offering a Tour of Advice Guide session at their offices in Yateley: 24<sup>th</sup> Feb, 10<sup>th</sup>, 24<sup>th</sup> March, 7<sup>th</sup> and 21<sup>st</sup> April.



- Hants CC are hosting a workshop-style event in Winchester on Thursday 26<sup>th</sup> March 6 to 8pm. The event explores a range of service options aimed at enabling the Dept. for Economy, Transport & Environment to make the savings required by 2017/18. Cllr Jackson agreed to attend.

**47/15 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 Bennison reported the following:

- That the speed limits are now in place: 30mph Bourley Road & 40mph Beacon Hill Road;
- The electricity board have nearly finished their work at the Sandy Lane junction with Aldershot Road.
- Hampshire Highways Accident Reduction team are looking at the junction of Aldershot Road and A323 (Windy Gap) following accidents there.

**48/15 Committee members**

**To approve Cllr. Andrew Ballington joining the following committees:**

It was agreed that Cllr. Ballington would join the Planning and the Policy and Finance Committees. This was approved by all.

**49/15 Neighbourhood Planning report**

**To receive an update on neighbourhood planning from Councillor Harris**

A report was circulated and there was a brief discussion.

**50/15 Neighbourhood Plan**

**To decide whether Church Crookham Parish Council should develop a neighbourhood plan for Church Crookham**

Following a discussion it was **resolved** not to develop a neighbourhood plan for Church Crookham at this time, on the basis that there was very little land available within the Parish boundary that could be built on and that the increased CIL payments would be unlikely to cover the cost of producing a neighbourhood plan. NH/MB all in favour.

**51/15 To agree a response to a consultation on a Neighbourhood plan from Crookham Village Parish Council and to receive an update on the Farnham Town Neighbourhood plan.**

It was **resolved** to send the draft response prepared by Cllr. Harris to Crookham Village. PL/NH all in favour.

Clerk

**52/15 Community Centre project update**

**To receive an update on the community centre project**

The Chairman reported the following:

- 1) The project is still 9 days behind due to cold, wet and windy weather which has impacted the ability to lay bricks and to work on the roof.
- 2) Masonry 75% complete
- 3) Scaffold 75% complete
- 4) Carpentry to roof structure 60% complete
- 5) Windows and doors due on site on 2<sup>nd</sup> March.
- 6) Drainage 80% complete
- 7) Kerbs and edgings have been started 30% complete



- 8) All service entry points to the building completed.
- 9) Matthew Evans from Rund is having discussions with Taylor Wimpey regarding the utility supplies at the preferred location and the foul and surface water connections. This is becoming urgent as Mildren will need services to complete the building. Matthew will now request the telephone and broadband connections through 'See the Light'. The clerk is talking to some telephone providers about a small telephone system for the community centre
- 10) No accidents on site. One issue identified where a labourer had removed a scaffold stop to load blocks from a forklift leaving an open end on the scaffold. This was rectified.
- 11) Still expected to complete mid/end May.
- 12) Rund have been informed of the finishes for the floors, walls, toilet cubicles, vanity units, internal doors, kitchen units. Mildren have been asked to supply a plan of the kitchen and to include a tall standalone fridge. Matthew Evans will update the finishes schedule. Green accent walls have been requested in the foyer, nursery and meeting room, not in the parish office or nursery office.

The Following finishes have been selected:

- **Flooring** (Rund to confirm suitability of flooring for multi-use areas such as foyer and hall)
    - o Wood Black in foyer, main hall, nursery, office, reception and meeting room
    - o Dove Grey in toilets and kitchen
  - **Walls**
    - o All areas - Clouded pearl 2
    - o Accent walls in foyer, nursery, reception and meetings room – Kiwi Burst 2
  - **Internal doors** – Formica Fox
  - **Bathrooms**
    - o Cubicle dividing panels, pilasters, duct wall flash gaps, vanity units, lift off panels – Wenge
    - o Cubicle doors - Sapphire blue
  - **Kitchen**
    - o Units Greenwich Grey
    - o Work top – quartz stone grey smooth, square edges
    - o 1 ½ bowl stainless steel sink
    - o Budget £5,000 asked if could include a built in oven and hob and space for a dishwasher. Clerk will investigate whether a commercial dishwasher would be worth the cost.
- 13) The Clerk has approached four companies for designs for the Parish office and also requested quotes for the meeting room and main hall furniture.
  - 14) The clerk has contacted a telephone company in Fleet to find out whether a small phone system would be useful to allow transfer of phone calls between the parish office/reception / nursery.
  - 15) The clerk has contacted one local blind company to start researching which blinds will be suitable and to get an idea of costs and delivery timescales.
  - 16) The clerk has contacted Chubb regarding the fire survey and fire equipment such as fire extinguishers and fire blankets.
  - 17) A letter was sent to Taylor Wimpey on the 5<sup>th</sup> February 2015 requesting that they comply with the terms of the S106 and provide a safe, clean public access route to the new Community Centre for when it opens in May 2015. The Clerk has not received an official response.
  - 18) Decisions will be needed soon on locations of signage especially if it needs foundations and lighting and locations of notice boards and coat hooks to ensure there is suitable material for fixing to.
  - 19) A site visit has been arranged for 9th March at 10.00am. Cllrs Lowe, Jackson &



Butler will attend with the Clerk.

Cllr Jackson requested an update on the delay at the next Full Council meeting

Clerk

**53/15 Community centre over flow car park**

**To receive a recommendation from the Facilities committee to include the overflow car park in the construction project, with a means of controlling access to it.**

It was **resolved** to accept the recommendation from the facilities committee to include the overflow car park in the construction project (£29,411) plus any additional cost for drop down bollards at the entrance to the overflow car park and a height barrier at the entrance to the main car park.

This would leave £99,268 contingency which includes the £25K green energy EMR PL/GS all in favour.

Clerk

**54/15 Insurance**

**To receive quotes for insurance for the 2015 2016 year and to decide which policy to purchase.**

A report was circulated containing quotes from three insurance companies.

It was **resolved** to accept the recommendation and to take Parish Council insurance with Zurich Insurance for three years. PL/NH 7 in favour, 1 abstention

RFO

**55/15 Santander Business Bond**

**To decide whether to re-invest the S106 funds held in the Santander 12 month Business bond including the interest earned to date for a further 12 months.**

It was reported that the current bond is due to mature on 1<sup>st</sup> March, 2015. £138,952 is currently deposited at 1.4% gross, interest payable is £2,091.38, therefore the total repayment due is £141,043.38 Interest on coming year: 1.1%

It was **resolved** to re-invest £141,043.38 with Santander business bond for a further 12 months. PL/NH all in favour.

RFO

**56/15 Lloyds Bank short term investment**

**To decide whether to re-invest £XXXX of Community Centre construction funds for a further 3 months.**

It was reported that £400K was invested to end of January; this matured and is now in the deposit account at Lloyds Bank.

It was **resolved** not to reinvest any of the £400K as this will be used over the next few months to cover the Community Centre construction costs and the VAT. PL/NH all in favour.

**57/15 Consultations:**

**To agree a response to the following consultations:**

**1) Hart Open Spaces Consultation:**

It was **resolved** to enter the draft response prepared by the clerk, including additions by Cllrs Harris and Jackson into survey monkey.

<https://www.surveymonkey.com/r/72RWBK9> . Pdf draft circulated PL/MB all in favour.

It was agreed that :

- either Cllr Butler or Jackson would attend a Consultation Workshop on Open Spaces on 6<sup>th</sup> March 2015.
- It was agreed that the clerk would verify the type and location of Open Spaces in Church Crookham, Cllr Jackson offered to assist if required.

Clerk



- It was agreed to promote the Public Consultation Survey on the notice boards and the website.  
PL/GC all in favour.

Deputy clerk

**2) Hampshire Countryside Access Plan 2015 – 20125**

[www.hants.gov.uk/access-plans](http://www.hants.gov.uk/access-plans) comments by 31<sup>st</sup> March 2015

It was agreed that Cllr. Harris would draft a response for approval at the next parish council meeting.

**58/15 To receive an update on the QEB Highways Steering Group, and to decide whether to send a letter to the Steering Group Chairman reiterating the Parish Council requirements from the steering group in order for the Parish Council to make an effective contribution.**

Councillor Harris gave an update and a draft letter was reviewed. It was **resolved** to accept the letter and send it to the chairman of the Steering Group.  
PL/MB all in favour.

Clerk

**59/15 Grant Applications**

- 1) To consider a grant application from Tweseldown Infant School PTFA for a contribution towards the purchase of playground equipment for Key Stage 1 children at the school.
- 2) To consider a grant application from Terry Eggington on behalf of the Church Crookham Garden Society for a contribution towards the cost of replacing the trading shed roof in the Memorial Hall car park

It was **resolved** to give Tweseldown Infant school PTFA a grant of £2500 as a contribution towards the purchase of playground equipment for key stage 1 children, but to ask Tweseldown Infant School PTFA for information on how the money is to be spent and for assurance that this money will only be spent on the playground equipment as specified in the grant application.  
PL/NH 5 in favour, 3 against.

Clerk

It was **resolved** to give the Church Crookham Garden Society a grant of £2500 towards the cost of replacing the trading shed roof in the memorial hall car park.  
PL/MB all in favour.

Clerk

**60/15 Parish Lengthsman and Highways**

**To receive feedback following a meeting with the community payback team regarding clearance of the ditch alongside Award Road between the Verne and Gally Hill Road, and to decide whether to ask them to start work on the clearance.**

The clerk had received confirmation from HCC 3<sup>rd</sup> Feb 2015 that they would be happy for the ditch to be cleared by the Community payback team.  
The Clerk has met with the Community Payback team to review the site, Costs - £75.00 per day, Skip or Hippo bags needed for removal of rubbish.

It was **resolved** to employ the Community Payback team to clear the ditch.  
PL/GC all in favour

Clerk

**61/15 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.

Clerk/RFO



Payee	Invoice reference	Details	Invoice date	Net amount	VAT	Total amount	Cheque number	Date payment made
Rund Partnership	31/0654	Post-contract services	29/01/2015	£ 3,000.00	£ 600.00	£ 3,600.00	100017	24/02/2015
Mildren Construction	Notice 4	Payment notice 4	18/02/2015	£114,950.00	£ 22,990.00	£ 137,940.00	100018	24/02/2015
<b>Payments in February 2015</b>						<b>£ 141,540.00</b>		

62/15

**To approve payment of accounts and to review any quotations received**

The accounts for January and payments for February were approved by all and signed by the Chairman. PL/MB all in favour

Clerk/RFO

January:

Bank Accounts Summary as at 31st January 2015						
CASH BOOK	Financial Year ending 31/3/15	Closing balance per December Statement	Income - Credits received at bank in January	Expenditure - Cheques presented in January	Inter account transfers	Closing balance per January statement (cash at bank and in hand)
	HSBC Current A/C	£ 32,017.61	£ 7,432.00	£ 10.50	£ 28.08	£ 39,467.19
1	Unity Bank Current A/c	£ 52,650.29	£ 720.00	£ 5,373.08	-£ 280.00	£ 47,717.21
2	HSBC Deposit account	£ 219,163.99	£ 11.95			£ 219,175.94
3	HSBC S106 Deposit A/c	£ 5,982.73	£ 0.32		-£ 28.08	£ 5,954.97
	Unity Bank S106 Deposit A/c	£ -				£ -
4	Alto prepaid card	£ 219.31		£ 21.61	£ 280.00	£ 477.70
5	Santander 12 month Business bond	£ 138,952.00				£ 138,952.00
6	Unity Bank Allotments Deposits A/c	£ 5,352.87	£ 375.00			£ 5,727.87
7	Barclays Community Centre Current A/c	£ 1,082.00			£ 99,360.00	£ 100,442.00
	Barclays Community Centre Contribution Deposit A/c	£ 354,517.81			-£ 99,360.00	£ 255,157.81
	Lloyds Community Centre Contribution Current A/c	£ -				£ -
	Lloyds Community Centre Contribution Deposit A/c	£ 301,022.61	£ 12.78		£ 400,574.68	£ 701,610.07
8	Lloyds Community Centre Contribution 3 Month Short - Term Deposit A/c	£ 400,000.00	£ 574.68		-£ 400,574.68	£ -
<b>Grand Total</b>		<b>£ 1,510,961.22</b>	<b>£ 9,126.73</b>	<b>£ 5,405.19</b>	<b>£ -</b>	<b>£ 1,514,682.76</b>



FEBRUARY 2015							
Payee name	Invoice reference	Transaction detail	Payment date	Net amount	VAT	Total amount	Cheque number
Employment costs						£ 5,087.56	
Total expenses						£ 210.25	
HSBC Bank plc		Bank charges 31 12 14 to 31 01 15	21/02/2015	£ 10.20		£ 10.20	DIRECT DEBIT
British Gas	430178278	Gas Peter Driver pavillion 11.11.14 to 27 01 15	16/02/2015	£ 212.25	£ 10.61	£ 222.86	DIRECT DEBIT
Upper Bridge Enterprises	2850	Website hosting & emails Feb 2015	26/02/2015	£ 32.00	£ 6.40	£ 38.40	DIRECT DEBIT
BT	M043 DZ	Office phones & broadband	02/03/2015	£ 47.42	£ 9.48	£ 56.90	DIRECT DEBIT
Hampshire CC	57941543	Office stationery PAID	26/01/2015	£ 61.22	£ 12.24	£ 73.46	300482
Simone Surveys	5502	SLR Gally Hill Road, December PAID	02/02/2015	£ 200.00	£ 40.00	£ 240.00	300483
Crookham Village Parish Council		Contribution towards planting on roundabout at junction of Gally Hill Road and Brandon Road PAID	02/02/2015	£ 100.00		£ 100.00	300484
Steven Dettmar Property Services	80	Allotments set up PAID	02/02/2015	£ 252.00		£ 252.00	300485
Silkskills Web Design	87	Design & development of new website phase 1 PAID	10/02/2015	£ 1,059.50		£ 1,059.50	300486
Asgard Secure Steel Storage Ltd	PF44350	Motorcycle storage garage for compund at Peter Driver Sports Ground	24/02/2015	£ 999.17	£ 199.83	£ 1,199.00	300494
Comfort Building Services	38215	Service contract Feb 2015	24/02/2015	£ 163.83	£ 32.77	£ 196.60	300495
CPRE		Annual subscription	24/02/2015	£ 36.00		£ 36.00	300496
Crookham War Memorial Hall	2639	Hall hire Feb 2015	24/02/2015	£ 36.50		£ 36.50	300497
Disconsulting IT Ltd	7261	Online backup Jan 2015	24/02/2015	£ 10.00	£ 2.00	£ 12.00	300498
Hampshire CC	57942732	Office stationery	24/02/2015	£ 2.07	£ 0.41	£ 2.48	300499
Hampshire CC	3610625811	Fleet Link contribution 2014 2015	24/02/2015	£ 4,835.04		£ 4,835.04	300500
KMC Cleaning Ltd	1130	Pavillion cleaning Jan 2015	24/02/2015	£ 292.00	£ 58.40	£ 350.40	300551
npower	LGURYKXF	Allotments site electricity 01 11 14 to 31 101 15	24/02/2015	£ 55.76	£ 2.78	£ 58.54	300552
Online Playgrounds	13676	2 swing seat plus chains for Azalea Park playground	24/02/2015	£ 213.30	£ 42.66	£ 255.96	300553
Ridgeway Sculpture Design Ltd		Contribution to marquette and poster of Gurkha ststue design	24/02/2015	£ 680.00		£ 680.00	300555
SLCC		Annual subscription for deputy clerk	24/02/2015	£ 149.00		£ 149.00	300555
Winchfield Landscape Services Ltd	1140	Grounds maintenance Jan 2015	24/02/2015	£ 658.68	£ 131.74	£ 790.42	300556
South East Water	11	Water at Peter Driver site	17/02/2015	£ 141.67		£ 141.67	300557
<b>Payments in FEBRUARY 2015</b>						<b>£ 16,094.74</b>	

It was agreed to purchase spare brushes for the boot scraper at the five-a-side for £95 + VAT. PL/NH all in favour.

Clerk

63/15

- **To receive the Clerks Report for February**

The clerks report was received and reviewed:

Clerk has written to Taylor Wimpey with regard to the access road for the community centre, no response to date but there are signs that they are taking action.

- Clerk has asked Hart DC if they can run a training course on health and safety and our legal obligations when running a public building. Also asked for advice on layout of kitchen. Joe Fullbrook from Hart DC has said they could tailor a short course for the parish council to cover the legal requirements and has advised that in the kitchen we should have a small sink for hand washing as well as the main washing up sink. A domestic oven can be placed anywhere in the kitchen. He advised that on the Pavilion there is only a legal requirement for the full electrical survey to take place every 5 years and a pat test of standalone items with plugs every couple of years. Draining down the water system and legionella testing should take place every year and descaling of the shower heads and pipes should take place every 4 months.



- 1<sup>st</sup> VAT repayment for community centre costs has been paid.
- Instructions to proceed received from Hedleys to progress the allotment land transfer and the production of a licence to be used for the pre-school and a hire agreement to be used for the general hire of the community centre.
- The solicitor and the clerk are both chasing Taylor Wimpey for the transfer paperwork.
- Hightrees play park is now open and the fencing has been removed. The clerk has asked for some metal rods to be removed from under the trees. Ben Connop from TW has reported that the public open space around the LEAP requires seeding and remaining planting need to be installed. Their landscaper has an order however is advising that they must wait for the temperatures to increase. As soon as they have warmer temps he will commence works.

A letter to residents advising them of this is due to go out shortly.

- Holy Trinity Catholic Church on Aldershot Road have been granted planning permission to demolish the church hall and replace it with a temporary building, they will share their plans with the Parish Council when available via Cllr. Jenny Radley.
- An electrical survey for the Peter Driver pavilion and portacabins has been conducted and the report circulated. The clerk has asked for a quotation for the identified C2 and C3 issues.
- Next newsletter will be drafted soon and be available for review mid-March – to include public art consultation, Annual Parish Meeting invite, update on community centre and allotments.
- Quotes will be requested for works to put new entrance door and divider door on the Peter Driver changing rooms once Claire Inglis has spoken to building control at Hart to find out if there are any specific issues that we would need to bear in mind when requesting the work.
- Disconsulting who carry out our daily off site backups have recommended that the Parish Council also has 1TB USB hard drive to use as an additional local backup. Clerk has requested IT support for move to new community centre and supply of additional equipment (PC's, printers etc.)
- CCTV at Crookham Crossroads has been initiated without the infrared camera. The Parish will be notified when Hart have an installation date.
- The clerk has asked the insurance company for comments on Parish Council land being fenced with scrolled barbed wire and also having a deep open pond on Parish Council owned land. Zurich responded with the following: *'we consider water to be a known hazard and the council should ensure it remains free of obstructions and visible to the public.'*

*If the council are being advised on the fencing and area by the ecology officer and Natural England then as long as this guidance is obtained in writing and kept within*



*the council records you will be able to show why you are taking that course of action. You may be able to discuss this matter in greater depth with our Local Council Advisory Service who provides risk advice to member councils.'*

- The clerk has been asked to organise a schools meeting by the Governors at Tweseldown Infants.
- Letter regarding the bus service has been sent to Hart District Council and Hampshire County Council on the 19<sup>th</sup> February.
- The clerk had a meeting with the Community Pay back coordinator on the 19<sup>th</sup> Feb. They would be able to schedule some ditch clearing along Award Road at weekends during March 2015. They charge £75 per day, the parish would have to organise a skip if required to remove waste. The clerk and the co-ordinator will carry out a site survey on the 3<sup>rd</sup> March at 10.00am. The resident who reported the problem has been invited to attend the site meeting.
- Letter received and circulated from TAG Farnborough Airport regarding the airspace change consultation reporting that the South Coast Proposal will now be progressed under NATS

London airspace management programme (LAMP). Contains links their South Coast feedback report part B. [www.nats.aero/environment/consultations/lamp-south-coast](http://www.nats.aero/environment/consultations/lamp-south-coast)

- A meeting has been organised with Taylor Wimpey on the 9<sup>th</sup> March at 4pm in the Gurkha Room.

**64/15 To receive monthly safety report**

The safety report was received and reviewed.

**65/15 To receive monthly crime report**

The monthly crime report was received and reviewed.

**66/15 To receive other reports.**

1. Quetta and Humphrey Park - Nothing to report
2. Fleet Link (HB) – Covered above
3. FACC (NH) - FACC report circulated – next agenda for discussion
4. HDAPTC (PL) - Minutes will be circulated
5. Memorial Hall (MB) - Had looked to see if could accommodate food bank
6. Allotments (HB) – Still awaiting on transfer
7. Community Plan (NH) – Nothing to report
8. Alms Houses – New contact needed following AW resignation
9. Fleet and Crookham Welfare Trust(GS) -Nothing to report
10. Athletics Club (RJ) - Nothing to report

**67/15 Items for next meeting**

- Storage of snow plough and goals
- Barbed wire area J
- TAG changes in number of flights
- S106 QEB review deliverables against contract
- Buses update
- Consider installing a defibrillator in community centre
- Review of highways spreadsheet
- Update on skate park
- Hampshire Countryside Access Plan consultation

**68/15** Date of next meeting: March 23<sup>rd</sup> 2015

**There being no further business, the meeting closed at 9.20 pm**

**Signed.....**

**Date.....**