

CROWTHORNE PARISH COUNCIL

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

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 Dr N Robertson
Cllr C Thompson
Mrs M Saville – Clerk
Mrs J Robertson - Assistant Clerk
5 members of the public

Apologies accepted: Cllr S Sever

MINUTE 433 DECLARATIONS OF INTEREST AND DISPENSATIONS
None.

MINUTE 434 APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING
The minutes of the meeting of the Parish Council held on 1 November 2022 as circulated, were taken as read and confirmed by the Chairman as a true record.

MINUTE 435 MATTERS ARISING FROM THE MEETING HELD ON 1 NOVEMBER 2022

1 Min 412.1 - Drainage work Wellington Rd to Lower Broadmoor Rd
BFC has advised that there have unfortunately been a few delays to the work being completed due to a combination of unforeseen issues plus inclement weather. Progress has also been severely hampered by the theft of several pieces of plant equipment from the site. It is now anticipated that works will be completed just before Christmas.

2 Min 412.2 - Post Covid High Street, retail and employment regeneration in Crowthorne
The late-night shopping event took place on Friday 2 December. BFC Officers worked closely with CPC Officers on planning and organising the event, including the road closure. A press release was shared with various stakeholders and media outlets, following the successful event.

The event was opened by the Mayor of Bracknell Forest Borough, Councillor Ankur Shiv Bhandari, who presented prizes to three local school children for their winning entries in the poster competition to advertise the event.

Activities included a Santa Grotto run by Crowthorne Library staff, Christmas carols and festive lights by Churches Together in Crowthorne, fire and road

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safety demonstrations by Crowthorne Fire Station crew, a visit by The Wayz youth minibus, charity stalls and fairground rides.

Local shops and businesses reported their best ever day of pre-Christmas sales and thanked the organisers for their work, and the residents for joining in with the festivities and supporting traders by shopping local.

Thanks have been extended to CPC, BFC, Wokingham Without PC and Churches Together in Crowthorne for contributing to the cost of the road closure which made the event safer for all, and to all the volunteer marshals who assisted with event logistics and stewarding.

The planted flower towers have been replanted and are now located at 6 locations in retail areas around the parish. In line with CPC's recent discussion, no hanging baskets have been commissioned with the money earmarked for this instead spent on purchasing and planting two additional flower towers.

3 Min 412.3 – Millennium Garden

Wellington College art scholars have begun work on the refurbishment of the Millennium Garden mural.

4 Min 412.4 – Crowthorne Policing

A response to a request for Sgt Surridge to meet with BFC's ASB Officer, Silva Homes and CPC to discuss the ASB issues at Pinefields Close and the repeated damage to the Silva Homes gate/fence at Morgan Rec., has led to a response from Sgt Surridge stating that the meeting is deferred until the new year. The Clerk will respond urging sooner action as the request to meet was first made in early November, and the Police website for Crowthorne identifies ASB at the Morgan Rec. as a priority (statement from August 2022), although no clear or decisive action or engagement appears to be delivered by the neighbourhood team.

The Clerk and Cllr Mrs McKenzie-Boyle have escalated the concerns about lack of policing in Crowthorne's park and open spaces to Cllr John Harrison at BFC. The issues with lithium batteries being put in general waste and causing fires in waste disposal trucks will also be discussed.

The next Crowthorne Community NAG meeting has not been scheduled. WWPC is operating with a locum Clerk in post in post for the next six months who is only contracted to work 13 hours a week and is primarily focused on the recruitment of a new Clerk. There is no capacity within WWPC to support with the admin requirements for the NAG in the locum's role.

The theft of a very expensive coat, from a young male at the Morgan Rec. has been reported to CPC and TVP via the family of the victim. The Parish Office awaits a request from TVP for a review of CCTV footage.

5 Min 412.5 – High Street road marking and bollards

Damage to two of the new parking bollards (funded by CPC CIL) has been reported to BFC with a request for repairs to be undertaken.

A local resident has reported that he had observed vehicles now parking on the pavement of the opposite side of Wellington Road to the bollards, and the

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occupants visiting the barbers. He asked if Council would consider installing bollards on the opposite side of the road. The Clerk explained the difficulties this would pose as vehicles have simply relocated to park in other areas where they cause issues, and that other streets such as Cambridge Road and Napier Road are also requesting bollards to stop vehicles parking on their roads close to the High Street junctions. The member of the public was invited to write into CPC and BFC with his concerns/request and to report any dangerous or illegal parking to BFC or TVP depending on the authority/organisation responsible. Cllr Wade agreed to report the damaged bollards to BFC.

6 Min 412.6 – CROW – repair café and planned activities

CROW have held their AGM to which all Cllrs were invited. Cllr Dr Robertson gave a brief verbal update and minutes from the meeting will be shared in due course.

7 Min 412.9 – LESG Stakeholder’s Meeting: reminder

No further update.

8 Min 412.10 – Leasehold update for Social Club

The draft lease has been sent to the tenant’s solicitor. Further updates on negotiations will be brought to CPC and CEC in due course.

9 Min 412.11 - Crowthorne Community Neighbourhood Action Group meeting

See min 412.4 above. No date has yet been set for the next meeting. The support of the WWPC Clerk is needed but they are without a permanent Clerk currently and therefore unable to assist with this.

10 Min 412.12 - Buckler’s Park

Cllr Thompson provided an update under minute number 441.

11 Min 412.13 - Demolition of Napier Road toilets

BFC has advised that the toilet block has now been demolished and the area is due to be tarmacked to provide a few extra parking spaces.

12 Min 412.14 - Crowthorne Community Awards 2022

Over 70 people attended the awards evening on 22 November where 11 individuals and 2 groups received awards for their voluntary work in the community. The awards were presented by the Lord Lieutenant for Berkshire.

13 Min 412.15 - Accounting software

The Clerk has shared the Warfield financial report pack with Cllr Price. CPC’s Finance Officer is continuing to explore both new systems and those which can be integrated or bolted on to CPC’s current provision. Proposals will be brought back to CPC in due course.

14 Min 412.16 - Bank reconciliation

The bank reconciliations for October and November 2022 have been undertaken and approved by Cllr B McKenzie-Boyle. The documents reviewed are available from the parish office should any other Cllr wish to inspect them.

15 Min 412.17 - Councillor surgery

The Cllr surgery for Saturday 3 December was brought forward by a day and held at the Crowthorne late night shopping event where large numbers of the public were able to talk to parish Cllrs about local projects and issues.

16 Min 412.19 - Staff leave and rota

Members were notified of annual leave booked by staff and also updated on the work from home rota. Over the Christmas period the Parish Office will close at 1pm on 23 December and will reopen at 9am on 3 January. This information has been shared on CPC’s website and social media feeds.

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17 Min 412.21 - Addition of Clerk and Finance Officer to HSBC mandate
The work to action this is underway.

18 Min 412.22 - Non CPC parks/play areas
Pinefields Close: See update under 412.4 above.

Chaucer Woods play area: Cllr Mrs McKenzie-Boyle held a meeting with BFC who confirmed that the play area will remain in situ. A further meeting with more details will be held in spring.

19 Min 412.23 - Warm Hubs initiative
CPC has promoted the BFC winter wellness program and warm hubs via the CPC website message board, on social media and via the CPC winter newsletter.

20 Min 412.24 - Welcome/social event for Ukrainian refugees
Cllr Price reported that no further action is required by CPC as there are several organisations, including BFC, organising assistance for Ukraine refugees.

21 Min 412.25 and 425 - Coronation event planning
Work on this event can now commence as the late-night shopping event has been delivered. The Clerk attended an SLCC training event on 25 November where other Berkshire parishes and towns shared details for their plans for the coronation. CPC's proposals for screening the coronation and holding baking competitions, beacon lighting, a community picnic and installing union jack flags etc in the retail areas are very similar to other parishes/towns of a similar size.

22 Min 412.26 - Budget planning
This item was covered under minute number 444.

23 Min 412.27 - Christmas tree
CPC's grounds contractor has installed a permanent Christmas tree pit outside the fire station at the invitation of the facility manager. A large Christmas tree has been installed (funded by CPC and with a £25 contribution from RBFRS). The fire crews have installed Christmas lights on the tree.

The other Christmas lights in the High Street have been organised by Churches Together. The planning and administration for this was left very late but BFC granted the s.171 permit for the light installation and these were installed overnight on 30 November.

24 Min 412.28 - CVAG AGM
CVAG held its AGM on 11 November 2022. No minutes or notes have been received as yet.

A communication was received from CVAG after the agenda pack had been circulated, concerning 5G masts. This will be brought to CPC at the next full Council meeting.

25 Min 412.30 - Remembrance events
The Remembrance parade on 13 November which was organised by CPC in conjunction with RBL and St. John's Church (with support from the Scouts with the parade) was very successful with an estimated 300 - 400 people in attendance. Zzoomm kindly provided the road closure signage and licensed personnel to supervise the road closure. The Clerk has written to thank all stakeholders involved in the delivery of the event.

CPC and RBL have committed to beginning work earlier on the planning and delivery of this event in 2023 as CPC had been asked to take this on at very short notice this year.

26 Min 412.31 - BFC consultation on affordable housing in the borough
Cllr Butterworth reported that all available affordable housing in Crowthorne had been snapped up. Some more may be in the pipeline in the next round of planning applications for the Buckler's Park development.

27 Min 412.32 - Upgrade and improvements to the basketball court and surrounding areas at the Morgan Recreation Ground

This item was covered under minute number 448.

28 Min 424 - Youth work

The signed grant award form from the OPCC's office has been received and the youth work sessions from 2 December until 31 December booked. One session per week will be delivered via the outreach minibus and community room at the Fire Station.

The Wayz youth workers and minibus attended the late night shopping event and proved to be very popular. Edgbarrow had shared news of this with its pupils earlier in the day and many students made sure to visit the minibus on the evening. The youth workers consulted with the youths about the activities they would like to take part in. The youths have also expressed a willingness to make promotional TikTok blogs to promote the detached youth work service. The Wayz has now appointed a youth worker to replace the youth worker that had left the role at Edgbarrow so there will be a direct link between the Edgbarrow and 'detached' youth workers to enable continuity and follow up.

The new service has also been publicised on Facebook with a request that this is shared by parents on the group with their secondary school aged children.

29 Min 426 – Proposed changes to CPC annual meeting cycle

This item was covered under minute number 450.

MINUTE 436

CLERK'S REPORT

1 Council matters

- Meeting dates 2023: Meeting dates for 2023 were circulated to all Cllrs.
- Update to CPC risk assessment: CPC's risk assessment has been updated to reflect the risk of anticipated power blackouts this winter to include emergency planning for the non-activation/running of the flood pump at the rear of the Parish Hall and the lack of car park lighting at the Morgan Rec. The emergency plans include the deployment of the flood barrier at the Parish Hall and the use of battery powered rechargeable LED tripod lights in the car park and on the steps at the Morgan Centre. The plans have been shared with CPC's insurers who have confirmed that the plan in place is fit for purpose. As a blackout is not the council's fault and is therefore out of its control as long as measures are in place this will be covered. The insurers have recommended that any steps put in place by CPC in the case of a blackout be added to CPC's risk assessment.
- BFC Parish and Town Liaison meeting – 16 November: The Clerk attended the BFC PTL meeting which included updates on parish and town CIL projects and policies across the borough. BFC is committed to delivering training for parish and town Cllrs about CIL and the Clerks have specifically asked that the training is delivered by a trainer who understands the significant differences about what local (parish and town councils) can spend

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CIL on compared to the borough council as the parishes and towns have a much broader scope.

BFC's Cllr Birch who had led on the CIL review at borough indicated that CIL or S.106 funding may be available from borough to support with the Morgan Rec. regeneration as the project aligns so closely to the healthy lives campaign that the borough is running. The Clerk has put the Project Officer and Cllr Birch in touch to follow up this opportunity. Notes from the meeting will be shared when they are received.

- Council tax base figures – Crowthorne 2023/24: The Council tax base figures for 2023/24 have been received for Crowthorne and will now be used to assist with the budget setting and precept calculations for the coming year. The figures are subject to formal ratification by the BFC Council's Executive on 13 December.
- CPC Newsletter: The CPC winter 2022 newsletter has been finalised and will be circulated in due course, via hard copy at the market, in local cafes and via the new distribution list compiled at the late night shopping event. The Assistant Clerk was thanked for her work on the Newsletter.

2 Council buildings and facilities

- Market licence renewal: The market licence will be renewed in January 2023. The cost of this is £642 and is in the budget for this year.
- Winter service plans – BFC: This year's Winter Service Plan has been published and is available at <https://www.bracknell-forest.gov.uk/sites/default/files/2022-11/bfc-highways-winter-service-plan-2022-to-2023.pdf>.
- Notes from the Admin Working Group meeting on 24 November 2022: The notes from this meeting were circulated within the agenda pack and support the draft budget estimate agenda item.
- Parish Office Christmas get together: All staff and Cllrs were invited to a Christmas get together for drinks and nibbles on Tuesday 13 December at 12pm-1pm in the Parish Office.
- Accident: A member of a dance class participating in an activity at the Morgan Centre fell on Thursday 1 November, having 'tripped over her own feet' whilst carrying a chair, and broke her arm. The incident has been reviewed by CPC's officers, and the dance teachers, and has been discussed with HSE who confirmed that no fault attaches to CPC as there was no negligence or defects/hazard in the building caused by Council, and there is no requirement to report this accident provided it is noted in CPC's accident book. First aid was provided by the dance teacher, the Clerk and a member of the RBFRS crew from Crowthorne Fire Station

3 Community matters

- Lychgate kerb lowering: Further to previous communications from BFC, confirmation has been received that the kerb at the lychgate at St. John's church will be lowered on 14 December with the works expected to last one day.

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: The Clerk attended the Berkshire branch SLCC training day on 25 November. This included a presentation by the Membership Services Manager and session on budgeting in the current economic climate and planning for election and the King's coronation in May 2023.
- Involve charity newsletter: The regular Involve charity newsletter has been emailed to all Cllrs.

MINUTE 437

FIFTEEN MINUTE QUESTION TIME

Q A member of the public enquired whether it would be possible for road names to be illuminated.

A This would need to be a national directive and not one undertaken by a Parish Council.

Q A member of the public enquired about the status of the Old Library building and whether there was a covenant in place ensuring it would remain as a council building.

A There had been a change in covenant recently and permission has been granted for the redevelopment of the building. The ground level will remain as a dentist surgery and there will be 2 flats on the upper level.

Q A member of the public expressed concern that following the reopening of Wellingtonia Avenue and the relocation of the war memorial sited at one of the bends in the road, an accident had occurred on the first day of its reopening. They suggested that this area be kept under observation for any further problems.

A The Chairman clarified that this area comes under Wokingham Borough Council and therefore any concerns should be reported to them.

PLANNING MATTERS

MINUTE 438

PLANNING MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 1 NOVEMBER 2022

None.

MINUTE 439

TO RECEIVE AND NOTE PLANNING INFORMATION ITEMS

1 LICENSING ACT 2003 - Notification of Application for Variation of Premises Licence: The Golden Retriever, Nine Mile Ride, Wokingham, RG40 3DR. REFERENCE: LN/200500051

BFC Licensing Team received the above application for a variation of premises licence as circulated. Following review, members agreed to send a recommendation of 'Approval' to BFC by the deadline of 20.12.22.

Action: Assistant Clerk

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 440

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:

- 22/00850/FUL – 47 Heath Hill Rd South
Recommend: Approval
- 22/00856/FUL – Castle Optical, 19-21 Dukes Ride
Recommend: Approval
- 22/00893/LB – The Old Gym Wellington College Dukes Ride
Recommend: Approval
- 22/00875/A – The Golden Retriever Nine Mile Ride
Recommend: Approval
- 22/00890/FUL – The Golden Retriever Nine Mile Ride
Recommend: Approval
- 22/00901/FUL – 11 Towers Drive
Recommend: Approval
- 22/00913/REM – Land at former TRL Site Old Wokingham Rd
Recommend: Considered No Objection
- 22/00927/FUL – 53 Dukes Ride
Recommend: Observation - Noted

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

MINUTE 441

BUCKLER'S PARK – STAKEHOLDER'S UPDATE (IF ANY)

There was no further news to report.

FINANCIAL MATTERS

MINUTE 442

AUTHORISATION OF PAYMENTS PRESENTED FOR THE PERIOD 2 NOVEMBER TO 6 DECEMBER 2022

A list of payments for the period 2 November to 6 December, totalling £42,640.75, was presented to Council and unanimously RESOLVED.

MINUTE 443

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 444

TO RECEIVE AND NOTE THE FIRST DRAFT OF THE PRELIMINARY ESTIMATES 2023/2024

The first draft of the estimates was presented to the Administration Working Group (AWG) on 24 November 2022 for comment. The notes from the meeting were circulated in the agenda pack and set out the budget context, deliberations by the AWG and agreed next steps in the budget setting process.

A second draft of the budget estimates will be reviewed by the AWG in January 2023 when the Council tax base numbers are released by BFC and recommendations from the AWG for the final budget, hirer/pitch fee charges and precept will thereafter be presented to Council at the February 2023 CPC meeting for final review and determination.

Members received and noted the first draft budget estimates summary as circulated, which take into account all requests received to date and discussed by the Staffing Committee, AWG and dedicated Working Group meetings for property projects (including EV chargers, Morgan Rec. games area, and solar panels for the Parish Hall and Morgan Centre).

The Finance Officer was thanked for her hard work on compiling the draft budget.

MINUTE 445

TO ENDORSE THE APPOINTMENT OF CLAIRE CONNELL AS THE INTERNAL AUDITOR FOR 2023/2024

Local Councils in England with an annual turnover of 6.5 million or less must complete an annual return in accordance with proper practices, summarising their activities at the end of each financial year. Part of this process it to appoint an Independent Auditor to carry out an evaluation of the Parish Council's financial procedures and produce a report based on their findings.

Mrs Claire Connell MA, ACA, CTA, is a fully qualified Chartered Accountant and Chartered Tax Advisor. She acts as a Management Accountant to other local councils as well as Internal Auditor for several neighbouring councils and therefore has a comprehensive knowledge of council financial management. Mrs Connell will also provide additional advice and guidance throughout the financial year at no extra cost.

Mrs Connell has acted as CPC's internal auditor this year and ably demonstrated her knowledge in the area of parish council finance. She has worked diligently, and willingly provided ad hoc advice when requested by Council members and staff.

It was therefore unanimously RESOLVED to appoint Mrs Claire Connell as the Council's Independent Internal Auditor for year ending 31 March 2023 at a cost of £650 + vat.

COUNCIL MATTERS

MINUTE 446

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. Ground Trust: The Men's Shed have made some great signs to delineate the wildflower area and these will now be painted by the Ecoclub at Crowthorne C of E Primary School. The Berkshire Conservation Volunteers have completed more than 70 man-hours to remove the non-native laurel on site and treated the stumps which will allow next year's ground flora to be much more diverse. A stall at the Late Night Shopping event promoted the sites and requested contact details for those that might like to be involved in a 'Friends of Circle Hill' group.
- Morgan Rec: The working group met on 8 November to discuss the current options and finalise scale and budget. Views from the public consultation and correspondence with neighbours were considered. The working group decided to proceed, offering a project to deliver a games area, calisthenics workout equipment and an assault course with timer, all situated on the current basketball court, to tender with a budget of £110 000. While still delivering a sports area, CPC will address the concerns raised by neighbours such as: noise, loitering, litter, anti-social behaviour and flood lighting.
- Solar Panels: A contractor has written the tender specifications in order for CPC to proceed with tenders for this project. Preliminary advice on any pre-emptive roofing works required at the Morgan Centre is awaited in order that the timeframes for the delivery of any roofing works and solar panel installation can be finalised.
- Crowthorne Village Awards: Awards were presented to 11 individuals and 2 volunteer groups at the awards evening held on 22 November with the Lord Lieutenant of Berkshire attending to hand out the citations. More than 70 people attended this celebratory event for the community. The awards will next take place in 2024 and will be hosted by WWPC.
- Electric Vehicle Chargers: the feasibility study by InstaVolt is still awaited. The Projects Officer joined a BFC visit to the Oxford EV hub which was a very useful information gathering exercise.
- Working with the Clerk: High street improvements, late night Christmas shopping event, the forthcoming Coronation.

MINUTE 447

TO RECEIVE AND NOTE THE DRAFT MINUTES FROM THE STAFFING COMMITTEE MEETING HELD ON 15 NOVEMBER 2022

The above draft minutes were received and noted.

TO RESOLVE TO RATIFY THE RECOMMENDATIONS FROM THE MORGAN RECREATION GROUND REGENERATION WORKING GROUP TO PROCEED WITH:

- A) A TENDER FOR THE REGENERATION OF THE GAMES AREA
- B) A TENDER FOR THE INSTALLATION OF A WALKING/RUNNING TRACK TO BE SITUATED OUTSIDE OF THE FOOTBALL PITCH

Cllr Kilvert declared an interest in this item and withdrew from the meeting whilst this item was discussed.

CPC convened a dedicated Morgan Recreation Ground Regeneration Working Group meeting on 8 November to review proposals and make recommendations to Council about various projects to regenerate the Morgan Recreation Ground leisure and recreation facilities.

Both Crowthorne’s Neighbourhood Plan (CNP) and Three Year Strategy Plan state CPC’s commitment to serving the community through the provision and improvement of the Morgan Rec.

Improving the basketball area will increase the use of this area of the park, which is currently under used due to the age and condition of the facilities. This area of the park has always held a sporting provision for public use. Previously this area has held tennis courts and now has two basketball hoops one of which is broken. Making improvements will regenerate this area of an otherwise well used and popular park. The Morgan Rec. is the main public recreation area in the village and as such should be well maintained and provisioned for the residents.

CPC is committed to supporting the move to a healthier population. Residents are supportive of a greener, healthier parish. Across all survey formats undertaken recently in contemplation of this regeneration project, over 99% of respondents suggested they would like more sporting facilities within the village. By creating an inspirational sporting area for teens and adults, CPC will be supporting the Government’s Better Health campaign which promotes exercise and lifestyles in addition to healthy eating.

A new play area, of the calibre suggested, would generate more footfall in the Morgan Rec. and the High Street.

A public consultation which ran July-September 2022 online, in the Morgan Rec and Crowthorne library was well received.

The Working Group also recommended that a track suitable for walking/running use, and for children to learn to ride bikes on should be installed at the Recreation Ground to enable this type of exercise to be undertaken in all weathers/seasons as this type of activity is particularly difficult in the wetter months of the year when the grass is wet and muddy. The track should be located outside of the football pitch but within the tree line, on the flatter surfaces of the Rec. and include some crossing points which are durable enough for contractors/mowers to cross without damaging the surface of the track.

It was therefore RESOLVED to ratify the recommendations from the Morgan Recreation Ground Regeneration Working Group meeting held on 8 November to proceed with:

- a) the tender for the regeneration of the games area in line with 'option 2' in the agenda pack, committing up to £110,000 of CIL funding for this element of the project; and
- b) a tender for the installation of a walking/running track to be situated outside of the football pitch, with CIL budget for this element of the project to be confirmed once the tenders are received.

It was noted that either project could proceed without the other.

The Project Officer was thanked for all her hard work on this project.

MINUTE 449

TO RESOLVE TO APPOINT GRAYSON TIME MANAGEMENT TO REPAIR AND REFURBISH THE CENTENARY CLOCK AT MANHATTAN HOUSE

CPC has been aware of issues with the timekeeping and poor condition of the Centenary Clock since before the pandemic. The Clerk has sought to obtain quotes prior to the pandemic, but clock repairs are very specialised works and very few companies exist who can/will undertake such work.

HS Walsh and Sons had conducted a site visit and costed various proposals from the simple repair and refurbishment recommended in this paper, to much more expensive works such as the full replacement of the clock at considerably more money. It was not possible to obtain other quotes despite the Clerk seeking alternative quotes in 2019/20.

A member of the public has kindly made manual adjustments to the mechanism when the clocks change but the mechanism issues and timekeeping cannot be fixed by manual adjustments so specialist repairs and refurbishment are now required.

CPC has a reserve of £2,723 towards the cost of repair and refurbishment works and is recommended to approve the marginally higher quotes obtained more recently and to engage Grayson Time Management to undertake the work.

It was therefore proposed that CPC appoints Grayson Time Management to repair and refurbish, on site, the Centenary Clock at Manhattan House in line with Option 2 in the quotes as circulated. Option 2 on-site refurbishment: to send engineers to site to remove the dials and old movements, install new movements and illumination package, re-bush the hands to suit the new movements, install and commission the GM2 master clock and MSF radio receiver at a cost of £2,850.42.

Members agreed that the clock needed to be repaired but felt that further investigation was needed. Cllr Mrs McKenzie-Boyle agreed to investigate with another clock repairer and also suggested that The Repair Shop programme be contacted to see if they would be able to take on this project.

It was resolved that failing a positive response from another clock repairer or the Repair Shop, the Clerk may proceed to instruct Grayson to proceed with the onsite refurbishment works for £2,850.42.

MINUTE 450

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

It became apparent during the annual staff appraisals that CPC's Council meetings agenda pack, meetings, minutes, and payroll cycle means that officers are working in a pattern that requires actions that need to be completed in 3 weeks in every month. This severely reduces the flexibility available to staff as to when they can take holidays, and when they do take holiday, on their return there is twice as much to do, as the work that would normally take place had they not taken holiday, is still there to be done. This is particularly difficult when staff have school age children and school holidays are the most appropriate time for family holidays.

In addition, the problems of meeting management have been exacerbated by the need for the office to take on more meetings with the inception of the Crowthorne Community NAG meeting four times a year, as well as big events such as the late night Christmas Shopping, Silver Sunday and coronation event, all of which have taken place or will take place in what was previously family/leisure time for staff.

The Clerk asked the national Clerks Forum what other councils do and the overwhelming response was that almost all have dropped the August meeting.

There has been a discussion as to whether it would be better to miss out December or January, and the advice from the officers is that January would be better. Recognising that the budget cycle takes place during December and January, the proposal is that there would need to be a Staffing and Admin Working Group meeting before the December CPC meeting so that the output from these meetings could be included in the first draft budget proposals which are normally presented to Council in December.

It was therefore RESOLVED to discontinue holding regular Council meetings in January and August and RESOLVED to delegate authority to the Clerk to submit planning recommendations on behalf of CPC between meetings in these months if necessary.

A recorded vote was requested:

- In favour: Cllrs Butterworth, Mr McKenzie-Boyle, Mrs McKenzie-Boyle, Mrs Robertson, Dr Robertson, Thompson, Wade.
- Against: Cllrs Kilvert, Price.

MINUTE 451

REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES

None.

MINUTE 452

REVIEW AND NOTE INFORMATION ITEMS PREVIOUSLY CIRCULATED

None.

MINUTE 453

MEMBERS INFORMATION ITEMS

1 Cllr Mrs McKenzie-Boyle congratulated everyone who had been involved with the successful late night Christmas shopping event. A ‘lessons learnt’ meeting has been arranged for the CPC projects team and BFC Officer.

2 Cllr Dr Robertson on behalf of Cllr Sever enquired about whether any further thought had been given to the idea of a Crowthorne Energy Show. The Clerk stated that BFC were already delivering 3 talks this month at Crowthorne Fire Station on energy initiatives and energy saving measures for residents so this was already being addressed/covered by them.

MINUTE 454

ITEMS FOR INCLUSION ON FUTURE AGENDAS

None.

Meeting closed: 9.15pm

Signed

Dated