

## CROWTHORNE PARISH COUNCIL

MINUTES OF A MEETING OF CROWTHORNE PARISH COUNCIL (CPC) HELD AT THE MORGAN CENTRE, WELLINGTON ROAD, CROWTHORNE ON TUESDAY 5 APRIL 2022 AT 7.30PM

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

Apologies accepted: Cllr N Robertson

MINUTE 246      DECLARATIONS OF INTEREST AND DISPENSATIONS  
None.

MINUTE 247      APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING  
The minutes of the meeting of the Parish Council held on 1 March 2022 as circulated, were taken as read and confirmed by the Chairman as a true record.

MINUTE 248      MATTERS ARISING FROM MEETINGS HELD ON 1 MARCH 2022  
1      Min 225.1 – Drainage work Wellington Road to Lower Broadmoor Road  
This matter is ongoing with BFC pursuing their preferred option of routing the new pipe along the footpath route. Communication is being established with the adjacent property owners regarding this and an update will be communicated to CPC in due course.  
2      Min 225.2 - Post Covid High Street, retail and employment regeneration in Crowthorne  
Additional Welcome Back Funded (WBF) hanging baskets are being installed on the front elevation of the Morgan Centre. Further to the resolution of CPC at its March meeting, planted flower towers have been installed in the following locations, these have been purchased using WBF monies: outside David Greedy Funeral Directors; outside Pedersen’s property management; to the side of the bench in front of the Fire Station; in Jim Finnie Square.  
  
The WBF scheme ended on 31 March 2022 but the Officer appointed to project manage the scheme is being retained by BFC to Economic Regeneration for the Borough. It is hoped the strong and positive relationships formed by CPC and the BFC Officers will ensure that Crowthorne continues to be a focus for economic recovery projects.

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Cllr Butterworth was advised that in order to progress the request for Dukes Ride and station end lampposts to be updated to match the Victorian style ones on the High Street, a formal request and paper would need to be submitted to Council including investigations into how to take this forward including costing and funding such a scheme as it is unlikely that CIL money could be utilised for such a project based on restrictions on how CIL money can be spent.

**Action:** Cllr Butterworth

3 Min 225.3 – Covid roadmap update – Parish Office Staffing arrangements

In line with the report to CPC at the February meeting, CPC's Staffing Committee had determined it is a matter for the officers to decide what works best regarding staff cover arrangements.

CPC's staffing arrangements have been extremely complex and reactive over the past month with both Caretakers absent with Covid from 16 March and CPC's admin officers providing caretaking and cleaning cover in order to ensure CPC's facilities and services could continue to operate.

Post 1 April when Covid guidance ends, the government is removing the requirement to explicitly include Covid 19 in risk assessments or do anything other than 'encouraging safer behaviours through public health advice, in common with longstanding ways of managing other infectious illnesses' (HM Gov website 24.3.22).

CPC is advised to continue to include sensible virus transmission (for all viruses e.g. norovirus, influenza, Covid 19) in its risk assessments so that if a person is symptomatic they be required to either take sick leave if too ill to work or work from home until their symptoms abate and they cease to be infectious.

As it is clear Covid continues to present staffing challenges and as those testing positive are still recommended to minimise contact with other, members agreed to retain its current staffing arrangements with officers on a fortnightly rota.

4 Min 225.6 – Raising kerb barrier

Cllr Kilvert is refining the specification and it is hoped that quotations can be updated in line with this and reviewed by the Property Working Group.

5 Min 225.7 – Millennium Garden

It is hoped that the refurbishment work to the Millennium Garden floor mural will take place after the Wellington College Easter break.

6 Min 225.8 – Crowthorne Policing

The Clerk met with PCSOs Pearce and Matthews following the last CPC meeting to follow up the reports of aggressive and threatening behaviour towards CPC's members and officers relating to the parked scaffold trailer on Heath Hill Road South. The PCSOs agreed to follow up the reports with the resident concerned. The Clerk also located the scaffold contractor and requested the urgent removal of the trailer which was moved quickly.

The Clerk successfully submitted a grant application to TVP's proceeds to crime Community Safety Scheme for initiatives such as the anti roof climb bars, CCTV, ANPR, video entry system and improvement to recreation facilities at the Morgan Rec. as ASB initiatives. TVP/PCC has awarded CPC £5,000 towards these costs which will help to defray the costs of these schemes

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thereby mitigating the call on precept and CIL monies. The Clerk was thanked for her efforts in successfully securing this funding.

Chief Inspector Kenney has been invited to speak at the Crowthorne Community NAG on 16 June about the Community Safety Accreditation Scheme.

Sgt Nathan Hollis has reported that the Bracknell South Neighbourhood Team has been significantly impacted by staff leaving, with a real possibility that it may end up with three police officers (currently 4) and two police community support officers (currently 8) by May. CPC has shared recruitment social media posts to try and assist with TVP recruitment.

7 Min 225.9 – Greening Schemes for Crowthorne

The greening schemes and green projects already approved (hanging baskets, planted flower towers, EV charging and solar panels) are progressing and reports will be brought to CPC in due course.

8 Min 225.10 – Community Christmas events

No further update.

9 Min 225.11 – Fire alarm works CPC

Further to the new signage being displayed there have been no further false alarms.

10 Min 225.12 – NJC pay negotiations

All staff have been informed of their backdated pay award to April 2021 of 1.75% pursuant to the NJC pay claims being resolved.

11 Min 225.13– Councillor surgeries

Cllrs Wade and Mrs Robertson volunteered to host the Cllr surgery at the library on Saturday 2 April, 11am – 12pm mid-day. Cllrs were reminded to adhere to any Covid measures still in place at the library as they facilitate the surgery on behalf of CPC.

12 Min 225.14 – High Street road marking and bollards

The Clerk has emailed BFC's Highways team to inform them of the resolution passed by CPC at its meeting on 1 March 2022 to fund the installation of two pavement bollards on the southern side of Wellington Road to prevent pavement parking, up to a cost of £600 from CIL.

The repair works to the 2 northern most crossings on Crowthorne High Street were undertaken and the mini roundabout by The Prince public house remarked on 14 - 15 March 2022.

Cllr Wade has contacted BFC to report the concerns about the belisha beacon at the new zebra crossing by Crowthorne C or E school being obscured by overhanging greenery and to ask for it to be placed on an extension bracket so it stands proud of any plant overhang.

BFC has provided the following 2 recent updates on road marking and bollards:

- the Department of Transport highway maintenance grant for 2022/23 is sufficient to include the resurfacing of Crowthorne High Street within this year's work programme and the scheme has also been approved by BFC's Executive. Contact will be made with CPC once the details of the work involved and proposed traffic management arrangements are known.

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- the scheme to install two footway bollards within Wellington Road (funded by CPC) to prevent footway parking is progressing, and other engineering options are being explored for those lengths where the footway is narrower and bollards could cause other difficulties.

13 Min 225.15 – Community Matters – May Fair

No update has been communicated, so it is expected this event will not be proceeding.

14 Min 225.16 – CROW – repair cafe

The Clerk met with CROW's Repair Café project lead, on 24 March. The administration manual fee, which CPC agreed to pay, of Euro 49 has been paid. CROW are also working with Crowthorne Baptist Church and the new Crowthorne Men's Shed on this initiative. Further updates will be brought to CPC in due course.

15 Min 225.17 – Electrical/security works

The new video entry system has been installed with monitors linked to the 3 office desks. The ANPR and anti-social behaviour camera covering the Recreation Ground with a pan, tilt and zoom patrol function are also in situ and the maglock works at the front entrance to the Morgan Centre are complete.

16 Min 225.18 – Community Platinum Jubilee events

- Art competition and exhibition: CPC's Project and Events Officer has now launched the publicity for the CPC Platinum Jubilee arts competition and secured substantial prizes from Daler-Rowney. Cllrs were asked to note the details for the opening night of the competition at 4pm, Thursday 26 May at Crowthorne Library and to attend if possible.

- Queen's Green Canopy: The trees from the Woodland Trust Scheme for the Queen's Green Canopy planting at Circle Hill have arrived. The Projects Officer is seeking a quotation for the installation of a fenced enclosure for the saplings to prevent damage by humans or animals as the saplings become established. The Clerk has submitted a grant application to the National Lottery for these works and the outcome is awaited.

- Visit by the Lord Lieutenant to the Crowthorne Annual Parish meeting on 21 June 2022 and unveiling of blue plaque: The attendance of the Lord Lieutenant for Berkshire has been confirmed for the Crowthorne Annual Parish Meeting on 21 June. It is also hoped that a blue plaque will be installed in the Morgan Centre commemorating this visit on the occasion of the Queen's Platinum Jubilee year. Funding for the blue plaque has been requested from the National Lottery and the outcome is awaited.

- Jubilee bench installation – Morgan Recreation Ground: The Clerk has submitted a grant application to the National Lottery for 3 Jubilee benches and bases to be installed at the Morgan Recreation Ground (to replace old and damaged benches) and the outcome is awaited.

- Road closures: Information on road closures for Jubilee celebrations is available on this link: <https://www.bracknell-forest.gov.uk/council-and-democracy/queens-platinum-jubilee-2022/platinum-jubilee-street-parties>

17 Min 225.20 – Abandoned vehicle

The abandoned vehicle which had been removed from the Morgan Centre car park reappeared in the car park and was left for several nights. The owner also deposited commercial waste in the nearby CPC litter bins. The Clerk contacted the owner of the vehicle by telephone and also placed a note on the vehicle seeking the removal of the vehicle and warning that depositing commercial waste in CPC owned litter bins constitutes fly tipping and will be followed up with the authorities if it happens again.

18 Min 225.21 - Crowthorne Community Neighbourhood Action Group meeting 10 February 2022

The CCNAG meeting notes from 10 February 2022 have been circulated, along with the agenda for the next CCNAG meeting on 16 June 2022. James Sunderland MP and Chief Inspector Helen Kenny are both due to attend the June meeting as guest speakers. CPC's Cllrs were invited to attend.

19 Min 225.22 – BFC – Parish and Town Liaison

No further update – the Clerk has requested the notes from Hannah Harding at BFC.

20 Min 225.23 – Summer of Fun event

The BFC Clerks have now met twice to begin the preparation for the Summer of Fun events and the following dates have been agreed for the events: 27 July in Warfield; 3 August in Bracknell; 5 August in Sandhurst; 10 August in Winkfield; **Tuesday 16 August in Crowthorne**; 24 August in Bracknell; 31 August in Binfield. CPC members and officers were requested to keep 16 August free to attend the event and help if possible.

21 Min 226 – Outreach Post Office

Following the closure of the outreach Post Office at the Parish Hall, Ronnie's Cards and Gifts shop have announced their plans to host the service from their shop on the High Street on Wednesday mornings. Their products align well with the Post Office services and their High Street venue is ideally situated for Post Office services.

22 Min 227 – Public question time – ‘No dogs’ posters for community halls

Further to the request from a member of the public, signs have now been displayed at the entrance to all CPC indoor facilities informing the public that no dogs, other than assistance dogs, are permitted in the halls.

23 Min 235 – Risk Register 2022/23

The actions required further to the Risk Register review and approval have now been followed up. CPC's IT provider has been asked to ensure 'pairing codes' are used for remote support sessions. 2 Factor Authentication has also been implemented for Office 365 email access via remote devices. BFC/PPP have been in touch concerning Emergency Planning.

MINUTE 249

CLERK'S REPORT

**1 CPC facilities**

- Pre-school gazebo requested – summer term: Pre-school has requested permission to install a gazebo in the rear garden of the Parish Hall for the summer term to provide shade for children and staff. In line with previous years, the Clerk has indicated this is permissible but that the gazebo must be securely weighted and secured to the ground to prevent it blowing away.
- Deep clean contractors: In line with the budget provision for cleaning the Morgan Centre and Parish Hall for the coming year, an advert has been run on social media seeking a contractor to undertake two deep cleans a year at the Morgan Centre and Parish Hall (Easter and school summer holidays). These deep cleans will be a supplement to daily, weekly, monthly and other ad-hoc cleaning undertaken by CPC's caretakers and cleaning staff and ensure that CPC's facilities are cleaned and maintained to the very highest standard. The advert has generated a great deal of interest and all contractor approaches are being followed up and invited to visit the facilities for the purposes of quoting.
- Tree root ingress and drain damage: The Clerk has written to the owner of the residential property abutting the Crowthorne Smiles Dentist, using a model

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letter supplied by BFC legal team, to ask that they remove the tree trunk and roots of the silver birch which is in the hedge line next to the Morgan Centre car park near the market bays as the tree roots have once again grown through the drain linings. It had been hoped there would not be a reoccurrence as the tree canopy had been removed but recent drain inspections by BFC and the gully clearance works have revealed the tree is still alive and its roots are seeking water from CPC's drains.

- Criminal damage/vandalism 1 April 2022: A toilet seat in in the public toilets was smashed, leaving sharp and jagged pieces littered in the toilets on 1.4.22 shortly after Edgbarrow term ended. Photos of the damage were sent to the Police and PCSOs Pearce and Matthews visited the Parish Office on 4.4.22 to seek further information. CCTV stills of the various youths who entered the toilets facility that afternoon have been sent to TVP for the matter to be followed up. The Police have advised that it would be sensible to lock the toilets on the end of term days in future to prevent further occurrences. Steps will be taken to implement this advice. Where the end of term coincides with market days the toilets will be locked at mid-day and traders allowed to use the main Morgan Centre toilets until the office closes.

The youth workers and Police will be asked to be on hand at the Rec. from 12 mid-day onwards on the end of term days to engage positively with youths and provide a visible deterrent to anti-social behaviour.

- Parish Hall Upper Conference Room commercial let – notice received: The commercial hirer of the Parish Hall Upper Conference Room has served notice to end their licence agreement on 30 April. The Clerk will now proceed to advertise the space for a new commercial let to start from 1 May onwards to minimise any void period.

## **2 Council matters**

- Napier Road toilets: Following a report from a Cllr that the Napier Road toilets remained accessible to the public, and a complaint from a member of the public about the lack of lighting in the facilities, the Clerk contacted BFC to ascertain why the building had not been locked to prevent access and also to request an update on plans for the site. It transpired that the member of the public who had accessed the building had gained access using a radar key. BFC have now attended to securely lock the toilets and prevent access by the public.
- Welcome to Crowthorne sign: Wellington College's contractors have agreed to pay for the cost of a 'Welcome to Crowthorne' sign to replace the one which they damaged on the Dukes Ride side of Derby Field. The sign will now be commissioned with Sign of the Times who manufactured and installed the previous sign.
- Missing manhole cover Upper Broadmoor Road/Bracknell Road junction: The Clerk has reported a missing manhole cover to BFC, which has exposed a deep pit in the pavement at the above location. It is hoped the cover will be replaced urgently as this is a very dangerous hazard which it is difficult to effectively cordon. This has happened in other parts of the Borough too suggesting the covers have been stolen to sell as scrap metal.
- BFC and Parish Parks and Public Realms meeting: The Clerk attended the Parks and Public Realms meeting on 9 March. The notes have been circulated to all.

- Community Governance Review: BFC is currently undertaking a Community Governance review. Cllrs Wade, Mrs McKenzie-Boyle and the Clerk have attended BFC briefing sessions on the process. Full details on the review have been circulated to CPC Cllrs for deliberation and this matter will be included on the May CPC agenda in order to agree and ratify CPC's formal response to the consultation.

### **3 Community matters**

- Broadmoor footpath signage: Further to an indication from the West London NHS Trust last year following on from various reports of tree damage in the woods abutting the footpaths, the NHS have now installed signs to deter trespassers to their land. The NHS had indicated they would take this step after reports from locals about dangerous trees and the risk of injury as the NHS do not want the public on their land so are using signage to try and keep people on the dedicated footpaths.
- Bins at Broadmoor Meadows: Several reports about overflowing bins at Broadmoor meadows have been received and onward reported to BFC to follow up with the developer as the area has not been transferred to BFC yet.

### **4 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 branch training day: The Clerk attended an SLCC Berkshire branch training day on 11 March which included a tour and talk about the newly opened Shinfield Green Community Hub, café (with mini library), Parish Office and community hall, including the teething issues and running costs of the facility.
- Flower Festival community meeting: The Clerk and Cllr Mrs Robertson attended a briefing meeting for the Flower Festival on 22 March and are working on plans for the CPC entry.
- Website management training: The Clerk, Assistant Clerk and Finance Officer all undertook a training session on website management delivered by CPC's Webmaster, on 24 March. The training covered how to upload agendas and minutes as well as how to create a post on the message board. The training was identified as a requirement after the last risk register review as it became clear that CPC staff were unable to upload compliance documents in the absence of the Webmaster whilst on leave or in an emergency.
- Cleaning training: The Clerk has run refresher session for CPC's Public Toilet and Changing Room Cleaner and the Parish Hall Caretaker on cleaning standards.

#### MINUTE 250

#### FIFTEEN MINUTE QUESTION TIME

Q A member of the public remarked how difficult it was to cross the Bracknell Road in front of the BP garage.

A The Chairman acknowledged that it was a difficult place to cross and that there were safer places to cross nearby.

## PLANNING MATTERS

MINUTE 251      PLANNING MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 1 MARCH 2022  
There were none.

MINUTE 252      TO RECEIVE AND NOTE PLANNING INFORMATION ITEMS

1      Central and Eastern Berkshire Authorities – Joint Minerals and Waste Plan Proposed Main Modifications Consultation

This information was sent to Cllrs via email on 8.3.22. BFC, WBC, Reading Borough Council and the Royal Borough of Windsor and Maidenhead (collectively referred to as the Central and Eastern Berkshire Authorities) are working in partnership to produce a Joint Minerals and Waste Plan which will guide minerals and waste decision making in the Plan area. A consultation on the proposed Main Modifications will run for 6 weeks, beginning on 28.2.22 and ending at 5pm on 11.4.22.

2      Stakeholder Consultation - Forest Management carried out by The Crown Estate (SA-FM/COC-002666 / SA-PEFC-FM-002666)

This was sent by email to Cllrs on 9.3.22. Notification has been received regarding Forest Management being carried out by The Crown Estate (SA-FM/COC-002666 / SA-PEFC-FM-002666) of The Estate Office, Windsor Great Park, Windsor, Berkshire, SL4 2HT. In July 2022 a Forest Stewardship Council® (FSC®) & The Programme for the Endorsement of Forest Certification (PEFC™) assessment of forest management by The Crown Estate in the UK will be carried out. Comments to be submitted by 5.4.22 using this link: [www.soilassociation.org/stakeholderconsultation](http://www.soilassociation.org/stakeholderconsultation)

3      Street Naming and Numbering – 1,2,3 The Old Coach House, 188 Dukes Ride Crowthorne

BFC has notified CPC that a scheme has been prepared in respect of the above named properties as was shown in the circulated papers.

4      Street Naming & Numbering – Glendale 21 Sandhurst Road Crowthorne

BFC has notified CPC that it has re-issued a scheme in respect of the above named property as the property is experiencing difficulties with deliveries and more importantly the emergency services.

5      Street Naming and Numbering – 08 & 8A Dukes Ride Crowthorne

BFC has notified CPC that it has re-issued a scheme in respect of the above named property as the property is experiencing difficulties with deliveries and more importantly the emergency services.

6      Information tables circulated:

- Planning applications for Crowthorne pending a decision by BFC.
- Tree Preservation Orders (TPO) applications for Crowthorne.
- List of other planning applications received by BFC which do not require comment by CPC.
- CIL Liabilities for Crowthorne.
  - The Chairman requested that an additional spreadsheet be compiled showing money from CIL allocated to identified projects, draft budget numbers and timescales for all the projects that are currently being investigated. The Clerk stated that this was already in progress and had been brought to council for annual review during the budget process.
  - With regard to the CIL expenditure clawback and 18m grace period, the Clerk reported that after much chasing BFC had said that the grace period only applies to money that would have been clawed

back in April 2023 – none of CPC’s money falls within that period therefore CPC has not benefited from the grace period at all. The Clerk will once again go back to BFC.

MINUTE 253

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:

- 21/00975/FUL - 115 Pinehill Rd  
Recommend: Approval is recommended providing the garage always remains as an ancillary to the main house and will not be separated from the main house at a date in the future.
- 22/00197PAE\* – 12 – 14 Dukes Ride  
Recommend: Refusal
- 21/01205/FUL – 14 High Street  
Recommend: Refusal is recommended as adequate parking has not been established for the proposed flats and retail unit.  
*Cllr Butterworth declared an interest and took no part in the proceedings.*
- 22/00060/REM – Land at former TRL Site Old Wokingham Rd  
Recommend: CPC is concerned that there is inadequate parking, especially for the Neighbourhood Centre.
- 22/00138/REM – Land at former TRL Site Old Wokingham Rd  
Recommend: CPC is concerned that there is inadequate parking.
- 22/00103/REM – 7 St Johns Street  
Recommend: Approval

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

MINUTE 254

BUCKLER’S PARK – STAKEHOLDER’S UPDATE

Cllr Thompson reported that the ownership of Buckler’s Forest SANG will remain private. BFC has been awarded the contract for the SANG maintenance for 10 years by the Land Trust. Liabilities rest with the Land Trust.

It was noted that there had been no further updates from CALA Homes since the last stakeholder’s meeting.

**FINANCIAL MATTERS**

MINUTE 255

AUTHORISATION OF PAYMENTS

A list of payments for the period 2 March to 5 April 2022, totalling £63,710.26, was presented to Council and unanimously RESOLVED.

MINUTE 256

TO RECEIVE AND NOTE THE INTERIM REPORT DATED 8 MARCH 2022 FROM THE INTERNAL AUDITOR

The correspondence received from the Internal Auditor dated 8.3.22, following the internal audit for the year ended 31 March 2022 – interim report, stated that: ‘Generally, the financial records are well maintained and appear complete and fit for purpose. The control systems and procedures appear efficient and effective. There are no issues that I need to draw to your attention.’

Cllrs noted that the outcome of this internal audit was indicative of the Finance Officer’s hard work.

**COUNCIL MATTERS**

MINUTE 257

TO RECEIVE A VERBAL UPDATE ON:

Cllr Sever provided an update on the following projects identified in the Three Year Strategy Plan and which CPC has agreed to undertake:

- Draft 3 Year Strategy Plan: members were asked to review the draft plan as presented and to forward any corrections/amendments to Cllr Sever by 19 April.
- Greening of the High Street and Dukes Ride: this is now complete with hanging baskets installed in February 2022 and planters in March 2022.
- EV Charging: more than 8 companies have been approached and comparisons and discussions are underway.
- Solar Panel Project: several companies had been approached for quotes but all are extremely busy at this time. More contacts are being sought from Wokingham Borough Council.
- Platinum Jubilee Art Competition: publicity has been sent to schools, churches, shops, BFC, the library, art clubs. Prizes of £900 have been donated by Daler-Rowney. Exhibition to be held at Crowthorne Library 26 May to 9 June 2022.
- Clean Air Campaign: proposed promotional campaign to residents and drivers to be aware of idling in queues, lights and when unloading. Work with Public Protection Partnership (PPP). Involvement of schools.
- Car Park Security: ongoing investigations taking place.
- Circle Hill and Walter Recreation Ground: ongoing work taking place.

MINUTE 258

TO RECEIVE A VERBAL UPDATE ON THE MORGAN RECREATION GROUND IMPROVEMENTS AND REGENERATION

Cllr Kilvert gave an update on the following items:

- Games Area: residents are supportive of a new/refurbished games area: football goals, basketball hoops; resurfacing, relining, install low fence; no lockable gates; no lighting; landscape surrounding area including benches and bins; contract out annual autumn leaf removal.
- Perimeter path: a smooth path would be popular with runners, walkers and young families with scooters, bikes and pushchairs. Edged, traditional or rubber tarmac surface.
- Other projects: football teams will be asked to provide feedback regarding pitch conditions. Issues may need to be resolved in the next 5 years. Awaiting drier conditions for container installation to minimise disruption. New play area for all suggested which will attract families to the High Street.

MINUTE 259      REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES  
None.

MINUTE 260      REVIEW AND NOTE INFORMATION ITEMS PREVIOUSLY CIRCULATED  
None.

MINUTE 261      MEMBERS INFORMATION ITEMS  
1      Cllr Mrs McKenzie-Boyle reported that she had attended the Pride of Bracknell Awards dinner and had been saddened that there had been no representation of Crowthorne charities/schools. Crowthorne charities/schools need promoting at every opportunity.  
2      Cllr Wade was invited but unable to attend the Keep Mobile AGM on 7 May and asked that if any other Cllr wished to attend to let the Clerk know.  
3      Cllr Wade had attended the 50 years of Good Neighbours celebration which had been held on Saturday 2 April.

MINUTE 262      ITEMS FOR INCLUSION ON FUTURE AGENDAS  
-      Raising kerb barrier.

Meeting closed: 9.15pm

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 items are considered:

MINUTE 263

COMMERCIAL LEASEHOLD UPDATE AND AGREEMENT TO INCUR PROFESSIONAL CHARGES

The Clerk, Cllrs Wade, Thompson and Price met with CPC/CEC's appointed solicitor, Charles Platel on 22 March and discussed the various options available to CPC/CEC regarding the lease of the Social Club and how CPC/CEC had indicated it wished to proceed. The advice received is commercially sensitive and has been shared with Cllrs via a confidential report.

CPC/CECs' commercial leasehold valuer have advised on their next steps, namely that they will need to examine the Social Club's accounts and visit the Club building to inspect it in order to provide their valuation. Their fee for this service is £1,800 and CPC/CEC is asked to agree incurring this fee so that the leasehold valuation process can proceed. Charles Platel has also expressed a desire to attend this site meeting/valuation inspection.

It was therefore RESOLVED to incur the professional charges of the leasehold valuer, Dunster and Morton, of £1,800, such charges to be paid prorata the shares in which the Social Club building is owned.

Meeting closed: 9.22pm

Signed .....

Dated .....