



CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting Minutes

Date: 23/03/2026

Place: Acorn Hall

In attendance: Cllr Bruce Bulgin, Cllr Dan Hill, Cllr Gareth Saunders, Cllr Kate Stewart, Cllr Gill Thomas, Cllr Annette Whibley

Also:

Meeting commenced at 19:45

26/055	Apologies for absence Apologies were received from Cllrs Moss, Ford & Burford
26/056	Approval of Minutes from previous meetings To approve minutes of the following meetings: Full Council Monday 23rd February 2026 Planning Committee meeting held 23rd February 2026 Minutes were received and approved as a true record of the meetings Proposed GS, seconded and all in favour.
26/057	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. None received
26/058	Declaration of interest relating to any item on the agenda. To receive any declarations of interest from members. None received
26/059	Chair's announcements To receive announcements from the Chair The front page of the latest CCPC newsletter - an excellent read in my opinion - includes the statement "Parish Councils are completely apolitical". I was therefore disappointed to see - in the same delivery of post - a leaflet from one political party, on the front page of which, in highlighting their "team", was mention of two current (and one former) CC Parish Councillors . I would like to make it clear to all that, in the opinion of the Chair, Church Crookham Parish Council IS, and should remain, an apolitical body, and I would hope the political party in question - and indeed all

	political parties - would acknowledge and understand this. I would also like, for the record, to thank Hampshire County Councillor Stephen Parker for his service to the people of Crookham and Ewshot, and wish him well for his future endeavours.
26/060	Public Session This is an opportunity for members of the public to bring matters to the attention of the meeting. Cllr Parker report had been circulated. Cllr Parker joined the meeting following this agenda item but had nothing further to add.
26/061	Grant applications To receive and consider approval of grant applications £20k revised budget. YTD spend £13,892.50 Fleet Spurs £1,000, RBL £177.50, Wessex Life Education £1,015 (24/25 claim), Challengers £1,500, Citizens Advice £2,000, Fleet Festivities £1,000, Crookham Juniors £4,400, Fleet Town Christmas Dinner £300, Fleet Carnival £1,000, Wessex Life Education £1,015 (25/26 claim). Grant application received from Tweseldown Infants Forest School - Beyond the Gate £1,500 request It was resolved to approve a grant for £1,500 to Tweseldown Infants to provide equipment and seeds for growing food in the school. Proposed GS, seconded and all in favour.
26/062	Crookham Park Update To receive an update on Crookham Park outstanding developer obligations A meeting was held with Taylor Wimpey on Wednesday 18th March with Chair and Clerk in attendance. Leipzig Road - Adoption by Hampshire Highways has now been completed. In terms of Naishes Lane the final tranche is due for adoption with a light column certification being the only outstanding item to enable this to proceed. Following meeting TW went to check the drain to see if cleared by HCC following flooding on the adopted Naishes Lane stretch. Road adoption - Within Crookham Park adoption of roads will not proceed until the drain adoption process progresses. Drain adoption - TW confirmed that drain adoptions will proceed in parcels within the development with the road sections to follow. A contractor has been appointed to proceed. Chair reminded TW that it has now been two years since writing to the MD of Taylor Wimpey West London and whilst above progress is acknowledged there have now been two winters with lighting column issues within the development still not resolved. Lighting - TW apologised for the ongoing delay and agreed to share evidence of a work order for the work to be carried out with reassurance that another winter will not pass before this work is completed to provide power to columns and repair other

	columns. Outstanding road configuration issues - This work was appointed to be carried out at same time as lighting column work but TW agreed to separate out the works and proceed. This includes drop kerb removal on Byrne Avenue, removal of speed humps on Gurung Way. Ditch Work - CCPC requested review of ditch work in SANG to rear of Comm Centre to ensure flooding of paths does not continue next winter. Outflow from balancing pond adjacent to athletics track is due for correction so that downstream issues do not continue. TW to confirm when this work will take place. Ditch to rear of development - TW appointed contractor to look at "built to design" issue will be recommending to Hampshire CC that no rectification is required as ditch is performing as required. CCPC to continue to maintain. SANG management plan - newly updated plan is currently under review. Once the new Health & Safety plan is received the contract will be reviewed. CCPC raised concerns of horse management on areas due to resident being kicked by horse on SANG. TW agreed to consider how this is managed going forward. Legal transfer of land - The final tranche of land transfer has now been outsourced by TW. Clerk to ensure that both parties liaise to get this completed. Other discussion topics included: Car park Bramall Place - messaging been issued by CCPC to make clear implementation of new management not instigated by CCPC. Areas of responsibility - TW begun to look at mapping and agreed to have a further meeting with CCPC and IYP to agree final mapping going forward. Damaged Wall - junction of Poulter Place and Stevens Way - repair started but not completed. TW to confirm if this housing association responsibility. Noisy manhole - reported Nugent Close. TW visited after meeting to confirm location and seek repair. Subsequently repaired. TPO Crookham Park - CCPC Confirmed that they seeking to implement development wide for newer/ younger trees. Current work being carried out not affected by this project. Clerk confirmed to TW that we have liaised directly with Frontier Surrey regarding planting locations for required replacement tree planting following SANG ditch works Agreed to host meeting week commencing 20th April.
26/063	Southern Gas Replacement Works Latest SGN update – Wednesday 18 March Sandy Lane will close on Monday 23 March as scheduled. The team will move the compound to Sandy Lane that week and will then do what they need to do to reopen Portland Drive. There may be a short overlap with the works on Aldershot Road. Sandy Lane will be blocked off at the Aldershot Road end, but pedestrian access will be maintained. The private car park at the Memorial and Willis Halls will still be available for local school runs and hall users during the works. Access will be via the big roundabout by the entrance to Crookham Park. This will be a single lane, so please take extra care when accessing or leaving the car park.

	Church Crookham Parish Council has also given people permission to use the community centre car park in Boyce Road during the school runs. This is a short walk from Tweseldown Infants. Please do not use the disabled places unless you have a blue badge. Crookham Juniors parents are urged to use the church car park in Aldershot Road, wherever possible, to reduce traffic near the school. As long as there are no unforeseen circumstances, including bad weather, SGN hopes that the works may last as little as three to four weeks. The good news is that the Easter holidays start on 30 March for two weeks, so a lot of the work will be carried out when the schools are closed. The designated diversion route does not include Tweseldown Road and road signage and social media posts will be used to emphasise that.
26/064	Fleet Connect To receive an update on new contract performance Fleet Connect meeting was held, attendees included HCC Community Transport Officers, Fleet Town Councillors, Rushmoor Voluntary Services and CCPC represented by Chair and Clerk. RVS Updated that the cut in service hours has gone well in terms of passenger response. There is still some capacity available as drivers return to depot early. Friday trips to The Meadows is busy having stopped the Monday service. There has been very little negative feedback. Fleet customers do not require as many medical type journeys meaning there is greater flexibility for other journeys. Customers are very routine based but the service can offer more. Need to advertise where the capacity is, i.e. Tues and Thursday early afternoon trips to bring in custom to fill these gaps. RVS confirmed that they do check in with customers who are registered for the service e.g., where they have used the service once and then not rebooked. There is not enough staff resource to phone all registered to understand why they have not booked. Fare increase letters have been issued to customers with no negative feedback. Customers remain grateful for the service with the door to door support and caring drivers. Currently RVS do not have a requirement for replacement vehicles. HCC apologised for not sending statistics prior to meeting citing staffing issues. Both CCPC and FTC voiced disappointment in the lack of statistics since the renewed contract and that priority should be given to issuing these to the funding partners. HCC discussed the trial of new booking software but following the trial it was determined that this did not meet the needs of the Community Transport sector. Funding is becoming available to trial a different software which it is hoped will provide a raft of useful statistics rather than the manual interpretation/ staff time currently required.

	HCC have a new staff member joining the team and the priority will be to issue the stats on the contract service.
26/065	Athletics Track To agree fees chargeable for use of Athletics Track facility Following letter sent to Athletics Club it was agreed to meet with club representatives. Clerk & Facilities Officer met Friday 20th to discuss formalising an agreement for use of the track. FCAC are a Registered Charity managed 100% by volunteers. Training youngsters age ranging from 8 to 12 almost 52 weeks a year. To subscribe annually for the Athletics club costs Juniors and Seniors pay a small membership fee making it very accessible to local people. The majority of Juniors are from the local area - Church Crookham and Fleet especially. Weekly use of Aldershot Garrison for a session 1.5 hours costs the club £38.25 with access to all the facilities and equipment there. Current usage of Crookham Park Track is twice weekly (subject to weather conditions) 6.45pm to 8pm It was resolved to Have communication between FCAC and CCPC via 3 dedicated representatives for all matters. Terms & Conditions to be issued for usage of track based on other CCPC facility T&Cs. Engage in the Peter Driver pavilion project timeline to seek a potential solution for residual club storage needs or seek alternative location. Club to seek expansion of facilities through a Trust arrangement to fulfil a desire to bring more facilities to Church Crookham. CCPC to charge a Concession based fee for use of the track facility; Ground rent on Portakabin at all locations and storage fees if applicable. Proposed GS, seconded and all in favour.
26/066	Asset Register To approve Asset Register as at 31st March including Additions and Disposals in year The asset register has been reviewed and assets verified by site visits carried out by the Clerk and Deputy Clerk. The finance report in 2026/27 will include asset register updates throughout the year to be authorised as part of the Finance & Policy Committee meetings. The report was reviewed which showed the full detail of the asset register as at 23rd March 2026 including the additions in the year and disposals to be approved. It was resolved to approve the Asset Register as per the total value reported as at year end. All Disposals are approved. £4,355,924.38 Additions £422,982 (includes of £300k Flagstone investments) Disposals £217,256 (inclusive of £200k Flagstone investments) Proposed GS, seconded and all in favour.

26/067	Ear Marked Reserves To review ear marked reserves and general reserves as at year end and approve any recommendations As we approach year end the processes to ensure that year end figures are accurately reported in a timely manner has been ongoing over the past couple of months. The monthly finance report reflects all the payments due in March and any invoices not received for current year billing has been accrued for. The actual vs budget figures whilst not fully prepared give a realistic forecasted outcome as follows: Precept - shows a surplus of approx £16k subject to decisions made at the meeting relating to e.g. grant applications and quotes. The actuals include the full impact of the wildflower project undertaken from Precept funds. S106 - shows a shortfall against budget but this is based on decisions taken to install play park upgrades and the scooter track has been implemented early due to contractor availability. S106 funding from play park funds has been underspent to date so this does not impact the predicted longevity of the fund to be spread over 20 years. CCPC are comfortable with this position in the current year and EMR releases will reflect the spent budget this year. In terms of Ear Marked Reserves the budgeted EMRs have been made for Precept in the year and releases from funds are also shown on the report totalling £847k of Precept EMRs held at year end. Opening balance £808k Budgeted EMR additions £83k EMR releases totals £44k: £4k replacement Azalea slide; £2k Xmas decorations; £5k Tree works; £8k Lynwood footpath resurface; £25k Comm centre easigrass, Acorn cupboards It was resolved to: Transfer unspent Lengthsman budget to the Highways EMR Any remaining surplus to be transferred to the CCLA mitigation EMR to further close the gap in the shortfall in the investment principal. It is confirmed that interest on Instant access Flagstone cash deposits will be drawn down and accounted for as part of the year end process. Further the General Reserve is likely to be within the range as set in the Treasury & Investment Policy at year end with cash holdings held anticipated to meet demands. Proposed GS, seconded and all in favour.
26/068	Allotment To receive an approve allotment deposit reconciliation correction for year end The Allotment Deposit bank account is held funds not considered CCPC funds and therefore appears on the balance sheet as a creditor. There should be an alignment between the amount in bank held (excluding interest earned) and the accounts and there has been an opening balance discrepancy established. Deposits are refunded upon notice of a tenancy ending by either party if plot left in a tidy state. Deposits are retained if the plot is left untidy to cover the costs to make plot good for leasing. It was resolved to approve the following transactions to align the bank and

	accounts: £400 - 8 Prior Year retentions to process in accounts and move cash to current account £200 - 4 Current year retentions to process in accounts and move cash to current account (plots 6, 7, 12 & 67) £50 - 1 Current year retentions move cash to current account Proposed GS, seconded GT and all in favour.
26/069	Bank Mandate To confirm banking mandate arrangements Bank mandate was reviewed and signatories for each bank account confirmed as per report provided. Only outstanding action to be resolved after election process is admin role for Unity Trust credit card held. Unity Bank accounts - 6 signatories. Access for view only and setting up payments as required for staff members. HSBC Bank accounts - 4 signatories. Access for view only as required for Clerk and RFO. Flagstone - No signatories. RFO acts as Executor on platform moving funds as required back to holding account i.e. HSBC above then controlled by signatories. CCLA - RFO main correspondent.
26/070	Other Staff Matters To provide an update on recruitment for maternity cover Following the February meeting the Clerk met the proposed candidate following the interview process and an offer of employment was made and accepted. Lauren McNiven was provided with the contract which was signed by both parties and commenced employment on March 9th. Training program was determined and is being rolled out by the current Community Centre, Communications & Events Officer. The first 2 weeks have commenced very well.
26/071	Payment of accounts To approve monthly finance report It was resolved to approve the Finance report presented which including the large Bulk Faster Payment for month end payments £78k. Clerk and RFO confirmed that cash held is sufficient to cover the payments until the interest drawdowns from Flagstone and receipt of first tranche of Precept without the requirement for further cash drawdowns from Flagstone. Proposed GS, seconded GT and all in favour.
26/072	Quotes Scootability - To deliver scooter and skateboard lessons at the scooter/skate track at Spring Festival £300 Ratify Wildflower quote
26/073	Safety reports To receive monthly reports

	Safety reports were received with no concerns flagged. There was report on social media of an accident on a swing at Orchard play park but no issues with equipment identified post event or reported prior to event from weekly and monthly checks. CCPC did not receive any direct communication from those involved in incident.
26/074	Clerks Report TBC
26/075	External Bodies Committee Reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council None in addition to those reported on the agenda. The next FACC meeting is due to be held on 1st April QEB Steering Committee is no longer required as approved projects to be built will utilise the funds held with no requirement for the funds to be returned to the developer. Martyns Law - No current updates. Emergency and Resilience Plan - Clerk to attend training course 24th March. Unitary announcement is due to be made on Thursday 26th March.
26/076	Date of next meeting Planned meetings are as follows: 9th APRIL - Deadline for Councillor Applications 13th April Planning Committee & Finance & Policy Committee 27th April Planning Committee & Full Council 11th May Planning Committee 12th or 13th May Councillor training / Annual meeting prep 18th May Planning Committee & Annual Meeting 1st June Annual Residents Meeting Meeting closed at 8.56pm Signed _____ Dated _____