

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Init: _____

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

Date and Time: Monday 24th February 2025 from 7.45pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Gareth Saunders (GS) Chair, Kate Stewart (KS), Annette Whibley (AW), Debbie Moss (DM), Michael Burford (MB).

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

HDC Cllr Axa

HCC Cllr Parker

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

Meeting commenced at 7.45pm

25/035	Apologies for absence Apologies received from Cllrs Bulgin, Ford, Baskett, Jones and Thomas.
25/036	To approve minutes of previous meetings To receive and approve as a correct record the minutes of the Full Council Meeting 27th January 2025 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 - January 27th, February 10th It was resolved to approve minutes as listed as a correct record of meetings Proposed GS, seconded MB, all in favour.
25/037	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members None received
25/038	Declaration of interest relating to any item on the agenda. Cllr Burford and Stewart re agenda item 25/051 Allotment rent
25/039	Chairman's Announcements Chair commented that it had been a busy month of meetings including the Farnborough Airport Consultative Committee, Alms Houses. Basingstoke Canal Committee as well as the community litter pick that took place on 20th Feb. Very good to see a couple of dozen people turn up to help in awful weather conditions and collect significant amount on rubbish within Crookham Park. Thank you to all who came along and joined us.

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25/040	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 report was shared. Cllr Axam confirmed Hart DC budget was approved. Mens Shed Chair popped in to update on dust extraction project following CCPC's generous grant in January. Having sought advice and visited specialist providers the final purchase was changed based on this advice. Having installed one of the units the results have been excellent and will make the Shed environment much safer for all visitors and Shedders. The Mens Shed extended an invitation to the councillors to visit in April to see the equipment in action.
25/041	Grant Applications To receive and consider approval of grant applications In prior month it was agreed to increase annual budget by £4k due to anticipated surplus in year, thus currently spend £18k vs original £16k budget now £20k £1k - Fleet & District Carnival grant application decision was deferred due to the request for more information on the funds held already in advance of requests for support. Cllr Saunders confirmed that he was happy with the response to the query raised relating to the surplus in the bank account. Approved grant of £1,000 Proposed GS, seconded DM, all in favour.
25/042	Taylor Wimpey and Crookham Park Update To receive an update on Crookham Park outstanding developer obligations Clerk requested update following January meeting: - • Update on eta for completion of outdoor gym works. - No news on this outstanding issue but weather has continued to be persistently wet for this work to be continued. • With the TPO works likely to be approved in April this obviously puts a strain on the timeline for the community event mid-May planned for the 17th - Parish Council to request works deferred until after May 17th. • Other ditch work - would a design likely be approved ahead of the Ditch 7 timeline and thus could this work be moved forward as an option? - RESPONSE: TW are pushing on the other works to see if these may jump ahead. • Invoice CC106542 now paid concluding all S106 commuted sums received. • Legal transfer of land related to final commuted sums to be progressed RESPONSE: Our legal are really slow at the moment so will chase. • TW now have a price to complete the block paving issue on the junction down from the centre that you looked at whilst on site when will this be approved to go ahead? RESPONSE: Price approved likely to be carried out w/c 3rd March. • Manholes on Nugent? - RESPONSE: Not looked at yet. • Any further news on Bancums and the drop kerb issues? RESPONSE: To be chased.

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	- Leipzig Road any updates on work being started here? RESPONSE: We are holding the civils until Envero complete. - Have South Thames commented on the Gurung Way road layout and confirmed that the speed bumps can be removed? RESPONSE: Yes, price is being sought. - Road signs at entrance to development still up for TW traffic if CCPC provide a list and location can these be removed? RESPONSE: Yes, we can get these removed. Chair requested that Clerk chase TW on the additional bollards for safety on Leipzig Road. Also to pass on thanks to GM team for checking the ditches after heavy rainfall ensuring they are running well.
25/043	Consultation on Local Cycling and Walking Infrastructure Plans Route 150 - Hitches Lane to Beacon Hill Road To consider and approve a response It was resolved to respond to the LCWIP Consultation with responses discussed. In summary the proposal for Route 150 is acceptable north of the canal as there are some good ideas to make cycling safer at, for example, Fitzroy Road and Baker Way. However, to consider making Reading Road South a residential street is not at all viable or sensible. CCPC strongly disagree with the Route 150 plans south of the Basingstoke Canal and therefore suggest that this makes the whole route undeliverable and a waste of taxpayer money to be pursued. Proposed GS, seconded KS, all in favour.
25/044	County Council Update To consider input into the Local Government Reorganisation HDAPTC meeting to be held 26th February Cllr Saunders confirmed that the HDAPTC meeting will be attended by himself, Cllr Whibley and Clerk via Teams. The focus of this meeting is to be to invite input from Parish Councils into the Local Government Reorganisation. It is also highlighted to residents that there is an important consultation by Hampshire CC on the Devolution process and CCPC want to ensure that residents that do not have access to the internet can participate. It was agreed that the consultation response form will be made available in the Community Centre for residents to access. It was agreed that a paper will be prepared in advance of the March meeting proposing CCPC response to the Devolution consultation. The deadline for the consultation is 13th April.
25/045	Basingstoke Canal Service Level Agreement To consider and approve a service level agreement with Basingstoke Canal Authority At a meeting with the Basingstoke Canal Authority the new funding agreement was explained. The original agreement was based on number of people and properties within a specific distance of the canal frontage. Some authorities have ceased contributing due to it being financially unviable to fund e.g. Woking Borough Council.

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	The funding constitutes a revenue contribution to manage water levels and having Rangers available if a problem on the canal, 365 days a year i.e. keeping Ranger staffing. Overall, services funded through the SLA cannot be specific to each parish across the whole area. Core revenue funding for bespoke projects in a parish - the SLA makes it possible [Addendum2] to enter into additional contributing funding streams. Funding inflation is a decision very much down to the individual parishes. CCPC budget currently showing annual uplift at 4.5% in future years. It was proposed for the F & P meeting to make allowance for inflation in the committee future budget discussions. Proposed GS, Seconded AW, all in favour.
25/046	Land Ownership To receive an update on Award Road and Sian Close land parcel queries Award Road – Met with Fleet TC Facilities Officer to understand the boundary of their responsibility at this location to inform scope of non-assessed / managed locations. HALC Comms have been contacted to seek initially one FREE hour of legal advice on this issue and request an hourly rate thereafter if land ownership not determined and CCPC look to take ownership/ management responsibility. Hart District Council have been contacted to request invoking their powers to make safe trees on land of unknown ownership on the basis that CCPC look to legally take on ownership / management if appropriate/ no other land owner identified. Property near Sian Close - The issue relates to land ownership/ management of Land close to Sian Close. Clerk was approached by a resident of 17 Pine Grove who voiced concern over lack of maintenance of an area to the rear of their property. The issue is that the land ownership has shown that it is CCPC. It appears this land was legally transferred from HDC when CCPC came into being 10 years ago. However, Hart District Council maps on their website quite clearly show that the 2 parcels on RRS and Pine Grove are being managed by Hart DC and Cllr Butler agrees that this is the case. Clerk and Cllr Butler met with the resident of 17 Pine Grove and Cllr Butler suggested Clerk reach out to Hart officer to gather more historic information. It is obvious looking at the 2 land parcels that the remainder of this land is being looked after (Not by CCPC) i.e. grass is cut to a good length, recent evidence of tree felling etc. but the concern is that on paper CCPC is the owner. There is nothing in writing that confirms that HDC have accepted management of these parcels but Clerk has also reached out to my predecessor Clerk and Councillors that were involved in the evolution of CCPC and they are adamant that CCPC were never to accept management of these 2 parcels. It was agreed to pursue this issue to resolve ownership and future management in light of Local Government Reorganisation.

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	Clerk requested CCPC agree to use some of our remaining Lengthsman budget to tidy up the area but would like to see that this area is included in the HDC maintenance schedule going forward whilst unravelling the legal side of this matter. It was approved to use some of the Lengthsman budget to tidy up the rear of the Pine Grove property. Proposed GS, seconded DM, all in favour.
25/047	Annual ROSPA reports To review Annual ROSPA reports from playgrounds and approve quote to have required repairs carried out Please note provided here for information: Individual ROSPA reports for all play areas and summary findings were shared with members. Facilities officer immediately sought works to High-Risk items as identified at Orchard with items taken out of use. Quote was approved for repairs at January meeting. Company have quoted for works to rectify the majority of issues arising out of the play inspections using the report of findings. Some of these will be picked up by grounds maintenance contractors and others may require additional quote for options to replace items. Facilities Officer has reviewed and provided a summary of work considered to be carried out by this contractor for approval. It was approved to replace where necessary and to monitor where recommended. Works to the value of £4.7k to carry out the repairs was approved. Proposed GS, Seconded AW, all in favour.
25/048	Internal Audit To receive Internal Audit report and approve feedback on observations The Internal audit report and comments were reviewed. It was resolved to accept the Internal Audit report and the response to the comments / observations were approved. Proposed GS, seconded DM, all in favour.
25/049	Fidelity Guarantee To review the level of fidelity guarantee covered by the Parish Council insurance policy and recommend any amendments The current level of cover for all members & employees: £2m. A fidelity guarantee is cover against theft of council money by staff or councillors, therefore the level of cover required should be equivalent to the largest sums of money held during the year. In most parish councils this is usually when the precept is received in April and October, however CCPC also holds large sums of S106 funds.

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	NB funds which are held in bonds and long-term investments at considered to be at low risk due to their inaccessibility. £910,849 Funds held in PC bank accounts on 31st January 2025 [Unity £180.9k, HSBC £11.7k, Flagstone £718.1k] £ 900,000 Funds held in CCLA LAPF Investment £773,329 Funds held in investments on Flagstone platform £462,039 Budgeted revenue & S106 income 2025/26 (of which the precept £255,689 is received in 2 instalments in April & October) (£578,947) Budgeted revenue expenditure & S106 expenditure 2025 2026 £2,467,270 Total expected to be managed in 2025/2026 Of the £2.5 million described above, low risk inaccessible funds total £1.67 million. Current insurance policy provides a Fidelity Guarantee of £2m. Recommendation: As £1.67 million is held in long-term investments and is inaccessible and low risk, it is recommended that no change is required to the current level of fidelity guarantee. It was resolved to approve the Fidelity Guarantee report with no changes to Fidelity cover. Proposed GS, seconded MB, all in favour.
25/050	Internal Controls To carry out a review of Internal controls It was resolved to approve the Internal Control v4 report with the one minor change. Proposed GS, seconded DM, all in favour.
25/051	Schedule of Charges To revisit Allotment rental charges Upon reminding Allotment tenants of the upcoming rent uplift, it appears that only half the message got through. As we are obliged to give a year's notice the uplift to 75p per sq m will be notified as implemented from April 2026. In the meantime, the CPI as of December will be implemented as notified to them therefore 62p per sq m this year. It was resolved to approve the increase in allotment rent to 75p per sq m from April 2026. Proposed GS, seconded DM, 3 in favour, 2 abstained.
25/052	Tree planting quote To receive a quote to plant hedges and trees in Church Crookham It was resolved to approve the quote £24,240 from Charterhouse Tree Care to plant 30 trees across the parish plus hedging (450 plus plants) £12,826 Precept budget using in order Tree EMR, Planting budget, Tree woodland management budget. £11,414 S106 budget Planting budget. Proposed GS, Seconded KS, all in favour.

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Quotes

To receive and approve quotes for works required

Quote Reason	Notes	Supplier	Description	Nominal Acct	Cost Ctr	EMR	Net Quote Amount
Comm Ctr Maint		Axis	Emergency Lighting Replacement Batteries	4340	450		1,064.91
Comm Ctr Maint	Clean Moss on Outside of building Repair broken tiles on shed roof Replace toilet seats, taps in Ladies 7 Mens Toilets Replace Preschool Toilet seats	JFK	Building maintenance	4340	450		1,885.00
Comm Ctr Maint	Clean of Guttering & Outside of building. PAT testing DELEGATED	JFK	Building maintenance	4340	450		830.00
CCTV Allotment	Cabling to complete allotment CCTV camera replacement	Axis	CCTV - split provided £366 material £743 boom hire £1,578 2 men 2 days	4144	125		2,685.65
Artificial Grass replacement to Acorn outside space - QUOTE REJECTED	Artificial Grass replacement to Acorn outside space	Easigrass	Comparison quote			Comm centre	9075.76
Artificial Grass replacement to Acorn outside space - QUOTE REJECTED	Artificial Grass replacement to Acorn outside space	Outdoor play UK	Comparison quote			Comm centre	13,900.00
Artificial Grass replacement to Acorn outside space	Artificial Grass replacement to Acorn outside space	Red Monkey	Comparison quote			Comm centre	11,117.50
Comm Ctr Maint	Paving extension to front of comm centre	Gunns Contractors	To lay paving slabs (already in stock) to widen walkway into comm centre	4340	450		2,074.00
CCTV Peter Driver QUOTE REJECTED	To add an additional camera at PD	Axis	CCTV	4325	120		6,327.51

**It was resolved to approve the above quotes excluding those labelled QUOTE REJECTED
Proposed GS, seconded DM, all in favour.**

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25/054	To approve payment of accounts for February 2025 To include a demonstration on moving to paperless authorisation of payments Please note that the Finance box has been provided in a paperless form this month via DocuSign [Free trial basis]. All the information relevant to the month end processes normally received in the physical box have been input into a DocuSign template. Payroll / Bank reconciliations and Payment listings in month - A covering email will arrive to the signatory requesting signature of the relevant document(s) and a message to state whether this needs authorising on Unity bank account. It was resolved to approve the finance report for February and to a paperless system £20 per month for DocuSign. Proposed GS, Seconded DM, all in favour.
25/055	Clerk's Report To receive Clerk's report and approve any actions arising HR Policy Review - Staff Committee meeting required to review and make decisions to bring to full council for adoption Gutters and high-level cleaning carried out under delegated due to need to access preschool area during half term - high level cleaning of canopy and associated gutter system and down pipes fully blocked. Also, PAT testing as this was long overdue. Now all up to date. Crookham Rovers Football Club approached about football pitches within the Crookham Park athletics track. CCPC confirmed that at this time there would be no change to the athletics track until the club install their storage facility as there may be future proposals for additional athletics provision. UKSPF confirmed that CCPC have been awarded an additional £4340 funding to cover the remaining cost of project - Access to Athletics
25/056	To receive monthly safety reports Reports were reviewed
25/057	External Bodies Committee reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council Almhouses report by Cllr Moss Just a few words to report on work in the Trust as a co-opted trustee from CCPC. The Almshouses are full. Annual inspections with the residents have been completed (checking their personal details and safeguarding their future with next of kin details/medical information/wills and LPA's). The clerk for the charity has been inspecting the properties and noting any work to be undertaken for

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individual circumstances.

Fire safety has also been reviewed.

Cllr Moss is also designated safeguarding lead with full DBS clearance.

Tweseldown Infants School

Cllr Moss reporting as a co-opted governor following attendance at full Governing Body meeting.

The MUGA surface at the school will need to be replaced as it lifted significantly when the Chinook landed in December with Father Christmas (the previous year was fine) – the headteacher reported that the RAF will be paying for any works, but obviously the school is challenging the workmanship of the firm that fitted it originally.

Number on role – As the birthrate is decreasing the numbers of children applying to the school have dropped for Sept 2025 intake...other local schools have asked the local authority for a reduction in Pupil numbers, and this is something Tweseldown will do in the next couple of weeks. It is thought that all children in Fleet and surrounding areas will get their first choice of school in Sept.

Inevitably with some reduction in pupils there is a reduction in funding, and some staff changes will need to be made.

Road safety is an issue and I did report at a management meeting earlier in January, that we were hoping to install a SID in the vicinity in the near future, and that there is still no sign of HCC adopted the road as yet.

Farnborough Airport (FAL) update reported by Cllr Saunders

2024 ATMs softer, full year 29,700 reportable, down 5% yoy, non-weekday traffic -3%. Overall UK bizav market up 1%, so FAL lost market share, likes of Luton and Northolt both up 2-3%.

FAL business constrained by limit on the heavier aircraft, weekend 50-80T movements were 265, just 5 below the planning cap.

Sustainable Aviation Fuel (SAF) sales +45%, but still small as proportion of overall fuel sales. From Jan 1 fuel sales are a minimum 2% blend of SAF. Flexjet “clubhouse” build continues, on track for 2026 opening. Strong appetite for hangar and maintenance facilities. FAL in discussions with DfT about becoming a designated airport (seemingly an overdue technical move). FAL support in principle the proposed changes to higher-rate APD.

The Noise sub-committee met in January - still not released the Church Crookham report (almost one year on), it will hopefully be sent out with the draft minutes of this meeting. Chair of FACC, will now Chair meetings of the NSC in the hope of speeding up this process.

FAL planning application- FAL have plenty to do in response to Natural England’s stance on the 2023 application. As well as answering points raised by NE, FAL will have to update most of the information and modelling on which their application was based as it used 2019 data - they will now use 2024 data. Information pack will be updated before Summer, then there will need to be another public consultation (unlikely to be in person), so the June 30 date RBC published is highly unlikely to be met. FAL expect to update the next FACC meet on this in July, most likely timescale now is early Autumn.

Still no update from the CAA on the PIR for the 2020 airspace change, and not much progress has been made on the new Airspace Modernisation Strategy - still waiting for both LHR and LGW to move to the next stage.

At the Chairman’s request, the second half of the meeting was off the record, a candid discussion between non-FAL committee members on the issues the FACC faces.

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25/058	To agree dates of next meetings Upcoming meetings 2024/25 dates were agreed as follows, all public welcome 10th March 7.30pm PLANNING 24th March 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm 14th April 7.30pm PLANNING followed by FINANCE & POLICY from 7.45pm 28th April 7.30pm PLANNING followed by FULL COUNCIL from 7.45pm WEDNESDAY 7th May Annual Residents Meeting from 7pm - Informal meeting for the community all welcome 12th May 7.30pm PLANNING 19th May 7.30pm ANNUAL MEETING of the FULL COUNCIL 9th June 7.30pm PLANNING 23rd June 7.30pm PLANNING followed by FULL COUNCIL
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The meeting closed at 9.39pm

Signed:

Date: