

**CROWTHORNE PARISH COUNCIL**

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

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Present: Cllr R Wade – in the Chair  
Cllr S Butterworth  
Cllr N Kilvert  
Cllr R Price  
Cllr Mrs G Robertson  
Cllr Dr 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 410      DECLARATIONS OF INTEREST AND DISPENSATIONS  
None.

MINUTE 411      APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING  
The minutes of the meeting of the Parish Council held on 4 October 2022 as circulated, were taken as read and confirmed by the Chairman as a true record.

MINUTE 412      MATTERS ARISING FROM THE MEETING HELD ON 4 OCTOBER 2022  
1      Min 391.1 – Drainage work Wellington Road to Lower Broadmoor Rd  
BFC has notified that next phase of installing a new highway drainage system between Wellington Road and Lower Broadmoor Road will shortly commence.  
The next phase of works will install a larger section of surface water highway drain along Wellington Road, between the junctions of Mulberry Close and Coleridge Close. Affected residents and those in the vicinity will be notified of necessary road closures and diversion routes between 21 and 25 November.  
2      Min 391.2 and 400- Post Covid High Street, retail and employment regeneration in Crowthorne  
Work on the planning and delivery of the late night shopping event on Friday 2 December, including plans for a road closure continues. Circa 30 forms have been distributed to stall holders who have expressed an interest in having a stall at the event. Fairground rides for young children have been booked for the area outside Romans to ensure event attendees also visit shops in this location after feedback last year that these shops were overlooked due to the positioning of stalls. A decision from Churches Together is awaited regarding if they will contribute to the road closure funding costs. Adverts for the event have been placed on social media, CPC’s website and in the Crowthorne Eye, including news of the road closure. BFC has also given

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permission for advertising boards (2ft x 2ft) to be displayed as long as they are appraised of the intended locations 14 days beforehand.

3 Min 391.3 – Millennium Garden

BFC has now confirmed the paint required for this project. CPC's ground staff have been asked to procure this and a date for the works to start is awaited.

4 Min 391.4 – Crowthorne Policing

The outcome of the CPC bid to the PCC's Community Safety Fund for detached youth work provision in Crowthorne Parish's parks and open spaces was successful and further discussed under minute number 424.

The Crowthorne Community Neighbourhood Action Group (CCNAG) took place on 19 October – with roadshow style events at both Bigshotte Park and the Morgan Recreation Ground. Representatives from BFC (Cllr Tina McKenzie-Boyle), CPC (Cllrs Price, Thompson and Mrs McKenzie-Boyle and the Clerk), WWPC (Cllrs Rogers and Millett) attended and met with local residents. Various topics were discussed, including speeding, pony and trap riding on parks, anti social behaviour, drug dealing, policing, the need for improved sport and recreation provision and potential detached youth work provision.

Regarding the issue of complaints from Silva Homes tenants on Coleridge Close, during the summer, which were brought to CPC by Environmental Health - Silva Homes consulted with their tenants and subsequently locked the gate from the Morgan Rec. through to the close as BFC had confirmed this was not a footpath nor public right of way. Later the same week the locked gate was damaged (apparently from the close side). The Clerk has emailed Silva Homes to request that the gate is fenced over and signage installed to inform people that the access way is now permanently closed. Silva Homes have stated their fencing contractors are years behind their work schedule. The Clerk has asked if CPC's grounds team can carry out the work and invoice Silva Homes to ensure this is carried out quickly to avoid any further problems for vulnerable neighbours.

BFC's ASB Officer has requested a stakeholder meeting with Silva Homes, CPC and TVP representatives (from the ASB in Parks Team) to discuss the ASB issues at Pinefields Close which have been smeared with thick grease again and the gate issue from the Morgan Rec. to Coleridge Close.

5 Min 391.5 – High Street road marking and bollards

These works are now complete.

6 Min 391.6 – CROW – repair café and planned activities

CROW and the Scouts organised a community litter pick from Crowthorne market on 16 October. 53 people participated (29 adults and 24 children). The participants walked a total of 78.41 miles, filled 29 bags of waste and collected 126.82 kg of litter.

7 Min 391.7 – Community Platinum jubilee events

The Jubilee benches have been installed on the northern side of the Morgan Recreation Ground.

8 Min 391.9 and 401– Verbal update on projects

The Project Officer's monthly update was covered under minute number 421.

9 Min 391.10 – LESG Stakeholder's Meeting: reminder

No further update.

MINUTE 412 (cont)

10 Min 391.12 – Leasehold update for Social Club

CPC/CECs solicitor sent through some queries which were reviewed by Cllr Thompson and the Clerk – draft responses were reviewed by all working group members, via email, before they were sent to the Solicitor. The reviewed draft lease is awaited. An update has been provided to the Social Club tenants.

11 Min 391.13 - Crowthorne Community Neighbourhood Action Group meeting – 19 October 2022, 5pm Bigshotte Park and 5.45pm Morgan Rec

See update at Min 412.4 above.

12 Min 391.14 - Buckler’s Park

No further update.

13 Min 391.15 – Demolition of Napier Road toilets

No further update.

14 Min 391.16 - Crowthorne Community Awards 2022

The nominations received before the closing date were reviewed by a small panel of representatives from both CPC and WWPC and the winners and their nominators invited to the awards event on 22 November. Cllrs have been invited, and are encouraged to attend, to recognise and celebrate community endeavour and volunteering throughout Crowthorne.

15 Min 391.17 - Accounting software

The Rialtus accounting system which was being explored by CPC was sold to an American company week commencing 10 October. Subsequent to this the matter was reviewed by the Finance Champion, Finance Officer and Clerk who have agreed that the following steps will be taken to determine the best way forward for CPC: invite ideas from Cllrs about if they would like more financial information than they receive at present, and if so what; consider how this information should be presented and if CPC’s existing system can produce these reports or if another system could do so more easily; assess cost of remaining with the current SAGE online system versus Rialtus and the cost of running two systems in tandem during a switchover; present options to CPC for a resolution. Cllr Price indicated that he would like to be involved in this process and investigation of the best accounting/booking software package.

16 Min 391.18 Bank reconciliation

Cllr B McKenzie-Boyle has undertaken the bank reconciliation review for September and confirmed that everything is in good order. The documents reviewed are available from the parish office should any other Cllr wish to inspect them.

17 Min 391.19 Councillor surgery

Cllrs Mr & Mrs McKenzie-Boyle and Mrs Robertson volunteered to host the Cllr Surgery at the library on Saturday 5 November.

18 Min 391.20 Year 7 Edgbarrow lecture/assembly

The CPC sponsored Youthline assembly was delivered on 21 October and very well received – the assembly was particularly well timed as it was the Friday after World Mental Health Day.

19 Min 370.25 Staff leave and rota

Members were notified of annual leave booked by staff and also updated on the work from home rota.

20 Min 391.22 NJC Pay increases

The outcome of the union ballots on the recent NJC pay proposals for 2022/23 has been determined. The salary increases include a £1 raise per

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hour for all staff backdated to 1 April 2022 and an additional day of annual leave. The Finance Officer is reviewing the impact on budget.

21 Min 391.25 Addition of Clerk and Finance Officer to HSBC mandate

The work to action this is underway. A paper mandate form has been obtained from HSBC as Local Authorities (including Parish Councils) cannot complete the digital HSBC mandates online.

22 Min 391.28 Non CPC parks/play areas

Pinefields Close: The Clerk is convening the meeting requested by BFC's team of CPC officers, BFC and Silva Homes to discuss the historic issues with grease being smeared on play equipment in this park and the gate chained and locked shut by a nearby resident.

Chaucer Woods play area: Cllr Price reported that BFC have decided that the play area will remain in its current location but the equipment will be replaced to suit younger children only and anti-vandal elements incorporated. Removal of vegetation will also take place to provide a less hidden area.

23 Min 391.34 Warm Hubs initiative

The Clerk has continued to liaise with BFC and Cllr Mrs McKenzie-Boyle (RBFRS) regarding the Winter Wellness/Warm hubs initiative. Various Churches in Crowthorne have also confirmed they would like their coffee morning etc to be included in any lists of warm spaces in Crowthorne.

24 Min 391.35 Welcome/social event for Ukrainian refugees

No further update.

25 Min 392.1 Coronation event planning

This was covered under minute number 425.

26 Min 392.1 Budget planning

All staff appraisals have been undertaken and the Staffing Committee will meet to review salary recommendations for the coming financial year.

The Project Officer is working on the proposals for the recreation ground, solar panels and delivery/installation of the EV charging – these are the key property projects underway.

Once figures around these projects have crystalised, an Admin Working Group can be convened to begin looking through the budget proposals for 2023/24 – the budget will look at the next stages of implementation and delivery of the Three year Strategy Plan and Crowthorne Neighbourhood Plan objectives.

27 Min 392.2 Christmas tree

Work is underway with RBFRS to finalise the plans for the parish Christmas tree.

28 Min 392.3 CVAG AGM

Cllrs were reminded of the invitation to the CVAG AGM where James Sunderland MP will be the guest speaker at 7pm on 11 November 2022 at the Morgan Centre. Cllr Wade stated he would be attending.

29 Min 392.3 New vicar – St Johns Crowthorne

Cllrs Wade, Butterworth, and the Clerk, attended the collation and induction of Rev. Laura Wheatly Downs as the new Vicar for St. John the Baptist Church, Crowthorne on 13 October.

30 Min 392.3 Remembrance events

The Clerk has continued to liaise with BFC, St. John's Church and the local RBL branch on the arrangements for the Remembrance Service and parade. Appeals have also been made to Zzoomm and members of the public on

Facebook for volunteers with the appropriate accreditation and qualifications to marshal and provide the road closures for this event.

Zzoomm confirmed via email on 20 October that they will provide the signage, barriers and personnel for the road closure for the Remembrance Day event in line with their Armed Forces Covenant.

31 Min 402 – BFC consultation on affordable housing in the borough  
Cllr Butterworth had reviewed the consultation and forwarded his proposed answers to the Clerk but further queries remained. The Clerk awaits final submission details from Cllr Butterworth.

32 Min 403 – Upgrade and improvements to the basketball court and surrounding areas at the Morgan Recreation Ground

The Project Officer has provided a timeline and GANT chart for the delivery deadlines for this project to ensure that a decision has been made and contract awarded ahead of the Purdah deadline in spring 2023. She has invited all Cllrs to express an interest in joining a working group to work on the next steps to progress this project in light of the resolution from CPC at its October meeting.

#### MINUTE 413

#### CLERK'S REPORT

##### **1 Council matters**

- Code of Conduct update: BFC's Governance and Audit committee met on 19 October to review and adopt a new Code of Conduct for BFC. The new code includes the NGA guidance for Code of Conduct and the expectations from the BFC Mayor's Charter. The parish and town councils have previously been required to adopt the same document as the borough. The Clerks have requested a briefing with the Borough Solicitor about the new Code of Conduct, following this the new document will be brought to CPC for review and ratification.
- Air Quality Crowthorne: The 2022 Air Quality Annual Status Report for Bracknell Forest (including Crowthorne) is now available online at the Public Protection Partnership website.

##### **2 Council buildings and facilities**

No update.

##### **3 Community matters**

No update.

##### **4 Professional Bodies/Organisations/Training/Networking Updates**

- NALC and BALC Newsletters: The regular newsletters and HR updates 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 update.
- Involve charity newsletter: The regular Involve charity newsletter has been emailed to all Cllrs.

#### MINUTE 414

#### FIFTEEN MINUTE QUESTION TIME

No questions were asked.

## PLANNING MATTERS

### MINUTE 415      PLANNING MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 4 OCTOBER 2022

1      Min 395.1 – Planning Information Items - Edgbarrow School Crossing  
BFC Highways have confirmed that the proposed works to construct a new puffin crossing along Sandhurst Road near the entrance to Edgbarrow School are in addition to the crossing proposed on Pinehill Rd.

### MINUTE 416      TO RECEIVE AND NOTE PLANNING INFORMATION ITEMS

1      Winkfield Parish Neighbourhood Plan - The Neighbourhood Planning (General) Regulations 2012 (as amended) Consultation on Submission Version (Regulation 16)

BFC is consulting on the submission version of the Winkfield Parish Neighbourhood Plan. The Plan sets out objectives for the future of the area and contains planning policies to guide the development and use of land in Winkfield Parish. The Consultation runs from 20 October to 5pm Friday 2 December 2022 and can be accessed on [www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/neighbourhood-planning/winkfield-neighbourhood-area](http://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/neighbourhood-planning/winkfield-neighbourhood-area)

2      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

### MINUTE 417      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:

- 22/00807/RTD - Street Record Coppice Gardens  
Recommend: Approval
- 22/00805/FUL - Meadow End, 273 High Street  
Recommend: Approval
- 22/00822/FUL - 49 Wellington Road  
Recommend: Approval is recommended subject to parking being compliant with BFC Parking Standards.
- 22/00823/FUL - 3 Edgedale Close  
Recommend: Approval is recommended subject to parking being compliant with BFC Parking Standards.

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 418      AUTHORISATION OF PAYMENTS FROM 5 OCTOBER TO 1 NOVEMBER 2022  
A list of payments for the period 5 October to 1 November, totalling £29,436.77 was presented to Council and unanimously RESOLVED.

MINUTE 419      TO RECEIVE AND NOTE THE COMMUNITY INFRASTRUCTURE LEVY (CIL) TABLE WITH EXPENDITURE DEADLINES  
Members noted the CIL spreadsheet as presented showing a summary of current CIL funding available and deadlines for expenditure.

The Finance Officer was commended for her work on the CIL spreadsheet which now gives Cllrs information on available/earmarked CIL funding and spend deadlines.

MINUTE 420      TO RECEIVE AND NOTE THE FINANCIAL STATEMENT FOR 30 SEPTEMBER 2022  
The above Financial Statement was received and noted along with the Finance Officer's detailed comments.

## COUNCIL MATTERS

MINUTE 421      TO RECEIVE AND NOTE THE MONTHLY WRITTEN REPORT FROM CPC'S PROJECT OFFICER ON PROJECT STATUS, PROGRESS AND ANTICIPATED DELIVERY/COMPLETION  
Members received and noted the written report from the Project Officer with an update on project status, progress and anticipated delivery/completion.

- Circle Hill and Walter Rec. Trust: The wildflower seed has germinated well at the Walter Rec. Now working with The Men's Shed and the CoE Ecoclub to install small signs around the area to protect them from mowers and excessive trampling.
- Crowthorne Village Awards: Judges from WWPC and CPC considered an unprecedented number of entries this year and chose 11 individuals and 2 volunteer groups to honour. The celebratory awards evening will be held on 22 November with the Lord Lieutenant of Berkshire attending to hand out the citations. More than 70 people are expected.
- Morgan Rec: The working group has been formed and is meeting on 8 November to discuss the current options and finalise scale and budget. Views from the consultation and correspondence with neighbours will be considered.
- Solar Panels: A contractor has been recruited to write up tender specifications in order to invite tenders for this project. He has visited both the MC and PH to glean all relevant details.
- Electric Vehicle Chargers: The feasibility study from InstaVolt is still awaited. The Projects Officer is joining a BFC visit to the Oxford EV hub as an information gathering exercise.
- Working with the Clerk: High Street improvements, Late-night Christmas shopping event, forthcoming Coronation.

MINUTE 422 TO RECEIVE AND NOTE THE DRAFT MINUTES FROM THE WALTER RECREATION GROUND CHARITY MEETING HELD ON 18 OCTOBER 2022

The above draft minutes were received and noted.

MINUTE 423 TO REVIEW THE TREE SURVEY REPORT FOR THE MORGAN RECREATION GROUND AND APPROVE THE COST OF REMEDIAL WORKS

The recommendations in the Report have been determined as necessary for health and safety reasons to safeguard people and property from the risk of harm from the trees stated to require recommended work.

The insurers for CPC would expect that the works are carried out within the recommended time frames. If the works are not carried out and damage to a person or property occurred from an incident with one of the trees identified as requiring work, it is unlikely that the insurer would accept any claim, thereby exposing the Council to an unindemnified claim.

The Clerk had obtained 3 quotations from tree surgeons for the remedial work identified as presented.

Members unanimously RESOLVED to approve the works identified in the Tree Report: Tree Condition Survey (the Report), dated 30 September and appointed Contractor A (N Robins) to undertake the works identified within the time frames stipulated at a cost of £1,850 plus VAT.

MINUTE 424 TO RESOLVE TO COMMISSION DETACHED YOUTH WORK PROVISION IN CROWTHORNE PARISH VIA THE WAYZ UTILISING COMMUNITY SAFETY PARTNERSHIP GRANT FUNDING

CPC asked the Clerk to further investigate youth work models for Crowthorne at its meeting on 7.6.22 (Min 308.15). The request came following an increase in criminal damage, arson, anti-social behaviour and complaints to the Crowthorne Community Neighbourhood Action Group (CCNAG) about the behaviour of some youths in the community.

The Clerk met with representatives from Vision4Youth Yateley, HopeZone Crowthorne, Sandhurst Town Council (STC) (re Sandhurst Youth commissioned by Sandhurst Church and STC)) and The Wayz Bracknell; the detached youth work models operated by Vision4Youth and The Wayz were the best fit for Crowthorne. HopeZone indicated that they would have liked to have provisioned this outreach service but had been unable to recruit detached youth workers but fully supported CPC's desire to ensure that there is detached youth work provision in the Parish and the proposal that any provision in Crowthorne needed to link in directly to the youth work and student support services at Edgbarrow School which is also provided via The Wayz service. Advice was also received that youths engage better with youth work which is not either Church based or provisioned.

CPC's Clerk had, by invitation, joined the BFC multi-stakeholder ASB in parks team. Via this route CPC was advised of surplus funds in the Community Safety Partnership which could potentially be accessed to provide detached youth work. A bid to the CSP was duly drafted and

submitted, and the CSP has awarded CPC the grant to engage detached youth work via The Wayz one evening per week until the end of March 2025.

Members therefore unanimously RESOLVED to commission detached youth work provision in Crowthorne parish via a Service Level Agreement (SLA) with The Wayz, utilising Community Safety Partnership grant funding for the period from November 2022 until March 2025.

It was also unanimously RESOLVED to adopt the same waiver process as BFC, thereby suspending CPC's Financial regulations and Standing Orders, to enable the procurement of The Wayz youth service to provision the contract (under provision 11.1.d of the Financial regulations adopted by CPC in May 2022), in not seeking alternative quotes from other service providers, due to the difficulties of recruiting detached youth workers and the need for the detached outreach service in Crowthorne parish to be operated by the same service as the on site service at Edgbarrow which is also resourced by The Wayz.

The Clerk was thanked for her work in successfully bidding and securing this grant funding.

MINUTE 425

TO RESOLVE TO ALLOCATE A BUDGET OF £6,000 FOR COMMUNITY BASED CORONATION EVENT/S IN JUNE 2023

The date of the Coronation for King Charles III has been set for 6 May 2023. The residents and community groups/stakeholders are likely to want to join together at celebratory events. Event providers are indicating that their activities are already under bookings pressure on this date. If CPC wishes to deliver one or more events and activities for the community any bookings and budget commitments need to be made now to ensure the attractions can attend and be funded in May 2023.

CPC came under considerable criticism for not organising and hosting a large, free, community event on the Morgan Recreation Ground for the late Queen's platinum jubilee and failing to install visible decorations such as bunting in the shopping areas.

CPC has become far more ambitious and successful recently in delivering events and quality infrastructure for the community it is elected to serve, and in its plans for the next few years. A commitment to organise, fund and deliver a coronation event would help to cement the public's views that its parish council is focused on ensuring that Crowthorne is a desirable place to live, work, shop and spend leisure time.

It was RESOLVED to allocate a budget of £6,000 for community-based coronation event/s in May 2023.

MINUTE 426

TO DETERMINE A PROPOSAL TO CHANGE THE ANNUAL CYCLE OF CPC MEETINGS

This item was deferred pending further investigation.

MINUTE 427

TO RECEIVE A VERBAL UPDATE ON THE 3 YEAR STRATEGY PLAN  
Cllr Sever stated that many of the projects in the 3 Year Strategy Plan had already been started with some projects taking a little longer than anticipated.

As this is a living document it should be updated soon in order to take it forward over the next 18 months, bearing in mind that there are elections in May 2023 when a new council may be elected. Work on this will start in the new year with Cllr Sever and the Project Officer conferring on proposals which may take projects forward even if the recommendations will be taken up by a new council.

MINUTE 428      BUCKLER’S PARK – STAKEHOLDERS’ UPDATE

No further update.

MINUTE 429      REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES

None.

MINUTE 430      REVIEW AND NOTE INFORMATION ITEMS PREVIOUSLY CIRCULATED

None.

MINUTE 431      MEMBERS INFORMATION ITEMS

- 1    Members noted thanks from Katy Hughes, outgoing WWPC Clerk for the flowers and card sent by CPC.
- 2    Cllr Wade updated members of forthcoming events of interest.

MINUTE 432      ITEMS FOR INCLUSION ON FUTURE AGENDAS

None.

Meeting closed: 8.50pm

Signed .....

Dated .....