

**Minutes of the Annual Parish Meeting of  
CHURCH CROOKHAM PARISH COUNCIL held in the Memorial Hall on Wednesday 18th May 2016 at  
7.30pm.**

There were 5 parishioners in attendance including eight parish councillors.

**1. Welcome**

The Chairman, Councillor Lowe welcomed everybody to the meeting and thanked the Clerks and Councillors who had prepared presentations and refreshments.

**2. Meet the Council**

The Chairman asked Councillors to stand up and introduce themselves.

**3. Apologies for absence**

There were apologies from district Councillors Jenny and James Radley.

**4. Approval of Annual Parish Meeting minutes 2015**

Minutes of the Annual Parish Meeting that took place on 23<sup>rd</sup> April 2015 were tabled and signed as a true record of the meeting.

**5. Talk from Hampshire and Isle of Wight Ambulance Service**

Mr John Parker gave an interesting talk on the Hampshire and Isle of Wight air ambulance service

**6. Update on local policing issues from our local police.**

Alex Jones and Daniel Lehec attended and gave an overview of local policing issues.

**7. Parish Council – Annual Report including year-end accounts summary**

A report of the activities of the Parish Council during the last 12 months had been tabled.

**Parish Councillors for the Year ending 31<sup>st</sup> March 2016**

Pat Lowe	Parish Council Chairman
Richard Jackson	Parish Council Vice-Chairman
Andrew Ballington	Chair of Policy and Finance Committee
Michael Burford	Chairman of Planning Committee
Gill Scott	Chairman of Facilities Committee
Helen Butler	
Gill Chatfield	
Hugh Connolly	
Annette Whibley	
Jeremy Silvester	

- Councillor Pat Lowe was re-appointed as Chairman of the Parish Council at the AGM in 2015.
- Councillor Harris resigned from the Parish Council in April 2015
- Hugh Connolly joined the Parish Council in May 2015
- Richard Newbigin resigned in June 2015
- Annette Whibley joined the Parish Council in June 2015
- Jeremy Silvester joined the Parish Council in September 2015

Note: Councillors Andrew Ballington and Annette Whibley resigned in April 2016

## **Staff**

Jayne Hawkins is the Parish Clerk.

Sally du Gay is the Deputy Clerk and Responsible Finance Officer.

Sam Knowles is the Sports officer.

Claire Inglis is the Allotments and Recreation officer.

Jenny Baker is the Events and Publicity officer for the community centre

- Jenny Baker joined in July 2015
- Cathy Parker joined and resigned in September 2015

## **Meetings**

Between 1<sup>st</sup> April 2015 and 31<sup>st</sup> March 2016, we held the following public meetings:

<b>Meeting</b>	<b>Number</b>
Parish Council	11
Facilities	11
Planning	22
Policy and Finance	4

## **During the year, the Parish Council has....**

- The Parish Council has representatives on the following committees - Memorial Trust Committee, the Alms House Committee, the Farnborough Aerodrome Consultative Committee, the Fleet Link committee, Athletics working party, Friends of Azalea Park, Fleet and Crookham Welfare Trust, HDAPTC, Crookham Park Highways S106 steering group.
- Created, printed and distributed two Parish Council newsletters.
- Awarded grants to the following organisations:

<b>Applicant</b>	<b>Amount paid</b>	<b>Comments</b>
Basingstoke Canal	£ 6,750	Contribution towards maintenance costs
Fleet Link	£ 3,868	Contribution towards running costs
Aldershot Town FC Community trust	£ 2,505	Free use of the five-a-side pitch up to the value of £2505
101st Scout Group	£ 3,000	Requested for refurbishment of MOD building as scout hut. Disabled toilet, refresh and flooring.
Fleet Division Guide Hall	£ 876	To pay for installation of an intruder alarm.
Tweseldown Playgroup	£ 3,500	To purchase wet pour play surface for playgroup
Royal British Legion	£ 100	Contribution to Poppy Appeal paid Oct 2014

- Funded litter collection at Peter Driver Sports fields, Azalea Gardens and Chesilton Woods.
- Managed the football pitches and five a side pitch at Peter Driver. Financed repairs to the five-a-side surface and fence panels due to wear and tear and provided a new pair of goal posts.
- Maintained land at Peter Driver Sports field, Azalea Gardens, Chesilton Woods and Sian Close. Replaced swing seat, basket swing and gate closer at Azalea Park.
- Carried out safety inspections on the play parks.
- Implemented a new Parish website which continues to be updated and maintained.
- Held a Street Snooker event at Peter Driver playing fields in July 2015 attended by national handball player and Aldershot Football Community Club.
- Laid more areas of soft play surface at Azalea Park
- Received Lengthsman Scheme funding of £1,000, this has been utilised to clean road traffic signs and to clear back vegetation that was overgrowing the footpath on Beacon Hill between Crookham crossroads and Bourley Road.
- Staff and Councillors undertook training throughout the year.
- Funded a dog warden to patrol the Peter Driver sports fields and Azalea Gardens.
- Highways projects – New refuge points and Parish Gateways have been installed on Aldershot Road and Beacon Hill.
- A new scooter track was laid at Azalea play park, unfortunately after being laid it was vandalised when someone broke into the security fencing and ran over the new track before it has cured. Repairs were carried out under the Parish Councils insurance.
- A tender was issued for the grounds maintenance contract. A number of excellent candidates came forward and after a rigorous evaluation and interview process the contract was allocated to Landform.
- Contributed to a number of public consultations: Shaping Hampshire, NALC affiliation, Fleet to Church Crookham Cycle path, fires service review, map modification to the designation of the Gurkha path
- Attended meetings with Stagecoach and Fleet Link to explore options for improving the bus services
- Funded a speed limit reminder that is moved around the Parish every 4 weeks.
- Consulted parishioners on the public art project and on whether to install a car park at Azalea Park.
- Opened the allotment site off Naishes Lane on 1<sup>st</sup> May and now manage the letting of the allotments and maintenance of the site.
- Have worked with Taylor Wimpey to improve drainage on the allotment site
- Worked with police teams to reduce anti-social behaviour at the allotment and SANGS car park

- Opened the new Church Crookham Community Centre at Crookham Park and held an open day on 22nd August 2015. The community centre is the home of the Parish Office and Crookham Sunshine Preschool. There are lots of classes running at the community centre, including: Football, dance, Pilates, interval training, Yoga, Drama, Taekwondo, an older person's lunch club and The Vine Church. It is also a popular venue for parties at the weekends.
- Manages the community centre bookings
- Carried out risk assessments and regular maintenance check on Parish owned land and buildings.

### **On-going and outstanding projects:**

- Wheel Park - Planning permission for a Wheel park near to the athletics track on the public open space at Crookham Park was granted in January 2016. Construction is due to start in May 2016.
- The Parish Council is continuing to work with the local athletics club to agree the requirements for the athletics area.
- Gurkha Statue – Artist Jemma Pearson was commissioned to build a Gurkha Statue to be located next to the Gurkha Orchard at Crookham Park. The clay model was approved by council in January 2016 and the statue was then moved to the foundry to be cast in bronze. The Parish Council is working with Taylor Wimpey to install a base next to the orchard. The official unveiling will take place on 10<sup>th</sup> July 2016
- Open Spaces at Hightrees and Jubilee Drive play park are still going through the transfer process from Taylor Wimpey to the Parish Council.
- The Parish Council continues to plan for improvements to parish assets and has included in their three year forecast plans for a new footpath at Azalea Park, replacing the inscription plaque on the Bolder at Lynwood, installing a basketball hoop behind the Street Snooker and an outside gym at Peter Driver playing fields and improvements to the Peter Driver Pavilion. In 2016 the path through the Lynwood will have a new top surface laid and the outdoor gym at Peter Driver sports field will be progressed.
- Once the Gurkha Statue is installed the Parish Council will start to look at other public art projects.

### **11 Facilities committee meetings - Chairman Gill Scott**

The Committee discusses issues relating to the Community Centre and Outdoor Spaces including the play area at Azalea Gardens, the grass football pitches at Peter Driver and the 3G football pitch at Peter Driver sports field and the Peter Driver changing rooms, the allotments and open spaces at Crookham Park. The Committee meets monthly.

Projects have included:

- In the past year the construction of the Community Centre was a huge project and the committee members had to make a large number of decisions and manage the finances to ensure that the project was delivered within the budget. When the

building was handed over they recruited new staff and setup procedures for hiring and managing the community centre.

- There are now nearly 50 hours of regular bookings each week in the community centre together with the pre-school on week days and we have held 43 children's parties.
- Preparation and submission of a planning application for a Wheel Park within Crookham Park.
- Commissioning of the Gurkha Statue for installation by the memorial orchard
- Discussion with Taylor Wimpey regarding the handover of the playgrounds at Crookham Park.
- Setting up and managing the administration of the allotment site.
- Installation of a new scooter track at Azalea Park.

## **22 planning committee meetings - Chairman Michael Burford**

110 planning applications were considered during the year and 16 objections were lodged by the Parish Council.

Objections:

- 15/01085/HOU 11A Gally Hill Road – Objection to erection of detached concrete garage
- 15/00459/FUL 100 Aldershot Road – Objection to single storey extension and change of use to convenience store
- 15/01144/HOU 39 Earlsbourne – Objection to two storey and single storey extensions
- 15/01447/HOU 13 Green Leys – Objection to erection of a two storey side extension
- 15/01771/HOU 8 Kimberley – Objection to erection of two storey extension and new parking area and cross-over.
- 15/02843/FUL 42 Gally Hill Road – Objection to erection of a new dwelling in the garden
- 15/02897/FUL 84 Aldershot Road – Objection to change of use
- 15/02750/FUL Queen Elizabeth Barracks – Objection to construction of refuse store
- 15/03103/HOU 52 Gally Hill Road – Objection to new garage
- 15/03003/HOU 11 Ryelaw Road – Objection to erection of single and first storey extension
- 16/00079/HOU 10 Andrews Close – Objection to erection of two storey side extension, single storey front extension and new raised roof.
- 16/00073/HOU 38 Chesilton Crescent – Objection to single storey rear extension and conversion of loft
- 16/00368/HOU 41 Beaufort Road – Objection to loft conversion to include increasing the ridge height and Velux windows
- 16/00577/HOU 36A the Verne – Objection to new pitched cropped gable roof and first floor extension
- 16/000564/OUT Land on the East side of Beacon Hill Road – Objection to outline application for commercial B1, B2,B8 development comprising 10 industrial units
- 16/00661/FUL Co-op Crookham Service garage – Objection to proposed new external plant

## **4 Policy and Finance Committee Meetings Chairman Andrew Ballington**

Created and reviewed many policy documents – e.g. Standing Orders, Financial Regulations, code of conduct, asset register, risk assessment, allotment allocation policy.

The committee's remit includes the consideration of budgetary control and drafting the precept. The precept in 2016/2017 will be £196,679. In the previous year 2015/2016 it was £186,460 with a grant of £2640 the increase is due to the additional houses that have been

occupied on Crookham Park. The precept for a band D household remains the same at £53.80. The Parish Council Precept will have stayed at 53.80 since the Parish Council was formed in 2010. It should be noted that in addition to any Council Tax resulting from the Parish precept there will also be Council Tax levied in respect of the District and County Councils and the Police and Fire Authorities.

The budget in 2016/2017 includes provision for maintenance of the five a side pitch, grounds maintenance, the dog warden, litter collection and the speed limit reminder. The Parish Council will also continue to contribute towards the upkeep of the Basingstoke Canal and the Fleet Link bus service.

#### Summary of accounts 2015/2016 - Precept

<b>Income:</b>	Annual Precept:	186,460
	Other income (including transfers from ear marked reserves & S106 funds)	70,690
	<b>Total income:</b>	<b>257,150</b>
<b>Expenditure:</b>	Employment costs:	70,982
	Administration costs:	22,226
	Peter Driver premises	8,639
	Allotments	4,428
	Grounds Maintenance	31,347
	Community Support	20,599
	Project costs	19,431
	Community centre running costs	22,608
	<b>Total expenditure</b>	<b>200,260</b>
<b>Reserves at year end</b>	Planned projects (earmarked reserves)	227,345
	General reserves	116,722
	<b>Total Precept Reserves</b>	<b>344,067</b>
S106 Funding	S106 funds (Crookham park)	<b>428,183</b>

At the year-end on 31<sup>st</sup> March 2016 the total income was £257,150 which was £13K over budget. This was mainly due to higher than expected Community Centre income. The expenditure was £200,260 which was £8K under budget; this was mainly due to lower grounds maintenance, community centre running costs and administrative costs than budgeted

The Parish Council ear marked reserves are quite large as they contain provision for Community Youth Projects (Wheel Park project), Peter Driver Sports Pavilion improvements, Community Centre improvements, replacing playground equipment and a replacement five a side surface. We are also holding S106 funding from Taylor Wimpey for the maintenance of facilities at Crookham Park and funding to provide further public art. The general reserves at year end stand at £116,722

## Thank You

The Parish Council is most grateful to our local police officer Caroline Webster and Dan Lehoc and our PCSOS Darren Guy, Alex Jones and Clayton French for their assistance and support. We would also like to thank our District Councillors and County Councillor for their on-going assistance and support.

We would also like to thank Nick Harris, Richard Newbigin, Annette Whibley and Andrew Ballington for their service to the Parish Council.

In addition, we would like to express our gratitude to the Parish office staff, Clerk (Jayne Hawkins), Deputy Clerk (Sally du Gay), Sports office (Sam Knowles), Allotment and Recreation officer (Claire Inglis) and Events and Publicity officer (Jenny Baker) for their hard work and proactive support.

The Parish Council Chairman would also like to record her personal thanks to all of the Councillors.

Most of all thank you to all the members of the public that have responded to our newsletters and who have attended our Council meetings and public consultations.

## Request for Help

As a community we can achieve a great deal, and the Parish Council is well positioned to facilitate local initiatives. However, the success of these initiatives is dependent on the participation of our community as a whole. If you do want to make a difference in Church Crookham please:

- Let the Council know your views
- Volunteer to help take forward local initiatives.

There are currently 2 vacancies for Parish Councillors, please let the clerk know if you would be interested in joining the council.

### 8. Question and Answer session:

Residents raised a number of questions which were answered by Councillors.

**9. Close of the meeting:** The Chairman closed the meeting and thanked everyone for attending and contributing to the discussion.

The meeting closed at 9.35 pm.

**Signed:**

**Date:**