

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting of the Church Crookham Parish Council

Date and Time: Monday 22nd June 2020 8.00pm

Place: remote meeting via Zoom

Present:

Councillors: Gill Thomas (GT) Chair; Richard Martin (RM); Gareth Saunders (GSa); Helen Butler (HB); Cristina Harris (CH); Michael Burford (MB); Debbie Moss (DM); Alan Jones (AJ).

Also: Claire Inglis (Clerk)

Sally du Gay (Deputy clerk)

Cllr John Bennison (HCC)

There were no members of the public present

Z075/20	Apologies for absence Apologies were received from Cllrs Radley and Thorne	
Z076/20	To approve minutes of previous minutes To receive and approve as a correct record the minutes of the Full Council meeting held across a virtual platform on 27th May 2020 Approved Proposed GT, seconded RM all in favour. To receive the minutes and accept recommendations of the following committee meetings and to return to committees any issues for reconsideration: Planning Committee Meetings - 27th May and 8th June Approved Proposed RM, seconded GSa all Planning Committee in favour.	
Z077/20	Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members No dispensations had been received	
Z078/20	Declaration of interest - relating to any item on the agenda None received	
Z079/20	Chairman's Announcements None received	
Z080/20	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 J Bennison (HCC) – confirmed that waste recycling centres re-opened with long queues causing problems for neighbouring business premises. A booking system has	

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	been introduced with over 3,500 half hour slots bookable up to 2 days in advance. Demand has been very high and more slots at individual sites should be made available to allow more people to visit them. The booking system is a new one and improvements are being implemented. Residents must remember to register their vehicles at their local site in order to make a booking / visit the site.	
Z081/20	Weekly Planning List To receive the weekly planning list report Due to there being no planning applications to consider and therefore no planning meeting the weekly planning list is provided for review at this meeting. The report was received.	
Z082/20	Community Centre Re-open Arrangements To approve a policy and procedures of re-opening the Church Crookham Community Centre subject to Government guidelines and retain under review Please note that led by the Community Centre Officer a significant effort is being put in to preparing to reopen the Community Centre subject to government guidelines and under constant review for any change to guidelines The Community Centre operates as: An education setting, a workplace (Council staff), a workplace (Hirers, Cleaners, Pre-school staff) and leisure activities (exercise classes, lifestyle classes, Church setting etc.) The overriding principle for re-opening is to provide as safe an environment for all concerned. 100% of risk cannot be eliminated but the aim is to reach high standards to reassure all visitors to the centre that CCPC prioritises safety for all. The main changes that CCPC need to consider include: Acorn Hall – temporarily unavailable to hire including parties other than pre-school until they break for summer Meeting Hall – temporarily unavailable to hire to external hirers giving notice to Lions to remove IT equipment Doors to centre closed to only those accessing classes and during daytime exit via the rear doors of Oak Hall. Removal of furniture and flyers from foyer area. No party bookings taken until government guidelines permit. Hirers to complete their own risk assessments prior to return in line with measures implemented by Parish Office. Onus is on customers to clean down any PC owned equipment prior to and after use It was resolved to approve the policy and procedures, risk assessment including the changes as listed above with the Parish Office to take control of relaxing measures in line with the guidance from the Government. Proposed GT, Seconded RM, all in favour	CCO

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Z083/20	Additional Costs Covid related To receive cost implications of Covid related issues and approve any additional services Additional cleaning as an impact of Covid 19 Cleaning sundries in house for staff to ensure hygiene of regular touched surfaces maintained during office hours £300 Cleaning 7 days a week if Acorn Hall comes back on-line to hiring to other hirers £100 Signage, A frame and floor markings to make clear the flow of movement through centre £500 Costs above Approved Proposed GT, Seconded GSa, all in favour. Sites Play parks (when open) spray cleaning has been approved but there may be a need to regularly carry out this task @ £210 approved as one-off spray for re-opening. Await confirmation from government guidelines as to additional requirement but arrange cleaning of play parks for week commencing 29th June. Bins and sites currently suffering from high levels of litter equivalent to the summer holidays have caused significant increase in capacity at Comm centre – currently dealt with by provision of larger Grundon bin but may require temporary 3 collections per week. Contacted all Hampshire clerks – experiencing similar issues. £2 additional cost per collection on large bin now installed collecting 80-kg waster per pick up. Anti-social behaviour has currently caused: Broken knee rail fence at Azalea Gardens Recently replaced play panels on Azalea trim trail maliciously damaged Both require fixing.	
Z084/20	Community Centre Garden Project To receive an outline scope for Garden project and agree a working party to progress Comm Centre Officer has put together a draft scope for a Community Garden adjacent to the centre. Images and ideas have been pulled together with an outline budget to work within as per the ear marked reserves held for this project. To progress the project: Working group of Councillors CH, AJ & GSa to work with Community Centre Officer and to include members of the public Advertise for garden designers to provide designs – working group if include public could shortlist designs Seek art installations such as those suggested in the scope document to compliment any planting and landscaping	

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	Provide a timeline for the project to work towards installation at an appropriate planting time (guided by garden designers expertise) Involve RNIB, Care Homes, Autism Society, Challengers.. Agree final location and confirm scope.	
Z085/20	Azalea Gardens Play Equipment Project To review the scope and agree a working party to progress At the February meeting the scope of works was reviewed for the project and approved under 046/20. Councillors involved in a working group include CH, HB and GSa. Since the February meeting the issue re planning permission has been investigated: Play equipment at Azalea Park – planning permission not required as long as the zip wire and basketball hoop do not exceed 4m high To proceed with project Advertise the proposal – emphasis on inclusivity and accessibility with disabled equipment and to promote a wider age range and diversity of equipment for older youngsters. Invite feedback in a meaningful way. Review feedback and agree final plan to move forward with. Apply to Hart DC for installation under permitted development via a Lawful Development certificate (as per storage shed at Comm Centre) Banner to advertise at park to get demographic using park to participate in a quick survey on website. Contract finder to advertise contract to meet provisions of Financial regulations once spec is narrowed down following feedback from residents. (Advertise contract to provide fairness and transparency).	
Z086/20	Newsletter Issue To consider content for a newsletter It was agreed to issue a newsletter with content as follows: • How the Council is preparing to welcome back our hirers and customers – aim to provide reassurance to residents and class attendees • Azalea Park proposal invite feedback • Bus Shelters proposal on Coxheath Rd invite feedback • Garden proposal – invite community participation, summary of ideas • Trees/ bushes overgrowing pavements to be cut back by residents who own them, parking on pavements. • Keep up to date with which facilities are open via social media Printers and delivery company have confirmed they are operating	
Z087/20	Consultation To decide whether to respond to the Model Member Code of Conduct consultation and agree response	

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	It was resolved to not respond as a Parish Council but individual Councillors to respond if they wish to do so. Proposed RM, Seconded GT, all in favour.	
Z088/20	Taylor Wimpey To receive an update from Taylor Wimpey on site issues Since the last Council meeting held on 27th May: Zoom meeting held on 10th June between TW and CCPC Councillors to relay stance on offers made in relation to: LEAP off Allamand Close – requested that TW engage with planning dept at HDC and Kompan to work together to revise content of play park to fit within the planning limits of the proposed and approved location for the play area. TW to include discussion with HDC to install of trim trails Athletics track – Confirmed that CCPC would like to enter negotiations with TW to take on the contract to deliver the track – amount proposed to TW to cover the contract sum plus contingencies in addition to commuted sum due on track area and await opportunity to discuss the way forward. Land transfers – site walkabout took place with 2 TW members, Clerk and 2 Councillors GSa and RM. Discussions about progress made and being made on snags was discussed and an understanding of the process that TW have to go through to appoint the relevant contractor for the different tasks. TW were due to discuss with their legal team and would be looking to progress the handover as per the agreement to ensure that all snags are completed within 6 months. 20 newly planted trees that may have failed will be monitored and continually watered to see if they are still viable or will be replaced.	
Z089/20	Grant Applications To receive and consider approval of grant applications Men's Shed - £1,200 for cladding to toilet facility at allotment. It was resolved to decline the grant to purchase cladding direct for the project and discuss a donation for labour of project.	
Z090/20	Quotes To receive and approve quotes for works as required 1) Grounds Maintenance – Items not originally covered in GM contract placed 2016 Additional areas not quoted at time of contract Variations 5 x LAPs (Lap 7, Gregory, Byrne & Boyce, Nepal), Area E Allamand Fluctuations Sum reflecting additional contract time across the Crookham Park development unknown at the time of contract £8,700 breakdown between Variations and Fluctuations to be provided Approved Proposed GT, Seconded GSa, all in favour.	

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	Replacement knee rail fence at Azalea £395 £500 Approved to cover any additional damage sustained since quote received. Proposed GT, Seconded MB, all in favour.	
Z091/20	To approve June 2020 Finance report Report circulated It was agreed to approve the payments Proposed MB, seconded AJ all in favour	
Z092/20	To receive Clerks Report Staff predominantly continue to work from home. Clerk in office mornings Monday to Wednesday. Site issues such as drug dealing have been reported to the office and the PCSO has been notified to request additional patrols. Request for benches from member of public to be installed around pond (Ewshot balancing pond) and area D newly planted area old compound area. Clerk asked to respond to resident.	
Z093/20	To receive monthly safety reports Report circulated	
Z094/20	External bodies committee attendance To report on external bodies committee meetings and recommend any action required by the Parish Council Farnborough Airport Consultative Committee – GSa has submitted questions to FACC as the meeting was cancelled and awaits responses. Fleet Flood Alleviation Scheme – JR has provided feedback Community Transport meeting – virtual meeting due to be held on 30th June Cllr AJ and Comm Centre Officer to join	
Z095/20	To confirm next meeting dates Hart DC planning meeting: Wednesday 8th July 2020 CCPC Planning Meeting: 7.30pm 13th July 2020 CCPC Finance & Policy Meeting: 8pm 13th July 2020 CCPC Planning Meeting: 7.30pm 27th July 2020 CCPC Full Council Meeting: 8pm 27th July 2020	

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The meeting closed at 21.34

Signed _____

Date _____