



## Minutes of the Meeting of CHURCH CROOKHAM PARISH COUNCIL

**Date and Time:** Monday 28<sup>th</sup> November 2016 – 8.00pm

**Place:** Acorn Hall, Church Crookham Community Centre

**Present:**

Councillors: Cllr. Gill Chatfield (GC) (Chair), Cllr Richard Jackson (RJ), Cllr David Cunningham (DC), Cllr Jeremy Silvester (JS), Cllr. Julie Adams (JA), Cllr. Debbie Moss (DM), Cllr. Hugh Connolly (HC), Cllr. Gill Scott (GS), Cllr. Helen Butler (HB)

Also: Claire Inglis (clerk) (standing in for Jayne Hawkins who is on sick leave)  
Sally du Gay (deputy clerk)  
Cllr. Chris Axaam (HDC)  
Cllr. Jenny Radley (HDC)

There were 0 members of the public present.

**235/16 Apologies for Absence**

Apologies were received and accepted from county councillor John Bennison and district councillor Tony Clark.

**236/16 Approval of the minutes**

Minutes of the Full Council meeting on 24<sup>th</sup> October 2016 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 - 24<sup>th</sup> October, 14<sup>th</sup> November  
Facilities Committee – 14<sup>th</sup> November

Richard Jackson and Julie Adams joined the meeting at 8.05pm

**237/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensation from members.**

There were no written requests for dispensations.

**238/16 Declaration of interest relating to items on the agenda**

DC declared an interest in 242/16 Calming measures on Coxheath Road

**239/16 To receive Chairman's announcements**

The Chairman made the following announcements

- Requested availability of councilors for site visit at Community Centre with contractor week beginning 12<sup>th</sup> December to discuss location of permanent storage building.
- HDAPTC meeting 10<sup>th</sup> January, location to be agreed. GC to attend. CI to confirm venue.
- Opening of Tweseldown public house, invite to all councilors, Thursday 15<sup>th</sup> December from 5.30pm, please confirm if you can attend. Email sent out. Some Councilors confirmed their availability to attend

GC/CI



- Permission for tree works at Hightrees granted, TW required to plant 8 replacement trees currently being investigated. When date received from tree surgeon, Taylor Wimpey customer services will inform all residents. CI updated – TW Consultant confirmed works due to commence 29<sup>th</sup> November and replacement trees have been ordered including additional 4 to replace dead saplings previously planted. Customer services have sent letters to residents affected. CI will visit site. CI

**240/16 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)**

JR reported that calming works to Sandy Lane are due to be completed this week requiring a further complete road closure Thursday 1<sup>st</sup> and/or Friday 2<sup>nd</sup> December. This is to complete installation of the moderate sized tables.

JR also reported on the importance to put forward proposals to the QEB steering committee to ensure that money is spent on Highways projects within parish to mitigate against the impact of the TW development.

**241/16 Traffic Survey – Aldershot Road**

**To receive the results of the traffic survey on Aldershot Road**

The Chairman reported the following

- Majority of cars travelling between 25 and 37mph, reasonable number between 37 and 43mph
- Located in the 30mph section of road

Traffic survey carried out at request of resident concerned about speeds on this road. Suggested that information from report be shared with HDC, Highways and Police. Confirm following QEB steering meeting.

**242/16 QEB Transport and Highways Steering Group**

**To consider projects to propose to the next QEB transport and highways steering group meeting due to take place on 12<sup>th</sup> January 2017.**

Cllr Jackson reported the following:

- The existing parish Highway projects spreadsheet has been reviewed by the clerk with Cllr Bennison and Cllr. Jackson.
- Councillor Jackson has identified a short list of possible projects to be put forward to QEB steering group – list circulated included a couple of new schemes - Brown finger sign posts to main facilities e.g. Community Centre, Azalea Park, Peter Driver Playing fields & a crossing opposite Tweseldown Infants school.
- Projects put forward to the QEB steering group in March 2016 were as follows
  - BH4 - Improve junction at Bourley/ Tweseldown (wait until Bourley Rd adopted)
  - BH5 - Refuge at Bourley Rd (wait until Bourley Rd adopted)
  - AR7 - West Boundary Gateway on Redfields Lane near Ewshot Road - done
  - GH7 -Malt House Bridge pinch point – consider widening the bridge (Crookham Village, bridge listed)
  - GH8 - Standing water outside Wyvern pub – poor drainage (seems better)
  - CH5 - Improve capacity at Coxheath Bridge (again listed bridge)
  - RR2 - Address safety concerns at Zebra crossing at Tesco Express
  - SL3 - Traffic congestion west of Hampton Close roundabout

Also, Review of the S278 Highways projects that have been implemented to see if they need minor amendments to make them more effective and



safer. Roundabouts Sandy Lane, junction at Wyvern, build outs on Sandy Lane).

The shortlisted projects were discussed. The QEB funds should be used to best mitigate against and improve the highways because of the impact of Crookham Park within parish.

It was **resolved** to give delegated authority to Cllr. Jackson to represent the Parish Council at the QEB steering Group Meeting in January 2017, to request an update on the projects put forward in 2016, to request safety audits and discuss outcomes of audits of installed projects and to agree which projects from the following if any could be put forward for investigation and progression in 2017.

BH11, AR14, GH4 (amended to investigate a crossing), GH5, GH6, SL4, TR2, QP1, CP1(finger posts), CP2(Crossing Jubilee Drive).  
GC/DC (RJ abstained) all others in favour.

#### **243/16 Flower displays 2017**

**To receive three quotes for provision of street planting including a temporary structure licence for planting at the Verne, Northfield Road, Community Centre and Parish boundary signs and to decide which to accept if any.**

The Chairman reported that the following agreement at the Facilities Committee to progress the provision of street flowers in 2017 three companies had provided quotes. Only one Amethyst could lease all the required planters and carry out the weekly watering. the following quotes had been received:

Amethyst - £3292

Plantscape - £4821

PHS – Waiting for quote but unable to water outside M25

Hampshire Highways North have said that a temporary structure licence (HCC) – 6 month's licence would be needed at a cost of £1612, it might be possible to reduce the cost at Northfield Road as part of the pavement is private

The Clerk has delivered a letter to the shops on both parades on the proposed flowers asking if they would support the project.

It was **resolved** to accept the quote from Amethyst for 7 half barrels planted and watered for gateway signs, 4 barrels planted and watered for Community Centre and 10 barrels planted and watered for local parade of shops. The clerk was asked to try to get permission from the land owner at Northfield Road Shops and to also contact the shops on Reading Road South and place the order with Amethyst Horticulture by 21<sup>st</sup> December 2017. GC/RJ and all in favour.

Clerk

#### **244/16 Festive lighting**

**To receive three quotes for festive lighting in oak tree outside the Community Centre. To decide whether to accept a quote for a three-year lease.**

It was reported that the clerk had requested three quotes but two companies had declined to quote this year as it was too close to their busy season and they would not be able to install any lights.

Quotes:

The festive lighting company – declined to quote too close to busy season

Blanchere – declined to quote as too close to busy season

Lighting Angels - £1750

The Clerk has asked HDC planning if planning permission is needed and they have confirmed that it isn't.

The parish council **resolved** to suspend standing orders to accept the one quote from



Light Angels £1,750 due to the short timescales, relatively small size of the purchase and on the basis that this is a specialist supplier, who is local and has supplied a number of other local Parish Councils who have recommended them and to send a letter to immediate neighbours of Community Centre GC/GS and all in favour.

Clerk

**245/16 Park Warden**

**To consider a Job Specification for a Park Warden to work 15 hours per week to patrol parish owned public open spaces to assist members of the public, engage with users of sports facilities and discourage vandalism.**

The Chairman reported the following:

- Job specification circulated.
- Suggested salary of £20K pro rata for 15 hours per week. Approx.: cost to council would be £9.1K including pension and employers NI.
- Suggested start date April/May 2017.
- The Parish could ask HALC to provide a contract and terms and conditions, this would mean running a second pension scheme and cheaper employment costs but increased RFO time.
- Budget – this could be funded from Precept or S106 or a mixture of both.

It was **resolved** to accept the draft job specification, number of hours and suggested salary subject to refinement so that the item could be included in the budget (50% in Precept & 50% S106). The clerk was asked use the HALC HR service to discuss a contract and term and conditions and to look at advertising the role in February for an April/May start. The job specification will be agreed at a later meeting Facilities and/or Parish Council in January GC/DC and all in favour.

Clerk

**246/16 Final account community centre**

**To receive the final account for the Community Centre project including remaining balance in account.**

Final sums were circulated. The Chairman reported that the community Centre Construction account will be left with £62,170 depending on what interest is received on funds in account.

This money can be used towards the maintenance, improvement and extension of existing community facilities or the provision of new community facilities.

RJ expressed how well the parish council had done in deciding to take on the challenge and build the community centre. Thanks to the Clerk and all the team for taking on such a large project and to come in under budget.

It was **resolved** that this is used for provision of storage and / or community garden and when required the planning stage of community centre extension GC/GS and all were in favour.

Clerk

**247/16 Budget 2016/2017**

**To receive a revised draft budget for 2016/2017 and a draft 3-year budget and to discuss any amendments or additions and to give an indication on the level of Council Tax to be set by Church Crookham Parish Council in 2016/2017 – final decision on precept to be made in January after the tax base has been agreed Budgets circulated.**

It was **resolved** to accept the following amendments to the budget for 2017/18 and to the 3-year forecast budget.:



Removed:

- Dog warden,
- Small reduction in community centre income
- £25K for Design and planning of community centre ext. should come from Community Centre construction EMR
- 10K for Community Garden and £18K for Community Centre Storage as should come from Community Centre construction EMR (£60K)

Additional items

- Planters on Parish boundary signs and local shops cost to include licence £5K – roll out for 3 years
- Removed Christmas lighting, just left in the Oak tree lights as renewal in 2019
- Reduced the gas forecast for community centre to £4,000 pa
- Included half salary costs for park warden £4.550K per annum (remainder to come from S106)
- Increased Peter Driver Electrical and Mechanical costs to £2.5K as still unknown costs, waiting for legionella risk assessment
- Added £100 for allotment rent refunds
- New Community Bus service £4,000 per annum put in as potential project
- Parish funded highways schemes 5K put in to resolve flooding at memorial and clearing more pavements.
- Sports equipment included - Fencing boards behind practice goal to protect existing fencing - £700
- Community Grants set at £15K
- Quote for decorating Community Centre Summer 2017 £3.2K included in Community Centre maintenance.
- Increased improved signage in 19/20 to 2K for map board when QEB complete
- Added in 2K for resurfacing footpath in Lynwood in 20/21
- Increased community Centre extension EMR to £35K in 20/21 to balance

The Parish Council indicated that they would keep the parish precept at the same level as the current year. This will be reviewed again when the budget is finalised and the tax base is agreed in January GC/RJ and all were in favour.

**248/16 Street Trading Consent**

**To receive a request for a street trading consent and to decide if the Parish Council have any comments. Comments to be submitted by 12<sup>th</sup> December. Christmas trees and Holly Wreathes at the Wyvern public house for 1 month.**

It was resolved that The Parish Council had no comments on the street trading consent for selling of Christmas trees and Holy wreathes at the Wyvern public house GC/RJ (HB abstained) all others were in favour.

**249/16 Charity Event**

**To decide whether to allow a charity event to take place on the Peter Driver Playing fields and five a side pitch on a Saturday before Christmas at no cost or for a nominal payment. Members of National Citizen Service will be raising money for the Shooting Stars Charity for Chase Hospice.**

The Chairman reported the following:

- Request is by young people who have joined the National Citizen Service
- Raising money for the charity Shooting Stars and Chase Hospice
- They would like to be on site for 10 hours for a fitness marathon
- Staff at FITC will be monitoring and safeguarding the event.
- Claire has spoken to Fleet Town Colts who use the pitches on Saturday and they can work around the charity event.



It was **resolved** to allow the charity event to take place on the grounds at Peter Driver Sports Field on a suitable Saturday before Christmas and not to charge for the use of the facilities on this occasion. It was also agreed to monitor the level of requests for charity events using facilities as a charge may be made in future GC/RJ (HC abstained) and all others were in favour.

Clerk

**250/16 Consultations:**

NHT national survey – deadline 15<sup>th</sup> December 2016

<https://scorelink.econtract.com?b88608176279411999233fbcee5270ca>

It was **resolved** that individual Cllr. GC be given delegated authority to complete the survey on behalf of the Parish Council RJ/GS all others were in favour.

**251/16 To approve payment of accounts and to review any quotations received for October 2016**

The accounts for November were approved GC/HB (RJ abstained) and all others were in favour.

See website for details.

The following expenditure was also approved:

- 1) Additional tree works identified at Chesilton during quote exercise
  - hung up silver birch next to 0116 near to road
  - dead silver birch next to 0114 near to road
  - Large Holly branch next to the electricity sub-station over hanging the residents shed at 1 Portland Drive£ 250.00
- 2) Split limb on Oak outside Community Centre: £245.00
- 3) Wooden boards under portacabin to prevent footballs going under £300
- 4) Elevation schematic for fence planning application 16/02933/FUL £75

Clerk

**252/16 To receive the clerks report**

The clerk reported the following:

1. Gas – Community Centre.  
Our current supplier for gas at the community centre Total Gas and Power (TGP) set the daily standing charge of £12.55 and unit charge of 1.9193 p per kWh. The Clerk has challenged this with the help of Jane Abbot at HCC. The high charges are due in part to the size of the gas meter installed at the community centre which is larger than needed to allow for future expansion to include changing rooms and due to the fact that the meter at the community centre on Crookham Park development is on an independent non-Transco network and is liable for an additional charge. TGP have completed an AQ review for the gas usage at the community centre and have agreed a new AQ due to go live for MPRN 7728711003 from 01/10/16 at 49,550 kWh which should result in reduced pricing.

Total Gas and Power still offered a high standing charge and so the clerk investigated downgrading the meter to a smaller meter.

SMS after a review of the maximum gas hourly load agreed a price of £1028 to downgrade the meter plus the cost of a gas safe engineer to disconnect the supply and reconnect the supply. However, Jane Abbot at HCC has advised that



the biggest factor in the high pricing is the charge for being on a non-Transco network which is liable for extra charges.

TGP have now offered a better pricing deal with a unit rate of 1.4049 per KWh and a standing charge of £8.85 per day. These combined should result in a reduction in the annual bill from £6300 to £3500. Changing our meter would not reduce this additional charge for the independent network and therefore it is suggested that we stick with the new pricing on offer from TGP under the HCC Laser agreement and do not downgrade the meter.

2. Business Rates: New rateable value for Community Centre slightly lower, saving a few hundred pounds per annum.
3. Wheel Park  
Planning application required a full visual plan of the fence in position. Quotes received for £400 and a full day's work @ £550. Churchill designs provided a quote of £75 and agreed to speak to the planning officer to establish exactly what was required. Plans submitted 23rd Nov 2016. Laurel hedging planted 23<sup>rd</sup> and 24<sup>th</sup> November.
4. Street map and stylised map requested will be requested from Wynn designs. Initially will request that the following are shown on the map using simple drawings or symbols
  - Peter Driver playing fields
  - Azalea Park and play park
  - Chesilton woods
  - Crookham Park – public open space – play park at Jubilee Drive and Skate Park
  - SANGs
  - Velmead common
  - Race course
  - Gurkha path
  - Allotments
  - Church Crookham Community Centre
  - Memorial Hall
  - War Memorial
  - Pubs: Tweseldown, Wyvern, Forrester's
  - Schools: Tweseldown Infants, Crookham Juniors and Crookham Infants
  - Churches: Christchurch, Catholic Church
  - Parades of shops: The Verne, Northfield Road
5. Virus attack on Parish Council PC and server  
On Friday 18<sup>th</sup> November, an attachment was opened on an email that contained an encryption virus. It quickly infected all files on one PC and files on the server. Disconsulting our IT support company acted quickly and restored all the server files from the nightly back up. All passwords on the computers were changed and one PC was taken away to be wiped and rebuilt. Disconsulting returned it on 22<sup>nd</sup> November. Remote access has been temporarily disabled to protect from hacking resulting from incident.
6. Gym project: Specification not put on contract finder and the PC website yet as waiting for registration to complete. This will be progressed when time is available. It will be open for 1 week only. Responses will be reviewed to produce a short list of 3 to be reviewed by Sam Knowles, Claire Inglis, Gill Chatfield, Gill Scott, Helen Butler and Jeremy Silvester. People expressing an interest including athletics club and football clubs will be asked to comment on the shortlisted gyms before a final selection is made.



7. Allotment tenant's association will be putting up a partition in shed 1 to provide a space for social use. 1 third of the shed will be partitioned off for the electric box, committee equipment (strimmers/rotovator, lawnmower etc.). The partition will have a lockable door for committee members only to access. Partition will be 2m high.
8. At a recent resilience seminar HCC flooding group had examples of biodegradable (non sand) sand bags which are lightweight and easy to store, but as effective as sand bags when they get wet. Would be a useful product to keep in the community centre and advertise in the parish magazine. They are available from Travis and Perkins in Fleet but must be ordered. £25 for 5 bags. Take up less space and less messy, easy to move into place.
9. Parish Lengthsman scheme – Yateley PC now have the funding in place and have a contractor available to do the work. The office will arrange a date for the contractor to visit the parish and provide a quote for the works identified.

**253/16 To receive monthly safety report**

Circulated and accepted.

**254/16 To receive monthly crime report**

Circulated and accepted.

**255/16 To receive other reports.**

Quetta and Humphrey Park - no representative

Fleet Link (HB) - Gave a report on recent Highways meetings

Reported that buses nationally are under pressure financially. Care providers are struggling to find drivers locally and organisations are looking at sharing facilities such as Care home owned mini-buses. Cut backs are being experienced in all sectors. Alternatives are being looked at including charging customers more but this affects the vulnerable in the community.

FACC update (JA) – Cllr Adams gave a report on a recent FACC meeting:

Airshow-Road Changes: Joint Working Group with Rushmoor and Hart - generally felt things had gone well as this was the first year of the changes. Work in progress for improvements in 2018.

Air show: Work has started on a new Exhibition Centre. Approved by Rushmoor.

Mitigation Environmental Fund for Community Projects Criteria for awarding Grants considered solely by Rushmoor. They are happy with that position. There is no consultative procedure. Decisions are made by a single council member as Portfolio Holder.

Presentation received on Aviation Sustainability Briefing, requested powerpoint.

Complaints report: Missed approaches- usually pilot's decision- preferred option to the accident at Blackbushe. Very few and not investigated by the Airport. (Not part of their remit) Increase in weekend numbers: diplomatic movements mainly. This is the largest business airport in Europe.

Waste: The airport has sent no waste to Landfill this year. This is an Energy Initiative. Waste incinerated and converted to energy. All staff on the airport have to play their part in segregating waste.

HDAPTC (GC) – No meeting

Memorial Hall (MB) – No comments

Allotments (HB) - No comments





Alms Houses (JS) - no meeting  
Other - Fleet, Crookham and Crondall Welfare have been received donations to enable to 26 families to be given additional Christmas bonus.

**256/16 Items for next meeting**

- Finalise budget and precept
- Taylor Wimpey meeting
- Park Warden Job Specification

**257/16 Date of next meeting: 23<sup>rd</sup> January 2016**

**There being no further business, the meeting closed 9.35pm**

**Signed.....**

**Date.....**