



Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

Date and Time: Monday 23rd November 2015 – 8.00pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Cllr. Pat Lowe (PL) (Chairman), Cllr. Helen Butler (HB), Cllr. Richard Jackson (RJ), Cllr. Hugh Connolly (HC), Jeremy Silvester (JS), Michael Burford (MB), Gill Chatfield (GC), Annette Whibley (AW), Gill Scott (GS)

Also: Sally du Gay (deputy clerk)
John Bennison (HCC)
Jenny Radley (HDC)

There was 1 member of the public present.

284/15 Apologies for Absence

Apologies were received from Cllr Ballington

285/15 Approval of the minutes

Minutes of the Full Council Meetings on 26th October were received and approved as a true record of the meeting.

The minutes and recommendations of the following committee meetings were also approved.

Planning Committee Meetings – 26th October, 9th November
Facilities Committee – 9th November.

286/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.

There were no written requests for dispensations.

287/15 Declaration of interest relating to items on the agenda

Cllr Lowe declared an interest in item 300/15 as the communication from a member of the public and the member of the public speaking during the public session is her neighbour.

288/15 To receive Chairman's announcements

The Chair made the following announcements:

- Reminder that a catch up meeting with Daryl Phillips, Patricia Hughes and Crookham Village PC has been arranged for Wednesday 16 December at 7pm in the Council Chambers at Hart District Council.

Cllrs Butler, Connolly and Lowe will be attending the meeting.

- Reminder that a working party had been formed to look at a community resilience plan – an update will be provide for the February Full council meeting.
- Details of the consultation on the Local Government Boundary Commission draft recommendations for the future electoral arrangements for Hampshire County Council have been circulated to councillors. It is an 8 week consultation



closing on 11th January 2016. The decision on whether to respond will be included on the Facilities committee agenda for 7th December.

- Wendy Makepeace Brown has arranged a meeting with Fleet Fire station Union rep and some fire fighters to discuss the proposed changes to the fire service. The meeting is at 7.30pm on Tuesday 1st December at the WI Hut Crookham Village.

Cllrs Lowe and Whibley will attend the meeting.

- Meeting with Nigel Phillips TW 4.30pm Tuesday 24th
- Hitches Lane will be closed for approx. 4 hours next Monday, 30th for further sewage works, between school drop-off and pick-up times.

289/15 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)

There was 1 members of the public present.

A member of the public – Mr P Wheatcroft- made the following comments regarding the TAG Airspace Change Proposal (ACP): Mr Wheatcroft has lived in Church Crookham for 35 years and is a glider and power pilot, who is very concerned over the impact of the TAG ACP. He requested that the Parish Council should write to the Civil Aviation Authority (CAA) stating that the proper consultation process had not been followed, that the ACP should be rejected by the CAA and that TAG should start the process again. Following TAGs initial consultation process a final report was submitted to the CAA which contained a proposal which differed from the one on which the public were consulted, therefore the public have not had the opportunity to comment on TAGs proposal. Mr Wheatcroft feels that this should invalidate the final report and that the consultation process should start again.

Cllr Jackson suggested that item 300/15 should be brought forward to this point so that councillors could discuss this with Mr Wheatcroft. This was agreed and a discussion followed.

Cllr Jackson proposed that he would draft a letter on behalf of the Parish Council, to be approved at Facilities Committee meeting on 7th December, copied to Ranil Jayawardena MP, expressing the Council's concerns over the legality of the process carried out for the ACP and asking the CAA to reject the ACP.

It was **resolved** to accept Cllr Jackson's proposal
RJ/MB all in favour.

Cllr Radley (HDC) made the following comments:

- Hart DC Housing Refined housing Options will be out for consultation shortly and will close on 11th January.
- Bracknell Forest Homes held a launch event for 116 new family homes at Crookham Park – 71 affordable rent and 45 shared ownership. Bracknell Forest Homes will be providing residents guides to the new residents.
- Bourley Road Conservation Group confirmed that the logging will continue until Christmas.
- Thames Basin Heath group will be holding a meeting this week to discuss how well the SPA and SANG are working.

Cllr Bennison (HCC) made the following comments;

- To offer help with the preparation of the Resilience Plan;
- Local Government Boundary Commission draft proposals – Hart will retain 5



HCC councillors, the only change is that Elvetham Heath parish will be split in two.

- As a member of the Fire Service Authority Cllr Bennison has visited the 4 fire stations in Hart and will also visit Rushmoor.
- Bourley Road – HCC own 40m from junction with Beacon Hill Road, MoD own the remainder. HCC are to take ownership of Bourley Road once the road has either been brought up to standard or MoD agree to pay for HCC to bring it up to standard. Drains are owned by MoD but HCC have paid for a video camera investigation of the drains. HCC will expect MoD to make good any faults found with the drains or to pay HCC to do it. Any improvements unlikely to happen in this financial year.
- Sandy Lane – bus-friendly speed humps are due to be installed where children cross.
- Parish gateways – the plans have been sent to contractors and 4 have responded, it is expected that work on these will start after Christmas.
- Ewshot Lane – work is progressing on the cycle path
- Windy Gap – no progress yet.

290/15 Community Centre project update

To receive an update on the community centre

Report circulated:

- The problems with the heating situation in the community centre appear to have been resolved. Mildren visited last week and adjusted the flow to the boiler and advised that the heaters in Oak Hall should not be turned off but that the temperature should be adjusted by the thermostat, all the exercise class teachers have been informed and Jenny will put signs on each switch. On-going snagging issues are still being resolved e.g. gate to the play area not locking consistently, play-school doors not closing, and Acorn Hall door not closing.
- The ballet barres have been installed, and we are waiting for Hart Glass to come and quote for the mirrors. The first set of barres turned up at Quetta Park Community Centre and are waiting to be collected by the ballet barre company.
- CDS came out to look at the dishwasher as it is not removing tannin stains from mugs as expected when purchased. CDS advised that the mugs should be pre-rinsed and washed on the medium length cycle, tannin stains would not be removed on the short cycle. Elvetham Heath have experienced the same problems despite having tried 2 different makes of dishwasher. There are proprietary products available for commercial dishwashers specifically for this problem which we will investigate and try out.
- Repairs have had to be carried out to replace the handle to the cistern on one of the gent's toilets and to re-attach a drawer front in the kitchen following a party booking on Saturday 14th November.
- Maxim Jennings, Duke of Edinburgh student from Court Moor School has carried out 2 hours of leaf clearing around the community centre car park & pre-school gate, over seen by Claire.
- Mildren have supplied further more detailed plans for proposed French drain, have been given the go-ahead to proceed with its installation on the condition that the council is not liable for any additional required work.
- Business rates valuation received from Valuation Office Agency of £12,250 which indicates a rates bill of £6,039.25 per annum. CCPC not eligible for small business relief as it already has one rateable property – Peter Driver Sports Ground – and the valuation for the community centre is in excess of £12K.
- Jenny has produced a schedule of community centre bookings from now until January to ensure that staff and volunteer are available to open the community centre over the busy Christmas period.
- The pre-school will be putting up bamboo screening along the car park side of the fence as a safety precaution. The children are too exposed to being viewed by the builders opposite and general members of the public in the car park.



291/15

Community Centre hire agreement

To approve amendments to the hire agreement
Circulated.

The following changes were proposed:

- Additions to hire agreement:

Clause 1.1 : **N.B.** *Booked time must include setting up and clearing away*

Clause 1.5 : *NB In the event of simultaneous bookings in Oak and Acorn halls it is requested that Acorn Hall is accessed via the play area and that use of the foyer is restricted to access to the toilets and the kitchen. Shared use of the kitchen is at the consent of both hirers, if not it is restricted to use of the first hirer to book the kitchen.*

Clause 2: *n. Disposal of rubbish – please tick if you would like the community centre to dispose of any bagged rubbish at a charge of £12*

o. Use of helium balloons – please tick if you intend to have helium balloons at your event. Disposal of any helium balloons left in the hall will be charged at £20

- Change to standard conditions of hire:
 - a) Change of name of document to Terms and Conditions of hire

It was **resolved** to accept the amendments
PL, GS all in favour.

Deputy clerk

292/15

Community centre booking compensation letter

To approve a letter to a party booking requesting compensation for damage incurred during the period of the booking

Subject to minor amendments it was **resolved** to ask the deputy clerk to send the letter.
PL, MB all in favour

Deputy clerk

293/15

Handyman services

To approve pre-ordering and pre-paying for a set number of hours from T3 Handyman services at £40 per hour (to include small fittings) to cover maintenance issues at council owned facilities.

Cllr Jackson proposed that a further 3 quotes for a similar handyman service should be obtained and considered at a future Facilities committee meeting.

Deputy clerk

It was **resolved** to accept the proposal
RJ, GS all in favour.

294/15

Barn dance tickets

To approve the price of the tickets for the barn dance in January.
Report circulated

It was proposed that the barn dance should be a promotional event to introduce the community centre to potential new hirers and that the ticket prices should be kept to £5 per adult and £3 per child to encourage a good up-take of the tickets.

It was **resolved** to set the ticket prices at £5 per adult and £3 per child
RJ, AW all in favour

Bookings officer



295/15

Azalea Park car park survey

To receive the responses to the newsletter article regarding a car park at Azalea Park and to decide how to proceed.

Report circulated.

Of the responses received 7 were against and 2 in favour.

A member of public, who had already responded to the newsletter article also sent a further email as she was unable to attend the meeting re- iterating her disagreement to car park requesting that an audit should be carried out on the use of the park.

It was **resolved** to not proceed with the installation of a car park at Azalea Park for the foreseeable future.

RJ, GS all in favour.

The deputy clerk was asked to email the Parish Council's decision to all those who responded.

Deputy Clerk

296/15

Gurkha Statue

To decide the location of the statue and the date of unveiling and to agree a budget for the plinth.

It was **resolved** to locate the Gurkha statue in the centre of the short side of the Memorial Orchard subject to the location of the NEAP

GS, MB 7 in favour, 1 objection, 1 abstention

Deputy clerk

It was **resolved** to set the date for the unveiling for the 16th April, subject to confirming that the date does not clash with any Gurkha festivities.

GS, GC all in favour.

Deputy clerk

It was **resolved** that the plinth should be paid from the £10K contingency set aside at the start of the project

PL, GS all in favour

Deputy clerk

297/15

Grounds Maintenance tender

To agree the methodology for letting the grounds maintenance contract
Report circulated.

It was **resolved** to accept the methodology for letting the grounds maintenance contract subject to the provision in the timeline for the procurement of legal advice on the contract if required.

PL, GS all in favour

Recreation officer

Cllrs Jackson and Connolly volunteered to take part in the short-list, interview and selection process.

Cllr Burford volunteered to act as a reserve for the process if required.

298/15

Governance review

To decide:

- a) Who will join the Governance review working party
- b) Who will lead the working party

When the first meeting will be held



Cllr Connolly volunteered to work through the Governance review and provide comments for the Council to review.

Hugh Connolly

299/15 Consultations

To decide whether to respond to the following consultations and if so what the response should be:

1. Fire Service review consultation-

It was **resolved** to give Cllrs Whibley & Lowe delegated authority to respond to the consultation on behalf of the Parish Council
RJ, GS all in favour

**Annette
Whibley + Pat
Lowe**

2. Hampshire County Council draft walking strategy consultation

It was **resolved** that Cllr Jackson would circulate a proposed response to the consultation and submit it on the Parish Council's behalf.
PL, GC all in favour.

Richard Jackson

3. Library consultation

It was **resolved** to give delegated authority to Cllr Connolly to respond to the consultation on the Parish Council's behalf.
PL, HB all in favour

Hugh Connolly

300/15 Communications

To receive a communication from a resident and decide what response to make
Letter circulated.
See public session

Cllr Jackson proposed that he would draft a letter on behalf of the Parish Council, to be approved at Facilities Committee meeting on 7th December, copied to Ranil Jayawardena MP, expressing the Council's concerns over the legality of the process carried out for the ACP and asking the CAA to reject the ACP.

Richard Jackson

It was **resolved** to accept Cllr Jackson's proposal
RJ/MB all in favour.

301/15 Prepaid Alto Mastercard

To approve:

- Lowering the limit of the prepaid Alto Mastercard back to £500 in line with Financial Regulations following purchase of fixtures & fittings for community centre.
- A letter to Unity Trust Bank requesting the transfer of funds from the prepaid Alto Mastercard account to the parish council's current account in order to reduce the limit held on the card to £500.

Letter circulated.

It was **resolved** to lower the limit on the prepaid Alto Mastercard to £500 and to send the letter to Unity Trust Bank.
RJ, GS all in favour

Deputy clerk

302/15 Salary payments

To approve the payment of salaries by internet bank transfer.

It was **resolved** to approve the payment of staff salaries by internet transfer from December 2015

PL, AW all in favour

303/15 Budget 2016/2017

To receive a draft budget for 2016/2017 and an updated draft 3 year budget for discussion

Changes to 2016-2017 budget:

- updated to show provisional tax base of 3507.93, still to be confirmed with Hart, which is much lower than 3645 used in original forecast. As a result project figures have been adjusted to accommodate this lower income i.e. the budgets for decorations £2K and public transport Ear marked reserve £5K have been removed, and the budget for the picnic benches at the memorial orchard has reduced by £500, but could be put back if the final tax base is higher or if the parish council decide to either re-prioritise the projects and earmarked reserves contributions or increase their precept to pay for them.
- Business rates for community centre has been increased as we now have the rateable vale of the community centre set at £12250, higher than expected.

Changes to 3 year forecast:

- updated to show change to tax base for 2016/17 but have not changed tax base for following years as CCPC tax base will rise to reflect Crookham Park eventually.

Projects figures for 17/18 & 18/19 have changed due to arithmetical error

The budget will be reviewed and approved at January's Full Council meeting

304/15 To approve Community Centre accounts and payments

Circulated

Payee	Invoice ref	Details	Invoice date	Net amount	VAT	Total amount	Cheque number	Payment date
Seton	9302312070	Keybox, Hammer & chain, signage for community centre	23/10/2015	£ 119.06	£ 23.81	£ 142.87	31	24/11/2015
	9302312781	Step stool & flipchart easel for community centre	26/10/2015	£ 117.39	£ 23.48	£ 140.87		
	9302314231	Paper for flip chart	28/10/2015	£ 24.70	£ 4.94	£ 29.64		
T3 Handyman Services	1115-06	Fit ballet bars in Oak hall & fit drain covers in play area	17/11/2015	£ 150.00		£ 150.00	32	24/11/2015
Treasure Fencing (Steven Rule)	154	To partition bin store at community centre	05/11/2015	£ 795.00		£ 795.00	33	24/11/2015
				£ -		£ -		
Payments in November 2015				£ 1,206.15	£ 52.23	£ 1,258.38		

PL, RJ all in favour

305/15 To approve payment of accounts and to review any quotations received for November.

Circulated

Quotes for November to be approved:

1. Rynomulch in Azalea Park (report circulated)
 - Option A £2,013.40 34.3 sq metres
 - Option B £3,506.00 66 sq metres
 - Option C £1,925.00 35 sq metres

It was **resolved** to accept the quote option A
PL, RJ all in favour

**Recreation
officer**

2. 3 Blinds supplied & installed for doors in Oak Hall & Meeting Room – postponed



to next meeting to get further quotes.

3. Brackets for goal posts at Peter Driver storage compound - £75

**Recreation
officer**

It was **resolved** to accept the quote for the brackets
PL, RJ all in favour.

4. To make 2 frames and erect banners showing directions to community centre -
£90

**Recreation
officer**

It was **resolved** to accept the quote for the banner frames
PL, AW all in favour

306/15 To receive the clerks report

Circulated

- Taylor Wimpey compensation claim still ongoing – waiting for a response from Rund.
- Jemma Pearson has sent the spec for the concrete plinth for the Gurkha statute.
- Following a breakdown of the water heater at the Peter Driver pavilion the deputy clerk used delegated authority to approve expenditure for the repair – to supply and install pressure relief valve £332.32, plus call out charge £134.75.
- TW have instructed their solicitors to transfer land for school LEAP to CCPC, CCPC's solicitors have been informed of the council's decision to only accept open spaces once Hightrees land transfer is complete.
- We have received instructions from Zurich to go ahead with the repairs to the fire damage at Azalea Park.
- Following approval of the planning application Claire is now in discussion with Maverick to establish a time-line for the installation of the Wheel Park.

307/15 To receive monthly safety report

Circulated

Cllr Connolly reported concerns regarding the quantity of standing water and apparent lack of drainage at the allotment site.

308/15 To receive monthly crime report

Circulated

309/15 To receive other reports.

1. Quetta and Humphrey Park (AB)
2. Fleet Link (HB) – statistics on use of Fleet Link to be sent to PC
3. FACC update (AB)
4. HDAPTC (PL) – April 2016 to be held at community centre
5. Memorial Hall (MB)
6. Allotments (HB)
7. Alms Houses (AB)
8. Other - Welfare Trust (GS) – have found 28 people to donate £100 Christmas bonus to.



310/15

Items for next meeting:

- Precept request
- Budget approval
- Allotments
- Athletics
- Update on Christmas party
- Update on NEAP
- Update on Gurkha statue

311/15

Date of next meeting: 25th January 2016

There being no further business, the meeting closed at 9.45 pm

Signed.....

Date.....