

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

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

Date and Time: Monday 23rd September 2024 from 7.45pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Gareth Saunders (GS) Chair, John Ford (JF), Bruce Bulgin (BB), Michael Burford (MB), Kate Stewart (KS), Alan Jones (AJ), Nick Baskett (NB), Annette Whibley (AW).

Also: Claire Inglis (Clerk) & Sam Rowe (Deputy Clerk)

HCC Cllr Stephen Parker

HDC Cllr Chris Axam

There was 8 member(s) of the public present.

Meeting commenced at 7.45pm

24/193	Apologies for absence Apologies were received from Cllrs Moss and Thomas
24/194	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting 29th July 2024 To receive the minutes, approve and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Planning Committee Meetings - 29th July, 19th August & 9th September It was resolved to approve minutes as listed as correct record of meetings Proposed GS, seconded BB, all in favour
24/195	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members None received
24/196	Declaration of interest relating to any item on the agenda. Cllr Whibley - Fleet Phoenix trustee Cllr Bulgin - Grant application on behalf of Church Arts Festival.
24/197	Chairman's Announcements Following the tragic accident on Sandy Lane, the family's concerns were raised with County Councillor and Highways Officers have visited the location to assess what is required to rectify the pavement.

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24/198	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 shared his monthly report with the parish council and also reported that a number of scrutiny meetings are underway to look at where cuts to future services may be made with proposals put forward as a result of these meetings. Councillor Parker has asked for proper assessments of school crossings to ensure their safety if manned crossings are cut.
24/199	Grant Applications To receive and consider approval of grant applications From the £16k budget to date grants awarded total £3.5k to Challengers and Vine Church a) Citizens Advice application with accounts and impact statement report also provided £2,000 request b) Fleet Festivities application for Christmas 24 festival costs £1,000 request c) Art Festival @ Christ Church £500 request It was resolved to award the grants as listed above Proposed GS, seconded NB, 7 in favour, 1 abstention. Thanks were expressed to all applicants for all they do to support and create opportunities for the benefit of Church Crookham residents.
24/200	Fleet Phoenix To receive a report from Fleet Phoenix on quarterly Key Performance Indicators, Summer Project and Hype at CCCC and approve any actions Fleet Phoenix delivered a presentation on all the activities they have been working hard to provide including the very successful Summer Project sponsored by Church Crookham Parish Council and delivered by Fleet Phoenix. They presented a Thank-you card and flag made by participants of the Summer Project to the parish council. HYPE was very successful and neither Fleet Phoenix or the parish council have received any negative feedback, whilst there are some lessons to be learnt from the event which will be fine-tuned when the event may be held again. The Councillors voiced support to host the event again based on positive feedback and Cllr Saunders confirmed that the financial support for the Summer Project will be discussed at the next Finance & Policy Committee meeting, seeking to confirm this as an ongoing event in the future.

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24/201	Athletics Club Position Paper To receive an update on FCAC position on "new home" and agree a way forward A member of the Fleet and Crookham Athletics Club presented a Position paper re their plans to relocate club base to Church Crookham athletics track, for discussion and sought permission from the council to proceed on this basis:- What does the Club really need? Senior Section: The section has regularly scheduled training sessions on Tuesday and Thursday evenings and needs a space to meet briefly before and after these, with access to toilet facilities and to leave valuables secured. Junior Section: In the summer months the Juniors will want to meet on Tuesday and Thursday evenings at the track. They will need easy access to all their equipment trackside. Occasional access to toilet facilities will be essential for these sessions too. Some winter use of the CP track will also be possible if their temporary lighting is easily accessible at the trackside. Event Storage: Somewhere for the storage of race equipment and consumables – as described above. This does not need to be at the same location as the Junior track equipment. How could this be achieved? It is clear that much of the requirement above could be met by use of existing facilities at the Community Centre for toilets and as a meeting point, with possible provision of external lockers for temporary kit storage during training sessions. Storage will be needed adjacent to the track side (there is an ideal space at the eastern end of the track) for junior athletics equipment. An electricity supply would be needed (for internal lighting and the charging of external temporary lighting), and the use of solar panels and battery storage will be explored, but no other utilities would be required. The proposal is to install a brand new Portakabin unit of approximately 4m x 7m, which will be painted (or vinyl wrapped) to blend in as much as possible with the surrounding woodland. The proposed site is sheltered from the view of most residential properties. A separate location will be needed for race equipment storage, with close vehicle access being an important requirement. The existing storage unit at Peter Driver (which is separate from, and in better condition, than the Club Hut) would be ideal for this, if the club could retain this after vacating the Club Hut or explore a separate new unit near to the Men's Shed at Crookham Park would be a good alternative. Any such unit could be suitably painted and/or clad to match the surrounding buildings. This approach represents a radical rethink of the Club's needs, however, the Club believes that its needs in 2024 and beyond require different solutions. This change would obviously free up some significant funds, which the Club would like to consider investing in some permanent upgrades to the track area – for example the provision of a long jump pit, high jump bars etc. Councillors agreed that this approach would be acceptable and the club agreed to finalise the design and specification of the trackside storage unit so that CCPC can share in the next newsletter and the club can start the new planning application process as soon as possible.
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24/202	Water Safety To discuss water safety at Community Centre and proposed additional measures Following the recent water safety tests a water sample from the outside toilet at the community centre tested positive for Legionella. This represents the sentinel outlet (i.e. furthest from the water tank), has very low usage and temperatures were also reduced by TMV. As a consequence, the ladies toilets pipework has been reconfigured to remove TMVs to ensure that the water runs hot through the pipes to ensure the bacteria has no opportunity to proliferate. CAUTION HOT WATER signs (temporary ones until permanent ones ordered) have been placed at taps as a safety notice to customers. Retesting has been carried out and the outside toilet facility will only be reopened once the tests come back clear. Consideration was given to removal of the toilet and sink in the outside toilet facility, but it was agreed to continue to promote usage and monitor flushing regime and revisit this decision in a year.									
24/203	Taylor Wimpey and Crookham Park Update To receive an update on Crookham Park outstanding developer obligations The lack of progress on completion and closure of Crookham Park works to facilitate adoption was once again concerning. A letter was sent to Taylor Wimpey once again setting out the concerns re lack of progress and lack of communication. Also providing the status of issues remaining and concern that whilst the main issues remain incomplete that general wear and tear is now playing a factor to infrastructure within the development that also raise safety concerns. Table below sets out concerns raised, and responses received from Taylor Wimpey: <table><tr><th>Issue</th><th>Complete</th><th>Outstanding</th></tr><tr><td>Planning Issue relating to replacement for LEAP</td><td>The outdoor gym and trim trail are now open facilities having achieved planning permission</td><td>The legal process to transfer the final piece of land due to the parish council near Channer Gardens and the related commuted sum £29,474 Copy of updated RoSPA report for facilities and expectation of any issues required resolution to be resolved by TW</td></tr><tr><td>Taylor Wimpey response</td><td colspan="2">Attached plan for your consideration. If correct we can instruct legal on the transfers. Please invoice for the commuted sums and I will arrange payment. Attached is the RoSPA inspection and will chase my colleague in commercial for a date when all works will be completed</td></tr></table>	Issue	Complete	Outstanding	Planning Issue relating to replacement for LEAP	The outdoor gym and trim trail are now open facilities having achieved planning permission	The legal process to transfer the final piece of land due to the parish council near Channer Gardens and the related commuted sum £29,474 Copy of updated RoSPA report for facilities and expectation of any issues required resolution to be resolved by TW	Taylor Wimpey response	Attached plan for your consideration. If correct we can instruct legal on the transfers. Please invoice for the commuted sums and I will arrange payment. Attached is the RoSPA inspection and will chase my colleague in commercial for a date when all works will be completed	
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Taylor Wimpey response	There is a ditch which runs through the SANG and along the back of the running tracking finishing in the pond. The ditch at time takes a considerable volume of water and the edges are starting to erode. The proposal is that work will be undertaken this year to reinforce the bank to prevent further erosion and damage to the paths. Approximate location was provided. The next area being reviewed is to the rear of Nugent Close. The ditch as currently install enters the main ditch against the flow which is very poor practice. TW are looking to either culvert a section or realign the ditch but will be having a formal design done but want it to complete this year. Approximate location was provided. The final location TW are looking at this year is again near the running track where the pipe size for the drainage below the path needs to be checked. As above we are getting a consultant to review this and provide all the calculation to either demonstrate it is correct and a new proposed design if required	
Issue	Complete	Outstanding
New Issues	Not resolved	General wear and tear concerns whilst areas of the site remain unadopted
Taylor Wimpey response	It is intended to undertake a regular audit of the site and these will be formally recorded which we are happy to share with the parish. It is acknowledged as the site is getting older there are more likely to be defects. A number of issues have been passed over to our contractor which have been addressed even if on a temporary basis. I have again spoken to the resident in question regarding Kukri Gardens. I understand the gully in question is within the publicly adopted highway. When this was adopted, the council undertook a full inspection and signed the site off. Once highways this matter would be for the council and the resident has been informed.	
Other Taylor Wimpey comments	We have also been in communication with the management company regarding the general maintenance on the development. They have now checked the site and ensuring all gates to the storm water system are closed and locked where appropriate and cleared debris where is hand been collecting and may have impeded flows. The final matter is the order for the footway reinstatement on Boyce Road and final carriageway surfacing to Gurkha Road have been issued to Banccum surfacing, again for transparency please find attached extract from order	

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24/204	Community Transport Hampshire Funding To receive an update following the Community Transport SP25 Funding meeting Councillor Saunders joined the online meeting held on 18/9/24 with HCC officers and Cllr Schofield from Fleet TC. HCC consulted on withdrawal of all funding for Community Transport (CT). Evidence suggested such a withdrawal would add costs to HCC elsewhere that would be greater than savings achieved. Proposal to Select Committee meeting (19/9) will be to retain all CT funding. Some providers (possibly including RVS) will be encouraged to bid for extra services, including Schools transport. To that end, should select committee support this course, this proposal will be put to HCC full cabinet meet on Oct 14 for approval. HCC propose current contract - which had been extended by 6 months to end-Sept 25 - will now be extended by 5 months, and future CT contracts will align with school year (and school transport contracts). Possible some schemes (including Fleet Connect) may change timings to incorporate school transport as HCC look to make that more efficient (£40mn over budget last year, 100%). CT booking process will be upgraded shortly (paid from HMG grant via Solent Transport). Separately, Fleet Connect stats showed 7 new users in last 3 months, and an average of 58 different users each month (397 trips in July).
24/205	QEB Steering Committee To receive and update following the recent QEB Steering Committee meeting Cllrs Saunders and Ford were in attendance. Cllr Parker confirmed that "No Right Turn" out of the Aldi and Tesco Express sites were under consultation and crossings on Reading Road South are progressing. Also, proposals for the Bourley Road/ Beacon Hill Road and Tweseldown Road are being investigated. Action prior to next meeting was agreed - HCC have to show Biodiversity Net Gain (£1mn budget for Hitches Lane scheme). Cllr Saunders and Clerk will work on a proposal with appointed tree surgeon to identify sites for planting 64 replacement trees on Crookham Park (scheme is paid from Taylor Wimpey S106 contribution). It was also agreed that the CCPC planting budget will be utilised to plant trees/ hedges around other areas of Church Crookham, such as Peter Driver, Azalea.

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24/206	IT recommendations To receive recommendations and approve actions to upgrade antivirus protection and Microsoft 11 upgrades IT Needs Requirement for the next level of Anti-Virus/Anti Malware protection, and the increasing importance of incorporating Antivirus with Endpoint Detection and Response (EDR) solutions into our cybersecurity framework. Incorporating Antivirus with EDR not only strengthens the cybersecurity posture but also provides peace of mind knowing that CCPC digital assets will be adequately protected against ever evolving cyber threats. £4.50+Vat per machine, per calendar month. Currently have a total of 10 x machines, so this would be a total monthly cost of £45.00+VAT. This will replace the existing Anti-Virus solution, so in reality the additional cost for approval is £30.00+Vat per month. Microsoft 10 to 11 upgrade requirements. The majority of the current machines can be upgraded free of charge. There is no immediate rush to do this as Windows 10 will be supported until Oct 2025. The upgrade takes approximately 2 x hours per machine. In terms of those machines that need replacing, these are the 3 x oldest desktops - Clerk, Comm Centre Officer, & PC that acts a data server for accountin gpackage and door security system. Price requested for 3 new PCs £2,175, current year budget is sufficient to complete this in current year It was resolved to approve the Anti-virus upgrade (£30/ month) and purchase of 3 new PCs £2,175 from Software licences and Computer Hardware budgets respectively. Proposed GS, seconded BB, all in favour.
24/207	Payroll adjustments To consider and approve additional time on contract for Sports Officer Sports Officer is currently contracted to carry out 1.5 hours work per week which includes checking Peter Driver sports pavilion and pitch playability. Sam Knowles has kindly agreed to lock the MUGA facility on Mondays in advance of the netball booking to disperse casual users of the court - Cost implication to change contract to 2 hours per week for the year will be £483. It was resolved to approve additional half hour per week on Sports Officer contract effective from 1st September 24 at an additional annual cost of £483. Proposed JF, seconded BB, all in favour.
24/208	UKSPF Project update To receive an update on progress of the Access to Athletics project Subsequent to this meeting, Clerk met with contractor Metta Garden Ltd (formerly Xardin Ltd) to agree site access details and commencement date. Work now booked to mobilise site from week commencing 30th September. Works will be over a 2-week program to improve slope access and introduce steps and handrail at both entrances to the track.

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	UKSPF will require acknowledgement via signage and e.g. newsletter of the funding given to the project Access to Athletics.
24/209	Bank mandates To confirm bank mandate changes made due to staff changes The updates to the bank mandate have been implemented as agreed at the May council meeting but the following remain incomplete due to signatures not matching those held on file of authorising Councillors. The forms have been signed again and submitted to complete this process: Unity - Leavers still to be removed 2 x staff and 1 councillor Lloyds Corporate Credit Card through Unity - Remove and amend administrators - 1 x staff and 1 x councillor. It was resolved to approve the final amendments to the mandate Proposed GS, seconded NB, all in favour.
24/210	Tree Policy To review Tree Policy in relation to impact of tree roots on neighbouring properties The tree policy does not make clear how the parish council will deal with the impact on adjacent properties of tree roots and overhanging branches and clarifies its stance as follows: Landowners must first understand whether the tree in question is subject to a Tree Preservation Order and if this is the case permission must be sought from the local planning authority to carry out any work on the tree. If the tree owner is Church Crookham Parish Council, whether subject to a TPO or not permission must be sought for works to a tree that the council is responsible for the management/ owner of. Landowners that are impacted by overhanging branches and ingress of tree roots are permitted to remove branches / roots that grow within their boundary. However, the parish council advises caution that any such action by a resident may destabilise a tree and may contribute to future failure of the tree and the resident would then be liable for any damages, removal and replacement of. Each case will be assessed without prejudice and with independent expert advice from tree specialists before a decision is reached. It was resolved to approve this approach and the agreed response to a resident request for action to be taken was approved. Proposed GS, seconded KS, all in favour.

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24/211	Christmas Event & May 2025 To receive an outline and approve budget and concepts for events Christmas Event to be held on Saturday 30th November from 12pm to 4pm. Format of event is as follows: Santa in grotto to meet & greet children and give free gift Scouts to provide bar External caterer to offer hot food Coffee van to offer hot drinks Festive crafts for children Design a bauble competition for all age groups Stalls for artisan market and charity groups to host a market (non-charity stalls charged £5, concessions charged at concession rate) Budget available at just over £1,000 It was also agreed to host a May event Church Crookham Spring Festival and Councillors offered their support to assist in organising the event.
24/212	Lock Down Policy To receive and approve a Lock Down Policy The Draft Lock Down Policy document compiled by Community Centre Officer and reviewed and commented on by Cllr Stewart was approved for adoption. It was resolved to approve the Lockdown Policy v1 for adoption and implement the policy to customers of the centre. Proposed GS, seconded BB, all in favour.
24/213	Communication & Media Policy To receive and approve an updated Communication & Media Policy The Draft Communication & Media Policy document compiled by Community Centre Officer and reviewed and commented on by Cllr Stewart was approved for adoption subject to minor changes. It was resolved to approve the Communication & Media Policy v1 for adoption. Proposed GS, seconded JF, all in favour.
24/214	Quotes To receive and approve quotes for works required It was resolved to approve the following quotes: a) Disconsulting - Anti-virus increased protection £360 additional per annum b) Disconsulting - Replace 3 x PCs to ensure Microsoft 11 can be supported (older machine replacement) £2,175 c) Southern Security - Replacement card door access (Ordered under delegated authority) £206 d) JFK - change Ladies sink pipework to remove TMVs and resample water (Ordered under Emergency delegated authority) £480 e) Barriers Direct - Drop down bollards to protect open spaces at 3 locations including installation concreted in £1,416 f) Velocity Sports - Remark Netball lines to Peter Driver MUGA £915

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	g) Windowflowers - Winter flower displays in community £3,050 Proposed GS, seconded JF, all in favour.
24/215	To approve payment of accounts for August & September 2024 Finance report was signed off by Councillors DM and JF for August payments and GS and NB for September payments. Data entry has been brought back in house with August month end completed without any concerns. It was resolved to approve August and September finance reports Proposed GS, seconded MB, all in favour.
24/216	Clerk's Report To receive Clerk's report and approve any actions arising Clerk was pleased to report that Finance Officer has passed her first module of FILCA
24/217	To receive monthly safety reports Reports to be circulated upon completion of site visits
24/218	External Bodies Committee reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council War Memorial Hall Committee - Cllr JF unable to attend but forwarded accounts and minutes
24/219	To agree dates of next meetings Upcoming meetings 2024 dates were agreed as follows: TBC Staff Committee Meeting 14th October 7.30pm PLANNING followed by FINANCE & POLICY Committee from 7.45pm 28th October 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm 11th November 7.30pm PLANNING 25th November 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm 9th December 7.30pm PLANNING 13th January 7.30pm PLANNING followed by FINANCE & POLICY Committee from 7.45pm 27th January 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm

The meeting closed at 9:53pm

Signed:

Date: