

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

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

Date and Time: Monday 26th September 2022 from 7.45pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Gareth Saunders (GSa) Chair, Bruce Bulgin (BB) Vice-Chair, John Ford (JF), Debbie Moss (DM) arrived at 8.33pm), Alan Jones (AJ), Michael Burford (MB), Peter Collings (PC).

Also: Claire Inglis (Clerk)

HCC Cllr Stephen Parker

HDC Cllr Chris Axam

There were 3 member(s) of the public present

Meeting commenced at 7.57pm

22/167	Apologies for absence Cllrs Thorne, Whibley and Moss (Cllr Moss due to arrive late to meeting)
22/168	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council meeting held on 25th July 2022 It was resolved to approve the minutes of the Full Council held 25th July as a true record of the meeting Proposed GSa, Seconded BB, all in favour. To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Planning Committee Meetings - 25th July 2022, 15th August & 30th August It was resolved to approve the minutes of the above committee meetings Proposed BB, Seconded GSa, all in favour.
22/169	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members None received
22/170	Declaration of interest relating to any item on the agenda. Cllr Burford in relation to agenda item 22/182 Allotment inspection report
22/171	Chairman's Announcements Chair thanked other councillors for their kind messages during his recent ill health

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

22/172	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. HCC Cllr Parker's report was circulated. In addition, he reported that there will be further delays on Beacon Hill Road adjacent to Peter Driver Sports Ground as pipeline works commence on site there. The A287 roundabout works is likely to be complete at the end of October after which a safety audit will be carried out by Hampshire Highways before the road will be fully open and operational. Cllr Axam asked if there had been any reports of ASB in Church Crookham. Clerk confirmed that no direct reports received by CCPC.
22/173	Grant Applications To receive and consider approval of grant applications Grant budget for year is £20,000: To date expenditure from this budget £1,760 relates to grants paid to Victim support £150, Challengers summer camps for disabled children & families £1,500, Lions of Fleet £110 Jubilee celebration transport. Applications were received from: Fleet Phoenix : £2,500 to support local families project It was resolved to grant Fleet Phoenix £2,500 towards their "Open Door" project. Proposed GSa, Seconded BB, all in favour. Minding the Garden : £6507 to support staff costs to run the project for mental and physical wellbeing of members It was resolved to grant Mind the Garden (via Hart Voluntary Action) £6,507 towards support staffing costs to grow the Mind the Project garden. Proposed GSa, Seconded PC, all in favour.
22/174	Basketball at Crookham park To receive a presentation from Fleet Flyers Basketball club to seek improvements at Crookham Park basketball MUGA courts. Cllr Saunders and Clerk met with Dan from Fleet Flyers. Dan has been instrumental in encouraging the playing of basketball at the Crookham Park basketball MUGA since it was opened. Dan is very keen to continue to promote better usage of the court and is seeking improvements to the court layout, to work in partnership with the parish council to deliver the improvements. Dan provided a brief presentation on how basketball is growing. Fleet Flyers regularly has 110 youngsters playing in their teams and 2 summers ago with the permission of CCPC used the facility to increase awareness in the local area for basketball. The presentation included outline costings to reposition the main pitch and correctly locate the existing basketball nets and then to include 2 half courts in the remaining space within the MUGA. Examples of more exciting surface markings were also shown. CCPC agreed to seek improvements to the MUGA for basketball and implement budget as part of the budget setting process.

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

22/175	Fleet Link To confirm ongoing funding support for the Fleet Link service into 2023/24 financial year Clerk attended meeting hosted by Hampshire Community Transport Officers on 18th August to receive an update following closure of the recent bus consultation ran by them. This had the potential to impact HCC funding of Fleet Link thus reducing the viability of the service going forward. However there is optimism about the sustainability of the Fleet Link service and CCPC are being asked to confirm their intentions in relation to 23/24 funding of the service. The amount £4,800 budget 22/23 (£3910 paid this year); next financial year 23/24 budget currently shows as £4,896. It was resolved that CCPC will continue to maintain the current funding contribution at its current level for 23/24 on the basis that the previous existing co-funders do likewise and subject to meeting with CVPC and EHPC to encourage funding from these additional parishes to improve reach to local communities. Proposed GSa, Seconded PC, all in favour. The outcome of the consultation was positively received by HCC Officers as they were pleased with the response level of >2500 responses. One local Community bus operator released a YouTube video which showed users of the service and the impact of the removal of such a service would have on their lives. A positive outcome of the consultation was that even with a cost-of-living crisis users of community transport stated they would be happy to pay more to retain the service and keep the variety of destinations offered as well as a spread of service through the week.
22/176	Charging Policy for commercial use of CCPC owned open space To consider review of charging policy for use of open spaces for commercial use Councillor Burford stepped away from meeting at 20.59 for 5 minutes. CCPC is aware of use of the open spaces under CCPC ownership for commercial use but with no charge levied. With the particularly dry weather over the summer the wear and tear on the grassed areas e.g. at Peter Driver were taking a toll through such use. Peter Driver football pitches are hired out for annual fees to local football clubs which supports the budget for out of season renovation of the pitches. Fitness club activity is however all year round and therefore it is suggested that a fee should be chargeable to any commercial organisations using these areas currently FOC. CCPC agreed that a charging policy similar to Crookham Village Parish Council will be drafted for approval at the October meeting to be implemented ensuring that all uncharged commercial activities will be required to notify CCPC of their activities and agree to a set of Terms and Conditions to be agreed. Notices will be posted at sites to invite businesses to get in touch with the parish council and Councillor Ford also volunteered to engage with organisation using the facilities

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

22/177	Tree works Contract Appointment To consider short list for tree works contract tender and appoint contractor(s) from the short list The tender opportunity for Tree and Woodland Management Works was advertised on Contract Finder. The opportunity included tree pruning, cutting, removal and stump removal and specification as described as part of the contract finder documents provided. The opportunity was advertised from 17th August with a closing date of 14th September. The contract to be for a 2 x 3-year survey cycle with an opportunity to extend to a 3rd 3-year survey cycle. Following the closing deadline date: 7 submissions were received Paperwork was completed correctly and on the whole well by all 7 Cllrs Moss and Saunders provided their comments on a shortlist. Cllr Collings also commented. Cllr Ford became unavailable to complete the process. Clerk also analysed the submissions. Based on Councillor feedback and Clerk analysis shortlist of 4 contractors were considered. It was resolved to appoint Charterhouse Tree Care Limited to carry out Tree and Woodland Management works up to 3 x 3-yearly survey cycle i.e. 6 years with an option to extend to 9 years working within the specified annual tree budget approx. £35k per annum on the basis Price - Best price based on all sections completed Locality- One of the 3 most local companies shortlisted Local knowledge- Knowledge and experience of tree population and commenting on no pricing option for area of land included in survey. Customer and resident communication - Recognised the sensitivities of tree removal and tree retention both of which are regularly raised by residents. Good communication with the client e.g. alerting to asbestos Watering service included - A key element of tree planting success and sustainability in light of the changing climate and hotter summers being experienced Added value - Specifically mentions working with CCPC to use waste from contract to improve environmental credentials and enhance tree planting and existing young tree population. Visits mature trees to monitor their health in between surveys. Proposed DM, Seconded BB, all in favour.
22/178	Azalea CCTV To receive full quote package for Azalea CCTV project and approve as appropriate In response to concerns over anti-social behaviour previously experienced at CCPC owned sites CCTV has now been implemented at key locations to give oversight on facilities and act as a deterrent from criminal damage and other anti-social behaviour. To deliver CCTV to Azalea has brought the added challenge due to lack of electricity. Therefore an EMR for Azalea CCTV £25k has been accumulated with access to an additional EMR, Capital Projects also held at £15k. The project costing includes Specialist delivery of electricity into site by Scottish & Southern Power Grounds work 2 quotes obtained

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

	CCTV camera proposal supplied by existing provider The CCTV will act mainly as deterrent as it will be not be monitored live and will only be reviewed by staff members after an event with no guarantee of conviction if criminal activity takes place there. It was resolved to approve the project expenditure from the Azalea CCTV EMR £25k and part of the Capital Projects EMR £15k total value £31k which includes a 10% contingency for groundworks and electrical connections of £2,800. Grounds work to be implemented by Gunns Contractors. Proposed GSa, Seconded JF, 5 in favour, 2 abstentions.
22/179	F6 Media To approve working with Farnborough Sixth Form college, F6 media and graphics departments to further enhance the social media presence of CCPC In October of last year CCPC were given an opportunity to work with media students at F6 to give them experience on working with a client to deliver media content. We worked with a lovely team of students who clearly demonstrated following the brief. The outcome was content to be used as part of the new website to promote the hire able spaces within the community centre and give hirers an opportunity to view the halls / rooms for hire before visiting the centre. The brief given last year was quite ambitious as we also wanted to obtain media to represent our outdoor spaces but this was a challenge within the time frame and the focus remained on the community centre. We are being offered an opportunity to work with the media department again this year but also the graphics department which may create opportunities. Media scope: To obtain video and still images of outdoor spaces to further enhance the stylised map also included in the new website Graphics scope: To create a brand for CCPC to be included e.g. on marketing, noticeboards, website, Facebook whilst also exploring other social media platforms. It was resolved to allocate a small budget to this project as per prior year £500 from website EMR to contribute to student logo'd hoodies in a collaboration with the Media and Graphics department of Farnborough 6th Form college. Proposed GSa, Seconded MB, all in favour.
22/180	Athletics Track To receive an update and ratify the decision to extend the maintenance contract with Kestrel to complete implementation of the running track It was resolved to ratify an email decision to approve an additional contract to maintain the athletics track site after secondary drainage has been completed and subject to better maintaining restricted site access through secure Heras fence (Drainage completion delayed due to hot, dry summer preventing works): £7,091 Maintenance 6 months for price of 3 £3,876 Heras fencing 6 months for price of 3 Proposed GSa, Seconded PC, all in favour.

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

	Kestrel have confirmed that the secondary drainage works will be carried out from week commencing 3rd October. The end of next week will see delivery of material to site. Subject to understanding what this means in terms of vehicle movements we have a notice drafted to put through the letterboxes of residents most likely to be affected.
22/181	Defibrillator To approve replacement of defibrillator at allotment site and consider budget for a new location for a defibrillator in the community Background: Defibs already installed by CCPC are located at comm centre, allotment site and Peter Driver sports ground. Fleet & Church Crookham Community First Responders (FCCCFRs) have taken on the regular checks and replacement pads of all the local defibs including CCPC owned ones. Required replacement: Allotment site defib cabinet was purchased by CCPC but the defib itself was provided as a second hand model by FCCCFR's. We have been alerted that because of its age this is now due to be replaced with a new model at a cost of £1,000 as per our budget this year. It was resolved to approve expenditure of £1,000 as budgeted to purchase new model defibrillator for the allotment site. Proposed GSa, Seconded BB, all in favour. New site Based on map of local defibs there is currently a gap in the local provision in the locality of the Northfield Road parade of shops. Richard Taylor of FCCCFRs is happy to provide support in assessing the location for an install. This would be subject to agreement from a business on the parade to supply the low-level energy supply to a cabinet to maintain the defib at the correct temp through cooler weather. Therefore, seek approval to investigate and provide budget appropriate 2023/24: £1000 defib; cabinet £600; install costs up to £1000 (ground works if not mounted on building and electrical installation). It was agreed to provide budget to install an additional defib at Northfield Road parade of shops subject to site survey.
22/182	Allotment Inspection report To receive the allotment inspection report and approve recommended actions An allotment inspection was carried out on 16th September and a report summarises the recommendations based on condition and progress of plots since last inspected. It was resolved to approve the recommendations of the report and issue letters as recommended. A follow up review to be carried out one month after issue of letters and if no improvement then notice will be served to evict tenant from plots. Proposed GSa, Seconded PC, all in favour.

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

22/183	Website Launch To approve website for launch Following an immense amount of work predominantly from our Facilities Officer Malcolm the new website is in a position to be launched. The website aims to deliver greater ease in finding local information and access to information about council business, and parish council owned and managed assets. It seeks to promote facilities. Behind this initial layer of website work has been the collaboration with Farnborough 6th Form media students who have provided images and video clips to promote the hireable spaces. There has also been the project to deliver a stylised map of the Church Crookham area including local facilities and which enables layers to be clicked on and off and a zoom function. This work was commissioned with a local media company "Make It Your Design" and the brief and functionality has been achieved. In addition to the map in a web format there is an overall plan to include the map as part of an external noticeboard outside the community centre to further promote CCPC facilities and other places of interest for information purposes. Work is in progress to ensure the same functionality with the mobile version of the website. Councillors extended their thanks for all the hard work in delivering the website especially to the Facilities Officer. It was resolved to approve launch of website Proposed GSA, Seconded PC, all in favour.
22/184	Southampton to London Pipeline To receive an update on the Pipeline project CCPC owned areas: Area H junction of Thapa Close with Naishes Lane - new pipeline works completed but repair work is required to the existing pipeline through this area. This repair will take place right on the boundary of the root protection zone of the Horse Chestnut tree in this area. CCPC consultant advised the pipeline staff on how the work should be carried out to best protect the root zone and will be in attendance when the work is carried out. His time has been billed to CCPC but onward charged to Esso as agreed as Ben Abbatt (consultant) wanted to make sure that it was clear that his duty of care relating to this tree is to CCPC. Clerk is also likely to attend the site to confirm work is carried out as specified. Peter Driver Sports Ground: Site enabling works is in progress starting with making access to the site for deliveries to site and plant etc. Access was created through the fence off Beacon Hill Road. Notification of travellers in the Fleet area was received and this access was considered a significant risk to enable access. The pipeline team reacted promptly to the concern raised and placed large concrete boulders behind the Heras fence at the entrance to the site. The pipeline team has got a court injunction to remove any persons that encroach their designated work sites so this provides some additional reassurance albeit the damage may already be done on site by then. Other locations: Councillors and Clerk have visited other sites in Church Crookham where the pipeline is impacting either residents or SANG. Clerk has been reassured that the comms team have responded to all complainants and where possible mitigate further against any issues raised by them e.g. introduce

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

	extra sound protection matting to Heras fence in work zone along Naishes. Further in response to safety concerns over working methods on the SANG areas Councillors and Clerk continue to monitor and report any ongoing concerns.
22/185	Crookham Park Update To receive an update on Crookham Park issues and approve any required actions Play area: Ongoing concern that Kompan sales representative is not responding to calls for the information promised in June which they are due to give to TW to progress the outstanding planning issues. Kompan are integral to this and Jo Murphy has escalated this within TW and also with Kompan. There is a deadline today 26th September for information to be forthcoming before all parties will need to decide how to move forward. Travel Plan coordinators Stantec on TW's behalf are due to carry out a survey on travel habits of residents in Crookham Park - a door knocking exercise is being proposed. CCPC would encourage a door knocking exercise with a leaflet dropped if no response from direct approach. Cllr Collings raised concerns about aspects of the road layout within Crookham Park and safety issues as well as unfinished elements to the road layouts. The Clerk made note of these issues to be raised with Hampshire Highways in advance of safety audits to ensure developer completes and makes safe road layouts as part of finishing works.
22/186	Xmas party To seek assistance from Councillors to organise a Christmas party event for the community Please note due to staff shortages it will be difficult for the office to manage organisation of a Christmas event this year without the support of the councillors. Cllrs Moss, Ford and Jones volunteered to assist planning and organising a festive event.
22/187	Quotes To receive and approve quotes for works required Confirm decision via Forms £900 Replacement router due to security risk posed by previous model Completed Under delegated authority £215 Replace men's toilet extractor fan £331 JFK repair nursery toilets Works required £1,350 To remove hazardous waste from woodland area of Forest School including asbestos, glass, barbed wire, and metal. (identified by tree surgeon contractor whilst pricing tree works) £895 Allamand and Comm Centre fence and car park bollard replacements £195 Paving slabs to benches in play parks where wear and tear is taking place /per bench. Require approval to carry out where required budget permitting.

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

	£250 reverse orientation of gate from Jubilee Drive £5,300 to refurbish and repair wooden art trail around development It was resolved to approve all the above quotes for action Proposed GSa, Seconded BB, all in favour.
22/188	To approve payment of accounts for August and September 2022 It was resolved to approve the payment of accounts for August & September 2022 Proposed BB, Seconded DM, all in favour.
22/189	Clerks Report To receive Clerks report and approve any actions arising The parish council office is currently short staffed with a team member currently on reduced hours. With workload high please bear with the office as there may be a minor delay in response to queries.
22/190	To receive monthly safety reports Reports were received
22/191	External Bodies Committee reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council Community Transport Funders Meeting held 18th August - DM attended see slides as part of agenda item 22_175 Pension Actuary for Employers meeting due to be attended by Gsa on morning of 12th October. HALC AGM Thursday 20th October 2022, at the Doubletree by Hilton in Chilworth, Southampton commencing 9am. Cllr BB or GSa to attend.
22/192	To agree dates of next meetings 10th October Planning Committee followed by Finance & Policy Committee 24th October Planning committee followed by Full Council Staff Committee as appropriate to be called 14th November Planning Committee 28th November Planning committee followed by Full Council

The meeting closed at 10.08pm

Signed:

Date:

<https://churchcrookham.sharepoint.com/sites/ChurchCrookhamParishOffice/Shared Documents/Council Decision Making/Minutes/Full Council/2022/DRAFT 09 2022 minutes.docx>