

CROWTHORNE PARISH COUNCIL

MINUTES OF A MEETING OF CROWTHORNE PARISH COUNCIL (CPC) HELD AT THE MORGAN CENTRE, WELLINGTON ROAD, CROWTHORNE ON TUESDAY 7 JUNE 2022 AT 7.30PM

Present: Cllr R Wade – in the Chair
Cllr S Butterworth
Cllr N Kilvert
Cllr R Price
Cllr Mrs G Robertson
Cllr N Robertson
Cllr S Sever
Cllr C Thompson
Mrs M Saville – Clerk
Mrs J Robertson - Assistant Clerk
1 member of the public

Apologies accepted: Cllr B McKenzie-Boyle
Cllr Mrs T McKenzie-Boyle

MINUTE 306 DECLARATIONS OF INTEREST AND DISPENSATIONS
None.

MINUTE 307 APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING
The minutes of the meeting of the Parish Council held on 3 May 2022 as circulated, were taken as read and confirmed by the Chairman as a true record.

MINUTE 308 MATTERS ARISING FROM THE MEETING HELD ON 3 MAY 2022
1 Min 270.1 – Drainage work Wellington Road to Lower Broadmoor Road
No further update.
2 Min 270.2 - Post Covid High Street, retail and employment regeneration in Crowthorne
The videos commissioned by the WBF monies to promote Crowthorne market and retail areas have now been launched on social media. Positive feedback has been received and the market traders and local business owners are sharing them online too.

The Clerk has reminded the market traders of the recent initiatives by CPC and BFC to promote the market and other local businesses with new A frame market signs, an application to reinstate the banner advertising at the Millennium Garden (all other sites and highways infrastructure having been determined as unsuitable by BFC), promotional videos, free charity pitches, adverts in the Crowthorne Eye, pre market advertising on Facebook, website information on various local pages, adverts in BFC’s Town and Country magazine, invitations to traders to have pop up pitches at community events such as CATs pantos and Crowthorne Summer of Fun and the late night shopping event.

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The traders have not submitted any written proposals about their ideas but have been reminded of the request to do so if Council is to consider them.

Cllr Butterworth reported that he had communicated with BFC and the manufacturer of the lamp columns who quoted a replacement price of £4,000 per column. Some of the columns are the right style but would just need to be painted black to match the others. Only 3 columns would need to be changed completely. Cllr Butterworth will continue to investigate this.

3 Min 270.2 – Covid roadmap update – Parish Office staffing arrangements
This was covered under minute number 322.

4 Min 270.5 – Millennium Garden

No further update.

5 Min 270.6 – Crowthorne Policing

Sgt Hollis has moved on to a new posting and Sgt Surrige is to commence a role in Bracknell on 6 July. PCSO Aaron Pearce has left the police and PCSO Kayleigh Matthews is now the sole PCSO for Crowthorne and Sandhurst. She has advised that she is unable to attend the CCNAG meeting on 16 June and the Crowthorne Summer of Fun event.

The Clerk has raised concerns with Sgt Hollis about the lack of policing resources and this is to be followed up when Sgt Surrige takes up his post.

ASB and criminal damage on CPC land and other outdoor spaces in Crowthorne continues to be a concern, and despite CPC's CCTV cameras capturing images of perpetrators of offences, the lack of police resources has led to delays in matters being followed up and some cases closed without investigation.

6 Min 270.7 – Greening Schemes for Crowthorne

No further update.

7 Min 270.8 – Community Christmas events

No further update.

8 Min 270.9 – Fire alarm works CPC

The successful contractors for the fire alarm, fire extinguishers and emergency lighting contracts have been notified and the caretakers are arranging for the inspections and checks when they are due.

The fire/intruder panel checks and servicing have been carried out and the invoice for this is included in the payment listing.

9 Min 270.12 – High Street road marking and bollards

The Clerk informed BFC that CPC had resolved to fund the bollard parking scheme for Wellington Road up to £600. Following the engineering drawings and costings, the scheme costs are £657.03. As the works are of a health and safety nature, the Clerk and Chairman authorised the additional spend of £57.03 from CIL. BFC has been informed that the scheme may now proceed.

Other parking restriction infrastructure further along Wellington Rd is being explored to ensure a longer stretch of road is covered by restrictions to prevent drivers simply parking beyond the bollards. Cllr Wade is due meet with BFC engineers shortly regarding this.

10 Min 270.13 – CROW – repair cafe

No further update.

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11 Min 270.15 – Community Platinum jubilee events

- Art competition and exhibition: The opening event for the art competition and exhibition on 26 May was well attended by CPC members and officers, with the Mayor of BFC invited as a guest. Numerous participants and members of the public participated in the event and the exhibition ran for the entire half term/jubilee week. The Projects Officer was thanked for organising and staging such a successful event.

- Queen’s Green Canopy: Berkshire Conservation Volunteers undertook the planting of the 105 saplings for the Queen’s Green Canopy on 5 June. The National Lottery grant application for an enclosure for the trees has been unsuccessful. They will simply be planted with trunk/stem guards to prevent animals eating them.

- Visit by the Lord Lieutenant to the Crowthorne Annual Parish meeting on 21 June 2022 and unveiling of the blue plaque: The application for National Lottery grant funding for a blue plaque commemorating the Lord Lieutenant’s visit was unsuccessful. The cost of the plaque has been funded out of the CPC events budget and ceremonial unveiling curtains have been gifted by an employee of a local business with CPC’s Assistant Clerk adjusting them as the cost to hire curtains was over £200.

- Jubilee bench installation – Morgan Recreation Ground: The outcome for National Lottery application for grant funding for 3 Jubilee benches and bases was also unsuccessful. This scheme will need to be funded from CIL. The 3 benches are required in any event to replace aging infrastructure. The benches and bases are being costed and a proposal will be brought to CPC for approval.

12 Min 270.17 – Summer of Fun event

In addition to the attractions listed in the previous Clerk’s report, a children’s animal farm has also been booked to attend this event.

13 Min 270.18 - Deep clean contractors

Heart Cleaning have been advised they have been awarded the contract for 2 deep cleans per year at the Parish Hall and Morgan Centre.

14 Min 270.19 - Tree root ingress and drain damage

The Clerk drafted a response to send to the neighbouring landowner, whose tree is adjacent to the drain with tree root impingement, outlining the chain of events and inspections/work on the drain. Further legal advice was sought from BFC and the response has been sent to the landowner.

15 Min 270.20 – Criminal damage/vandalism

The local PCSO and Edgbarrow have identified the youths who were in the toilet where the toilet seat was smashed on 1 April and the youth who damaged the car park barrier. PCSO Matthews is visiting the home of the perpetrators and the youths will be issued with community resolutions or warnings.

Further criminal damage has occurred with the teen dome shelter graffitied and the public toilet window hinge being broken and signs and plastic trims shoved down the toilets. A social media post has been shared as a decision may have to be taken to close the toilets during the school holidays due to criminal damage at the start of the Easter and May half term holidays, leading to considerable financial and time costs following up these matters.

Conversely the Clerk has signed off some Duke of Edinburgh assessments for youths who have volunteered with the council undertaking litter picking for 12 weeks. Two youths not participating in the scheme also stopped to help the

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groundstaff clear up rubbish strewn over the Rec. on their way to school shortly before the May half term.

As Hopezone is finding recruitment difficult and there is clearly a need for some sort of youth engagement/supervision at the Rec. CPC may need to consider direct funding for detached youth workers as is the case in nearby parishes and towns. Sandhurst Youth is jointly commissioned by Sandhurst Town Council and St. Michael's Church – this model may have merit for Crowthorne. The Clerk was asked to further investigate youth work models for Crowthorne.

16 Min 270.21– Parish Hall Upper Conference Room commercial let
Estate agents in Crowthorne have advised they cannot help with the let of the Parish Hall Upper Conference Room. The Clerk has placed an advert on Gumtree; failing securing a new hirer this way a commercial agent such as Page Hardy Harris may have to be engaged - a cost benefit analysis will need to be carried out as commercial letting fees may exceed the potential hirer income.

17 Min 270.22 – Welcome to Crowthorne sign
Wellington College has been invoiced for the damage to the sign and will recoup from their contractor. On receipt of funds the order for the new Welcome to Crowthorne sign will be placed with Sign of the Times.

18 Min 270.24 Buckler's Park Stakeholder update
This was covered under confidential minute number 327.

19 Min 270.25 – Interim Audit
Day 2 of the internal audit process took place on 24 May. The internal auditor's written report was noted under minute number 314.

Advice was received that the Morgan Rec. charity, in line with new JPAG requirements, must meet as a corporate trustee, separately to the CPC meeting, to approve its accounts for the year. Consequently, a separate Morgan Rec. charity meeting has been called following this meeting.

20 Min 270.26– Verbal update on projects

- The 3 Year Strategy Plan is due to be launched at the Annual Parish Meeting (APM) on 21 June – some hard copies of the document have been ordered for distribution that evening.
- High Street greening projects – delivered.
- EV charging – The Project Officer has continued her investigations and scoping work and has requested a meeting with the Property Working Group members to brief and discuss options for proposals.
- Solar panels – pre-project investigations continue.
- Platinum Jubilee art competition – delivered.
- Clean air campaign – ‘cough, cough turn it off’ BFC/PPP campaign bumper stickers have been ordered and will be available at the APM.

The Eco Reward Scheme previously discussed by CPC but not proceeded with due to cost, is now being rolled out as a collaboration between BFC and Ringmead Crowthorne Surgery to encourage walking/healthy lifestyle choices in the village centre. Co-incidentally, CPC has been invited to bid to a GWR scheme for grant funding which could be used to extend the Eco Rewards scheme to link Crowthorne Station into the Eco Rewards network in the village centre to encourage a joined up sustainable transport scheme – a grant bid would support the resolution by CPC at its meeting in May 2022 to support a clean air campaign, the Neighbourhood Plan objectives and Three Year

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Strategy Plan. The Clerk has drafted a grant application to the GWR scheme and will submit it ahead of the mid June deadline, if there are no objections. Cllrs confirmed they were happy for the grant bid to be submitted to GWR.

- Circle Hill and Walter Rec. - the new bins jointly funded by CIL from WWPC and CPC have been installed.

21 Min 270.27 – Update on Morgan Recreation Ground Projects

The Project Officer will be progressing the various projects to improve and regenerate the facilities at the Morgan Rec. as the art competition and exhibition works have concluded. Clearance works to expose the edges of the basketball court have been undertaken by CPC's grounds contractor and more regular leaf blowing and clearance is being undertaken by CPC's own grounds staff. A quote to extend the knee rail wooden fence to prevent unauthorised access by pony and traps is awaited.

22 Min 271.2 – LESG Stakeholder's Meeting: reminder

The next LESG stakeholder's meeting is scheduled for 9.30am on 16 June via Teams.

23 Min 272 – Market footfall – public question time

Update was provided under minute number 308.2.

24 Min 288 – Insurance arrangements

Further to the update at the last CPC meeting. Several quotes were obtained for CPC's insurance as the previous fixed term deal ended at the end of May. After comparing the quotations and cover offered, a 3 year deal (£4,573.56 per annum for 3 years) has been entered into with Zurich. The Clerk and Finance Officer also sought feedback from a national Clerk's network about various insurance providers and all feedback about Zurich was positive. Zurich's 3-year fixed deal was considerably cheaper than the terms offered by CPC's previous insurers, Came and Company. Came and Company were given the opportunity to price match the Zurich deal but were unable to. The pro-rated contribution for the Social Club has reduced and will be reclaimed from the tenant under the terms of the lease.

25 Min 295 – CPC's submission to the Community Governance Review

The Clerk submitted CPC's response to the CGR following the meeting and BFC confirmed safe receipt.

26 Min 301 – CPC APM 21 June 7pm

Reminder that the Crowthorne Parish Annual Parish Meeting is at the Morgan Centre on 21 June at 7pm. The agenda is being finalised and will be circulated ahead of the meeting. Cllrs were requested to be on site at 6.30pm to welcome the public and guest speakers.

27 Min 305 – Leasehold update and award of roofing contract for Social Club

Further work has been undertaken with the solicitor, leasehold surveyor, and plan drawer in readiness for the leasehold renewal. The working group tasked with the leasehold renewal works submitted queries on the renewal advice to the leasehold surveyor and his response received and shared with the working group on 31 May.

Following the decision to award the contract for roofing works on behalf of Crowthorne Parish Council and the Crowthorne Educational Charity to Everdry Roofing, the Clerk uploaded the contract award information to the Contract Finder portal in line with legal requirements – stating the successful contractor's details and bid amount. Requests for feedback were received from some of the unsuccessful bidders and Cllr Kilvert has documented to the

working group's objective assessment criteria to share with all contractors requesting feedback in the process.

Members authorised CPC's share of the expenditure of £800-900 for the cost of having the lease plan redrawn. CPC had already agreed the legal costs however it was not known at the time that the lease plan would need to be redrawn. This cost will be split with the Educational Charity pro-rata the shares in which the Social Club building is owned; CPC 45% and CEC 55%.

MINUTE 309

CLERK'S REPORT

1 Council matters

- Crowthorne Community Neighbourhood Action Group meeting, 16 June, 7.30pm, Morgan Centre: The next CCNAG meeting is scheduled for 16 June at 7.30pm. The agenda has been circulated. Chief Inspector Helen Kenny and James Sunderland MP are invited as guest speakers. All CPC Cllrs and the public are invited to attend.
- Platinum Jubilee complaint: A complaint has been submitted to CPC regarding the lack of events and decorations in Crowthorne Parish organised by the Parish Council. This has been shared with Cllrs at the request of the resident. The resident who had submitted the complaint had also started a thread on the We Love Crowthorne Village Facebook page which numerous members of the public have criticised the Parish Council for its lack of events and decorations for the jubilee.

The Clerk had previously written to the member of the public explaining the reasons the banner flags were not in situ due to corrosion and damage, and the range of activities/events; red, white and blue planted flower towers and hanging baskets, tree planting, benches installations etc organised by CPC and the Circle Hill/Walter Rec. charity to commemorate the platinum jubilee. The market traders also hosted a Pimms and cake event on the Friday of the jubilee weekend.

- Bank reconciliation: Cllr B McKenzie-Boyle undertook the bank reconciliation review for March 2022 on 17 May 2022 and confirmed that everything was in good order. The documents reviewed are available from the parish office should any other Cllr wish to inspect them.
- Property – Social Club roof: Cllr Kilvert circulated photos showing the progress being made on the replacement of the Social Club roof. A lack of roof ventilation has been discovered with vents having been removed or covered over in the past to prevent leaks. These will need to be reinstated to provide proper ventilation and prevent 'roof sweating'. A quotation is being obtained from the contractor for four plastic vents to be installed. Members approved this additional expense.
- Market licence: The current market licence expires in July. Members approved of the Clerk applying to renew the licence for a further 6 months.

2 Community matters

- CROW meeting: The Clerk and Cllr Dr Robertson were invited to a CROW meeting at 7.30pm on Tuesday 7 June at 7.30pm but have sent apologies due to the clash with the CPC meeting. Any notes or minutes received after the meeting will be distributed to CPC.
- Lower Broadmoor SANG bin/dog waste complaints: Several complaints from a member of the public have been received by CPC relating to unemptied waste bins at the South Meadow/Lower Broadmoor SANG which remains the

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responsibility of Barratt/David Wilson Homes. This complaint has been followed up by the Clerk and Cllr Mrs McKenzie-Boyle with BFC and the property developer.

- Park/outdoor space ranger update: CPC has been informed that Chris Swatridge is Senior Ranger for the southern part of Bracknell Forest and his remit covers all of Crowthorne, so any issues BFC related will be referred to him. Bucklers Park will have its own Ranger once BFC has recruited and the site management transferred to BFC. Someone should be in place for mid-July. In the meantime, Chris Swatridge will be the point of contact. Steph O'Regan is the Ranger for Caesar's Camp in Crowthorne.

Cllr Mrs McKenzie-Boyle has been invited to form a Crowthorne open spaces committee by BFC.

The Clerk has been invited to join a jointly convened ASB Parks group including Police, BFC and the Fire Service to ensure that representations and follow up actions for ASB at the Morgan Rec, Circle Hill and the Walter Rec. can be included in discussions.

- CPC gazebo at Crowthorne Carnival: Discussions concerning a potential CPC gazebo at the Crowthorne Carnival with Cllrs and Officers attending on a rota have been followed up by the Projects Officer, however Cllrs have decided to attend the event and host a Berkshire Conservative Association stall instead.
- Bench outside Crowthorne Methodist Church: Following on from a further report from the public concerning the damaged bench seat outside the Methodist Church, it proved impossible to trace the owner. It does not appear on either the CPC or BFC asset register and the Methodist Church have confirmed they do not own it. The bench is situated on highways land and BFC stated that if CPC did not arrange for the repairs and accept an asset transfer, then bench would have to be removed.

Wellington College had indicated they would undertake the repairs, however this could not be done for a number of weeks due to existing workloads. The newly formed Crowthorne Men's Shed group therefore undertook the work with the materials funded by CPC. The work has been inspected by CPC's caretaker. A paper proposing the adoption of the bench onto the CPC asset register and insurance will be presented at the July CPC meeting.

- Welcome to Crowthorne Sign – Derby Field: Wellington College has paid CPC for a replacement sign as the original was damaged by their contractors. The new sign has now been ordered by CPC from Sign of the Times and Wellington College's grounds team has agreed to install this.

As per the bench, none of the Welcome to Crowthorne signs appear on the asset register of CPC or BFC. A paper proposing the adoption of the Welcome to Crowthorne Sign onto the CPC asset register and insurance will be presented at the July CPC meeting.

3 Professional Bodies/Organisations/Training/Networking Updates

- NALC and BALC Newsletters: The regular newsletters have been emailed to all CPC Cllrs.
- NALC Chief Executive's Bulletin: The regular NALC bulletins and updates have been emailed to all CPC Cllrs.
- SLCC: No further update.

- Flower Festival planning: The Clerk, Cllr Mrs Robertson and Mrs Bull continue to plan for the CPC entry in the Crowthorne Flower Festival.

MINUTE 310 FIFTEEN MINUTE QUESTION TIME
No questions were asked.

PLANNING MATTERS

MINUTE 311 PLANNING MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 3 MAY 2022
There were none.

MINUTE 312 TO RECEIVE AND NOTE PLANNING INFORMATION ITEMS

1 New Premises Application for Villa Roma, 237 High Street, Crowthorne, RG45 7AD ref LI/22/00329/LAPRE1
BFC Licensing Authority received a valid new application for a Premises Licence for the above premises on 23.5.22. The application document was circulated. The closing date for representations is 20.6.22.

2 Tree Preservation Order: TPO 1373 - Land at 36 & 38 Church Road East; Land adjoining 37 Heath Hill Road South, Crowthorne – 2022
On 11.2.22 BFC made the above Tree Preservation Order. The Council considered any representations (including objections) from persons affected by the Order before reaching a decision. Accordingly, on 10.5.22, under delegated authority, the Order was confirmed.

3 Update on Derby Field as provided by CVAG
CVAG has reported that Wellington College have appointed a consultant team to undertake technical surveys of the replacement pitches site, including arboricultural surveys. CVAG has written to ask how many trees would be felled, what the size of the site would be, whether an independent professional has been consulted on the effects to flora and fauna and whether there will be consultation with the local community.

4 Information tables circulated:

- Planning applications for Crowthorne pending a decision by BFC.
- Tree Preservation Orders (TPO) applications for Crowthorne.
- CIL Liabilities for Crowthorne.

MINUTE 313 TO REVIEW AND COMMENT ON PLANNING APPLICATIONS RECEIVED AND ANY APPEALS
Council noted that Cllr Mrs McKenzie-Boyle, who is also a Borough Councillor and member of the Planning Committee, may be present when any of the following applications are considered by BFC. Although giving an opinion at the Parish Council meeting based on the information currently available, Cllr Mrs McKenzie-Boyle will reconsider any applications at the BFC Planning Committee meeting with an open mind, taking into account any additional information presented at this time.

The following planning applications were studied and commented on:

- 22/00237/FUL - 4 Furze Hill Crescent
Recommend: Approval
- 22/00202/A - Land at Millennium Gardens High Street
Recommend: Approval

- 22/00307/FUL - 21 Upper Broadmoor Road
Recommend: Approval
- 22/00313/FUL - 17 New Wokingham Road
Recommend: Approval
- 22/00157/FUL - 23A New Wokingham Road
Recommend: Approval subject to parking being within Bracknell Forest Council parking standards.
- 22/00227/FUL - Copenhagen Stables Wellington College
Recommend: Approval
- 22/00236/FUL* - Sebastians Action Trust, The Woodlands, Upper Broadmoor Road
Recommend: Approval
- 22/00254/FUL - 11 Wellington Road
Recommend: Approval
- 22/00267/FUL - 4 The Avenue
Recommend: Approval
- 22/00294/FUL - 15 Goldsmith Way
Recommend: Approval
- 22/00320/FUL - Newton Heath 58 Dukes Ride
Recommend: Approval
- 22/00365/FUL - 10 Grant Road
Recommend: Approval
- 22/00372/FUL - 9 Knowles Avenue
Recommend: Approval
- 22/00421/OBS - Land between Pinewood Villas and St Michael's Cottages Old Wokingham Road
Recommend: Observation - CPC considers highway access onto the Old Wokingham Road problematic.
- 22/00390/NMA - Land at former TRL Site Old Wokingham Road
Recommend: No comment.
- 22/00373/FUL - Tamarisk 106 Pinehill Rd
Recommend: Approval
Cllr Butterworth declared an interest and took no part in the proceedings.
- 22/00380/FUL - Fairway 105 Pinehill Rd
Recommend: Approval subject to parking being within Bracknell Forest Council parking standards.
- 22/00401/FUL - Telephone Exchange Kings Rd
Recommend: Approval

An asterisk (*) is shown where further/full comments are available to view on the BFC Planning Portal under the relevant planning application.

FINANCIAL MATTERS

MINUTE 314

TO RECEIVE AND NOTE THE CORRESPONDENCE FROM THE INTERNAL AUDITOR

The Internal Auditor's correspondence 'Internal Audit Report 2022' was received and noted.

The Finance Officer was thanked for her hard work in compiling the end of year accounts.

- MINUTE 315 TO RECEIVE AND NOTE THE FINANCIAL STATEMENT FOR THE QUARTER ENDING 31 MARCH 2022
The Financial Statement for the quarter ending 31 March 2022 was received and noted.
- MINUTE 316 TO RECEIVE AND APPROVE THE UPDATED CIL REPORT WITH SPEND TO 31 MARCH 2022
The updated CIL report with spend to 31 March 2022 was received and unanimously APPROVED.
- MINUTE 317 TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTS FOR YEAR ENDING 31 MARCH 2022
The Financial Accounts for year ending 31 March 2022 were received and unanimously APPROVED by Council and signed by the Chairman, subject to the accounts being audited.
- MINUTE 318 TO ENDORSE THE ANNUAL GOVERNANCE STATEMENT FOR YEAR ENDING 31 MARCH 2022
Members studied the Annual Governance Statement and acknowledged as members of CPC their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. Members agreed, to the best of their knowledge and belief, with the 9 questions as documented on the statement and read out individually by the Clerk.
- Cllr Thompson declared an interest in point 6 and took no part in this item.*
- It was unanimously RESOLVED that the Annual Governance Statement be APPROVED by Council and signed by the Chairman.
- MINUTE 319 TO AGREE THE ANNUAL ACCOUNTING STATEMENTS FOR YEAR ENDING 31 MARCH 2022
Members received the above document which certified that for the year ending 31 March 2022, the accounting statements in the annual return presented fairly the financial position of the council and its income and expenditure. It was unanimously RESOLVED that the Annual Accounting Statement be APPROVED by Council and signed by the Chairman.
- MINUTE 320 TO NOTE THE DATES FOR THE PERIOD FOR EXERCISE OF THE PUBLIC RIGHTS
The dates of the period for the exercise of public rights were noted as 20 June to 29 July 2022.
- MINUTE 321 AUTHORISATION OF PAYMENTS
A list of payments for the period 4 May to 7 June 2022, totalling £43,108.39 was presented to Council and unanimously RESOLVED.

COUNCIL MATTERS

MINUTE 322 TO RESOLVE TO APPROVE OFFICE STAFFING PROPOSALS AND EXPENDITURE ON THREE LAPTOP COMPUTERS

Much of the former guidance issued by central government, relating to Covid 19 measures in the workplace, has been removed or relaxed to such an extent that it is now possible to present long term proposals for staffing arrangements of the Crowthorne Parish Council office.

It is not possible to accommodate 4 officers in the Parish Office due to desk space. All officers have indicated a willingness to work from home (WFH) one week in four on a rota basis (and to offer flexibility to attend meetings etc on the WFH week).

The proposals have been consulted on with CPC Officers and the input from CPC's Chairman and Chairman of the Staffing Committee sought. If the proposals are implemented the Parish Office will open to the public from 9am-1pm Monday to Friday.

Three of CPC's officers have used their own IT equipment throughout the pandemic to WFH. Initially this arose as it was not known that the pandemic arrangements would persist for so long and officers were content to use their own equipment with remote access facilitated to CPC's systems in the short to intermediate term. As CPC is now seeking a long-term arrangement for staff which includes a hybrid solution, the 3 officers using their own IT equipment when WFH need IT equipment provided by CPC. Quotes for the provision of 3 laptop computers have been sourced and the cheapest quote is £1,436.40 inc. VAT.

It was therefore RESOLVED as follows:

- a) To approve the long-term office staffing proposals as outlined, and
- b) To incur expenditure of £1,436.40 inc. VAT on three new laptop computers. The decisions on who to purchase the new laptops from was made with supplier details redacted. Following on from the procurement award, the Clerk confirmed that the supplier was SIBIT. Cllr Butterworth had declared an interest in this contract award and took no part in the decision making process.

MINUTE 323 REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES

None.

MINUTE 324 REVIEW AND NOTE INFORMATION ITEMS PREVIOUSLY CIRCULATED

None.

MINUTE 325 MEMBERS INFORMATION ITEMS

1 Cllr Wade reported that he had been invited as a guest of honour, as Chairman of CPC, to St Brendan's Lodge to dedicate a tree.

MINUTE 326

ITEMS FOR INCLUSION ON FUTURE AGENDAS

None.

Meeting closed: 8.48pm

Signed

Dated

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it is resolved that, because of the confidential nature of the business to be transacted, the press and public are excluded from the meeting whilst the following confidential item is considered:

MINUTE 327

TO DETERMINE IF CPC WILL SUBMIT AN ‘EXPRESSION OF INTEREST’ IN OPERATING BUCKLER’S PARK COMMUNITY HUB AND FACILITIES ALONE OR IN PARTNERSHIP WITH OTHER ORGANISATIONS ON A CONCESSIONAL BASIS

CPC had previously passed the resolution below on 3 August 2021:

It was RESOLVED to inform BFC as follows:

- *that BFC retains ownership and legal liability for the Buckler’s Park Community Hub building and associated outdoor spaces, for a fixed term of 3 to 5 years. See note* below.*

and:

- *that BFC either operates it as a community facility themselves or works in partnership with CPC and a partner/s providing the day-to-day management and operation of the facilities with a starting date no earlier than Apr 2022, on terms to be agreed, in line with the scenarios outlined at section 5 (i) and (ii).*

or:

- *if the above 2 resolutions above are not acceptable to BFC, CPC will walk away from immediate involvement but may be open to further discussion in 3-5 years’ time.*

Further:

- *CPC does not agree to manage the facilities under any ‘meanwhile’ or interim arrangement.*
- *CPC seeks an option to accept a freehold transfer or long term lease of the Hub and associated facilities in 3-5 years’ time, which may include further support funding from BFC if required.*

For the avoidance of doubt, CPC will have no obligation other than expressly agreed, and, for example, BFC will employ operators, sub-contractors and hirers.

**NOTE: BFC to retain liability for rates, insurance, cleaning, landscaping and site maintenance, repairs, defect remediation, waste/recycling, fire*

equipment rental, PRS licensing, broadband/phone charges, other utilities such as gas, electricity and water, staff costs, service and maintenance costs and all costs associated with the hall and office.

Further to this, CPC had received communication from Ben Lawson, BFC Hub Officer, asking if CPC wishes to register an interest to operate and manage the Community Hub.

Following some discussion, members were in agreement that CPC’s position on this matter had not changed and therefore it was RESOLVED not to ‘express an interest’ on the BFC portal, when it goes live, in relation to the operation of the Community Hub and facilities either alone or in partnership with another organisation.

Meeting closed: 9.00pm

Signed

Dated