

# CHURCH CROOKHAM PARISH COUNCIL

## Full Council Meeting

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

**Date and Time:** Monday 27<sup>th</sup> September 2021 from 8.00pm

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

#### Present:

Councillors: Chair Gareth Saunders (GSa); Cristina Harris (CH); Alan Jones (AJ); Mike Thorne (MT); Helen Butler (HB, Debbie Moss (DM); Bruce Bulgin (BB).

Also: Claire Inglis (Clerk)

HCC Stephen Parker

HDC Chris Axam

There were 0 members of the public present

Meeting commenced at 8.15pm

21/156	<b>Apologies for absence</b>  <b>Apologies were received from Cllrs Martin, Ford and Burford.</b>
21/157	<b>To approve minutes of previous meetings</b>  To receive and approve as a correct record the minutes of the Full Council Meeting 26th July 2021  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 July, 18th August & 13th September 2021 <b>It was resolved to approve the minutes of the following meetings</b> <b>Full Council held on 26th July 2021</b> <b>Planning Committee held 26th July, 18th August &amp; 13th September 2021</b> <b>Proposed GSa, Seconded MT, all in favour.</b>
21/158	<b>Dispensations</b> To receive any written requests for disclosable pecuniary interest dispensations from members  None were received
21/159	<b>Declaration of interest</b> relating to any item on the agenda.  None were received
21/160	<b>Chairman's Announcements</b>  There were no Chairman's announcements

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21/161	<p><b>Public session</b></p> <p>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 Parker reported:</p> <p>Helping Afghan evacuees Hampshire County Council is working with local partners including all District and Borough councils to assist Afghan families re-settle as part of the Government’s Afghan Relocation and Assistance Policy programme. If you wish to donate or help, please visit the website of the registered local charity: Donating to help Afghan Evacuees - Community First (cfirst.org.uk) who are co-ordinating support across the county.</p> <p>Back to School As pupils across the county return to school, plans are in place to keep COVID-19 risks to the absolute minimum. Good hygiene, frequent hand washing, and using twice weekly Lateral Flow tests for eligible pupils is encouraged.</p> <p>Pilot to begin for Active ‘School Streets’ A trial scheme is underway in the county to create a healthier and safer environment for young people walking and cycling to school. It will create low traffic areas at the start and end of the school day by closing selected roads close to schools to all non-essential traffic. Residents, businesses, and the school community will be surveyed, and traffic volumes monitored. This will inform the decisions about potential future permanent School Streets schemes in Hampshire.</p> <p>Tougher legal action on fly-tippers Hampshire County Council and their local authority partners have joined over 150 other local authorities and 10 professional bodies to call for the Sentencing Council to consider tougher fines and sentences for fly-tipping offenders.</p> <p>Working with Clerk to resolve dead tree issues on Award Rd and asked for assistance from Cllr Axam also.</p> <p>Cllr Axam reported:</p> <p>Case of flooded property on the Verne seeking to liaise with CCPC councillor due to attend the Flood Forum meeting on 4th October.</p>
21/162	<p><b>Approval of Decisions</b></p> <p>To review and approve decisions made via Forms</p> <p>Forms were generated for the following decisions between the July 26th meeting and the September 27th meeting as per delegated authority. Please See below for detail of outcomes:</p> <p>21_09_01 Peter Driver Pavilion Project Launch (a) VAT Advice fees £600 (b) Pre-application planning advice fees £500 8 in favour 2 abstention</p> <p>21_09_02 Sensory Garden Location Advice - professional fees £340 + mileage 7 in favour 3 abstention</p> <p><b>It was resolved to approve the above decisions</b></p> <p><b>Proposed GSa, Seconded MT, all in favour.</b></p>

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21/163	<p><b>Crookham Park Update</b> Update on Crookham Park outstanding and ongoing issues</p> <p>Following the last meeting held with Nigel Phillips in June, the Clerk sought to obtain a new contact at Taylor Wimpey to make progress on outstanding issues. On 23rd August Cllr Martin and Clerk met on site with Jo Murphy who is the Bond &amp; Adoption Manager for Taylor Wimpey and the nominated contact to interface with the parish council to resolve outstanding matters:</p> <ol style="list-style-type: none"> <li>1) In her role as Adoptions Manager Jo provided confirmation that road adoptions and therefore completion of road surfaces etc. will still be quite a lengthy process. The drainage system will take at least 6 months to assess and be reported upon before any remedials are enacted to bring the adoption to completion. The road adoption will obviously follow in case roads need to be dug up as part of any remedials.</li> <li>2) Failed trees were discussed and TW have subsequently replied with 2 options (detail to follow under quotes)</li> <li>3) Clerk has chased both Kompan and TW for progress on planning information in relation to the LEAP. Jo Murphy is now in receipt of additional information from play provider and is working towards a deadline of resubmitting to planning, relevant information aiming to move installation forward. This has involved reviewing all planning history giving it a fresh approach to ensure that the issues raised by Hart DC are answered to their satisfaction.</li> <li>4) A site walkabout is due to take place across the SANG on Thursday 30th in relation to the Pipeline project so an opportunity will be sought to catch up on issues following that meeting.</li> </ol>
21/164	<p><b>Athletics Club meeting</b> To receive an update following a meeting with Fleet &amp; Church Crookham Athletics Club</p> <p>A meeting was held with the Fleet and Crookham Athletics Club in August and an update reported to residents via the newsletter. Clerk has subsequently spoken to club members to understand the expected timeline for the “next steps”:</p> <ul style="list-style-type: none"> <li>• F&amp;CAC to engage with local residents to inform and seek support for the clubs plans.</li> <li>• F&amp;CAC to seek Pre-application planning advice based on up to date information now the development is fully built out and based on engagement from local residents.</li> <li>• F&amp;CAC to investigate live sewer and possible connection into.</li> <li>• F&amp;CAC work towards submitting FULL PLANNING APPLICATION covering all aspects of the facility including an all-weather track, lighting solutions, building solutions.</li> <li>• CCPC to support with any additional information a planning application submission based on resident feedback and support.</li> <li>• F&amp;CAC and CCPC to continue dialogue as plans evolve.</li> </ul> <p>The club are looking to reorganise the club committee to take on the planning and liaison activities and appoint a comms role to keep CCPC updated on progress who can then share info with residents.</p>

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21/165	<p><b>Sandy Lane Car Park Lease</b> To approve final version of lease for signing</p> <p>A draft lease was reviewed by the Clerk and commented on. A revised edition has been issued to the tenant along with:</p> <ul style="list-style-type: none"> <li>• a plan of the location</li> <li>• a photographic record of condition</li> <li>• statutory notice under the Tenant &amp; Landlord Act 1954</li> <li>• model statutory declaration under the 1954 act.</li> </ul> <p>The tenant has indicated their acceptance of the terms and this will therefore progress to signing. Legal fees approved £2,000 with one interim invoice received to date for £209. Clerk seeks approval to accept the renewed lease and move to signing requiring 2 Councillor signatures</p> <p><b>It was resolved to approve the lease and supporting documents as agreed by tenant to be signed by 2 Councillors upon receipt</b> <b>Proposed GSa, Seconded AJ, all in favour.</b></p>
21/166	<p><b>Wildflower planting trial locations</b> To receive and approve a quote for wildflower planting</p> <p>Having agreed locations to trial wildflower planting a quote was obtained from Green Leaves Contractors Ltd. They have worked with Hart to deliver wildflower areas including the roundabout at the junction of Beacon Hill Road and Sandy Lane. Clerk has contacted other wildflower contractors previously, but no replies received. Contractor has been very responsive and is used to working in the locality.</p> <p><b>Following review of the quote it was resolved to approve wildflower planting using seed from the £8,000 Planting budget at:</b></p> <p><b>High Trees Open Space 100sq m £540</b> <b>Gurkha Path Open Space 2000sq m £2,530</b> <b>Meadow to rear of development 2500sq m £2,910</b> <b>including materials, machinery, and labour.</b> <b>Proposed GSa, Seconded DM, all in favour.</b></p>

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21/167	<p><b>Sensory Garden</b> To receive a project update and approve fees and next steps</p> <p>The Sensory Garden project has culminated in a design and outline specification for the hard landscaping requirements as well as initial artwork ideas to be developed for inclusion in the garden. A suggested project timeline is as follows:  September 21 - Tree advice to ensure oak tree root zone is not impacted  October 21 - Lawful Development Certificate or applicable planning permission if required  - Create specification for project to be advertised on Contract Finder  November 21 - Publish on Contract Finder for December deadline TBD  December 21 - Assess Quote submissions to ensure that budget can meet specification  January 22 - Approve contractor to work with for Spring install  Spring 22 - Work with Community group to be involved with planting and nurturing the garden  - Launch Following review of the Sensory Garden project update it was resolved to approve:  Budget is to be taken from the EMR Community Centre exterior seating and patio area and S106 Public Art Fees incurred to date include Design fees £2,900 and Tree root zone advice £340  <b>It was resolved to approve the fees incurred and outline timeline to progress with information sharing to also be prioritised to residents that will overlook the garden.</b>  <b>Proposed GSa, Seconded BB, all in favour.</b></p>
21/168	<p><b>Tennis Coaching</b> To receive a proposal for provision of Tennis Coaching at Crookham Park Tennis Courts</p> <p>CCPC were approached by Pin Point Tennis who have put forward a very detailed proposal to deliver tennis coaching to Church Crookham and local area residents. The initial scope is to test the waters but the whole approach if there is a demand for coaching would provide an income stream from the tennis courts with very little admin input from staff and increased interest and demand for the courts in Crookham Park.  <b>It was resolved to approve the initial scope to test the demand for coaching through Pin Point Tennis at Crookham Park to be reviewed following 6 months.</b>  <b>Proposed GSa, Seconded MT, all in favour.</b></p>
21/169	<p><b>Maps Project</b> To receive proposals for design of Parish Maps to be created</p> <p>An Ear Marked Reserve was established a few years ago to enable the production of a Parish Map. The EMR currently held is £6k.  As Crookham Park has now been fully built with only one other facility to be delivered (LEAP) the Clerk has investigated local mixed media companies to see if they can create a noticeboard size map for outside the community centre but also using technology to bring the local facilities to life through an interactive map with the capability to be updated.  2 Local companies have been approached and the scope of the project described and in itial discussions had. Local so that they are likely to know the area and understand the local culture and have awareness of some of the local history.  The proposals were reviewed.  <b>It was resolved to approve the proposal from Make it your design to move forward with Maps project total £5,275</b>  <b>Proposed GSa, Seconded HB, all in favour.</b></p>

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21/170	<p><b>F6 Media</b></p> <p>To confirm collaboration with Farnborough 6th Media students to provide media content for new website</p> <p>The new website has been loaded with the relevant statutory required information and could be launched in the current state.</p> <p>At the original setting out of the project there was the intention to engage with Farnborough 6th media students to give them real life experience on a project to deliver mixed media for eg. a website. Obviously the pandemic made the early engagement impossible.</p> <p>The Farnborough College media department are now in a position to offer the current cohort this opportunity and we have engaged with the Senior Media &amp; Film Technician and have arranged to meet with them next week to present the project.</p> <p>The PowerPoint was shared with Councillors.</p> <p><b>It was resolved to approve the collaboration with F6 media</b></p> <p><b>Proposed GSa, Seconded MT, all in favour.</b></p>
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### Quotes

To receive and approve quotes for works required

**Following review of the Quotes report the following were approved:**

#### **Approved under Clerk delegated authority**

**Peter Driver CCTV Ongoing costs** – CCTV project was approved for the installation costs. Additional capability to view images remotely has now been included at an annual data cost of £420 with one -off cost of £250.

**Tree work** - Approved via email consensus

Deadwood £425 Azalea

Dead trees removal £995 Lynwood

Additional tree stumps at High Trees approx. £200

Additional dead pine at Lynwood

**Planter licences** – Planters at The Verne are remaining in place for a further 6 weeks and therefore licence reminder was issued by Hampshire CC which needed to be renewed to cover this additional period £290

**Men's Shed** – Additional sign mounting work for LAP signage £150

**Proposed GSa, Seconded MT, all in favour.**

#### **For Consideration and approval:**

#### **Fencing S106 OS Maintenance taking this over budget for the current year**

£1,150 Replace Nepal Gardens rotten knee rail fencing

£50 Repair at Newton Drive to knee rail

£395 Reposition Mary Barry bench to outside of canopy and stabilise footings as bench has sunk in ground

£50 Peter Driver feather board to rear of compound requires repair

**Proposed GSa, Seconded MT, all in favour.**

#### **Athletics Track from EMR**

Kestrel contract sums paid mean balance on EMR of Taylor Wimpey funds = £79,944.30

Maintenance contract approved now to be instigated by Kestrel total £28,365

Secondary drainage and potential provisional items total £29,466

Therefore EMR balance looking to be approx. £22,113

To approve - Kestrel have suggested retaining the heras fence in place over the winter months to achieve the best possible grass growth without disturbance from residents at a cost of £1,292 per calendar month.

To be reviewed when secondary drainage implemented in early Spring. Capacity under remaining EMR for 17 months.

**Proposed GSa, Seconded MT, all in favour.**

#### **In house CCTV monitoring of Skate park/ Tennis and Statue -**

Further to the investment made to the CCTV cameras on Crookham Park the ongoing costs incurred are over £1000 per annum for live monitoring and £1000 for 2 internet connections p/a which would no longer be required.

It is considered more cost effective in the long term to bring the monitoring in-house this will obviously be post event but better than obtaining no feedback.

**£4,245 one-off costs from S106 OS maintenance and £490 annual data and service charge from CCTV budget subject to cancellation of contract with Hart DC.**

**Proposed GSa, Seconded MT, all in favour.**

#### **CCTV Signs – Signage EMR**

To update CCTV signage at all sites to include contact details of CCPC as the holders of the data.

24 signs total £675 **Proposed GSa, Seconded BB, all in favour.**

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### **Newsletter distribution new distributor**

£240 for delivery of 4000 newsletter using Easi Leaflets. Current supplier unable to facilitate an early November drop where we hope to advertise Peter Driver pavilion consultation and Xmas event etc.  
**Proposed GSa, Seconded DM, all in favour.**

### **Azalea Park price and works amendments to project**

There have been on site discussions throughout the refurb project with slight adjustments to the works e.g. Replacement lines on existing scooter track to be painted not cut in, trim trail refurbishment now a whole section replacement (cheaper than refurb!).

Approved May 21 £38,721 Sawscapes

With the adjustments to some areas as mentioned above and in addition the separate quote (see separate document) the total project to present is £37,116

Therefore, under current approval and just for acknowledgement.

### **Tree replacement Taylor Wimpey**

Options given by Taylor Wimpey below as CCPC suggested that close monitoring of trees might be better undertaken in-house and ensure watering when required to ensure better survival rates

Option 1 – CCPC replace the trees and take on the ongoing maintenance immediately

This option has been considered a difficult one to accept due to the shortage of trees in nurseries and especially trees of significant size.

Option 2 – We replace the trees and you take on responsibility for the ongoing maintenance immediately.

Option 2 is preferable for Taylor Wimpey to source trees and CCPC to manage ongoing maint.

Frontier Surrey quoted £35 per tree bag supplied plus minimum of 40 trees on one site visit £10 per tree to water

Landform one watering visit per week with bowser £240

**Proposed Option 2 / Landform to water as required GSa, Seconded BB, all in favour.**

### **Hedge to LAP 7**

Planting along the footpath boundary to LAP 7 is too vigorous in growth Buddleia (and does not match rest of surround of play area) complaints that the path is being encroached on regular basis.

Quote for removal of existing and install to beech hedge to match rest incl. mulch £3,297

It was resolved to remove the buddleia plant but not to plant new hedge using Grounds maintenance team.

**Proposed GSa, Seconded MT, 6 in favour, 1 abstention.**

**Hedge and Woodland Management Indicative quotes are underway but please note that this budget line will need careful consideration due to the first quote received.**



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21/172	<p><b>To approve payment of accounts for August &amp; September 2021</b></p> <p><b>Payments of accounts were reviewed.</b></p> <p><b>It was resolved to approve the August 2021 payment of accounts Proposed BB, Seconded GSa, all in favour.</b></p> <p><b>It was resolved to approve the September 2021 payment of accounts Proposed GSa, Seconded CH, all in favour.</b></p>
21/173	<p><b>Clerks Report</b> To receive Clerks report and approve any actions arising</p> <p>Clerk reported</p> <p><b>Request for Trading from Car park</b> CCPC to determine whether to grant permission on the basis of a street trading licence approval from Hart DC for Thursdays 4pm to 8pm Wood fired pizza van. It was resolved to grant permission for Mamma Lourdes pizza van to trade from overflow car park subject to approval of a street trading licence issued by Hart DC and to be reviewed in 6 months. <b>Proposed GSa, Seconded MT, all in favour.</b></p> <p><b>LAPs Project</b> The LAPs project is now complete with the carvings, play equipment and finally the hand-made signs installed. There has been good feedback and visible increased usage of the play areas.</p> <p><b>Azalea Park Project</b> Majority of the work has now been completed. Additional items of concern were raised during the project but these items are reflected through the quotes approval agenda item. The whole of the end section of the trim trail is being replaced as this has been more cost effective than refurbishment. Turf on a newly created bund will be laid week commencing 27th with Heras fence retained for a couple of weeks to ensure establishment and hope for rainfall. The stopwatch has proved popular already. The Sawscapes team have been very good to work with and kept us informed of issues as they arise. Anti-social behaviour (fire setting on new play equipment) has been reported to the PCSO and Community Safety Officer who will be looking into the concerns raised. The CCTV project at Azalea will also be progressed to get a power supply available for the cameras.</p> <p><b>Peter Driver</b> CCTV cameras have now been installed and recording images. Remote access router to view images remotely and spike to protect post mounted camera are only items outstanding for this project.</p> <p><b>Community Centre maintenance</b> Over the summer months and whilst the community centre usage has once again been increasing cyclical maintenance works has been carried out including: Painting some areas of high usage to keep the building looking fresh Emergency lighting Fire alarm annual maintenance CCTV maintenance</p> <p><b>Tree Work</b> The residual tree work from the 2019 surveys has been finalised with additional work required at some</p>

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	<p>locations due to dead trees and dead wooding required not identified at time of survey. This work was notified via email to Councillors.</p> <p>Clerk has been busy collecting indicative prices for woodland management, tree and hedge implementation and this will need to be reflected through the next budget cycle.</p> <p><b>Southampton to London pipeline project</b> The deed of Easement has been enacted and the relevant funds received approx. £5.4k. This is due to Pre-construction preparation work required at the site. Not impacting or due to affect the pitch usage at Peter Driver Sports Ground at this time.</p> <p><b>War memorial</b> Work is underway to rectify the bottom part of the plinth to re-render and paint to blend in with Portland Stone above. Contractor is still struggling to obtain concrete plinths pushing to get work done prior to remembrance period but have a contingency in place to ensure the memorial looks good for the event.</p> <p><b>Staff appraisal and Staff Committee meeting</b> Staff appraisal forms are due to be issued and meetings with team members to be held in advance of an October staff committee meeting.</p>
21/174	<p><b>To receive monthly safety reports</b></p> <p>Safety reports were received and actions for grounds maintenance have been issued.</p>
21/175	<p><b>External Bodies Committee reports</b></p> <p>To report on external bodies committee meetings attended and recommend any action required by the Parish Council</p> <p>Cllr DM attended Alms Houses meeting and has provided a brief report. Cllr AJ attended the RAF Odiham event Cllrs AJ and DM attended the Annual Poppy Event Seeking volunteer to attend the next HDAPTC meeting due to be held October Seeking confirmation from Cllr MT to attend Flood Forum meeting due to take place</p>
21/176	<p><b>Next meeting</b></p> <p>To agree next meeting dates and venue</p> <p>Planning meetings due to be held October 11th and 25th from 7.45pm Finance &amp; Policy Committee will follow October 11th Planning meeting. Staff Committee are due to meet in October TBC. Full Council to follow Planning on October 25th Monitoring the Covid infection rates to look to move meetings back to Acorn Hall from January with a potential trial of December planning meeting in Acorn.</p>

The meeting closed at 9.28pm

Signed:

Date: