

# CHURCH CROOKHAM PARISH COUNCIL

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

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

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

**Present:**

Councillors: Cllr. Gill Chatfield (GC) (Chair), Cllr. Helen Butler (HB), Cllr. Richard Martin (RM), Cllr. Cristina Harris, Cllr Peter Collings, Cllr Cameron Miller.

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

There were 3 other members of the public present.

197/17	<b>Apologies for absence – Debbie Moss, Jeremy Silvester, Gill Scott, Michael Burford.</b>	
198/17	<p><b>To approve the minutes of previous meetings</b></p> <p>Minutes of the Full Council meeting held 25<sup>th</sup> September 2017 were received and approved as a true record of the meeting. <b>Proposed: RM seconded: HB, all in favour.</b></p> <p>The following minutes were also approved: Finance &amp; Policy – 17<sup>th</sup> October 2017. Planning Committee Meetings - 25<sup>th</sup> September and 9<sup>th</sup> October 2017 Facilities Committee – 9<sup>th</sup> October 2017 <b>Proposed: GC seconded: RM, all in favour.</b></p>	
199/17	<p><b>Dispensations</b> – To receive any written requests for disclosable pecuniary interest dispensations from members.</p> <p>None received</p>	
200/17	<p><b>Declaration of interest</b> – To receive declarations of interest relating to any item on the agenda</p> <p>GC re Allotment agenda item</p>	
201/17	<p><b>To receive chairman’s announcements</b></p> <p>The Chairman made the following announcements:</p> <ul style="list-style-type: none"> <li>• HALC AGM – 4<sup>th</sup> November GC and RM able to attend. CVPC motion re parking was seconded by CCPC.</li> <li>• Gurkha Path – no updates on progress but have asked TW to keep CCPC informed</li> <li>• Remembrance Sunday at War Memorial due to be held Sunday 12<sup>th</sup> November with the road closure in place from 10.45am. GC and HB will lay the wreath and read the names of the fallen on behalf of CCPC. Rehearsal from 10.30am Saturday 11<sup>th</sup>. All Welcome.</li> <li>• QEB Steering Committee – seeking Councillor to form part of QEB steering committee. Next meeting 6<sup>th</sup> January 2018. Cllr Jenny Radley is very concerned that the CCPC favoured transport projects are being overlooked and the money being used for</li> </ul>	<p><b>GC/RM</b></p> <p><b>Clerk</b></p> <p><b>PC/ CH</b></p>

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	<p>projects elsewhere. It is important that CCPC is represented and the favoured projects given voice.</p> <ul style="list-style-type: none"> <li>SANTA appeal – looking for a Santa Any Councillors volunteer? 9th December 2pm – 3.30pm</li> </ul>	JB
202/17	<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>Resident queried the traffic to access construction via the Gurkha Path and Naishes Lane. The resident was keen to have their concerns minuted. Councillors confirmed that they await a progress update from Taylor Wimpey who are required to meet all requests for mitigation if this access route is to proceed; with the potential for the positives outweighing the negatives whilst recognizing that no solution is ideal e.g. no construction traffic through the development which is occupied by more people and children; the unmade Naishes Lane road surface improved much sooner. Taylor Wimpey have been given many criteria to satisfy including exact timelines; confirmation of traffic movement times, screening from properties most affected, residents impacted to be notified.</p> <p>Cllr J Radley expressed the importance of distributing the transport survey and seeking responses proactively.</p> <p>She expressed the importance of putting pressure on the QEB Steering committee to progress CCPC identified projects from the mitigation fund.</p> <p>A SANGS meeting is being chased. Cllr CH agreed to represent CCPC at a meeting.</p> <p>Cllr C Axam agreed with Cllr Radley of the importance for CCPC to be represented at the QEB steering committee.</p> <p>Cllr J Bennison updated CCPC on the Hampshire CC proposed cuts which has now passed through the scrutiny committee and have been presented to cabinet. At this stage the worst case scenario has been presented but all the cuts may not be implemented. The next stage is taking the proposals to Full Council on 2<sup>nd</sup> November with more known at the February budget time. As well as cuts to transport budgets, school patrols may also be affected. Ideas for income generation are being developed to attempt to mitigate against such cuts to services.</p> <p>Regarding yellow lines outside the school, permissions required by Hart DC to implement these have been agreed. The job has been put out to a contractor who is working through a list. It is not known where this job is on the list at this time.</p>	Members of the public
203/17	<p><b>Public Space Protection Orders (PSPO)</b></p> <p>To receive a briefing from David Lipscombe, Community Safety Team Leader, Hart District Council on PSPOs.</p> <p>Cllr GC introduced David Lipscombe (DL) and invited him to speak on the issue of PSPO's.</p> <p>DL notified CCPC that only at Azalea Park in the Parish there is a "Designated Public Place Order" (DPPOs). These do not ban alcohol consumption in the area, but can be used to restrict consumption if people are drinking in a manner likely to cause harassment, alarm or distress, or acting in an antisocial manner. They allow for officers to move groups or individuals on, as well as confiscate alcohol. This is only applicable to over-18's due to the separate law being enforceable for under-age drinking.</p> <p>Following the introduction of Public Space Protection Orders (PSPO) in 2014, DPPOs are being subsumed into the new legislation, and as of October will automatically convert into a PSPO. PSPOs are also able to restrict much more than the consumption of alcohol, including loitering,</p>	

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	<p>begging, use of substances and urinating in public etc. Additional restrictions cannot however be added to an existing order without full consultation.</p> <p>Without replacement signage however, these new orders will be unenforceable. Further to this and having consulted with the local Police if these orders are not utilised, HDC are likely to struggle to justify keeping them in place long term as it would not be deemed proportionate. Police often find other legislation and powers allow them to tackle issues that arise locally, hence these are not used. Ultimately HDC are looking at withdrawing all existing orders once converted to PSPOs and starting from scratch on a need by need basis as and when evidence presents itself.</p> <p>DL took questions: How long would a PSPO take to obtain a new order? Following a discussion and agreement between HDC and the Police a consultation of the public would take place, but an order could be approved within 4 to 5 months. They would be seen as a last resort if other resolutions were found not to work such as police input.</p> <p><b>It was resolved to remove the PSPO from Azalea Gardens and review the need for future orders as required.</b> <b>Proposed: GC, Seconded: PC, all in favour.</b></p> <p>Clerk agreed to meet with DL to discuss other avenues of tackling anti-social behaviour.</p>	Clerk
204/17	<p><b>May 2018 Meetings</b> To agree dates for key meetings in May 2018</p> <p>Annual Parish Assembly (APA) – Wednesday 9<sup>th</sup> May Facilities Committee – Monday 14<sup>th</sup> May AGM – Monday 21<sup>st</sup> May</p> <p>APA will need a speaker: thoughts include Bees, Orchard, County Councillors, District Councillors, PCSO's, Community Grant update from a recipient; Member of Parliament; Public Art display; British Legion.</p> <p>Ideas for the format of the APA will continue to develop.</p>	
205/17	<p><b>Speedwatch</b> To receive information on the setting up of a Speedwatch group from the Community to monitor speeds on the roads of Church Crookham and whether to include in the 18/19 budget</p> <p>Councillor Collings is aware, since moving back into the area of concerns raised by residents of traffic speeds on roads in all areas of the parish. A group of volunteers would need to be established from the public. One resident present volunteered. Cllr PC will attend the Fleet Speedwatch AGM on 3<sup>rd</sup> November to gather more information. Ben Allman, the local PCSO is very active in the Speedwatch initiative and can assist in helping the group establish. Seeking approval for a number of roads at the same time is easier than trying to add roads later which might impact on timings for Crookham Park Roads, however unadopted roads are not permitted by the Speedwatch initiative therefore Crookham Park may not be able to be included until earliest mid 2019 or even 2020.</p> <p>The possibility of sharing the necessary hardware purchase for equipment (approx. £2,500) with neighbouring parishes such as Ewshot who are also interested in the operation of the SIDs (Speed indicator devices ) deployed around Church Crookham could be considered.</p>	

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	It was agreed to review the potential cost of such a project at the Finance meeting and for Cllr PC to continue to fact find and look to establish a group of volunteers.	F&P PC/Clerk
206/17	<p><b>Community Governance Review</b> To receive an update on the outcome of the Church Crookham Parish Community Governance Review (CGR)</p> <p>A CGR was undertaken by Hart District Council on behalf of CCPC during the summer. CCPC has 10 Councillors across three wards with Queen Elizabeth under represented with only 1 councillor. The final recommendations went to Hart District Council meeting in September and were approved.</p> <p>Crookham East Ward will now have 5 Councillors (previously 6) Gally Hill Ward will now have 2 Councillors (previously 3) Queen Elizabeth will now have 3 Councillors (previously 1)</p> <p>This does not affect the composition of the current council therefore no action is required at this time. CCPC may choose to canvas candidates to come forward from all 3 wards for the all-out election in May 2018.</p> <p>The Clerk was asked to inquire whether it was possible to change a Ward name such as Queen Elizabeth to Crookham and Quetta Park for example.</p>	Clerk
207/17	<p><b>Flowers in Community</b> To decide whether to install flowers throughout the parish in 2018.</p> <p>In 2017 Licences actual cost £572 vs Budget £1612 Flowers actual cost £3292 vs Budget £3292 Total cost in 2017 was £3864 vs budget £5,000</p> <p>Budget for 2018 is £5000</p> <p>Locations in 2017 included The Verne, Gateway Signs, Northfield Road shops, Reading Road South Shops, CC Community Centre. Total cost included cost of licences to install on pavement at The Verne.</p> <p>Whilst we received some complaints about the noise upon delivery of the flowers at The Verne and Northfield Rd, the company moved the watering time to ensure residents were not disturbed. CCPC also received positive comments on how they appreciated the initiative showing care for the community especially outside Northfield Rd and The Verne.</p> <p><b>It was resolved to install flowers in 2018 at the same locations as in 2017. Proposed: CM, Seconded: GC, all in favour.</b></p>	Clerk
208/17	<p><b>Transport in Hart</b> Update on the release of the Transport Survey</p> <p>A small number of paper surveys were delivered to the Community Centre. The paper survey will be advertised in the Community Centre and residents encouraged to complete. Paper Surveys</p>	

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	<p>were taken to The Grange Estate and a collection of completed surveys will be arranged. Other areas will also be targeted e.g. doctor and dentist surgeries. The online survey is being advertised via CCPC website and CCPC facebook page. Delivery budget of £500 given approval does not look like it will be required.</p> <p>This survey is targeted to establish a business case for greater provision of Community transport. The lack of buses is a major problem for those who do not have access to a car or bus service; or who would prefer not to have to pay for parking at the train station. It can make it difficult for some to find employment; and for others to attend their hospital appointments. For those with mobility problems it can lead to social isolation.</p> <p>Transport in Hart is a Group founded to establish whether there are ways of increasing the amount of road passenger transport available and to see if there are better ways of integrating buses, trains, and Community Transport. It includes the 21 Town and Parish Councils in Hart, along with the 7 Voluntary Care Groups and the current Community Transport operators.</p> <p>They need help to understand what the needs are, so that they can explore what options may be available, so please take a few minutes to complete the online survey which can be found at: <a href="https://www.surveymonkey.co.uk/r/HartTransport2017">https://www.surveymonkey.co.uk/r/HartTransport2017</a></p>	Clerk
209/17	<p><b>Grant Request</b> To receive grant requests from:</p> <p>In respect of the Grant budget 2017/18 £14,900 remains. Citizens Advice Bureau request will be brought to the November meeting.</p> <ol style="list-style-type: none"> <li>1. Royal British Legion Pilgrimage 90 - £250 <b>Grant was approved. Proposed: PC, Seconded: RM, all in favour.</b></li> <li>2. Royal British Legion Poppy Appeal - £100 <b>Grant was approved. Proposed: GC, Seconded: HB, all in favour.</b></li> <li>3. 101<sup>st</sup> Scout Group - £7,880 – Cllrs requested further information to be brought to the November Parish Council meeting before deciding on approval of this grant.</li> </ol> <p>Cllr. HB left the meeting at 21.19pm.</p>	Clerk
210/17	<p><b>Allotment Allocation Policy</b> To receive and approve changes to the Allotment Allocation Policy</p> <p>Changes made to policy reference:</p> <ol style="list-style-type: none"> <li>2. Only one Allotment plot per household is permitted [repositioned in policy]</li> <li>3. This can be submitted electronically to the Parish Council Office.</li> <li>8. If there are no applicants that fit this criteria on the waiting list when one of these plots becomes available then the plot will be allocated in the same way as any other plot.</li> <li>10. The applicant will be given the opportunity to visit the available Allotment, prior to committing themselves to a tenancy for that plot. Subject to the applicant's acceptance of the offered plot the applicant will be issued with a Tenancy Agreement and given 7 days to confirm acceptance by signing an agreement and paying the fees applicable. If the Allotment is declined or the applicant does not confirm acceptance within 7 days then the Allotment will be offered to the next person on the list.</li> <li>11. At the time of offering an alternative plot an agreed transition period, not to exceed 6 weeks will be set. The tenant will pay rental on both plots for the duration of the transition but will not</li> </ol>	

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	<p>be asked for an additional deposit. The deposit from the original plot will be transferred to the new plot on completion of the transition.</p> <p>13. Any tenant evicted from a plot for non-payment of rent may not re-apply for a plot for two years.</p> <p>A question was raised about charging for two plots within the transition scenario if on a needs basis. It was agreed that this could be determined by the Parish Council on a case by case situation.</p> <p><b>It was resolved to accept the recommended changes to the Allotment Allocation Policy as listed above.</b></p> <p><b>Proposed: CM, Seconded: RM, Abstention: GC, all others in favour.</b></p>	<b>Facilities /Events</b>
211/17	<p><b>Annual Audit Report</b> To receive and approve the Annual Audit Report for 2016/2017</p> <p>The Annual Audit report was reviewed and issues arising discussed at the Finance and Policy meeting and reviewed by all. The Fixed Assets was agreed as a non-issue and the Annual Audit Report and External auditor certificate were recommended for approval.</p> <p>Thanks were given by all Councillors to the RFO for a job well done.</p> <p><b>It was resolved to approve the Annual Audit Report 2016/2107.</b></p> <p><b>Proposed: GC, Seconded: RM, all in favour.</b></p>	<b>RFO</b>
212/17	<p><b>Internal Auditor Appointment</b> To agree to appoint Kevin Rose IAC Ltd to perform the Internal Audit for 2017/2018 and decide the scope of works.</p> <p><b>It was resolved to appoint Kevin Rose of IAC ltd to perform the internal audit for 2017/2018 and the scope of works to be as per the list provided.</b></p> <p><b>Proposed: GC, Seconded: RM, all in favour.</b></p>	<b>RFO</b>
213/17	<p><b>Actual Vs Budget 2017/2018 &amp; Draft Budget Forecast review</b> To receive the half year 2017/18 Actual Vs Budget analysis and a review of the Draft Budget Forecast to 2021/2022</p> <p>The reports were received and discussion points raised at Finance &amp; Policy agreed as valid discussion points for finalising the draft budget as required by January 2018.</p> <p>A continued conversation would be had relating to the use of Councillor email addresses following further fact finding by the Clerk, i.e. use by other Parishes and hosting options.</p>	<b>Clerk</b>
214/17	<p><b>To approve payment of accounts for October 2017</b> Report circulated</p> <p><b>It was resolved to approve the payment of accounts for October 2017.</b></p> <p><b>Proposed: GC, Seconded: RM, all in favour.</b></p>	

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215/17	<p><b>To receive the clerks report</b> Report circulated</p> <p>Sandy Lane car park letter was sent. Van apparently still being parked here. PCSO is happy to follow up if the letter does not have an impact.</p> <p>Staff Committee GC, GS, RM to be held Monday 30<sup>th</sup> October following staff appraisals. Report will be delivered to November PC.</p> <p>Half term holidays taken only by Clerk and Events Officer (Thursday and Friday ONLY) office covered both days in the morning by Facilities Officer.</p> <p>Both CCTV boxes have been installed in location. "See the Light" are due to install the fibre connections and the electric capacity is being confirmed to determine whether a meter is required. Taylor Wimpey may also be looking to install camera columns at Tennis and Skate park locations. Nigel Phillips is in regular contact with Clerk who is seeking telephone numbers of individual contractors to put the pressure on for results.</p> <p>Nigel Phillips of Taylor Wimpey is notifying TW Head Office of commitments made re the Gurkha path and will update at the proposed meeting. Date to be confirmed as Tuesday 7<sup>th</sup> November from 4.30pm. Cllrs to attend HB, RM and GC.</p> <p>Agenda items will include: Gurkha Path – progress re commitments made and timeline. Handover of play areas and land Hart District Panning update re play areas Decommissioning of compounds, securing boundaries Update on Athletics area.</p>	Clerk
216/17	<p><b>To receive Monthly &amp; Annual safety reports</b> Reports circulated</p> <p>The Annual safety inspection reports were reviewed by all and items recognized as low risk. Finance committee should confirm any budget for potential replacement of wooden play equipment at Azalea Gardens due to wood rot identified on the equipment. A low risk at this time with an advisory to monitor which is taking place through the weekly and monthly checks.</p> <p>Reports were circulated and accepted.</p>	F&P
217/17	<p><b>To receive monthly crime report</b></p> <p>Report was circulated and accepted.</p> <p>Councillors requested that the report be made available via the website ensuring that the areas where crime were reported was evident to residents.</p>	Clerk
218/17	<p><b>To receive other reports</b></p> <ol style="list-style-type: none"> <li>1. Quetta and Humphry Park – (DM) Cllr J Radley will try to establish a contact to liaise with for updates.</li> <li>2. Fleet Link (HB) – 16<sup>th</sup> November 2017 HB and/ or CH to attend</li> <li>3. FACC update (CH) – next meeting November 9<sup>th</sup> 2017 CH to attend and advance notice given to FACC of CH name for access.</li> <li>4. HDAPTC (GC) – last meeting held on 17<sup>th</sup> October. Apologies were sent and minutes will be circulated upon receipt</li> </ol>	Clerk

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	<ul style="list-style-type: none"> <li>5. Memorial Hall (MB) – May submit a grant application for removal of dead tree at Memorial Hall. They are seeking a replacement tree from the original donors.</li> <li>6. Allotments (HB) – Quarterly inspection has taken place and report will be delivered at the Facilities meeting.</li> <li>7. Alms Houses (JS) – Latest meeting was reported at September meeting</li> <li>8. Other - Transport in Hart 30<sup>th</sup> October CH and/or HB to attend</li> </ul>	
219/17	<p><b>Items for next meeting</b></p> <p>Grant Applications Update following Taylor Wimpey meeting HALC update following AGM</p>	<b>Clerk</b>
220/17	<p><b>Date of next meeting.</b> 27<sup>th</sup> November 2017</p> <p>Meeting closed at 10pm</p>	

Signed .....

Date .....