

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

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

Date and Time: Monday 25 March 2024 from 7.45pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Gareth Saunders (GS) Chair, Debbie Moss (DM), Alan Jones (AJ), Bruce Bulgin (BB), Peter Collings (PC), Michael Burford (MB), Nick Baskett (NB).

Also: Claire Inglis (Clerk)

HCC Cllr Stephen Parker

There were 2 member(s) of the public present.

Meeting commenced at 7.45pm

24/065	Apologies for absence Apologies were received from Councillors Ford, Thomas and Whibley.
24/066	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council meeting held on 26th February 2024 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 & 11th March 2024 It was resolved to approve the minutes of Full Council of 26th February, Planning Committee meetings of 26th February & 11th March. Proposed GS, Seconded BB, all in favour.
24/067	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members None received
24/068	Declaration of interest relating to any item on the agenda. None received
24/069	Chairman's Announcements The parish council sends its best wishes to HM The King and the Princess of Wales, wishing them a speedy recovery. In a full and final response to a resident regarding Chesilton Woods, the parish council is confident that it has carried out all the work in accordance with the conditions given in the relevant permissions, it has engaged with specialists in their fields to ensure that all the work is carried out appropriately and has been open and transparent throughout the process.

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	Chair also confirmed that the planting of new trees commenced at pace this week with 81 tree whips already planted and over 40 trees due to planted this week. All members should be aware of advice from Central Gov regarding personal information of councillors. If you wish to have your information redacted in any way please let the Clerk know.
24/070	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. Cllr Parker (HCC) report in appendix. Cllr Parker further confirmed that progress is being pursued on No right turn out of the Aldi site and the crossing on Reading Road South. New manager of Cancer Research to be based within Quantum Business Park introduced himself and thanked the parish council for making the community centre available for their use for staff inductions. The undertaking has employed 20+ staff of which 17 live in Church Crookham and within walking distance of the business park. Cancer Research look forward to liaising with the parish council on a number of upcoming initiatives.
24/071	Grant Applications & EMR for Caring Community in Crookham To receive and consider approval of grant applications and approve holding of remainder of grant to fund Project Caring Community in Crookham With no additional grant applications received in March the remaining budget for Community Grants stands at £4,830. It was resolved to approve moving the Community Grant budget balance of £4,830 to an EMR to be used for the purposes of working with community partners to "Create a Caring Community in Crookham" to facilitate the hosting of events and potential provision of transport to attend events for those in the community who find themselves socially isolated. Proposed GS, seconded NB, all in favour.
24/072	Fleet Connect To consider and approve additional 1 year extension to the co-funded Fleet Connect service. The Community Transport tender arrangement allowed for Hampshire County Council (HCC) to initially award a two-year contract (from April 2019) with the option to extend for a further four years (six years in total). HCC have proposed an additional 1 year extension of the Fleet Connect (Fleet Link) contract as this currently runs until March 2024 with the intention to extend for a further year to March 2025. HCC have agreed an inflationary amount of 6.9% as this is what was negotiated to inflate their budgets by and can therefore pass onto the contract operators. The contribution required from Church Crookham Parish Council for 2024/25 would be £4,384.16 (6.9% inflation) (CCPC budget £4,500) Fleet Town Council have confirmed that they agree to the extension. HCC requires confirmation from CCPC of approval for this extension. It was resolved to agree to the additional 1 year extension of the Fleet Connect contract to March 2025 with CCPC contribution of £4,384.16. Proposed GS, seconded AJ, all in favour.

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24/073	Asset Register To approve asset disposals for 2023/24 and agree asset total as at 31st March 2024 Following a verification of assets by councillors a list of asset disposals and asset total were reported. It was suggested that going forward best practise would be to obtain certificates of confirmation of disposal of hard disk drives from computers and laptops. It was resolved to approve assets disposals total £ 3,089 It was resolved to confirm total assets held by CCPC as at 31st March 2024 £ 4,399,189 Proposed GS, Seconded DM, all in favour.
24/074	EMR Movements Year End 2023/2024 To confirm Ear Marked Reserves as per year end actuals Report circulated. It was resolved to move the following unspent budgets to EMRS for future use: • Christmas decorations £ 1,100 to EMR 342 Christmas decorations • PD Electrical & Plumbing Servicing £ 750 to EMR 325 PD Improvements • Tennis Court Exp £600 to EMR 329 Tennis Courts • GM Contract £ 3,700 Open Space Projects • Community Centre Equip £ 700 to EMR 355 Community Centre • Balance of EMR S106 Interest Received to be moved to new EMR to mitigate for inflation on EMRs S106 SANG and Allotment car park/access road and Sandy Lane car park and balance to new EMR to mitigate for potential capital loss on CCLA investment. Proposed GS, seconded BB, all in favour.
24/075	Sports Festival To receive an update on May 2024 event and approve expenditure A report was circulated confirming the activities to take place. Following questions relating to insurance and risk assessment and management on the day, It was resolved to approve the Scouts to run a Tomahawk stall as part of their fundraising with the activity fully insured by the Scouts. Proposed PC, seconded DM, all in favour. It was resolved to approve the outline costs of £4,101 acknowledging that this is greater than the 24/25 Parish Events budget and 1 or 2 catering proposals offering different options at different price points. Proposed GS, Seconded BB, all in favour.
24/076	HR Consultancy Report To approve a quote to appoint Hampshire Association Local Council - Local Council People Development to review HR Policies and provide advice on recruitment for CCPC. In order to ensure that CCPC is well placed to recruit high calibre candidates for future recruitment needs and that all HR policies are fit for purpose a quote has been provided by HALC through its Local People and Development HR arm of the association. This will help CCPC to reduce risk, increase compliance and

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	get the best out of its staff. It was resolved to accept the proposal from HALC and approve an allowance of up to £800 for the work and accrue the balance remaining in current year from Professional fees Proposed NB, seconded GS, all in favour
24/077	Internal Audit To consider appointment of IAC Ltd for the 2024/25 Internal Audit This agenda item was deferred.
24/078	Peter Driver Pitch Renovation To receive quotes to appoint contractor to carry out pitch renovation to facilitate full sized pitches in 2024/25 season Report circulated It was resolved to accept the quote and appoint John O’Conner to carry out the pitch renovations at Peter Driver Sports Ground. Proposed GS, seconded BB, all in favour.
24/079	Speed Indicator Device (SID) Upgrade To receive proposal to replace existing SID mobilised around CCPC to improve data collection and more visible notice to drivers of their speeds Additional questions were raised following receipt of the proposal and the item deferred.
24/080	Taylor Wimpey and Crookham Park Update To receive an update on Taylor Wimpey Crookham Park works In response to a letter received from the MD of Taylor Wimpey West London (TWL) it was agreed to issue a letter which acknowledged some progress (see examples below) but which also requested a firm commitment to timescales for these tasks to be progressed: Planning - LEAP issue currently with HDC planning to determine Directional signs now installed on traffic islands throughout development which make these much safer to navigate. Emails from TW suggest progress but there is no commitment to firm timescales. Chair and Clerk carried out audit of streetlights within development and the non-working lights were included in the approved response to TW. A reply is awaited – only a holding reply received to confirm receipt.

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24/081	Peter Driver Drainage Works To confirm conclusion of Peter Driver sports ground drainage works The contractor, T J Hunt, appointed to carry out the drainage rectification works at Peter Driver Sports Ground was on site from Monday 26th February with work concluded on Thursday 7th March. Initially the sustained rainfall prior to the works commencing caused significant issues in attempting to reduce the level of stored water within the QBP site. Digging was given permission to commence following site attendance by Fisher German and Southern Gas confirming that no infrastructure was within the required dig zone. A cable was then unearthed adjacent to the CCPC manhole which meant that digging ceased in that location Attendance by Harmonix - constructors of QBP provided vital information which proved that the culvert divert had been made within QBP to a pre-existing man-hole and assisting in adjusting the system to slow the output of water. A culvert from the QBP site was exposed just beyond the boundary of their fence and this facilitated excess water to travel overland to the CCPC man-hole until the gap in pipework could be uncovered. This was completed once the cable route was safely established. Whilst the repair had to be made using a different method due to the gap in pipeline not being directly in line the final costs equated to the same in terms of material and labour time. The gap in pipework was entirely within Peter Driver Sports Ground and beyond the diverted culvert and there are no records to enable the date of when a pipe may have been removed or indeed if a connection ever existed. The land prior to QBP development was wasteland and would naturally have held the water within the land before draining out but the load from the new drainage system unearthed this existing deficiency in the culvert. The liability is therefore wholly CCPC's and the £25k will be taken from General Reserves as previously agreed. All parties have been thanked for their participation in working together to resolve the problem and evidence of the QBP site left as found has been provided as well as Fisher German and SGN being notified of completion of works.
24/082	Financial Regulations - update to Procurement regulations To receive an update to the Finance Regulations as confirmed relating to Procurement regulations ONLY Policy changes circulated. It was resolved to accept the proposed changes to procurement regulations. Proposed GS, seconded BB all in favour.

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24/083	UKSPF Update To consider and approve the steps to deliver the Access to Athletics project with funding from UKSPF Documents circulated. Documents that require completion to move the project forward to improve the access route to athletics track: 1) Letter of confirmation 2) Baseline data required - need to consider ideas of how data may be collected may include: a) appoint organisation to survey users, quote required b) banner with QR code to check in and leave feedback c) CCTV camera review (no feedback) staff time lacking 3) Funding agreement - detail of hurdles to be managed. First need to confirm the exact timescales the project expected to be completed by so that staff allocation can be realistically managed Support was given for investigating use of an outside organisation to gather baseline data.																				
24/084	Quotes To receive and approve quotes for works required <table><tr><th>Quote Reason</th><th>Supplier</th><th>Description</th><th>Net Quote Amount</th></tr><tr><td>Comm Ctr Maint</td><td>JFK</td><td>Repairs to Mens Urinals</td><td>167.00</td></tr><tr><td>Open Space Maintenance</td><td>Kracken Printing</td><td>QR Code signs for 48 Bins (number includes spares) 48 x 160 mm aluminium signs with rounded corners and drill holes with gloss laminated PVC sticker applied to front £24 each 48 x individual sets of black gloss numbers supplied separately £1 each Total £25 each plus VAT</td><td>1,200.00</td></tr><tr><td>Tree Care</td><td>Charterhouse Tree Care</td><td>Rustic fence to Chesilton boundary to prevent vehicular access and to create defined entrance to within</td><td>3,140.00</td></tr><tr><td>GM General</td><td>John O'Conner</td><td>To maintain athletics track in interim period (12 month price 5/12ths approved)</td><td>5,980.31</td></tr></table> It was resolved to approve the quotes as above Proposed GS, seconded BB, all in favour.	Quote Reason	Supplier	Description	Net Quote Amount	Comm Ctr Maint	JFK	Repairs to Mens Urinals	167.00	Open Space Maintenance	Kracken Printing	QR Code signs for 48 Bins (number includes spares) 48 x 160 mm aluminium signs with rounded corners and drill holes with gloss laminated PVC sticker applied to front £24 each 48 x individual sets of black gloss numbers supplied separately £1 each Total £25 each plus VAT	1,200.00	Tree Care	Charterhouse Tree Care	Rustic fence to Chesilton boundary to prevent vehicular access and to create defined entrance to within	3,140.00	GM General	John O'Conner	To maintain athletics track in interim period (12 month price 5/12ths approved)	5,980.31
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24/085	To approve payment of accounts for March 2024 Report circulated. Payments reviewed and approved by Cllrs Saunders & Bulgin. Proposed GS, seconded BB all in favour.																				

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24/086	Clerks Report To receive Clerks report and approve any actions arising Internal audit carried out 7th March - report due to be delivered at May meeting upon conclusion of final numbers delivered to the auditor in mid-April Chesilton Woods - The work at Chesilton Woods was concluded at the very beginning of March. Overall the work has been received very positively with comments made from passers-by and local residents taking time to thank the team from Charterhouse Tree Care. As well as good support from residents at the litter pick. Chair has responded in relation to other comments received as above. There will be a number of follow ups in due course to progress next steps and advice will be sought and implemented. Athletics Club new home - met with 2 members of FCAC New home team for a brief catch up. Costs of building are escalating and the club is considering its options. Clerk has asked for a letter from the club to set out its current position and to request a further discussion with the parish council. Resident has asked for the outdoor gym to be opened within Crookham Park. This remains subject to approval by HDC planning department and Clerk will chase for a status update to seek completion asap to open facility. 29 requests for Thermal imaging from residents – HDC offering training in September for Autumn and all residents have been notified that they will be contacted in early Autumn when heating goes back on. 10 degrees differential between in and outside house is required.
24/087	To receive monthly safety reports Reports circulated and reviewed.
24/088	External Bodies Committee reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council HALC Conference – attended by Cllr Collings and Clerk. An enjoyable and informative event with good opportunity to network. Reports from County Council Leader Rob Humby, Youth Parliament, and a Plenary question time about the future of local government. Also, separate talks on Communication, Civility & respect. Police & Crime Commissioner and Community Resilience. Allotment AGM – Cllrs Bulgin and Jones can attend. Cllr Bulgin agreed to deliver CCPC report. Farnborough Airport Consultative Committee Cllr Saunders attended - Full year 2023 “reportable” ATMs -4% vs 2022, market share stable at 31% (2019 34%), weekend flying remains stable at c27% of total, down slightly yoy due to planning cap constraints. Bizav overall +8%, trend growth remains steady at 2%pa, and they forecast 2024 growth (presuming no resolution to planning app) to be flat to +2% (constrained in part by airshow). Growth in the heavier weight category mainly relates to Vistajet (FALs second biggest customer) increasing their fleet of Global 7500s (mtow 52.5t) to 18 aircraft. Given their “steady market share” and the CEOs own claim that “trend growth” is 2%pa I asked Mr Geere if he was going to resubmit the planning app to RBC with these projections rather than the 4.3% yoy growth used but they will not be changing them. At 2% growth pa they would not exceed their planning limit by 2040.

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	The new hangar reached practical completion in February, and work started on their solar project which will provide c25% of their electricity need. FAL is the largest provider of SAF, up 300% against 2022. The Noise sub-committee met in January. The top 5 noise complainants are responsible for 90% of complaints. At the moment there is no plan to add air quality monitoring to the NSC. Next meeting is June 6. At the last meeting FAL agreed to monitor air quality better - the s106 agreement calls for the airport to “measure air pollution appropriately”, it is felt the current system is no longer suitable. When pressed for dates, FAL say they have received two quotes to provide better monitoring (to include PM2.5 particulates) and expect to progress this in the next two months, before the next meeting. On their current planning application, RBC and others posed a number of questions which FAL are working through - they expect there will be another 30-day consultation after the May elections and that their application will go to the development committee in July. The 2020 ACP PIR is still with the CAA who asked some technical questions around one particular area of controlled airspace to the south. FASI-S. LGW and NERL submitted their proposals to make changes to the airspace south of LGW, the CAA/DFT intends to have a single design entity in place late Q2. Technical integration work is progressing on FAL’s latest ACP proposal. They expect another round of engagement with stakeholders late April or May, submission of Stage 2 has slipped to likely be in October. Hampshire Transport Minutes from January to be provided Almshouse Charity – Cllr Moss reported that she has now been integrated as the Safeguarding Lead as safety of residents is paramount. All normal health and safety checks are carried out on regular basis and occupancy is at 99%. A summer outing is planned with Trustees and residents.
24/089	To agree dates of next meetings Upcoming meetings 2024: Planning 8th April 7.30pm Finance & Policy 15th April 7.30pm Planning 22nd April 7.30pm followed by Full Council from 7.45pm Annual Parish Meeting 29th April from 7pm Planning 13th May 7.30pm Planning Tuesday 28th May 7.30pm followed by ANNUAL MEETING from 7.45pm Planning 10th June 7.30pm Planning 24th June 7.30pm followed by Full Council from 7.45pm

The meeting closed at 9.17pm

Signed:

Date: