

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

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

**Date and Time:** Monday 23rd November 2020 8.00pm

**Place:** remote meeting via Zoom

**Present:**

Councillors: Richard Martin (RM) Chair; Gareth Saunders (GSa); Cristina Harris (CH); Alan Jones (AJ); Mike Thorne (MT); Helen Butler (HB), Michael Burford (MB), Debbie Moss (DM)

Also: Claire Inglis (Clerk)

Sally du Gay (Deputy clerk)

Cllr John Bennison (HCC); Cllr Chris Axaam (HDC)

There were 10 members of the public present

Z176/20	<p><b>Apologies for absence</b></p> <p>No apologies were received</p>	
Z177/20	<p><b>To approve minutes of previous meetings</b>            To receive and approve as a correct record the minutes of the Full Council Meeting 26th October 2020  <b>The minutes were approved as a true record of the meeting</b>  <b>Proposed RM seconded GSa, all in favour</b></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 Meeting - 26th October &amp; 9th November 2020            Staff committee - 9th November 2020 (Subject to confidential minute)</p> <p><b>The minutes were approved as a true record of the meeting</b>  <b>Proposed RM seconded GSa all in favour</b></p>	
Z178/20	<p><b>Dispensations</b> – To receive any written requests for disclosable pecuniary interest dispensations from members</p> <p>No dispensations had been received</p>	
Z179/20	<p><b>Declaration of interest</b> - relating to any item on the agenda</p> <p>None received</p>	
Z180/20	<p><b>Chairman’s Announcements</b></p> <p><b>Remembrance service</b> - thanks to Cllr Mike Thorne for representing CCPC at the annual memorial service which was a much more low-key event than usual due to current lock down measures in place. A small number of members of the public were in attendance but were still able to socially distance ensuring a safe marking of this important annual</p>	

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	<p>service.</p> <p><b>Christmas</b> - It would usually be the time to recruit volunteers to staff the annual Children's Christmas party which understandably will not be able to take place this year. However, Church Crookham Parish Council wishes to extend a wish for a safe and healthy Christmas for all its residents this December.</p>	
Z181/20	<p><b>Public session</b> – 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 J Bennison (HCC) informed the council of the following items:</p> <ul style="list-style-type: none"> <li>• A wreath was laid on behalf of HCC with 50-60 members of the public in attendance whilst able to remain socially distanced.</li> <li>• The first section of cycleway from Gurkha path to Gables Road has been completed with line marking also completed.</li> <li>• Watery Lane cycleway has also been completed and traffic lights have now been removed.</li> <li>• Hart District Council have rejected the planning change of conditions re the Redfields Lane roundabout which now must be implemented prior to occupation of Watery Lane.</li> <li>• Hampshire is one of a few counties that are trialing members of families being able to visit relatives in nursing homes with regular testing provided.</li> </ul>	
Z182/20	<p><b>Parish Council Vacancy</b> To receive application(s) for Councillor vacancies and to decide whether to co-opt applicant(s) to the Gally Hill Ward vacancy</p> <p>Whilst 2 valid applications were received prior to the Wednesday 18<sup>th</sup> deadline 3 further expressions of interest were received. CCPC would like to thank all who expressed an interest and would invite them to apply in the future if any vacancies become available.</p> <p>The applicants Mr Bruce Bulgin and Mr John Ford were invited to introduce themselves and explain their interest in the role of Councillor.</p> <p>No questions were raised by Councillors.</p> <p><b>It was resolved to co-opt Mr Bruce Bulgin and Mr John Ford as Councillors for Church Crookham Parish Council.</b> <b>Proposed RM, Seconded CH, all in favour.</b></p>	
Z183/20	<p><b>Food Outlet Vans</b> To agree terms of trading from Community Centre car park</p> <p>Currently a concession to trade has been granted to a Fish &amp; Chip van on Tuesday evenings.</p> <p>Mexicalli a Mexican food van has now lodged an application for a trading licence with Hart DC to trade on Friday evenings.</p>	

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	<p>Coffee van Caleb's Coffee following a week's trial has received a significant amount of support from the community, whilst also a concern raised about providing opportunities for other traders if appropriate.</p> <p>Caleb's coffee set out their request which included: Trading times Mon, Wed &amp; Thurs 8am-5pm, Tues &amp; Fri 8am-2pm, Sat 8am-5pm whilst seeking CCPC view on 7 days a week. Possibility of disposal of rubbish at the Community centre and use of centre toilets and request to set up a gazebo and on non-busy days to use the main car park rather than the overflow car park.</p> <p>Discussions included supporting trading as it has enhanced the sense of community and balancing this with a non-anti-competitive position. The community centre car park does have peak usage for some hirers and the overflow car park is the best location for the concessions as it is less utilised. The request for disposal of rubbish and use of gazebo was rejected as other concessions are required to dispose of their own waste. Use of the centre toilets is restricted to pre-school staff, office staff and hirers only during the pandemic to maintain the COVID-19 secure status of the building but this will be reviewed when possible.</p> <p><b>It was resolved to allow Caleb's Coffee to trade for a maximum of 5 days per week, timetable, and conditions to be agreed with the Clerk and subject to a 3-month review or as appropriate.</b> <b>Proposed RM, Seconded AJ, all in favour</b></p>	
Z184/20	<p><b>Dedication of Tree</b> To receive a request to dedicate a tree with plaque at Peter Driver</p> <p>A resident made a request to dedicate a tree at the Peter Driver site in memory of a family member who was a founder member of the Fleet &amp; Church Crookham Athletics Club whose HQ is currently at the sportsground. Clerk confirmed that the resident was made aware of the potential relocation of the club but that it would be good to retain the history of the site being the original base.</p> <p><b>Subject to agreement of suitable location and species to be agreed in conversation with the tree surgeon it was resolved to give permission for the planting and dedication of a tree at the Peter Driver sports ground.</b> <b>Proposed RM, Seconded DM, all in favour.</b></p>	
Z185/20	<p><b>Forest School</b> To receive a request to use Parish Council owned land</p> <p>A proposal was received from Kate Stewart requesting to utilise parish owned land to promote education and expand knowledge to children under her care as a childminder in care for nature and woodland setting. Currently progressing towards a qualification in Forest School status, Kate will be looking to providing parent &amp; toddler sessions in the longer-term future.</p> <p>Queries raised included: - Age demographic of children under her care? – 0-5 pre-school age currently Would there be a requirement to fence off an area? – not in short term but this may be subject to change</p>	

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	<p>Could charitable status be obtained and therefore give access to grant funding? – this may be possible as part of the longer-term plan for a forest school set up.</p> <p>How will safeguarding be managed when utilizing the Men’s Shed area – KS is a designated safeguarding lead and as a childminder has rigorous policies and procedures in place for safeguarding. This aspect will be risk assessed and managed.</p> <p>Insurance in case of accident on land used? - Public liability insurance held, and site surveys and risk assessments are all part of training and assessment of suitability of land.</p> <p>Length of trial period desired? Forest school qualification should be achieved by Summer 2021 so a trial period up to that point would be sought.</p> <p><b>It was resolved to grant permission to use land at Area A for the trial period December 2020 to July 2021.</b></p> <p><b>Proposed RM, Seconded MT, all in favour.</b></p>	
Z186/20	<p><b>Skate Park</b></p> <p>To receive a request for floodlighting to skate park</p> <p>A request for floodlighting was made from skate park users following a survey circulated. The representative was given an opportunity to give a presentation points included:</p> <ul style="list-style-type: none"> <li>• An awareness of the negative impact of anti-social behaviour and a commitment amongst a few skate park users to try to educate younger users who may be abusing the facility.</li> <li>• A desire to extend the usage of the park skating times in the winter to allow those finishing work a place to unwind (120+ support on the survey)</li> <li>• An awareness that budgetary position especially this year may not facilitate such a project but a desire by skate park users to get it on the agenda for future consideration.</li> <li>• That there is a plan amongst the skate park users to invest in cleaning materials to aim to keep the park clear of litter.</li> </ul> <p>Councillors were grateful for the presentation provided and acknowledged that it is usually a few that continue to abuse a facility such as a skate park that spoil it for the majority of skaters who are there to enjoy it responsibly. It is difficult for responsible skaters who are not always at the park to be able to combat the problematic issues which are out of their control when not at the park.</p> <p>Councillor GSa cited the many problems that have blighted the skate park and continue to do so in terms of levels of litter, broken glass, broken up scooters, bikes and skateboards and even bed frames left at the site. Noise issues with youngsters playing music very loud and the general lack of consideration for residents.</p> <p>It was also confirmed that the skate park was installed with the intention of being a daylight facility in line with other play facilities in the parish and as set out in the recent Community Contract.</p> <p>It was expressed that other means of engagement should be explored such as setting up a club of members for the skate park to encourage greater responsibility for the facility before any proposal for floodlighting could be considered.</p> <p><b>It was resolved to reject the proposal for the installation of floodlighting and if greater care and community engagement for the facility could be demonstrated that any future proposal could be considered without prejudice.</b></p>	

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	<b>Proposed RM, Seconded GSa, all in favour.</b>	
Z187/20	<p><b>Crookham Park Update</b> To receive an update on site issues</p> <p>Resident snag list was forwarded to Taylor Wimpey and responses received to clarify:</p> <ul style="list-style-type: none"> <li>a) Different colour paving to road on Boyce/Byrne - No action – this has been discussed with HCC and it is not a material (structural) function to the road. They are not actually a different colour – they are all provided from the same manufacturer under the colour “natural” and this has resulted from patching at different times.</li> <li>b) Incomplete white lining to parking bays - White lining will be completed as the last operation when Devines are finishing.</li> <li>c) Bent/ leaning road signs - Signing will be straightened. Gurung Way sign may be removed to encourage traffic to use the Spine Road and then Boyce/Byrne?</li> <li>d) Paint spillage on pavement - As a) above. It is not a material factor for the adoption of the footway. TW will see if they can get some bitumen paint on it to help</li> </ul> <p>Allamand LEAP – Taylor Wimpey discussions are still in progress with HDC planning officer to agree need for any amendment to planning for the location.</p> <p>Devines contractor are still due on site to complete works on behalf of Taylor Wimpey. Clerk has chased for information on when they plan to start.</p> <p>S106 monies and land transfer – S106 monies of approx. £436k has been received by the parish council and paperwork for land transfer has been finalised for signing. Grounds maintenance Landform are now maintaining the locations.</p>	
Z188/20	<p><b>Athletics Track contract</b> To agree to enter in to contract with Kestrel to deliver athletics track at Crookham Park and approve initial payments as per terms of contract</p> <p>Further to the last update Clerk and Facilities officer have met with Kestrel to discuss the final contract values. Monies to enable the contract to proceed has been received from Taylor Wimpey.</p> <p>Contract 1 Installation of track £164,856 plus provisional items £9,665.88 This allows contingency within the amount provided for the contract from TW (£225k) for site access costs of £3,134 per week on a max 8 week contract aiming for 5 to 6 weeks with a good weather window) total £25,072; and further contingency for damage to machinery approx. £3k.</p> <p>Contract 2 Maintenance of track £28,365 for first year annual maintenance to ensure delivery of high standard pitch.</p> <p><b>It was resolved to grant delegated authority to the Clerk to sign the contract documentation to enter into a contract with Kestrel for contracts 1 &amp; 2 as above with the Installation contract covered by the TW funds and Contract 2 to be covered</b></p>	

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	<p>partially by TW funds subject to required contingencies and otherwise from S106  <b>Open space maintenance.</b>  <b>Proposed RM, Seconded DM, all in favour.</b></p>	
Z189/20	<p><b>Sensory Garden</b>  To receive a project plan proposal and agree way forward</p> <p>A virtual meeting of the working party which included 4 Councillors, 3 members of public (apologies from 2 further members of public) and 2 staff members was held on 10<sup>th</sup> November. Discussions included:</p> <ul style="list-style-type: none"> <li>• Location of garden</li> <li>• Sharing Ideas</li> <li>• Considering a brief</li> <li>• Other considerations</li> </ul> <p>Based on the ideas and outline brief it was established that there will be different skill sets required to deliver the project including Soft landscaping, Hard landscaping and art installations (Possibly bespoke or off the shelf purchases) It is therefore unlikely that this would fall under the umbrella of one single contractor.</p> <p>It was agreed that the focus of the project should include:</p> <ul style="list-style-type: none"> <li>- The garden should be sustainable</li> <li>- The garden should be as environmentally friendly as possible (in design and with the materials sourced to build it)</li> <li>- That local suppliers and designers should be used where possible</li> <li>- That the community should take ownership of the ongoing maintenance and design of future planting schemes</li> <li>- That the garden should cater for everyone in the community (including those with dementia)</li> <li>- That one element of art installation should follow a 'rainbow' theme</li> <li>- That the garden should include a border of some sort</li> </ul>	
Z190/20	<p><b>Fleet Link</b>  To receive an update and consider approval of 2021/22 contract renewal and exceptional cost claim quarter 1 of current financial year</p> <p>At meeting was held today 23<sup>rd</sup> Nov between the service providers, CCPC, Fleet TC and Hampshire CC to discuss aspects of the service.</p> <p>CCPC expressed concerns that without the provision of meaningful data the council cannot determine whether the service provides the best value for money for local taxpayers.</p> <p>It was agreed that a list of reports and data will be provided as a commitment from HCC and RVS to enable CCPC and FTC to have meaningful information to determine value for money going forward.</p>	

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	<p><b>It was resolved to commit to an additional 1-year contract for provision of the Fleet Link service subject to agreement of non-payment of the bus renewal element £3,749.91 (subject to possible inflationary adjustment) excluding annual vehicle replacement.</b>  <b>Proposed RM, Seconded CH, all in favour.</b></p> <p>A working party needs to be established to have discussions with HCC on future options for a service that will continue to support the vulnerable in the community whilst exploring alternative strategies in partnership. By entering an additional year of service this will enable other possibilities to be explored.</p>	
Z191/20	<p><b>Grant Application</b>  To receive and consider approval of grant application</p> <p>Application from Fleet TC &amp; Churches together who are coordinating something for those that would normally attend the Christmas lunch. The grant asks for the usual £100 but Clerk asked whether a larger donation would help. Her response below:</p> <p>“If the Council wanted to donate more money it’d be welcome – we’ve started organising a lot later than we usually do due to the pandemic so haven’t written to any businesses for donations as of yet and it’s probably been a tough few months for a lot of them.”</p> <p><b>It was resolved to award a grant of £250</b>  <b>Proposed RM, Seconded MT, all in favour.</b></p>	
Z192/20	<p><b>Resilience Plan</b>  To review and recommend any updates to the CCPC Resilience Plan</p> <p>Main changes relate to personnel changes during the review period.</p> <p><b>It was resolved to accept the updates re personnel including new councillors subject to any inclusions from HCC.</b>  <b>Proposed RM, Seconded DM, all in favour.</b></p>	
Z193/20	<p><b>S106 Deposit</b>  To agree the financial institution to place S106 funds</p> <p>£436,971 S106 funds recently received from Taylor Wimpey</p> <p>It was resolved at September Full Council (minute ref Z132/20) to deposit the funds with Santander in a 12-month Business Bond, however it has been established on application that financial institutions are not currently taking new customers, therefore CCPC will have to use a bank with which it currently holds an account.</p> <p><b>It was resolved to deposit the S106 funds £436,971 with Lloyds on 95 days account.</b>  <b>Proposed RM seconded GSa all in favour.</b></p>	
Z194/20	<p><b>Policy Review</b>  To receive and approve further amendments to Unauthorised Encampment Policy</p>	

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	<p>The policy was sent to Hampshire CC for comment and came back with updates to the current procedure mainly about which party performs welfare checks. Therefore, the policy has been further updated and has been brought for revision to the council with advice to request it be checked by a solicitor.</p> <p><b>It was resolved to approve the updated policy subject to review by HALC legal team. Proposed RM, Seconded MT, all in favour.</b></p>	
Z195/20	<p><b>Staff Committee (Subject to confidential minute)</b> To receive and approve recommendations of the Staff Committee meeting held 9th November 2020</p> <p>The Staff committee met and reviewed: Annual appraisal process was completed satisfactorily with all members of staff having completed a review and performance indicators set for 2020/21 Staffing requirements were reviewed with no other staffing level changes Recommended Staff salaries were reviewed, and the uplifts recommended for approval as per confidential staff committee minute 08/20. The salary uplifts create a small overspend against budget for the year ended March 21. The approved changes will be reflected in the budget which will be considered at the January meeting.</p> <p><b>It was resolved to accept the recommendations of the staff committee and approve the salary uplifts as recommended in Staff Committee minute reference 08/20. Proposed RM, Seconded MB, all in favour.</b></p>	
Z196/20	<p><b>To approve November 2020 Finance report</b> Report circulated</p> <p><b>It was resolved to approve the finance report Proposed RM seconded GSa, all in favour</b></p>	
Z197/20	<p><b>To receive Clerks Report</b></p> <p>Finger posts are currently in the process of being installed around the new development to direct residents to available facilities and memorial hall noticeboard will also be replaced as part of these works.</p> <p>Parish Office will be closed from 21<sup>st</sup> December for the Christmas period.</p> <p>Photos of the participants of the Community litter pick were circulated and winning prize draw vouchers issued. It was proposed that the other participants (2) should also be awarded a gift voucher.</p> <p><b>It was resolved to award £10 gift vouchers to the other 2 participants of the litter pick in recognition of their work for the community. Proposed GSa, Seconded RM, all in favour.</b></p>	
Z198/20	<p><b>To receive monthly safety reports</b></p>	

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	<p>Reports circulated</p> <p>The safety reports were reviewed. No major concerns raised</p>	
Z199/20	<p><b>Quotes</b></p> <p>To receive and approve quotes for works as required</p> <p>No quotes for current work required.</p> <p>Indicative quotes for installation of CCTV at Azalea play park and Peter Driver sports ground have been sought for budgeting purposes. Azalea £6.5k which does not include providing power which will escalate the costs. Peter Driver £3.8k with access to power at the site already available.</p>	
Z200/20	<p><b>External Bodies Committee attendance</b></p> <p>To report on external bodies committee meetings attended and recommend any action required by the Parish Council</p> <p>Farnborough Aerodrome Consultative Committee – attended by Cllr GSa and report circulated – COVID-19 has had an impact of reducing the number of flights compared with prior year figures.</p> <p>Fleet Link as reported above.</p> <p>There is a need to reallocate roles on external bodies committees and the Clerk will progress this in light of new Councillor appointments.</p>	
Z201/20	<p><b>To confirm next meeting dates</b></p> <p>Hart DC planning meeting: Wednesday 9th December 2020 then January 13<sup>th</sup>, 2021</p> <p>CCPC Planning Meeting: 7.30pm 14th December 2020</p> <p>CCPC Planning Meeting: 7.30pm 11th January 2021</p> <p>CCPC Planning Meeting: 7.30pm 25th January 2021</p> <p>CCPC Full Council Meeting: 8pm 25th January 2021</p>	

The meeting closed at 9.57pm

Signed:

Date: