



CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting Minutes

Date: 28/07/2025
Place: Acorn Hall
In attendance: Cllr Bruce Bulgin, Cllr Michael Burford, Cllr John Ford, Cllr Alan Jones, Cllr Debbie Moss, Cllr Gareth Saunders, Cllr Kate Stewart, Cllr Annette Whibley
Also: Clerk Claire Inglis, Deputy Clerk Sam Rowe, HCC Councillor Parker and 3 members of the public.

Meeting commenced at 19:45

25/160	Apologies for absence Apologies were received from Cllr Thomas
25/161	Approval of Minutes from previous meetings To approve minutes of the following meetings: Full Council Monday 23rd June 2025 Planning Committee meeting held 23rd June 2025 Staff Committee meeting held 23rd June 2025 It was resolved to approve the minutes of the meetings as listed above Proposed GS, seconded JF, all in favour.
25/162	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. None received
25/163	Declaration of interest relating to any item on the agenda. To receive any declarations of interest from members. Cllr Stewart in relation to Crookham Junior School grant application.
25/164	Chairman's announcements Cllr Saunders reported on the number of meetings attended during the month including HDAPTC and a visit to the Houses of Parliament with a number of local fellow Councillors. The Fleet BID was sadly unsuccessful in its bid for funding for Fleet. MP Alex Brewer was very supportive towards Fleet. Fleet Phoenix hosted their first Free Friday fun on 25th July. It was a huge success with 85+ children in attendance.
25/165	Public Session

	County Councillor Parker updated on the upcoming Gas works to affect Gally Hill Road, Aldershot Road and Sandy Lane over the next 6 months. This will be very disruptive. The welfare unit to be installed at the junction of Portland Drive and Gally Hill Road whilst disruptive may prove less so than other options. Cllrs raised concerns over the confusing comms from Southern Gas with different start dates and duration quoted. Other local works are being organised to avoid conflict as the gas works commence but any emergency issues that arise will cause unavoidable delay. SGN are hosting a resident drop in for information and the aim is to cover this event with CCPC Councillors and Clerk. Cllr Parker also intends to attend. An update on Illegal encampments. Currently in Hartley Wintney just off the A30 on private land. It was agreed to take up the concerns that Hart is very vulnerable to this situation with our District Councillors.
25/166	Councillor Co-Option To consider and approve an application to fill the Councillor vacancy A qualifying application for co-option for the councillor vacancy was been received from Mr Dan Hill. No other applications were received by the closing date. It was resolved to co-opt Dan Hill to as a Councillor for the Crookham East ward of Church Crookham. Proposed DM, seconded AW, all in favour. Cllr Dan Hill joined the meeting following signing of an Acceptance of Office form.
25/167	Grant applications To receive and consider approval of grant applications Approved to date £5,692.50 Fleet Spurs £1,000, Poppy Appeal £177.50, Life Education £1,015, Challengers £1,500, Citizens Advice £2,000 Prior month application from Abercorn Trust spoke with Clerk prior to the meeting and agreed to hold a meeting in September to discuss further. Applications received this month 1) Fleet Festivities £1,000 for the Christmas event Approved: Proposed GS, seconded AW, 8 in favour, 1 abstention. 2) CCJS £4,000 for a bike shelter After discussions to understand the needs for the bike shelter a £4,400 grant was proposed. Approved: Proposed GS, seconded BB, 7 in favour, 2 abstentions.
25/168	Local Government Reorganisation To receive an update on Local Government reorganisation and Devolution, approve any responses to the updates and to discuss Hart District Council transfer of assets Local Gov Reorganisation / Devolution- Cllr Whibley provided an update on the "Preferred Options" put forward by Hampshire County Council and Hart District Council. There is an engagement process (not a consultation) underway and CCPC believe it was important to express on behalf of their residents what the favoured option is. It was agreed that Cllr Whibley would draft a response on behalf of CCPC to confirm its favoured option for Hart District/ Rushmoor / Basingstoke & Deane to form a unitary authority. This makes sense as there are existing relationships and

	shared services operating already. This is preferable to the option proposed by HCC to combine the above three with Winchester and East Hampshire. Hart District Council transfer of assets - Cllr Saunders attended HDAPTC meeting 8th July. HDC welcome approaches from Town and Parish Councils regarding transfer of assets and services, but have not done any work to list what exactly may be transferred. It was agreed that the Clerk would set up a meeting with Hart Officers to commence discussions about transfers of assets. This is likely to extend to small green spaces within Church Crookham. CCPC consider it important to ensure that these green spaces continue to be cared for as the Local Government Reorganisation process progresses.
25/169	Southern Gas Replacement Works To receive an update on discussions with SGN on upcoming works within Church Crookham Southern Gas Networks (SGN) will be hosting public open event on Thursday 31st at the Willis Hall to allow residents to raise concerns about the works and road closures. Councillors and Clerk agreed to cover the period of the open event to assist residents with obtaining clarity on the plans and how it may affect them. SGN will be commencing major gas pipe replacement works in Gally Hill Road from 11th August for a period of at least 14 weeks. This road will be closed for the duration. Works will then continue along Aldershot Road towards Atbara with the road under traffic management. Followed by a road closure of Sandy Lane to Hampton Close. Councillors have been very proactive to ensure that communication to residents is effective and accurate and that will be maintained for the duration of the works.
25/170	Fleet Connect To receive an update on Fleet Connect contract and approve any decisions Chair and Clerk met with FTC Councillors and Beverley Jones from RVS who operate the Fleet Connect service. Discussion points included HCC Communication to users which has been prescribed and is a consistent message across the whole county to community bus services. Staffing concerns over loss of hours. Passenger numbers dropped maybe due to a number of factors - ill health/death, cost of living, hot weather. Beverley is hoping to approach M&S, Tesco other retailers at The Meadows for sponsorship of Community bus to seek funding to continue Saturday morning service at a cost of £5k. It was agreed to promote the service with social media to include a video of meet the bus driver and a Church Crookham user and via other forms of communication. To have an ongoing discussion about funding gap if there is a desire to add back in the extra day on Saturday. Fleet BID to promote use of the bus to access the town centre. All Councillors agreed that it was vital to ensure that the Saturday service is maintained and that CCPC would be supportive of closing any funding gap if required. It was further agreed to liaise with RVS to ensure any funding gap is identified in a timely manner.
25/171	Crookham Park Update To receive an update on Crookham Park outstanding developer obligations

Brief updates were provided by Taylor Wimpey with progress on some outstanding issues.

Clerk has requested a face to face meeting at end of August to receive a more detailed update.

Land Transfer No further progress -**JM has chased on this and advised it is in the work stream, she will keep chasing.**

Streetlighting

TW have met on site with contractors to discuss required quotes for the civils works:

- Ducting installed for 4 street lights
- Cost for South Thames to remove traffic calming and raise kerbs
- Quotes received and South Thames have approved their part, West London still requires review and sign off.

JM has asked Commercial manager to confirm above is on order

Leipzig Road

Hopefully progressing to HCC sign off. Did works complete at Leipzig and Naishes?

How long to HCC sign off? **JM confirmed required actions as to do an as built and appendix 20 and HCC have to invoice for commuted sums. It should not take too long to get these last bits done once civil signed off**

Drainage

Notified that tree works and ditch works to commence 28th July will monitor disruption and progress.

Any progress re?- TW have put proposal to Thames Water on the first two sections for them to work on, from Sandy Lane including phase 1B and from the corner at the bottom of Grant Drive where there is an agreed outfall -JM has sent a chase to Thames as no response received

Any further progress on?- Additional ditch work now fully designed and information now issued to HCC for their approval. Nothing back from HCC JM will chase

Footway/Carriageway Works

Any progress?

TW have met the contractor on site to get quotes for the civils works:

- Kerbs to be raised by the old West London compound **Order Placed (Commercial manager to confirm)**

	• Tactiles add on opposite side as raised by Gareth Page 6 of 8Order Placed (Commercial manager to confirm) Trim trail/Gym equipment Completed Discussion points at next face to face meeting Road Safety CCPC to discuss with TW to pursue a 20mph limit Trees- discussion points Clerk to request tree contractor for quote to install trees as per condition of TPO works to seek trees for school forest school which is close to location of removals White linesTo request white lines reinstated on bend near primary school. Mapping responsibility to IYP - LAP/ land not adopted by CCPC but mapping different
25/172	Martyn's Law To receive a report and any recommendations from the Finance & Policy Committee meeting A briefing paper was provided by Cllr Whibley. In summary this law will be implemented in early 2027. In most cases CCPC will not have to implement the enhanced duties requirements as events held by the parish council do not currently meet that threshold > 800 attendees. However it was agreed that CCPC along with other locals councils will work towards early implementation of the duties required, making use of any available training taking reasonable and practical steps to ensure public safety at all held events. Local Councils are working towards sharing resources for all their events to save on costs of implementing the law.
25/173	Actual vs Budget To review the actual vs. budget figures for 1st Quarter 2025/26 S106

		Values	
Inc or Exp	Type	Sum of Budget 25/26	Sum of Actuals year to date
Income	Income Other		0
Income Total			0
Exp	Grounds Maintenance	-102,400	-16,945
	Allotment	-14,100	-1,973
	C Park Open Spaces	-408	-77
	Investment		0
Exp Total		-116,908	-18,995
To EMR	EMR	0	0
To EMR Total		0	0
Grand Total		-116,908	-18,995

YTD General expenditure £19k vs 1st Qtr budget of £29k - Grounds Maintenance billed in arrears i.e. 2 months billed only.

Precept

		Values	
Inc or Exp	Type	Sum of Budget 25/26	Sum of Actuals year to date
Income	Precept	255,689	127,84
	Facility Income	103,050	32,94
	Income Interest	101,800	13,30
	Income Other	1,500	
Income Total		462,039	174,09
Exp	Employment Other	-3,558	-82
	Employment PAYE	-141,743	-35,41
	Admin	-63,002	-16,01
	Community Support	-31,475	-5,55
	Comm Centre Costs	-53,978	-15,98
	Peter Driver Premises	-8,703	-1,99
	Grounds Maintenance	-61,107	-25,73
	Tennis Courts	-2,244	-65
	Supplies	-510	-38
	Allotment Ancillary Facilities	-7,703	-1,01
Exp Total		-374,022	-103,57
Project	Project	-5,000	
Project Total		-5,000	
To EMR	EMR	-83,016	-83,01
To EMR Total		-83,016	-83,01
From EMR	EMR	0	14,32
From EMR Total		0	14,32
Grand Total		0	1,83

Income

Precept second tranche of £128k due in September. Allotment front ended annual invoicing in April, otherwise 'Other facility' income on track. Flagstone interest on matured cash deposits to date - £13k.

Expenditure

Open Space Maintenance expenditure £14k YTD - Ref Azalea new slide partly off set by £4k EMR release and awaiting reimbursement of £5k S106 funds from Hart DC.

	Otherwise expenditure generally as budgeted. EMR Budgeted EMR's were journaled in month 1. EMR releases YTD include £6k community centre for new grass surface, £4k Azalea slide and £5k tree planting. To note - Insurance Vs budget, based on renewal will be greater than budget for the year. Parish Events - Will monitor closely for rest of the year, may need to consider larger budget for future years. Comm Centre maintenance whilst offset by £5k EMR, will need to carefully monitor for the rest of the year.
25/174	Ear Marked Reserves To review ear marked reserves and general reserves as at 30th June 2025 YTD Precept EMR movements represent the budgeted EMR movements planned in the year. EMR releases YTD include £6k community centre for new grass surface in Acorn garden, £4k Azalea slide and £5k tree planting. Finance & policy Committee confirm that the General Reserve currently £156k is at an appropriate level at this stage in line with Treasury & Investment policy. Ear Marked Reserves held at the end June total £1,260,371.56. Of which £876k Precept EMRs and £226k S106 (net of investments £1.34M which are shown as negative EMRs)
25/175	Investment quarterly review To review the performance of the council's investments, deposits, and instant access accounts and receive recommendations from Finance & Policy Committee for any actions required. CCLA The current investment of £900,000 is a unit holding of 276,314. As of 30th June 2025 the current mid-market valuation was 2.827981p per unit thus a valuation of £781k a small improvement on the March quarter close of £780k. The mitigation shortfall of £119k is now partially offset by the current EMR held of £85k. This was increased from the year end by the budgeted EMR movement in month 1. Therefore current shortfall of £34k. Flagstone Cash Deposits Cash deposits held at the end of June - £719k Cash investments held at the end of June - £859k Chair confirmed that all financial institution deposit criteria were met as per CCPC Treasury & Investment policy at the time of placing since the last F&P meeting. £95k has been placed on Standard Chartered for 3mths - until September 2025 £90k has been placed on Aldermore for 12mths - until May 2026 £153k was rolled with Standard Chartered for 3mths until September 2025 £100k on Aldermore was rolled to Hampshire Trust 5yrs in July 2025 until July 2030 All maturity interest has been withdrawn. Sainsburys £100k on deposit was placed until June 2026 matured on 8th July due to closure of their banking arm. Previously agreed to be placed on deposit for 18mths. Recommendation of Finance & Policy Committee for approval i) Nationwide 6mths £295,725.16 precept maturing 20/08/2025. Rollover for 6 months ii) Standard Chartered Bank 3mths £95,725.16 precept maturing 01/09/2025.

	Withdraw funds to current account and re invest £60k on deposit for 3mths upon receipt of the precept tranche. iii) Standard Chartered 3mths £153k Precept due to mature 23/09/2025 Rollover for 3 months Approved:- Proposed GS, seconded JF, 8 in favour, 1 abstention. Other Bank balances at end June were considered sufficient until receipt of the 2nd tranche of Precept.
25/176	Debtors reports To review reports and approve debtors Debtors report showed total debt outstanding of £5996 at end of June. There has been improvement since reporting mid-July. Debt ageing profile current i.e. June billing £3333 now reduced to £895. May £522 April & older £1,971 of which £1,300 outstanding allotment rent, now reduced to £1,460 of which £821 o/s allotment rent. All old debt is currently being chased/ resolved.
25/177	Policy Review To receive a recommendation from the Finance & Policy Committee meeting on the Policy Review Procedure The policy review schedule has been updated/ renewed to include all new HR policies and to assist in timely call off for review of policies. Due to the total number of policies and other governance-type issues that need to be recorded, it feels appropriate to agree a Policy review procedure. Please refer to schedule provided below. Finance & Policy Committee recommendation to Full Council: a) Frequency is appropriate b) Timing in year for review is appropriate e.g. Fee charging schedule to facilitate the budgeting process c) Reviewing committee is appropriate This review schedule could also include contract renewal dates / insurance / service level agreements so that review of these processes also happens in a timely manner. Policy review procedure approved as set out above Proposed GS, seconded DM, 8 in favour, 1 abstention
25/178	Acorn Hall To approve a budget for installation of storage and resources for pre-school Following meeting with preschool Manager and Interim Chair of Trustee to discuss need to increase income increased Acorn storage was proposed. Comm Centre Officer has contacted 5 joiners/ carpenters. Spoken to 3. Had response from 1 Scheme has been outlined to preschool with a request for wish list of resources to support them in clearing setting away on a potentially daily basis. The scheme will require a radiator relocation and potential minor electrical point relocation. Community Centre EMR currently £70k (set aside for fixtures and fittings and partly earmarked for kitchen revamp) based on quote from joiner £9.5k and radiator relocation £720. Quote has been received and the proposed budget of: £12k for storage and plumbing reconfiguration

	£5k for Pre-school resources e.g lighter furniture, room dividers etc. was approved Proposed GS, seconded KS, 8 in favour, 1 abstention. Forecast for potential Hall Hire revenue for the Acorn Hall Weekday evenings: Confirmed Thursdays : Art Larks After School club, booked 36 weeks (term time) 3:30pm – 7:30pm - £2,203.20 for the school year Potential Wednesdays & Tuesdays: Enquired - Judo Class After School Club – enquired – potentially 4pm -8 pm (term time) – £2,203.20 for the school year To Advertise -Other Dance or Exercise classes running 50 weeks of the year @£15.30 per hour from 4pm – 8:30pm - £3,442.50 Having the hall available in the weekday evenings will enable us to earn around: £7,900 + per annum.
25/179	Award Road To receive an update on tree safety at Award Road and approve any actions Clerk and Cllrs Saunders and Bulgin met with appointed tree consultant who carries out CCPC surveys to discuss tree safety along Award Road. It was agreed to provide a detailed survey of trees along the stretch of unadopted land. At the same meeting dead, dangerous trees were identified for urgent removal on safety grounds. Following this Clerk And Cllr Saunders met with appointed tree surgeon to discuss access for tree removals and agreed scope of urgent work. It was resolved to approve quote for removal of dead trees as identified on Award Road £2,750 Proposed GS, seconded AW, all in favour.
25/180	Cleaning Contract To receive an update on the newly implemented contract and approve minor adjustments to the contract Apple Clean Locations were appointed following the meeting in June and commenced work on 1st July. The standard of cleaning has improved immensely and the Apple Clean team have been regularly liaising with the Comm Centre Officer and Clerk to clarify and gain feedback. Feedback from customers and staff has been very positive and the cleanliness of the centre as a whole and attention to detail has been very impressive improving day by day. Having completed 3 weeks they have suggested adjustments to the time spent cleaning to maintain the standards they are achieving. Contract proposed range was £18k - £20k Peter Driver 3 hours per week winter season 1 hour other times £2,074 Allotment two 30 minutes cleans per week £884 Community Centre 3 per day 7 days per week £18,615 Consumables approx £2,340 per annum Total contract price approved £23,913 Proposed GS, seconded JF, all in favour.
25/181	Payment of accounts To approve current month payment of accounts report

	Payments approved by Cllrs Thomas and Ford It was resolved to approve the payment of accounts for July Proposed JF, seconded GS, 8 in favour, 1 abstention.
25/182	Quotes To receive and approve quotes for works required Under delegated authority To facilitate access to hot water for cleaning in allotment toilet to provide additional taps (sink too small) £198 All fire extinguishers were due for replacement as need replacing in 5 yearly and 10 yearly cycle £822 Approved:- Proposed GS, seconded BB, all in favour. Cleaning of floor - Recommendation to seal floor to protect it giving longer life for all activities that take place £TBC Clerk will seek approval via FORM upon receipt. In principle Councillors happy to have floors sealed.
25/183	Clerks Report To receive Clerks report and approve any actions arising Litter Pick - there will be a litter pick commencing at 10am at the Peter Driver Sports Ground on Thursday 31st July. All are welcome. Athletics Club - Installation of their new Portakabin will take place mid August. Will ensure local residents notified to avoid parking at the access location.
25/184	Safety reports To receive monthly reports Reports were reviewed and actions being implemented to resolve issues.
25/185	External Bodies Committee Reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council Cllr Saunders attended HDAPTC meeting 8th July - 9 councils represented, apologies from 3 more (both EH and FTC had meetings of their own tonight). Simon Ambler (Chair) is now a director of HALC. Main topics of discussion:- Local Government Reorganisation - Hart preferred option to form a unitary authority with Rushmoor and Basingstoke & Dean. Asset transfers from to parishes from County/District Councils will be mainly play areas, Hart have none. HDC welcome approaches from Town and Parish Councils regarding transfer of assets and services, but have not done any work to list what exactly may be transferred. CCPC to look to start discussions with Hart about some of the small parcels of open space that they maintain - Elizabeth Drive, Pine Grove, Haig Lane, Coxmoor, Oaken Copse/Tweseldown, Sandy Lane, Earlsbourne, Hawkwell, The Verne (poss HCC). Hook had asked for an increase in Councillors, which HDC agreed only if they

	agreed to have wards. HPC declined as they thought that may be divisive, so will ask to stay as they are. Hart DC news (please see the attachment). Mark Jaggard left as Head of Place last Friday, Stephanie Baker(development manager) also left. That job is now with Mark Berry, who reports to Graeme Clark. Daryl is now head of planning policy, but given his 3 day week and that he is running point on both Corp. Gov. and LGR there was plenty of concern around the room about how HDC handle planning issues effectively. HDAPTC to formally express concern about lack of communication of such news to the portfolio holder for Communications, Cllr Tony Clarke. Hart have a consultation on their website about LGR, they have also produced a leaflet. Cllr Ford reported from FACC meeting Farnborough Airport to resubmit planning permission during August with Rushmoor ensuring that the consultation period would allow for comments beyond the summer holiday period. The benchmarking figures from 2017 were updated. Usage numbers are reduced. Cllrs Whibley and Moss attended excellent First Aid training facilitated by Fleet Town Council. Advise other councillors and staff to attend.
25/186	Next Full Council Meeting If required Monday 11th or 18th August from 7.30pm Planning Committee Monday 8th September from 7.30pm Planning Committee Monday 22nd September from 7.30pm Planning Committee followed by Full Council Staff Committee September TBC Monday 13th October from 7.30pm Planning Committee followed by Finance & Policy Committee Monday 27th October from 7.30pm Planning Committee followed by Full Council Meeting closed at 9.37pm Signed _____ Date _____