

CHURCH CROOKHAM PARISH COUNCIL

Initial:
Date:

Minutes of the Meeting held:

Date and Time: 8.00pm Monday 13th August 2018

Place: Church Crookham Community Centre, Boyce Road, Crookham Park, Church Crookham, GU52 8AQ

Present:

Councillors: Helen Butler (HB) (Chair), Richard Martin (RM), Gill Chatfield (GC), Cristina Harris (CH), Debbie Moss (DM), Jenny Radley (JR), Gareth Saunders (GSa).

Also: Sally du Gay (Clerk)

There were 0 members of the public present.

81/18	Apologies for absence Apologies had been received from Cllr Gill Scott	
82/18	To agree minutes of previous meeting held on 11th June 2018 The minutes of the meeting of 11 th June 2018 were approved and signed as a true record of the meeting. Proposed HB, seconded GC all in favour	
83/18	Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members No requests had been received	
84/18	Declaration of interest relating to any item on the agenda Cllrs GC and RM declared an interest in the item relating to the allotments.	
85/18	Chairman's Announcements Peter Driver Event - low attendance (20 - 30 including adults) at event, weather very hot and event fell in first full week of holidays. News from the Beekeepers - Bee licence agreement has been signed by both parties and a copy is now retained in the parish office. All spaces have now been allocated at the site with a mix of new and existing beekeepers.	
86/18	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. No members of the public were present to comment.	
87/18	Data Protection Officer To consider and agree to appoint Data Protection Officer Report circulated.	

CHURCH CROOKHAM PARISH COUNCIL

Initial:
Date:

	<p>It was resolved to appoint Kevin Rose of IAC Audit & Consultancy Ltd as the Data Protection Officer for Church Crookham Parish Council, on a three-year contract commencing 1st April 2018 to 31st March 2021, at a cost of £75 per annum retainer plus audit fee of £245 per half day or £345 per day. Proposed RM, seconded GC all in favour</p> <p>Cllr Radley asked whether GDPR training would be available to council members</p>	<p>Clerk</p> <p>Clerk</p>																
88/18	<p>Art Work To consider and approve commission on additional iron art work installations Report circulated</p> <p>With reference to the update on the sensory garden Cllr Saunders requested that the reference to “possible Braille to be added” to the “touch” carving should be changed to “Braille to be added” and that if possible Braille should be added to all carvings.</p> <p>It was resolved to approve the following expenditure from the S106 Public Art ear marked reserve:</p> <table border="0"> <tr> <td>6 x insects @ £500</td> <td>£3,000</td> </tr> <tr> <td>2 days installation</td> <td>£300</td> </tr> <tr> <td>Sundries</td> <td>£240</td> </tr> <tr> <td>Total expenditure</td> <td>£3,540</td> </tr> </table> <p>Proposed HB, seconded DM all in favour.</p>	6 x insects @ £500	£3,000	2 days installation	£300	Sundries	£240	Total expenditure	£3,540	<p>Clerk</p> <p>Clerk</p>								
6 x insects @ £500	£3,000																	
2 days installation	£300																	
Sundries	£240																	
Total expenditure	£3,540																	
89/18	<p>Projects To consider and agree projects for budget inclusion Report circulated.</p> <table border="1"> <thead> <tr> <th>Project</th> <th>Scope</th> <th>Budget year</th> <th>Committee comments / requested actions</th> </tr> </thead> <tbody> <tr> <td>Staging for use by hirers</td> <td>To purchase staging system with the capacity to be stored in the Shed / Hall for use by drama/ dance/ music / theatre productions. Potential to charge for hire of equipment. Must be easy to store/ set-up. Potential to increase events of this nature.</td> <td>2019/20</td> <td>Compare costs of purchase against cost of hire. Establish requirement for staging</td> </tr> <tr> <td>Small furniture for children’s parties / use by hirers</td> <td>To purchase children’s furniture that is light/ stackable and transportable for use by hirers in Oak and Acorn. Must be light and easily stored.</td> <td>2019/20</td> <td>Gather quotes</td> </tr> <tr> <td>War Memorial</td> <td>To resolve pooling of water to edge of memorial following heavy rain and improve the aesthetics of the base of the</td> <td>2019/20 – 2020/2021 depending upon</td> <td>To be carried out in 2019/20 if possible</td> </tr> </tbody> </table>	Project	Scope	Budget year	Committee comments / requested actions	Staging for use by hirers	To purchase staging system with the capacity to be stored in the Shed / Hall for use by drama/ dance/ music / theatre productions. Potential to charge for hire of equipment. Must be easy to store/ set-up. Potential to increase events of this nature.	2019/20	Compare costs of purchase against cost of hire. Establish requirement for staging	Small furniture for children’s parties / use by hirers	To purchase children’s furniture that is light/ stackable and transportable for use by hirers in Oak and Acorn. Must be light and easily stored.	2019/20	Gather quotes	War Memorial	To resolve pooling of water to edge of memorial following heavy rain and improve the aesthetics of the base of the	2019/20 – 2020/2021 depending upon	To be carried out in 2019/20 if possible	<p>Clerk & office staff</p>
Project	Scope	Budget year	Committee comments / requested actions															
Staging for use by hirers	To purchase staging system with the capacity to be stored in the Shed / Hall for use by drama/ dance/ music / theatre productions. Potential to charge for hire of equipment. Must be easy to store/ set-up. Potential to increase events of this nature.	2019/20	Compare costs of purchase against cost of hire. Establish requirement for staging															
Small furniture for children’s parties / use by hirers	To purchase children’s furniture that is light/ stackable and transportable for use by hirers in Oak and Acorn. Must be light and easily stored.	2019/20	Gather quotes															
War Memorial	To resolve pooling of water to edge of memorial following heavy rain and improve the aesthetics of the base of the	2019/20 – 2020/2021 depending upon	To be carried out in 2019/20 if possible															

CHURCH CROOKHAM PARISH COUNCIL

Initial:

Date:

		memorial to be more in keeping with main part of memorial.	support of Hants CC and War Memorials advice on plinth	
Footpath extension		To extend footpath from shed to overflow car park to facilitate easy delivery to storage from car park	2019/20	Not required, the idea had rejected at previous meeting.
Play markings		To consider installation of playground type markings on footpath in between NEAP and Memorial Orchard	2019/20	Gather quotes
Bowser		Purchase of water pump bowser to facilitate watering of hedges and planted areas in times of drought. Storage of equipment will need to be considered.	Dependent on weather Possible hire in 2019 if required.	Explore comparative costs. If necessary, rather than purchase a bowser, which would create a storage issue, budget provision could be made to either hire one as required or contract a 3 rd party to water.
Tennis Court / MUGA sweeper		Requirement for equipment to sweep surface of tennis courts to maintain the quality and reduce impact of leaf fall in Autumn.	ASAP	Gather quotes for sweeper and storage.
Community centre toilet air changer		Requirement to adjust capacity for air exchange in toilet area in Community centre to be more efficient and greater capacity. E.g. larger vents to roof and PIR located in more effective location.	2020/21	Gather quotes for 2019/20
Hatch from reception to parish office		To give access from reception area to office via opening in wall improving better team communication and visibility to reception when unmanned. Needs to include security and safety elements to the fittings e.g. fire risk		2019/20 Gather quotes
Photographer hire		To capture images of new look Parish and all facilities and locations in the parish to improve a potential new website design	2019/20	Gather quotes Consider free options such as students and local residents
New car park / storage		To install a new car park in replacement of Taylor Wimpey compound located adjacent to Community	2020/2021	High priority 20 – 30 space car-park required Investigate the planning

CHURCH CROOKHAM PARISH COUNCIL

Initial:

Date:

		Centre. Potentially to serve increased usage of facilities such as Athletics track and bigger events at the centre in the future		requirement Investigate / initiate design of car park Include entry barrier Refer to original plan re hedging Surfacing e.g. Grass Crete should be high quality to improve the look of the car park	
	Footpath from emergency school gate access to footpath	Monitor quality of access in this area over winter months to determine the most suitable/ practical surface for emergency exit from school grounds		Comparative options and costs Would the path resurfacing used at the allotment site be suitable for this project? The surface must be stable in all weathers.	
	Orchard development	To introduce different varieties into the orchard to diversify the apples available for juicing and creating an orchard able to provide the community with opportunities for exciting future events.	2020/21 onwards	Is there enough space for new trees? Could trees be planted in a semi-circle behind Gurkha statue. Gather information and costs from Les The Westcountry man	
	<p>Cllr Radley also suggested the following:</p> <ol style="list-style-type: none"> 1. There is a requirement for bollards at the crossing on Reading Road South to further emphasise the existence of the crossing. 2. 2 bus shelters are required on Coxheath Road. – The parish council does have a power to provide and maintain bus shelters (<i>Local Gov. (Miscellaneous Provision) Act 1953</i>) – investigate and provide quotes. <p>A further suggestion was made to investigate the replacement of the picnic table tops at Azalea Park.</p>				
90/18	<p>Allotment To receive an update on the allotment site since the latest inspection in May 2018 Report circulated.</p> <p>The report was reviewed.</p>				
91/18	<p>Clerk update To receive an update on current issues</p> <ul style="list-style-type: none"> • JB Corrie who carried out fence extension at MUGA total ex VAT £15,505 has been borrowed from General reserves as no S106 funds available to transfer at this time due to monies on deposit. Plan to transfer from S106 either in November when Lloyds bond matures or S106 funds re land transfer currently being discussed arrives whichever is the sooner. 				RFO

CHURCH CROOKHAM PARISH COUNCIL

Initial:
Date:

92/18	To agree dates for the upcoming meetings: Planning September 10th 7.45pm Planning September 24th 7.30pm Full Council September 24th 8pm Planning October 8th 7.30pm Facilities October 8th 8pm	
-------	--	--

The meeting closed at 20.57

Signed:

Date: