

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

---

### Minutes of the Meeting of Church Crookham Parish Council

**Date and Time:** Monday 24<sup>th</sup> July 2017 – 8.00pm

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

**Present:**

Councillors: Cllr. Helen Butler (HB) (Chair), Cllr. Debbie Moss (DM), Cllr. Burford (MB), Cllr. Richard Martin (RM), Cllr. Jeremy Silvester, Cllr. Cristina Harris.

Also: Claire Inglis (Clerk)  
 Cllr. Jenny Radley (HDC)  
 Cllr. John Bennison (HCC)

There were 2 other members of the public present.

171/17	<b>Apologies for absence</b> Gill Chatfield, Gill Scott & Cameron Miller	
172/17	<p><b>To approve the minutes of previous meetings</b></p> <p>Minutes of the Full Council meeting including the Closed Session minute held 24<sup>th</sup> 2017 were received and approved as a true record of the meeting.  <b>Proposed: HB seconded: MB, all in favour.</b></p> <p>The following minutes were also approved:          Finance &amp; Policy – 18<sup>th</sup> July 2017.          Planning Committee Meetings - 24<sup>th</sup> July, 14<sup>th</sup> August and 11<sup>th</sup> September 2017          Facilities Committee – 14<sup>th</sup> August and 11<sup>th</sup> September 2017  <b>Proposed: HB seconded: RM, all in favour.</b></p>	
173/17	<p><b>Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.</b></p> <p>None received</p>	
174/17	<p><b>Declaration of interest relating to any item on the agenda</b></p> <p>MB Allotment report on agenda</p>	
175/17	<p><b>To receive chairman’s announcements</b></p> <p>The Chairman made the following announcements:</p> <ul style="list-style-type: none"> <li>• APM proposed dates are Wednesday 23<sup>rd</sup> or Thursday 24<sup>th</sup> May 2018 following AGM in that week. Dates to be agreed by circulation of options.</li> <li>• Phase 3 Commuted sums received from Taylor Wimpey £144,956</li> <li>• High Trees commuted sums received £140,435 re land transfer but Clerk is still chasing paperwork from lawyers £140,435</li> </ul>	<b>Clerk</b>

*Claire Inglis* Parish clerk, 18<sup>th</sup> September 2017

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

---

	<ul style="list-style-type: none"> <li>Roof works to Community Centre have taken place on Saturday 23<sup>rd</sup> September. Office staff will monitor success of solution during rainfall. Initial indications show not fully solved problem. See photo. Clerk has emailed RUND and Mildren with photo this morning and requested regular leaf clearance from the roof by KMC Cleaning Ltd.</li> </ul>	
176/17	<p><b>Public Session</b> – an opportunity for members of the public to bring matters to the attention of the Parish Council (3 minutes per person, 15mins maximum)</p> <p>Cllr. John Bennison (HCC) reported:</p> <ul style="list-style-type: none"> <li>£140m of cuts to the HCC budget impacting household waste sites, bus services amongst others. 19% of the cost cuts need to be found across the five cost bases. These decisions will be taken to Cabinet on 10<sup>th</sup> October and Full Council on 2<sup>nd</sup> November. A further consultation will follow in the new year.</li> <li>HDC have confirmed that yellow lines will be installed outside the school (Tweseldown Infants) and could go in within the next month. There is a further consultation on an extension to these yellow lines as well as consultations in other areas of the parish such as Haig Lane, Compton Road with the junction off Reading Road South. The timeline for these consultations is not known at this time.</li> <li>Works to Bourley Rd is not yet finished to repair a road slippage which should take place before the end of the financial year. Gullies by The Wyvern pub have been jetted and are working properly and this will be monitored due to potential tree root damage to pipework.</li> </ul> <p>Cllr. Jenny Radley (HDC) reported:</p> <ul style="list-style-type: none"> <li>Next QEB steering committee meeting is due to be held on Friday 6<sup>th</sup> October. HB unable to attend.</li> <li>SANGS meeting has been requested by Adam Greene to address the outstanding issues.</li> <li>Local Plan responses to the consultation are being analysed and information should be received next month as to what sites are being taken forward.</li> <li>Bourley Road conservation meeting was held and the re-opening of the large car park is not yet known. There has been an increased use of the car park opposite the care home which has been helpful to the military who have increasing numbers of heavy vehicles using the area more widely. There are increasing issues with drones in the area.</li> <li>Hale Road will be subject to lane closures for South East Water works for up to five weeks to lay a new water pipe. Subject to traffic lights.</li> <li>Due to the HCC budget cuts announced this will impact greatly on the subsidised bus routes that serve the community and funding may go completely from the community buses such as Fleet Link. A survey is being finalised and the Transport in Hart working group are looking to gather as much evidence as possible to ascertain the impact this will have on residents. Any support that the Parish Council can provide in distribution of the survey will be welcomed.</li> <li>School crossing patrols may also be impacted by the HCC cost cutting.</li> </ul> <p>Crookham Village Councillor David Jackson spoke on agenda item 178/17 which was brought forward at this time.</p>	
178/17	<p><b>HALC AGM</b></p> <p>To agree attendees from Church Crookham Parish Council and to decide whether to support the request from Crookham Village Parish Council to second their proposal.</p>	

*Claire Inglis* Parish clerk, 18<sup>th</sup> September 2017

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

---

	<p>This event is upcoming Nov 4<sup>th</sup> Chandlers Ford 9am -1pm. It was agreed that Councillors GC and RM will be available to attend.</p> <p>David Jackson a Councillor for Crookham Village is seeking support from the Parish Council for a motion CVPC would like to propose at the AGM.</p> <p>Some urban areas of Crookham Village Parish suffer badly from excess on-street parking. It recently came to our attention that Permitted Development takes no account of loss of parking spaces when, for example, garages are converted into living accommodation. The result is unconstrained loss of on-site parking and increased challenges from excess on-street parking.</p> <p>In an attempt to address this issue, CVPC seeks to raise a motion at the HALC AGM on 4 November along the following lines:  “Modern urban developments are built against an agreed standard of parking that varies from district to district. Mostly these establish a minimum standard and erosion of the initial allocation frequently leads to excessive on-street parking with consequential adverse effect on road safety and access by emergency and utility vehicles. Current planning guidance and rules for Permitted Development offer no protection for on-site parking with the result that, over time, excessive on-street parking becomes an ever greater problem.</p> <p>Crookham Village Parish Council proposes that HALC should agree to seek, through NALC, government consideration of changes to planning law to make the adequacy of residual on-site parking a Material Planning Consideration when determining applications for on-site changes and also in the rules for Permitted Development.”</p> <p>CVPC would be very grateful if CCPC felt able to second our motion.</p> <p>Councillors agreed this could be a potential problem in the future around the parish and within the development of Crookham Park. Councillors would like to know whether there is any information about the conditions of use for visitor parking spaces within the development. The Clerk will inquire.</p> <p><b>It was resolved that CCPC would second the proposal to be made by CVPC at the HALC AGM on 4<sup>th</sup> November 2017.</b>  <b>Proposed: HB Seconded: MB, all in favour.</b></p>	<p><b>GC/ RM</b></p> <p><b>Clerk</b></p>
177/17	<p><b>Parish councillor vacancies</b>  To receive applications for Councillor vacancy and to decide whether to co-opt an applicant to the vacancy in Gally Hill Ward.</p> <p>One candidate application was received to be considered for the vacancy. Councillors considered the application for the Parish Councillor vacancy. GC had recommended Mr. Peter Collings for the position of Councillor.</p> <p><b>It was resolved to appoint Peter Collings to the Gally Hill Ward.</b>  <b>Proposed: HB seconded: RM, all in favour.</b></p> <p>Clerk will issue relevant paperwork.</p>	<p><b>Clerk</b></p>

*Claire Inglis* Parish clerk, 18<sup>th</sup> September 2017

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

179/17	<p><b>Legal Services</b> To decide to appoint Surrey Hills Solicitors to provide Legal Services to the Parish Council.</p> <p>Previously Wellers Law Group. Ian Davison who has dealt with all historical land transfers and has significant knowledge of the negotiations between Taylor Wimpey and CCPC now works at Surrey Hills Solicitors. Clerk recommends appointing Surrey Hill Solicitors to carry out legal services on behalf of CCPC and to cancel services with Wellers Law Group. It was confirmed that land transfer costs were payable by Taylor Wimpey and any other legal services would be obtained on a quote basis.</p> <p><b>It was resolved to appoint Surrey Hills Solicitors to act on behalf of CCPC in relation to land transfers and cancel legal services with Wellers Law Group.</b> <b>Proposed: JS Seconded: HB, all in favour.</b></p>	All
180/17	<p><b>Gurkha Path</b> To receive a formal request from Taylor Wimpey to utilise the Gurkha Path to access construction area for Phase 2H</p> <p>The Parish Council were in receipt of a formal letter of request from Nigel Phillips of Taylor Wimpey to permit construction traffic to access construction phase 2H via Naishes Lane, Parish Council land and the Gurkha Path to the site. Benefits cited in the letter included construction traffic diverted away from immediately in front of occupied houses, final surfacing to Jubilee Drive, Byrne Road and Boyce Road can be brought forward, improvement to the un-made up part of Naishes Lane and final surfacing upon completion.</p> <p>Councillors had visited the location and raised some matters which they would seek confirmation from Taylor Wimpey before a decision can be made to grant permission for use of the Gurkha path.</p> <ul style="list-style-type: none"> <li>• Gurkha Path – is it suitable to heavy construction traffic on the existing concrete surface and will this surface be upgraded upon completion?</li> <li>• Church Crookham Parish Council request that Taylor Wimpey obtain an impact assessment on the trees in this area and agreement from Hart District Council Tree department for accessing the site at this end. It is not clear from the diagram exactly where the traffic will access the site as there are some trees very close to the path beyond the allotment site as the path narrows in front of Allamand.</li> <li>• Church Crookham Parish Council seek confirmation from Taylor Wimpey that the made-up section of road leading to the allotment site (owned by Church Crookham Parish Council) will be left in its current good condition prior to access by Construction traffic.</li> </ul> <p>Councillors therefore were unable to make a decision on this item at this time and will be deferred until Taylor Wimpey have addressed these matters.</p>	
181/17	<p><b>Allotment Site</b> To receive a report from the Tenants Committee on site issues and agree any actions and authorise any expenditure.</p>	

*Claire Inglis* Parish clerk, 18<sup>th</sup> September 2017

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

---

	<ul style="list-style-type: none"> <li>• Pot holes on top end of Naishes Lane to site – these are getting worse. Clerk will request Taylor Wimpey temporarily fill prior to winter months to ensure safety of users.</li> <li>• Pathways – wear and tear on the high traffic pathways. The committee are seeking alternative surfaces. Office requested details of priority pathways and will seek quotes for solutions.</li> <li>• Tyres – Tyres to plot 92 (ex-tenant) are being removed from site and disposed of with the cost offset by the retained deposit of £50. Committee are requesting a change to the Rules &amp; Regulations to ban tyres from the site.</li> </ul> <p>Councillors asked if there is any merit in raising the level of deposit to deter plots being left in bad condition. Clerk commented that to date the cost of removing rubbish etc. to re-let a plot has not exceeded the current level of deposit but will monitor this.</p> <ul style="list-style-type: none"> <li>• General Rubbish – A bin has been placed at the site for low level general rubbish taken away by committee. Plot holders to be reminded that they should remove rubbish from their plots promptly.</li> <li>• Burning – There was report of an unauthorised bonfire on site. The committee are aware that at times there is a need to burn items that are not compostable such as blighted plants. Committee are requesting a change to the Rules &amp; regulations that permit a monthly supervised burn run by the committee where general combustible materials will be used only.</li> <li>• Grounds maintenance – The committee have voiced disappointment in the standard of service by the GM team on cutting the pathways. Office staff have reported this to Landform and have set up a meeting to discuss on site the issues. Staff are also monitoring the service via weekly visits to monitor the situation.</li> <li>• Defibrillator grant request was revoked as per Facilities meeting and Parish Council will consider this site as a possible site to locate a defibrillator in the new financial year.</li> <li>• Plot 92 is proving difficult to re-let due to size and waterlogging issues. The committee suggest it might be worth making into smaller plots. There have been 3 previous tenants and no takers from the waiting list thus proving tricky to re-let.</li> </ul> <p><b>It was resolved to</b>  <b>Request quotes for alternative path surfaces on high traffic pathways</b>  <b>To change Rules &amp; regulations to reflect No Tyres on site</b>  <b>To change Rules &amp; regulations to reflect permission for a monthly controlled burn managed and risk assessed by the committee.</b>  <b>To monitor GM team and report back to Council on progress.</b>  <b>To give delegated authority to office staff to reduce plot 92 into 2 or more plots as appropriate</b>  <b>Proposed: RM Secoded: DM, Abstained MB, all in favour.</b></p>	
182/17	<p><b>Sandy Lane Car Park</b>          To receive concerns raised by residents regarding the Sandy Lane car park.</p> <p>Residents have raised concerns over parking to the entrance of the Sandy Lane Car Park. Councillors reviewed the lease agreement and confirmed that this area is not owned by CCPC and there is no other breach of the agreement, therefore this is a Highways/ traffic enforcement issue. The PCSO will monitor and speak to the garage owner if appropriate.</p> <p>Councillors also requested that the Clerk send a polite letter on behalf of the Parish Council requesting that the vehicle is parked in a different location. Use of the car park will be monitored as part of the monthly safety inspection.</p>	<b>Clerk</b>

*Claire Inglis* Parish clerk, 18<sup>th</sup> September 2017

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

---

183/17	<p><b>Transport in Hart</b> To receive an update following the Transport in Hart meeting on Friday 22<sup>nd</sup> September.</p> <p>No Councillors were available to attend the meeting but an updated version of the survey and the introduction to the survey has been issued. Councillors agreed that the survey should be issued to target those in the community who need to access Community transport. An evidence base needs to be established for need within the community to base any decisions on future funding for such services.</p> <p>HB is due to attend the Fleet Link meeting Wednesday 27<sup>th</sup> at Fleet Town Council and will feed back any further updates.</p> <p><b>It was resolved to commit £500 to meet the costs of delivery of the paper version of the survey to Church Crookham residents and contribute to printing costs if required.</b> <b>Proposed JS Seconded: DM, all in favour.</b></p> <p>MB left the meeting at 9.21pm</p>	<b>Clerk</b>
184/17	<p><b>Oak in front of Community Centre</b> To receive a report from a tree surgeon suggesting remedial works to the Oak tree showing some decline in front of the Community Centre</p> <p>Clerk received an email from passing tree surgeon who voiced concern over health of Oak tree The tree has been independently surveyed in 2016 and work recommended by the surveyor has been carried out to reduce any risks. Suggestions include to pump air into soil around tree to improve conditions for root system and to mulch around tree.</p> <p>Clerk has asked Surveyor used in 2016 advice on the treatments proposed. He suggested mulching is a good idea and has provided an appropriate specification. He states he has not seen convincing evidence that this works. He has suggested that a replacement tree could be planted on the perimeter of the tree canopy.</p> <p>Quotes have been requested but they have not been forthcoming yet. Councillors asked the Clerk to investigate the potential life expectancy of the declining Oak and this will allow them to consider the quotes in relation to a potential replacement tree also.</p>	<b>Clerk</b>
185/17	<p><b>National Highways &amp; Transport Public Satisfaction Survey</b> To decide whether to respond to the NHTPR Survey and agree response</p> <p>Hampshire County Council's highway service has participated in an independent annual National Highways and Transport (NHT) Public Satisfaction survey since 2007.</p> <p>HB agreed to review the questions and propose a response for all Councillors to agree for submission before the 20<sup>th</sup> October deadline.</p>	<b>HB</b>

*Claire Inglis* Parish clerk, 18<sup>th</sup> September 2017

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

---

186/17	<p><b>Broadband Universal Service Obligation: Consultation on Design Survey</b> To decide whether to respond to Broadband Universal Obligation: Consultation on Design Survey and agree response</p> <p>Report was circulated. Councillors felt that the Consultation was more appropriate for rural parishes as Church Crookham is well served by Broadband. The decision to not respond to the consultation was agreed by all.</p>	
187/17	<p><b>Unity Trust Lloyds Bank Corporate Multipay Card</b> To approve the application for a Corporate Multipay Card for Claire Inglis</p> <p>This is to allow the Clerk to make purchases under delegated authority up to £1,000 for H&amp;S matters, stamps etc. (single transaction up to £800).</p> <p><b>It was resolved to approve the application for a Corporate multipay card for the Clerk Claire Inglis.</b> <b>Proposed: RM Seconded: DM, all in favour.</b></p>	
188/17	<p><b>Resilience plan</b> To receive an updated version of the draft resilience plan and agree adoption of plan</p> <p>Clerk has requested contact information from HDC and from Crookham Village PC to update the plan. CI will populate the document and recirculate via DM to determine a final version to potentially adopt at a future date.</p>	<b>DM</b>
189/17	<p><b>Quotes</b></p> <p>Disconsulting - £209.97 Additional Wi-Fi booster to Acorn. 2 were required for Acorn and the meeting room. August Facilities approved additional 1 in building which has been installed in the Meeting Room.</p> <p>Paving Slabs to benches at play parks – 5 benches to prevent wear and tear of grass under foot in front of benches Jubilee Landform £90 per bench Treasure Fencing £295 per bench</p> <p><b>It was resolved to approve</b> <b>Disconsulting quote£210 for additional Wi-Fi booster for Acorn Hall</b> <b>Landform to install paving slabs to 5 park benches at £90 per bench.</b> <b>Proposed: HB; Seconded: JS, all in favour.</b></p> <p>Councillors also requested Clerk to see if Taylor Wimpey could install paving slabs as part of the scope of installation to prevent the wear and tear of grass in front of benches.</p>	<b>Clerk</b>
190/17	<p><b>To approve payment of accounts for August &amp; September 2017</b></p> <p><b>It was resolved to approve the payments for August &amp; September 2017.</b></p>	

*Claire Inglis* Parish clerk, 18<sup>th</sup> September 2017

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

	<p><b>Proposed: HB seconded: RM, all in favour.</b></p> <p>Please see website for Finance report.</p>	
191/17	<p><b>To receive the clerks report</b></p> <p><b>CCTV update</b> TW has requested Devines to correct fibre ductwork this week at latest to enable GTC to complete connections. All progress hangs on this!</p> <p><b>Staff update</b> Claire Inglis – Clerk – Day off Thursday [30 hours] Monday, Tuesday, Wednesday &amp; Friday 8am – 4pm subject to change during meeting weeks Sally du Gay – Deputy Clerk – Days off Thursday &amp; Friday [20 hours] Monday &amp; Wednesday 9am – 5.30pm; Tuesday 8am – 1pm Jenny Baker – Events Officer – Day off Wednesday [25 hours] Monday, Tuesday 8am – 2.30pm; Thursday 8am – 3pm; Friday 8am – 2pm Malcolm Thompson – Facilities Officer – Day off Monday [20 hours] Tuesday 8.30 – 2.30pm, Wednesday 8.30am – 12.30pm, Thursday 8.30am – 3pm; Friday 8.30am – 12pm Sam Knowles – Sports Officer [6 hours per month] Weekends to check pitch conditions and ad hoc other duties</p> <p><b>Training Courses</b> Claire – Network Meeting Wed 27<sup>th</sup> September Free of charge Claire &amp; Sally – SLCC regional training Seminar Wed 1<sup>st</sup> November £69 per candidate Malcolm – Allotment SE Forum 17<sup>th</sup> October Free of charge Malcolm – Introduction to Health &amp; Safety Monday 20<sup>th</sup> November £90 Jenny – Publisher training Tuesday 14<sup>th</sup> November £235 Claire – CILCA Introduction November £40</p> <p><b>Gym Sessions</b> Sports Officer is happy to run gym circuit sessions to raise awareness and good use of the new gym facility. Liaising with Facilities Officer and Clerk to consider best way to promote such an activity. Costings and ideas for promotion will be brought to future Facilities meeting.</p> <p><b>Outreach inquiries</b> Clerk has emailed Fleet Phoenix who are happy to give a presentation on what outreach workers could offer. Clerk has emailed Fleet TC, Crookham Village and Elvetham Heath Clerks who have put this on their October agendas to discuss and await outcome.</p>	<b>All</b>
192/17	<p><b>To receive monthly safety report</b></p> <p>Circulated and accepted.</p>	
193/17	<p><b>To receive monthly crime report</b></p> <p>Police website is now up to date and the report was circulated. The spike in Violent crime and Public disorder seen in June is not anticipated to be a long term increase following discussion with the Police.</p>	

*Claire Inglis* Parish clerk, 18<sup>th</sup> September 2017



# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

---

194/17	<b>To receive other reports</b> <ol style="list-style-type: none"><li>1. Quetta and Humphry Park (DM) – Nothing to report</li><li>2. Fleet Link (HB) – HB attending meeting 27<sup>th</sup> September to receive an update following threat of HCC Budget cuts to the service.</li><li>3. FACC update (CH) – next meeting November 9<sup>th</sup> 2017, CH able to attend.</li><li>4. HDAPTC (GC) – 17<sup>th</sup> October venue TBC, GC able to attend.</li><li>5. Memorial Hall (MB) – Are seeking a replacement tree from the Canadian Services as per the original tree.</li><li>6. Allotments (HB) – Next quarterly inspection due in October will require a councilor to participate.</li><li>7. Alms Houses (JS) – last meeting held on 17<sup>th</sup> September Nothing to report.</li></ol>	<b>All</b>
195/17	<b>Items for next meeting</b> <p>Invite David Lipscombe, Community Safety Team Leader, Safer North Hampshire to next meeting to update Councillors on legislation behind “Designated Public Place Orders”.</p> <p>Update on LEAP installations</p>	<b>All</b>
196/17	<b>Date of next meeting.</b> 23 <sup>rd</sup> October 2017  Meeting closed on 10.01pm.	<b>All</b>

*Claire Inglis* - Claire Inglis - Clerk to Church Crookham Parish Council

---

*Claire Inglis* Parish clerk, 18<sup>th</sup> September 2017

Church Crookham Community Centre, Boyce Road, Crookham Park, GU52 8AQ Tel: 01252 939450  
clerk@churchcrookham.org.uk