

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

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

Date and Time: Monday 23rd April 2018 – 8.00pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Cllr. Gill Chatfield (GC) (Chair), Cllr. Richard Martin (RM), Cllr. Peter Collings (PC), Cllr Gill Scott (GS), Michael Burford (MB), Cristina Harris (CH), Cameron Miller (CM).

Also: Claire Inglis (Clerk)

Cllr. John Bennison (HCC)

Cllr. Jenny Radley (HDC)

There were 2 other members of the public present.

074/18	<p>Apologies for absence</p> <p>Helen Butler, Debbie Moss</p>	
075/18	<p>To approve minutes of previous meetings</p> <p>To receive and approve as a correct record the minutes of the Full Council Meeting 26th February 2018</p> <p>To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Planning Committee Meetings - 26th February & 12th March 2018 Facilities Committee Meeting - 12th February 2018</p> <p>Proposed: GC seconded: MB, all in favour</p>	
076/18	<p>Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>None received</p>	
077/18	<p>Declaration of interest - relating to any item on the agenda.</p> <p>GC. RM and MB re their allotment tenancies agenda item 089/18</p>	
078/18	<p>Chairman’s Announcements</p> <ul style="list-style-type: none"> • On the weekend of the 28th /29th April Rob Beckinsale the artist responsible for creating the carved wooden animals installed around the development will be creating wooden sculptures live on the open space behind the Community Centre. Please feel free to come and see this live craft event. 	

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	<ul style="list-style-type: none"> • Due to the election within the three wards of Church Crookham being uncontested a new Parish Council will be confirmed on 8th May 4 days following the date of the election. At that time Councillor Cameron Miller who decided not to stand for election will "retire" from his position as Parish Councillor. Our thanks to him for his valuable contribution during his time serving on the council. CM passed on his thanks to the Councillors for all their hard work and time dedicated to the role, and also to the team of staff who support the Council so well. 	
079/18	<p>Public session – This is an opportunity for members of the public to bring matters relating to items on the agenda to the attention of the committee.</p> <p>Cllr Radley had delivered a Local Plan update during the earlier planning meeting (See minutes). Reported on the meeting with the MOD attended by herself along Cllr Harris and the Clerk to receive an update on the MOD fencing installed as a safety measure on the training areas off Bourley Road. Intensification of training on the MOD land has required additional safety measures to be implemented including the fencing and clear signage, byelaws to indicate when training is taking place. When training is not taking place the land will remain accessible where possible. For obvious reasons training times cannot be advertised. Much land has also been handed over by the MOD for SANGS which will remain accessible to the public in perpetuity.</p> <p>Changes to the number 7 bus route/ timetable have been advertised and information made available at the Community Centre.</p> <p>The QEB report will be decided at Hampshire CC 24th April a meeting not open to the public. It is important to comment on the report as the title suggests that the projects put forward are in mitigation of the Crookham Park development but at least two of the four main projects are Fleet based with many CCPC proposals dismissed.</p> <p>Cllr Bennison reported that this is a quiet period due to purdah with the elections due in early May. He confirmed he will be attending the QEB meeting on the 24th and will attempt to rectify the error in the report title. Bourley Rd works look set to continue for a further 3 weeks at least.</p> <p>Joint Chief Exec of HDC Mrs. Hughes reported that a new waste contract has been put in place with Serco the new contractor based locally in Hart and therefore looking to deliver savings and improved quality service from October 2018.</p>	

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080/18	<p>Taylor Wimpey To receive an update from Taylor Wimpey on site issues</p> <p>Residents will be aware that installation of the NEAP (Neighbourhood Equipped Area of Play) by Kompan on behalf of Taylor Wimpey (TW) has commenced on the open space adjacent to the Community centre and Memorial Orchard. The planned install duration is approximately 3 weeks. A schematic of the equipment can be found via a link on the CCPC website. Any queries should be directed to Taylor Wimpey Customer Services at this time.</p> <p>As previously reported by CCPC, residents are advised to raise matters concerning installation of LAPs etc. with TW and HDC as these were part of the original planning application under reserved matters. CCPC are required to take on the management of these areas 1 year after installation. Any concerns over misinformation on location of play areas should also be directed to individual's solicitors who carried out their conveyancing due to the information on play parks being part of the original planning application for the development.</p> <p>Summary of points raised at an update meeting held earlier today are as follows:</p> <ul style="list-style-type: none">• Update following the meeting with HDC held Friday regarding the planning situation for LAPs LEAPS and NEAP. <p>TW await confirmation from HDC, which is anticipated this week, of agreement of Reserved matters in terms of detailed equipment within play parks.</p> <p>In terms of the NEAP following installation the area will only be accessible to residents when the ROSPA installation report has given clearance that it has been installed correctly and is safe to use. Heras fencing will remain in place until this has been carried out.</p> <p>A resident was asked to voice their concerns on the installation of the NEAP – these relate to noise, potential for increase in antisocial behaviour.</p> <p>Councillors responded by stating that in any cases of antisocial behaviour the PCSO's will be involved and additional CCTV cameras on the Community centre building are being investigated.</p> <ul style="list-style-type: none">• Jubilee fencing method of install and price been agreed? <p>Agreed that installation over May half term may reduce H&S impact on school foot traffic during install. Taylor Wimpey H&S department are reviewing the access statement provided by the installer before signing off on works to commence.</p> <ul style="list-style-type: none">• MUGA resurface works and timing of. <p>Price from contractor is awaited and once agreed work order will be placed. TW would like this to be very soon so that the area can be included in the next land transfer tranche.</p> <p>CCPC requested whether the basketball markings could be provided in a dominant colour as they are not considered to be bright enough.</p>	
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	<ul style="list-style-type: none"> • Land transfers/ S106 monies TW have asked their solicitors to contact CCPC solicitor (Confirm Surrey Hills) to commence the next land transfer. Clerk to ensure correct solicitor contacted. • Saturday 28th/ 29th wood carving event - Delivery of tree stump before Friday TW to ensure tree stump relocated asap. Clerk to chase Tuesday 24th. • Grounds maintenance contractor streamlining to one site contractor. TW unable to attend meeting this week but will provide some feedback prior to meeting. • Athletics Kestrel survey agreed to pay – TW have placed an order for the survey of the Athletics area at the end of previous week. A date will be confirmed asap as TW also want this to progress. Athletics Club will be attending Annual meeting and an update on this activity by 9th May would be helpful. • Allotment drainage and toilet drainage Phase works continue in the area and drainage will be implemented. Allotment drainage admittedly slipped down the priority list and TW will address this again. • Speed restriction signs along Jubilee Drive / Better signage on islands to direct traffic correctly / Construction traffic management Both topics covered together in terms of comment on construction traffic going through whole development and a request for movement times to be adhered to especially in consideration of school traffic where construction of show home area is now underway. A reminder will be issued by TW. 10MPH signs will be proposed through the main thoroughfare as a short term arrangement to remind drivers to drive with care. 	
081/18	<p>Actual vs budget To review and agree the updated actual vs. budget figures for April 2017 to March 2018 and the reserves at the end of the financial year as recommended by the Finance & Policy Committee.</p> <p>The reports were received.</p> <p>It was resolved to accept the Actual vs Budget figures for April 2017 to March 2018 as reviewed by Finance & Policy Committee on 17th April 2018. Proposed RM, Seconded GC, all in favour.</p>	
082/18	<p>Ear marked reserves To review the ear marked reserves and agree the recommendation of the Finance & Policy Committee.</p> <p>The reports were received.</p>	All

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	<p>It was agreed at Full Council January 2018 that the following reserve movements should be made at year end:</p> <ul style="list-style-type: none"> • Move Unspent Project costs as follows: <ul style="list-style-type: none"> EMR Highways & Transport Services £9k EMR Exterior seating & Patio Area at Community Centre £10k • EMR Improved signage in community & gateways £1k • General reserves surplus of £27,698 moved to EMR Peter Driver Improvements <p>It was resolved to accept the recommendation of the Finance & Policy Committee of 17th April 2018 of no requirement for additional ear marked reserves. Proposed RM, Seconded PC, all in favour.</p>	
083/18	<p>Debtors report To review and agree the debtors report and recommendations of the Finance & Policy Committee meeting</p> <p>Debtors report was received and agreed that debt collection under good control.</p> <p>Finance & Policy Committee recommend to write off the outstanding debt from K Ray if not received by end of April and close the Money Claim down. The debt was considered not significant enough to warrant additional officer time.</p> <p>It was resolved to write of the £180 debt of K Ray if not received by the end of April 2018. Proposed RM, Seconded CM, 1 against, all others in favour.</p>	RFO
084/18	<p>Grants To receive and decide whether to approve grant applications</p> <p>Budget for 2018/19 is £24,200.</p> <p>To confirm issue of the second tranche of £1,500 Citizens Advice Bureau grant approved in previous financial year total £3,000 will be made in April.</p> <p>1) Fleet Town Council application for contribution towards play equipment at Basingbourne Play park £5,000. In considering the grant application, the funding streams for the whole project were reviewed. On the basis that at its Cabinet meeting held on 5th April, Hart District Council released £40,000 of developer contributions held for local parish projects so that Fleet Town Council could fund improvements to Basingbourne Park play area, Fleet, it was agreed to refuse the grant application. That being said CCPC would welcome a grant application from Friends of Basingbourne for any future project.</p> <p>It was resolved to reject the grant application from Fleet Town Council of £5000.</p>	Clerk

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	<p>Proposed RM, Seconded PC, all in favour.</p> <p>2) Fleet Cricket Club contribution to new cricket nets training facility £1,000 It was resolved to approve the grant application of £1,000 received by Fleet Cricket Club. Proposed RM, Seconded MB, all in favour.</p>	RFO
085/18	<p>Newsletter May Edition To consider and agree content for the May edition</p> <p>Items considered for inclusion were Election details, Tennis membership promotion, Upcoming Meeting information, Wood carving event, Peter Driver Event save the date, Scouts litter pick, Metal art work, Promotion of new groups hiring the centre.</p>	Events
086/18	<p>Annual Parish Meeting To approve the agenda, report and displays for the Annual Parish Meeting on the 9th May 2018</p> <p>Draft report was circulated and comments were received.</p> <p>It was resolved to accept the report subject to the further revisions requested and circulated by email for final approval. Proposed GC, Seconded RM, all in favour.</p>	Clerk
087/18	<p>CCTV Update To receive an update on the CCTV project and agree any actions required</p> <p>Cameras became operational briefly during the week of 9th April fully commissioned by Baydale with good quality pictures received in the Rushmoor monitoring station. Rushmoor then requested that the connection be pulled as this was not meeting the required standard for internet access security to the monitoring station. The CCTV consultant has been involved again (his time paid for by Hart DC). He has given email evidence to Rushmoor that this is what was agreed. An IT conference took place Friday 20th April between consultant and Rushmoor to discuss the issue and resolve the means by which access will be gained from the CCPC cameras.</p> <p>Back-up solutions included: Installation of a Firewall on our router - potential cost up to £600 Installation of a recorder unit within the Community Centre to record the images (i.e. not monitored 24/7) Clerk asked consultant to push for the firewall solution with CCPC to cover the additional cost up to £1000.</p>	

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	<p>Message from consultant Friday pm confirmed that the meeting had gone well with the outcome that Rushmoor IT will put in a firewall and they will then be satisfied. HDC mentioned that there is underspend from a CCTV project and so may be able to cover the costs of the firewall. Conclusion should be reached within two weeks but this is underway.</p> <p>It was resolved to approve an additional £1,000 to cover any contingency for shortfall to finalise the operation of this project. Proposed GC, Seconded GS, all in favour.</p>	Clerk
088/18	<p>GDPR Update To receive an update on compliance with GDPR due to come in on May 25th 2018</p> <p>It was reported that:</p> <ul style="list-style-type: none"> -Staff have been working on data security within their areas of remit to streamline processes and remove any unnecessary paper held data within the office. -Locks to older storage cupboards need to be replaced to enable protocol for night-time storage and increased security within locked office environment. -Amendments to regular paperwork is underway to have a one-point source of seeking express permission from e.g. allotment tenants, football hirers, hall hirers -Reception area is now secure and staff review of the data accessible within this area has been carried out and satisfied this is VERY LOW RISK. -Schedule of Data Protection review is available and will be used as basis for future risk management. This is currently a working document that all staff are progressing actions on. -Disconsulting have been asked to make staff administrators of the wifi network so that access times can be managed. -Retention periods need to be redefined -Confirmation still being sought from IT support on their protocols for Data Protection <p>Historical purge of electronic filing system required but not as important as setting protocols for future storage of data</p> <p><u>Documents – Ongoing / Future issues</u></p> <ul style="list-style-type: none"> -Data Protection Policy will be updated, approved and issued via website due to be reviewed at next Finance & Policy Committee (subject to issue of HALC revised policy still awaited) -Regular review of Data Processing to be carried out by Finance & Policy Committee -Data Protection Officer role to be agreed 	ALL
089/18	<p>Allotment Rental Charges To consider and agree the level of allotment rental charges for 2019/2020</p> <p>Current charging levels are as follows:</p>	

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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left; padding: 5px;">Allotment Rent Charges:</th> </tr> <tr> <th style="width: 25%;"></th> <th style="width: 25%;">Rent per square metre</th> <th style="width: 25%;">Admin charge</th> <th style="width: 25%;">Deposit</th> </tr> </thead> <tbody> <tr> <td>Church Crookham</td> <td style="text-align: center;">50p</td> <td></td> <td style="text-align: center;">£50</td> </tr> <tr> <td>List 2 tenants i.e. residents of Crookham Village, Ewshot and GU52 postcode outside Church Crookham</td> <td style="text-align: center;">50p</td> <td style="text-align: center;">£25</td> <td style="text-align: center;">£50</td> </tr> </tbody> </table> <p>The site has been open since May 2015 (now 3 years) with rental income in 2017/18 total £4750. There is a potential for increased facilities at the site that may incur additional maintenance charges such as a toilet facility. Costs came in just under income for 2017/18.</p> <p>The site continues to struggle with water logging in periods of high rainfall but plot holders on the whole are making good progress year-on year with the majority of plots well-maintained.</p> <p>If rents were increased by 5p per sq. meter rental income would total £5,322 (£480 uplift). Any decision on rental uplift at this meeting would not be implemented until April 2019</p> <p>It was resolved to implement a 5p per square meter increase to the rental charges at the allotment site to be implemented from April 2019. Proposed CM, Seconded PC, 3 abstentions, all others in favour.</p>	Allotment Rent Charges:					Rent per square metre	Admin charge	Deposit	Church Crookham	50p		£50	List 2 tenants i.e. residents of Crookham Village, Ewshot and GU52 postcode outside Church Crookham	50p	£25	£50	FO
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090/18	<p>QEB Steering Committee</p> <p>To receive an update and agree a response to the Hampshire County Council report due to be determined on 24th April in Winchester</p> <p>The HCC report to be discussed and agreed at a HCC meeting due to be held on 24th April was circulated.</p> <p>All Councillors agreed that the title of the report Church Crookham Transport Strategy was inappropriate as the projects being put forward for further feasibility studies include Fleet based projects. PC clarified that the feasibility studies being taken forward (see below) will not be paid for out of the QEB S106 fund. Cllr PC also reported that section 5.4 of the report discounts CCPC projects as viable on the basis they would not mitigate the impact of the development.</p> <p>It was agreed that as soon as the election period is complete that a meeting should be arranged to confirm that if any schemes that come forward must clearly demonstrate mitigation of Crookham Park development before agreement to release of funds is provided. All agreed that the title of the report is inappropriate and should be amended.</p>																	

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	<ul style="list-style-type: none"> • Fleet Station Roundabout; • Windy Gap Junction (A323 Fleet Road/Aldershot Road); • Elvetham Heath Double Roundabouts; and • The Beacon Hill Road Corridor study 							
091/18	<p>Quotes To receive and approve any quotes</p> <p>Mobile Computing Requirement To be able to access the internet whilst mobile for the collection of site inspection, asset register, allotment inspections ad-hoc photos and other parish office data. Currently this is being done using staff's personal equipment and phone contracts. The benefit of this is that data collected onsite is automatically sync'd to our Microsoft Office 365 applications. This saves time transferring data between devices once we have returned to the office. Data is immediately available to be viewed back at the office in case of the need for support whilst out on site. Additionally, having a mobile capability enables the user to use Laptops whilst at remote locations for meetings or training.</p> <p>Options</p> <ul style="list-style-type: none"> a) An Office Mobile Phone and data contract b) A Tablet PC & Mobile Wifi AccessPoint(4G) with Pay as you go Data Contract <p>A tablet PC offers more flexibility than a phone and using a mobile WIFI access point also gives flexibility in that it can be used to connect other devices e.g. laptops whilst out at training or offsite meetings. A pay as you go data contract @ 15gb per month to find out how much data we will use and then move to an annual contract once usage is understood.</p> <p>Cost</p> <table style="width: 100%; border: none;"> <tr> <td>Windows Tablet PC</td> <td style="text-align: right;">£700</td> </tr> <tr> <td>Huawei E5885 CAT6/ 4G+ Portable Mobile Wi-Fi Hotspot</td> <td style="text-align: right;">£140</td> </tr> <tr> <td>Pay as You Go Data Contract</td> <td style="text-align: right;">£25</td> </tr> </table> <p>It was resolved to accept the quote for a mobile computing system. Proposed PC, Seconded GS, all in favour.</p>	Windows Tablet PC	£700	Huawei E5885 CAT6/ 4G+ Portable Mobile Wi-Fi Hotspot	£140	Pay as You Go Data Contract	£25	
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Pay as You Go Data Contract	£25							
092/18	<p>To approve payment of accounts for April 2018</p> <p>Report circulated and reviewed.</p> <p>It was resolved to approve the payment of accounts for April 2018. Proposed GC, Seconded PC, all in favour.</p>							

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093/18	<p>To receive Clerks Report</p> <p>Report received</p>	
094/18	<p>To receive monthly safety reports</p> <p>Reports received Clerk asked to confirm grounds maintenance contractors are attending High Trees as part of the maintenance cycle.</p>	Clerk
095/18	<p>To receive monthly crime report</p> <p>Report received</p>	
096/18	<p>To receive other reports</p> <p>Quetta & Humphrey Park - (DM) Fleet Link - (HB) FACC Update - (CH) (next meeting 28th June) HDAPTC - (GC) Memorial Hall - (MB) Allotments - (HB) Alms Houses - Vacant Other</p> <ul style="list-style-type: none"> • Fleet Link contribution confirmed as £3,364 for the year vs a budget of £3,711 • FACC See minutes of Feb meeting and presentation from that meeting. CH confirmed she can attend the next meeting. • HDAPTC minutes are due out and will be circulated in due course. Point of interest was a local council investing in play equipment for disabled users which is something CCPC could consider as additions to existing play areas. • Rob Beckinsale is liaising with committee members on the carving of the tree due to be felled as required on 18th May another opportunity to watch a live wood carving event. • Memorial Hall fencing is being damaged by residents using it as a cut through. Solutions are being discussed. • Allotments qly inspection has been slightly delayed because of the very wet/ late Spring a new date will be established in due course. 	
097/18	<p>To agree a date for the next meeting – Annual Meeting of the Parish Council 21st May 2018 from 7.30pm which will combine any urgent planning applications.</p>	

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	Annual Meeting of the Parish 9 th May from 7.15pm Meeting closed at 9.42pm	
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Signed

Date

Claire Inglis Parish clerk, 14 May 2018

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