

**CROWTHORNE PARISH COUNCIL**

MINUTES OF A MEETING OF CROWTHORNE PARISH COUNCIL (CPC) HELD AT THE MORGAN CENTRE, WELLINGTON ROAD, CROWTHORNE ON TUESDAY 6 SEPTEMBER 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 N Robertson  
Cllr S Sever  
Cllr C Thompson  
Mrs M Saville – Clerk  
Mrs J Robertson - Assistant Clerk  
0 members of the public

Apologies accepted: None. All Cllrs were present.

MINUTE 368      DECLARATIONS OF INTEREST AND DISPENSATIONS  
None.

MINUTE 369      APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING  
The minutes of the meeting of the Parish Council held on 2 August 2022 as circulated, were taken as read and confirmed by the Chairman as a true record.

MINUTE 370      MATTERS ARISING FROM THE MEETING HELD ON 2 AUGUST 2022  
1      Min 350.1 – Drainage work Wellington Road to Lower Broadmoor Road  
The concerns about the revised drainage plans and suspected subsidence in the drain run were followed up by the Clerk and Cllr Price with BFC who have assured that various options were considered and tested before deciding on the scheme to direct flow under the footpath.  
2      Min 350.2 - Post Covid High Street, retail and employment regeneration in Crowthorne  
The Clerk, Mr Mansfield from BFC, and a Crowthorne based trader representative from Two Sisters Café met on 4 August to consider potential UK Shared Prosperity Fund (UKSPF) schemes to benefit Crowthorne. Mr Mansfield explained that the UKSPF focuses on 3 areas: community and pride in place; supporting local businesses; people and skills (funding for this can only be used in 2024/25). Any UKSPF funded schemes in Crowthorne parish would have to align to these outputs.

Feedback from all business owners in Crowthorne Parish with businesses on Dukes Ride (Station and The Prince end), Church Street, Sandhurst Road and the High Street had been canvassed ahead of the meeting and the responses received reviewed at the meeting. A shortlist of potential schemes was identified for follow up:

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- Potential road closure for the late night Christmas shopping event. This has been further followed up by the Clerk in discussion with BFC and some progress has been made with this initiative.
- Reinstallation of promotional ‘shop/support local/Crowthorne’ banner flags on lampposts – with 3 years of funding for design, installation, and removal for the Christmas light season.
- Use of library square by the public/shops with seating and tables to encourage visitors to use the space to sit and enjoy a drink/food from local outlets.
- Follow up with the Save the High Streets representative to set up and assist with a Crowthorne traders type group but resourced externally.

3 Min 350.4 – Millennium Garden

No further update.

4 Min 350.5 – Crowthorne Policing

The Clerk followed up the request for Neighbourhood Team contact details and has been provided with an email address and details on who is part of the team.

The Clerk has drafted a grant bid for detached outreach youth work provision in the parish to the Community Safety Fund. This will be reviewed by Ed Jennings at RBFRS and Sgt Dan Surrige prior to formal submission. The proposal includes detached youth work provision by The Wayz, who normally have a youth worker based at Edgbarrow (although this post is currently vacant), in order to ensure continuity of approach, follow up of interviews etc. with target youths and confidential sharing of sensitive information.

The Wayz have visited the Morgan Rec. to conduct one outreach session (funded via the existing provision for youth work at Edgbarrow) and would work to a list of target locations throughout the parish if engaged via a formal service level agreement.

Anti-social behaviour and deliberate starting of fires has continued to be a problem throughout the parish this month with reports of several fires at Chaucer Woods, an assault between a local shop keeper and youth attending the Churches Together Youth activities and a pedestrian struck by a motorised scooter and sustaining injuries on Crowthorne High Street and graffiti on several trees in Circle Hill woods.

Reports from BFC’s Customer Services and the Public Protection Partnership have also been received from residents at Coleridge Close, which has an access path direct to it from the end of the Morgan Recreation Ground. Youths are going through the gate and access way and drinking, smoking and smashing bottles detrimentally impacting the vulnerable residents in sheltered housing. As the youths are accessing the path from CPC owned land (the Morgan Rec), CPC has a legal duty to prevent the ‘escape’ of the nuisance and the use of its land detrimentally impacting neighbours.

The Clerk has sought advice from BFC and has written to Silva Homes who own the land where the youths are gathering to request that the gate and fence be secured and closed permanently to prevent this type of ASB. The residents of Coleridge Close would be able to walk the short distance from the close through Rothwell Place and into the Morgan Rec at the far end if they wanted to access the park. Silva Homes are consulting with their tenants about the

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request to close this gate and path. Further updates will be brought to CPC in due course.

5 Min 350.7 – Community Christmas events

Updated via 350.2 above.

6 Min 350.8 – High Street road marking and bollards

Installation of the final bollard, funded by CIL, on Wellington Road is imminent.

7 Min 350.9 – CROW – repair cafe

No further update.

8 Min 350.10 – Community Platinum jubilee events

The quote for the removal of the old benches and installation of the new ones has been received from Bracknell Town Council's grounds team. This has been reviewed by CPC's Project Officer who has advised that it is reasonable and that BTC be engaged to undertake the work. CPC has already resolved to pay for this project, so no further resolutions are required.

9 Min 350.11 – Summer of Fun event

CPC's Summer of Fun event on 16 August was extremely successful and well attended with an estimated 1,800-2,000 people attending over the course of the day. Numerous 'thank you' posts were noted on social media after the event and Cllrs and staff received and overheard numerous positive comments from those attending the event on the day. The public were grateful to have a well organised event with numerous activities provided free of charge. The local traders who had food/drink concessions at the event also reported that trade was brisk and were grateful for the opportunity to participate.

The off-site car parking at Edgbarrow School led to far less congestion and dangerous/illegal parking nearby. The Clerk has written to thank Mr Matthews and his team for facilitating the free off site car parking. No complaints were received about car parking issues after the event.

Members thanked CPC staff for organising and delivering this successful event.

A complaint was received after the event by a member of the public who complained about their child being photographed without consent. A separate proposal and advice paper was considered under minute number 380 below.

10 Min 350.12 - Tree root ingress and drain damage

No further update.

11 Min 350.13 – Criminal damage/vandalism

Updated via 350.5 above.

12 Min 350.16 and 359 – Verbal update on projects

- EV charging – the Clerk wrote to Instavolt following the August CPC meeting and they are beginning their viability study into the Morgan Centre car park for the potential installation of EV chargers.
- Solar panels – No further update.
- QR codes have now been installed at either end of the Wellington Byron Drive kilometre. Permission is awaited from GWR and the Crowthorne Station management team for the installation of QR codes on both platforms. The Eco Rewards scheme project team attended the Summer of Fun event to promote the scheme and the Clerk has run promotion on behalf of CPC on social media.
- The Project Officer's community engagement and consultation for the regeneration of the ball court area and new play equipment at the Morgan

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Recreation Ground was a great success at the Summer of Fun event with a voting board and visual display. Some of the local residents who had received hand delivered consultation letters also attended the consultation event and were enthusiastic about the proposals. The display board has now been moved to the library to give more residents the chance to engage. A survey is also running on CPC's website to capture the public's views on the proposals. Cllrs were encouraged to share the link below with the public to encourage all sections of the community to submit their views.

- Extension of knee rail wooden fence to prevent unauthorised access by pony and traps – no further update.

13 Min 350.17 – LESG Stakeholder's Meeting: reminder

No further update.

14 Min 350.18 – Market footfall

As has been the case every year, the market has been quieter than usual during August.

The Crowthorne Eye is running a market advert free of charge in the Autumn edition. The Clerk continues to promote the market on social media. Any promotional activities e.g. banner flags and events for the UKSPF will include the market. The new signage requested by the Carnival committee for the entrance to the Morgan Recreation Ground and car park will include the market.

15 Min 350.22 – Leasehold update for Social Club

This was covered under confidential minute number 388 below.

16 Min 350.23 - Crowthorne Community Neighbourhood Action Group meeting – 19 October 2022, 5pm

No further update.

17 Min 350.24 - Buckler's Park

The next Buckler's Park stakeholder's meeting is due to take place at 2.30pm on 7 September. Cllrs Wade and Thompson will attend on behalf of CPC as there is a limit of two representatives per stakeholder organisation.

BFC has advised that the Officer appointed to oversee the Hub tender process has now left the organisation and the post readvertised. The process to appoint an operator for the Hub and associated facilities has therefore been delayed.

18 Min 350.25 – Demolition of Napier Road toilets

BFC's building surveyors have advised that the demolition of Napier Road toilets has been delayed due to a delay in having the electrical supply removed and that the meters were taken out but the supply was not isolated as expected. As soon as this work is completed the demolition work can commence.

19 Min 350.26 – Parish and Town Liaison meeting

The notes from the BFC PTL meeting held on 29 June were circulated.

20 Min 350.27 - Crowthorne Community Awards 2022

The CPC and WWPC Crowthorne Community Awards will take place on Tuesday 22 November at the Morgan Centre. The awards have been publicised in the next Crowthorne Eye and will also be promoted on social media and the CPC website. Cllrs were encouraged to nominate any volunteers they would like to see recognised with an award and to encourage their contacts to do likewise.

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### 21 Min 350.30 - Accounting software

CPC's Finance Officer has completed and submitted the paperwork to continue with SAGE software as an interim measure until alternative finance software packages have been explored. A visit to Warfield Parish Council to see 'Rialtus' in operation has been arranged for Officers in September. This package has been recommended by CPC's Internal Auditor and several local Parish/Town Councils of a similar size.

### 22 Min 351.1 - Bank reconciliation

Cllr B McKenzie-Boyle has undertaken the bank reconciliation review for July 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.

### 23 Min 351.1 - Councillor surgery

Complaints were received and followed up after the Cllr surgery on Saturday 6 August concerning a fly tipped sofa blocking the library fire exit and the general state/maintenance of the High Street and Jim Finnie Square.

### 24 Min 351.1 - Year 7 Edgbarrow lecture/assembly

The Clerk has emailed the new Head of Year 7 at Edgbarrow to follow up the request for Youthline to deliver a sponsored assembly on their services to pupils at Edgbarrow.

### 25 Min 351.1 - Staff leave and rota

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

### 26 Min 351.1 - NJC Pay increases

No further update.

### 27 Min 351.2 - Vandalism, arson and anti-social behaviour – Circle Hill Woods

Spray graffiti has been discovered on various trees close to the bike jumps. The trust's appointed contractor has removed this. The trustees have discussed, via email, various potential measures to try and improve security and reduce ASB etc at Circle Hill including forming a 'Friends of' group.

### 28 Min 353 - Pinehill Road pedestrian crossing

The preliminary feedback from the discussion at the CPC meeting in August 2022 was submitted to BFC, including concerns about vehicles parking in close proximity to the proposed crossing. BFC report not observing this during their visits but have confirmed they will resurvey during school term time when the problem is likely to be more noticeable.

### 29 Min 358 - Addition of Clerk and Finance Officer to HSBC mandate

This will be actioned when the minutes from the August CPC meeting have been approved and signed.

### 30 Min 367 - Update on commercial lease

This was covered under confidential minute number 388 below.

## MINUTE 371

### CLERK'S REPORT

#### **1 Council matters**

- Internal Financial check: CPC's appointed Internal Financial Check, Mrs S Thompson, undertook the internal check on 18 August for the period 1 January to 30 June 2022 and has emailed to confirm that the Accounts were accurate and in order.
- Dropped kerb proposals – lychgate: BFC have communicated proposals to lower the dropped kerb at the Church lychgate following a complaint by a member of the public who was unable to negotiate the dropped kerb in her mobility scooter travelling back from Crowthorne high street. The

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communication was shared with Cllrs and all who have replied have supported the proposals. This has been fed back to BFC.

- Freedom of information request: A FOI request had been received and responded to by the Clerk on behalf of CPC relating to tree planting in Crowthorne.

**2 Council buildings and facilities**

- Six monthly deep clean: The first of the six monthly deep cleans at the Parish Hall and Morgan Centre were undertaken by the appointed contractors on the weekend 20/21 August to ensure minimal disruption to term time hirers. The facilities look much cleaner and this is particularly noticeable in areas such as hard to reach lighting pelmets and corners in the public toilet floors.
- Morgan Rec. storage container: The condition of the storage container at the Morgan Recreation Ground has deteriorated significantly and now has exposed rust holes which, although covered, are repeatedly re-exposed and pose a risk of injury to the public and wildlife. The Administration and Property Working Groups had previously reviewed and approved proposals for a new storage container procured from Adaptainer. The cost of this was included in the CIL list for budget setting in 2022/23 in the sum of £4180 + VAT and this budget expenditure was approved by CPC at its February 2022 meeting.

The Clerk sought to place the order with Adaptainer, but they are now unable to remove the old container, and supply and install a new one as their machinery cannot operate in the confines of the Morgan Rec.

The Clerk and CPC's Groundsman have arranged a site visit by an alternative contractor, PPC (a local company based in Eversley), who have advised that they have the equipment to remove the old container and supply and install a new one as they have 'skates' and poles to roll containers in and out rather than lift them.

PPC Group have quoted:

- Option 1 - Supply of 1 no. new 30ft x 8ft shipping container painted green c/w lock box would be £7250.00 ex vat
- Option 2 - Supply of 1 no. used 30ft x 8ft shipping container painted green c/w lock box would be £3750.00 ex vat (very good condition)

Both containers are 9ft 6" tall. Availability would be within 3-4 weeks from order being placed.

The life span for a new container is usually a minimum of 25 years. A second-hand container would have a similar lifespan as they are not old. This is however dependant on the surroundings, ie trees, vandalism etc.

In order to ensure the project expenditure remains within the CIL list projections in the 2022/23 budget the Clerk proposed to place the order with PPC for a second hand storage container at £3750 + VAT which includes removal and disposal of the old unit and supply and installation of the new one. Members agreed with recommendation and instructed the Clerk to proceed with this option.

- Footpath at WR/CH: Contractors are due to start work in the Walter Recreation Ground to install a permanent path which will make the cut through

to the High Street and pedestrian crossing smoother and more useable throughout the winter months. The steep worn rooted path will be closed off for safety reasons. Funding for this path has been awarded by Involve and the National Lottery Community Fund.

### **3 Community matters**

- Non CPC park/play area issues:

- Pinefields Close – several complaints have been received via the Parish Office concerning the ongoing closure of the Silva Homes owned and maintained park at Pinefields Close. This park has repeatedly been smeared with thick grease. A resident has also reported finding a hypodermic needle near the toddler swings in this park. The matters have been followed up with Silva Homes and James Sunderland MP has also been alerted to the problems. The matter has also been onward reported to Cllr Dale Birch who is a Silva Homes board member.

- Chaucer Woods – the Parish Office continues to be contacted and/or copied into communications relating to repeated ASB and deliberate fires in this location, by residents and Cllrs.

Cllr Tina McKenzie-Boyle has been liaising between residents and various stakeholders concerning any plans to close, relocate or provide alternative play/recreation facilities on site.

- Churches Summer Activities program: The Chairman of Crowthorne Churches Together, Cllr Janet Roger (WWPC) posted on social media to thank both CPC and WWPC parish councils for their support in funding and facilitating this event for the children of Crowthorne. It was evident to CPC’s staff on site that the events were very busy and well received. Several members of the public had also commented on the same post to say how much these activities are appreciated.

- Flower festival thank you email: the Crowthorne Flower Festival Committee has written to thank CPC for their entry in this year’s successful Flower Festival. Just over £2300 was raised for Sebastian’s Action Trust.

- Wokingham Without Parish Clerk vacancy: Katy Hughes is leaving WWPC to take up the Town Clerk post at Wokingham Town Council later in the autumn. Members requested that Katy be thanked for her contribution in setting up the Neighbourhood Action Group and her input into the Circle Hill/Walter Recreation Ground Trust.

- Pre-meeting 4 October, 6.45pm: Heema Shukla, Deputy Director of Public Health in Bracknell Forest, will be speaking to Council regarding the setting up of warm hubs and providing safe spaces for those in fuel poverty and combating loneliness as was further discussed under minute number 381.

### **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: A further SLCC branch meeting is scheduled for 8 September.

- Involve charity newsletter: The regular Involve charity newsletter has been emailed to all Cllrs.

MINUTE 372

FIFTEEN MINUTE QUESTION TIME

No members of the public were present.

## PLANNING MATTERS

MINUTE 373      PLANNING MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 2 AUGUST 2022  
There were none.

MINUTE 374      TO RECEIVE AND NOTE PLANNING INFORMATION ITEMS  
1      Notice of Stage 2 Examination Hearing Sessions – BF Local Plan  
The Bracknell Forest Local Plan was submitted to the Secretary of State for examination on 20 December 2021. The Secretary of State subsequently appointed Louise Nurser BA(Hons) Dip UP MRTPI and David Troy BSc (Hons) MA MRTPI to undertake an independent examination of the Plan and to compile a report with their conclusions. The examination of the Bracknell Forest Local Plan has been split into stages. Stage 1 hearings sessions took place in May/June 2022. Stage 2 hearing sessions will be held as follows:  
Venue: Time Square, Market Street, Bracknell, RG12 1JD.  
Dates: Tuesday 18 October to Friday 21 October 2022  
Times: Morning sessions will commence at 10:00am and afternoon sessions at 14:00 each day. The hearing sessions are public events.  
Information about how observers will be able to watch the proceedings are available on the examination webpage: [www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/emerging-bracknell-forest-local-plan/examination](http://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/emerging-bracknell-forest-local-plan/examination)  
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
- CIL Liabilities for Crowthorne.

MINUTE 375      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:

- 22/00619/FUL – Merrywood 34 Sandhurst Rd  
Recommend: Approval
- 22/00532/FUL – 12 – 14 Dukes Ride  
Recommend: Refusal\*
- 22/00599/FUL – 21 St Marys Row  
Recommend: Approval
- 22/00579/FUL – 4 Clark Close  
Recommend: Approval
- 22/00629/FUL – 14 Knowles Avenue  
Recommend: Approval



- 22/00644/FUL – 208 High Street  
Recommend: Approval\*
- 22/00669/FUL – 20 Lake End Way  
Recommend: Approval  
*Cllr Sever declared interest and took no part in the proceedings.*
- 22/00670/FUL – 20 Lake End Way  
Recommend: planning application no longer valid
- 22/00701/FUL – 25 Pinehill Rd  
Recommend: Approval

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

## FINANCIAL MATTERS

MINUTE 376      AUTHORISATION OF PAYMENTS AND TO RESOLVE TO DELEGATE AUTHORISATION OF PAYMENTS FROM 3 AUGUST TO 6 SEPTEMBER 2022 TO THE CLERK FOLLOWING APPROVAL VIA EMAIL FROM TWO CLLRS

A list of payments for the period 3 August to 25 August, totalling £20,631.64 presented to Council and unanimously RESOLVED.

Due to the annual leave of both the Clerk and Finance Officer from 26 August, the payments which would normally be included in the payment listing presented to CPC (3 August to 6 September) at this meeting will only cover the period 3 to 25 August. The Finance Officer will compile a further list of payments for the period 26 August until 6 September on her return from annual leave. This list will then need to be approved via email by two Cllrs with delegation to the Clerk to authorise the payment on behalf of CPC as the Responsible Financial Officer.

It was therefore RESOLVED to approve the payments presented for the period 3 August to 25 August 2022 and to delegate authorisation of payments from 26 August to 6 September 2022 to the Clerk following approval via email from two Cllrs.

MINUTE 377      TO RECEIVE AND NOTE THE OUTCOME OF COMPLETION OF AUDIT

Members received and noted the correspondence from PKF regarding the completion of the limited assurance review for the year ended 31 March 2022. It was noted that no queries had been raised by the auditor demonstrating CPC’s robust procedures are adhered to.

The Finance Officer was thanked for all her hard work.

## COUNCIL MATTERS

MINUTE 378      TO AGREE CPC’S SUBMISSION TO THE NEXT ROUND OF CONSULTATION FOR THE COMMUNITY GOVERNANCE REVIEW  
Borough: In 2021 the Local Government Boundary Commission for England (LGBCE) endorsed CPC’s recommendation for the BFC ward boundary change\* for Crowthorne with 3 BFC councillors.

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\*This change removed the ‘Little Sandhurst and Wellington ward’ boundary and returned that area to the single BFC Crowthorne ward.

Parish: In May 2022, CPC submitted their Stage 1 response to the Community Governance Review (CGR) for CPC parish warding, which were reviewed at BFC.

This agenda item dealt with CPC’s submission to the CGR in response to the Stage 2 draft recommendations from the BFC Boundary Review Group.

The recommendations tabled here are intended to ensure that the CPC Parish ward boundary portrays Crowthorne as a discrete, sustainable community - reflecting the interests and identities of the whole area, as well as promoting effective and ‘understandable’ local government to all Crowthorne residents/voters.

It was therefore unanimously RESOLVED to recommend to as follows:

**BOUNDARY:**

- That both the Borough and Parish Boundaries should be conterminous and include the Derby Field, 15 homes South of Derby Field and Edgbarrow Cottage.
- The inclusion of ‘Former Owlsmoor’ and ‘Former Winkfield’ are not ‘significant’ or ‘essential’ to the curtilage of the Parish (or Borough) boundary.

**WARDING:**

- That Crowthorne Parish strongly endorse its May 2022 decision to revert to a single ward.

**WARDING IMPACT ON ELECTORAL COSTS:**

- That the impact on costs of one 10 Cllr ward is not significant at an ‘all-out’ election.
- That at a Parish By-Election there is an impact but not enough to justify 2 wards – when compared with Bullbrook, Town Centre & Parks and Binfield South.

**NUMBER OF PARISH COUNCILLORS:**

- That Crowthorne Parish continues to be served by 10 Cllrs – each representing circa 700 electors.

**POLLING STATIONS:**

- That a Postal District ‘CB’ (not ward) is created for Bucklers Park to allow voting to take place on site (The Hub) when the number of electors reaches a high enough number\* to support this. In the meantime, the Parish Hall is used as the polling station for all Crowthorne voters.  
\* Currently, only circa 500 voters live in Bucklers Park and the current projections indicate that full occupancy is unlikely until 2030. In the figures for Stage 2, the Bucklers Park figure assumed is 1200 electors by 2027.

MINUTE 379

TO DETERMINE A REQUEST FOR A CPC ORGANISED AND FUNDED  
'SILVER SUNDAY' TEA AND MUSIC EVENT ON SUNDAY 2  
OCTOBER 2022

CPC has received an invitation from Cllr Moira Gaw (BFC) to organise and run an activity for the residents of Crowthorne to celebrate Silver Sunday which is a nationwide initiative for older people. Several other parishes and towns have previously organised and hosted such events and reported on how successful and appreciated they were by those members of the community who attended.

Silver Sunday aims to tackle loneliness and isolation and encourage new social contacts and friendships. The more elderly and infirm members of the community have suffered greatly from increased isolation and loneliness during the pandemic and now the risks of socialising have reduced, and a high proportion of the population are vaccinated against Covid 19, it is a great opportunity to run a community event for this age group and demographic.

CPC's grant fund from during the Covid pandemic was not fully allocated and the remainder was brought forward, and initially earmarked for Covid recovery projects. Some of this money was still available at the end of the last financial year and has been rolled into the grant fund for allocation this year. Grant monies could therefore be utilised to fund this event.

It was unanimously RESOLVED to organise, fund and host an afternoon tea and 1950s music event for up to 80 residents at a community hall to celebrate 'Silver Sunday' with a budget of up to £500.

MINUTE 380

TO REVIEW AND ADOPT A PHOTOGRAPHY AND VIDEOGRAPHY  
POLICY FOR CPC ACTIVITIES AND EVENTS

CPC received a complaint from a member of the public about their child being photographed, without the parent/guardian's consent, by a Council appointed photographer, at the Summer of Fun event. Although CPC does have a GDPR policy in place it is advisable to adopt a specific policy to cover photography and videography at Council events and activities (and to ensure they are followed).

The Clerk recommended that CPC adopts the NSPCC policy to cover CPC activities. The NSPCC recommends that schools, clubs and organisations should have a written photography policy statement that sets out the organisation's overall approach to images taken of children and young people during events and activities.

Following some discussion it was AGREED to adopt the NSPCC Model Photography and Videography Statement/Policy as circulated to cover CPC's events and activities.

MINUTE 381

TO CONSIDER AND DETERMINE IF CPC WILL ENGAGE WITH  
COMMUNITY STAKEHOLDERS AND LOCAL BUSINESSES TO  
COMPILE A WARM HUB VENUES LIST FOR AUTUMN/WINTER  
2022/23

Many borough/upper tier councils are leading on the initiative to either offer their venues which are already heated and open to the public (i.e. community centres, libraries, leisure centres etc) as warm places that those who will

struggle to afford the cost of heating and eating this winter, due to the significant increase in energy costs, can spend time in the warm. Where the borough councils are not leading on such projects, the local (parish/town) councils are in many cases either offering their venues or compiling lists of venues that already existing within their community (i.e. libraries, churches, cafes/pubs who are happy for people to buy one drink without being hurried along) which can be used by those in need, during opening hours, such as the elderly, single parents, those on benefits or with disabilities and the homeless who need a warm place to spend a few hours.

What is a Warm Hub? Warm Hubs have been created as places within the local community where people can be assured of finding a safe, warm and friendly environment in which to enjoy refreshments, social activity, information and advice and the company of other people.

What is a Warm Bank? More councils have signalled using churches, community centres and libraries as so-called Warm Banks for people unable to afford to heat their homes this winter.

It was unanimously RESOLVED to engage with community stakeholders, including BFC and local businesses to:

- (i) compile a Warm Hub/Bank venues list for Autumn/Winter 2022/23 and
- (ii) consider if its facilities could be used as a Warm Hub/Bank during hours that the facilities are open but not hired out.

MINUTE 382      TO RECEIVE A VERBAL UPDATE ON THE 3 YEAR STRATEGY PLAN  
Most items had been updated/covered earlier in the meeting and under minute number 370.12.

Members requested a full update from the Project Officer in order to have an oversight of the current position/status on various projects.

MINUTE 383      BUCKLER'S PARK – STAKEHOLDERS' UPDATE  
As stated earlier in the meeting, the next Buckler's Park stakeholder's meeting is due to take place at 2.30pm on 7 September. Cllrs Wade and Thompson will attend on behalf of CPC.

MINUTE 384      REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES  
None.

MINUTE 385      REVIEW AND NOTE INFORMATION ITEMS PREVIOUSLY CIRCULATED  
None.

MINUTE 386      MEMBERS INFORMATION ITEMS  
1      Cllr Mrs T McKenzie- Boyle reported that the Conservatives had lost control of RBFRS.  
2      Cllr Price informed that 15 Ukrainian refugee families had moved to Crowthorne and he agreed to communication with Cllr Dale Birch at BFC to ascertain what the Borough's plans were regarding a welcome and the provision of ongoing support for the families.  
3      Cllr Wade updated members on various items of interest.

- 4 Cllr N Robertson expressed concern over possible blackouts over the winter period. The Clerk was asked to make enquiries with BFC.

MINUTE 387

ITEMS FOR INCLUSION ON FUTURE AGENDAS

None.

Meeting closed: 9.45pm

Signed .....

Dated .....

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

MINUTE 388

TO:

- A) RECEIVE AN UPDATE ON THE RENEWAL OF A COMMERCIAL LEASE
- B) TO AGREE AN INCREASE TO THE SOLICITOR'S ESTIMATED FEES FOR PREPARATION OF THE LEASE
- C) DETERMINE A REQUEST FOR A POTENTIAL SUB-LET OF THE SOCIAL CLUB BASEMENT

This item was presented in an identical format to both this meeting and a meeting of the Crowthorne Educational Charity which followed this meeting to ensure that the requisite resolutions were made by the Council and Trust.

A) Update on the renewal of the commercial lease for the Social Club  
The draft lease has been received from the Solicitor appointed by the Council and Trust. The leasehold working group met on 18 August to review the draft lease and agree any amendments/corrections required. These were then submitted to the solicitor to incorporate into the draft lease. The revised and updated lease is awaited which, subject to review, will then be sent to the Social Club tenants for them to seek their own legal advice on the terms.

B) Agree an increase to the Solicitor's estimated fees for the preparation of the lease

Cllrs agreed an increase to the solicitor's fees estimates up to £4,250 for preparing the new lease based on the amount of work required for preparing the new lease and advising on the same. The Clerk/Administrator has indicated to the solicitor that the increased fees are agreeable as an extension to an existing contract under CPC's Financial Regulations, but Cllrs/the Trust are required to confirm their authorisation of the increased fees, to be split between the Council and Trust in the shares in which the Social Club building is owned. Proposals will be put to the Social Club tenants seeking to split the solicitor's costs 50/50 between the landlord and tenant as has been the case for previous 15 yearly leasehold renewals between the parties.

C) Determine a request for a potential sub-let of the Social Club basement

A request has been received from Hardwicke's greengrocers who wish to sub-let the basement at the Social Club from the Social Club tenant. It is understood that the Social Club tenants wish to proceed with this sub-let subject to the necessary agreement of the landlord (CPC/CEC) and any legal requirements.

An outline of Hardwicke's proposal has been shared with all Cllrs/the Trust and a combined meeting of the Leasehold Working Group and Administration Working Group (inviting all Cllrs/the Trust) was convened on 9 August to review the request with a view to making a formal recommendation to CPC/the Trust at the meetings on 6 September. The meeting was attended by Cllrs Wade, Thompson and Price and the Clerk.

It was unanimously AGREED in principle that the sub-let proposal would be agreeable to CPC/CEC if all necessary permissions are gained to enable the Social Club tenant to generate an additional income stream to defray the

monthly rent on the building. The proposal is also in line with the various policies in the BFC Local Plan and Crowthorne Neighbourhood Plan.

Meeting closed: 9.50pm

Signed .....

Dated .....