

These are the unadopted Crookham Village Parish Council Minutes of the Meeting of 7 October 2013 held in the WI HALL, THE STREET, CROOKHAM VILLAGE. Please refer to the Minutes of the November 2013 meeting for any amendments.

Present: Cllr. Simon Ambler (Chairman)  
Cllr. Julia Ambler  
Cllr. Philip Ashton  
Cllr. Peter Crawley  
Cllr. Judy Johnson  
Cllr. Wendy Makepeace-Browne  
Mrs. Angela Sayers (RFO)  
Mrs. Carol Leversha (Clerk)

In attendance: County Cllr. John Bennison, Ward Cllrs. Chris Simmons, Tony Clarke & Jenny Radley, Brian Whyatt and Mr & Mrs Michael White.

**MIN.149/13 APOLOGIES FOR ABSENCE**

Apologies from Cllr. David Jackson.

**MIN.150/13 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman advised the meeting that Cllr. Julia Ambler might be late or unable to attend at all due to delays with the trains leaving London.

**MIN.151/13 MINUTES OF THE MEETING OF 2 SEPTEMBER 2013**

Cllr. Crawley to be added to attendees and minor changes made without altering the accuracy of the Minutes.

**RESOLVED: Mins. 131/13 to 148/13 were agreed and signed by the Chairman.**

**MIN.152/13 DECLARATIONS OF INTEREST IN ANY MATTER ON THE AGENDA & DELEGATION OF DISPENSATION TO THE PROPER OFFICER (CLERK)**

None declared and none required.

**MIN.153/13 CONSIDER CRIME & DISORDER IMPLICATIONS**

The Chairman reminded Members of their obligation to consider crime and disorder implications on any decision they might make at this meeting.

**MIN.154/13 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).**

The Chairman requested permission to adjourn the meeting for public participation.

Cllr Radley advised that there is to be a road closure on Bourley Road from 21<sup>st</sup> to 25th October 9.30 till 3.30 by the MOD. Mr. Whyatt said he had forwarded the positive response from the Police about the Speedwatch scheme going smoothly. He needs more volunteers and would like it put in the newsletter. He had sent a draft to Cllr. Jackson a few months back in anticipation of a newsletter.

The Chairman then reconvened the meeting.

**MIN.155/13 CO-OPTION TO FILL COUNCILLOR VACANCY (Zebon Copse Ward)**

Three persons have expressed an interest in filling the vacancy and all have been invited to present to the Parish Council meeting on 4 November 2013.

**MIN.156/13 HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS AGM – 19 OCTOBER 2013**

Members were emailed the proposal for the setting of the level of fees for the 2014/15 year and asked to give direction to Cllr. Jackson (CVPC delegate) as to how to vote at the AGM.

**RESOLVED: Support the proposed level of fees for 2014/2015.**

**MIN.157/13 HART DISTRICT ASSOCIATION OF TOWN & PARISH COUNCILS MEETING**

Cllr. Makepeace-Browne agreed to attend this meeting on the 8 October. All Members had been sent the Agenda and supporting paperwork. Cllr. Makepeace-Browne said she also wished to be a permanent attendee at this meeting and would also like to represent the Council at the quarterly HALC meetings.

**MIN.158/13 FINANCE**

**(i) Report of Responsible Finance Officer**

Cheques were presented for signature. The RFO said she is now preparing draft budgets and would like Members to email her with suggestions. Cllr. Makepeace-Browne said she had spoken to both the Trusts she is on and they are getting submissions together.

**(ii) Request for Sponsorship for Fleet & District Festival (Christmas)**

The organisers of the Festival were seeking financial support from parishes and had presented a breakdown of costs together with secured funding. Members debated the matter. The Chairman asked the RFO if there were any underspent funds which might be used to support this if Members so chose. There was money in the Grant fund still available in the sum of £300. The Chairman asked if Members wished to help support this and would they also consider the later request from Church Crookham Parish Council in relation to the War Memorial request. No specific amount has been requested although there is a large shortfall in funds promised.

**RESOLVED: £150 to the Festival for this year and point out it is unbudgeted but we will look at our budget for next year.**

**(iii) War Memorial Inscription**

Members had been advised of the request from Church Crookham Parish Council for financial assistance to refurbish the War Memorial and add further wording to the effect that it commemorated the War Dead of the Second World War and subsequent engagements.

**RESOLVED: £150 to Church Crookham Parish Council and advise we will look at supporting the bi-annual clean when we look at our budgets.**

**MIN.159/13 PLANNING**

**(i) Trees Report**

Cllr. Crawley said there was nothing to report.

**(ii) Planning Application 13/01919 (gates in Stroud Lane)**

Members had all been sent the link to the supporting paperwork on the HDC website and were invited to give their views. Members debated the issue. 3 in favour 1 against 1 abstention.

**RESOLVED: Clerk to advise the Planning Authority there is no objection.**

**(iii) Review Terms of Reference (ToR) of Planning Committee**

Members had sight of Cllr. Jackson's suggested review of the ToR of the Planning Committee and were asked to support his proposal. The Chairman said there had been a great deal of email correspondence in relation to this and how the Council should deal with minor applications. The Chairman read out to the meeting the proposed changes – attached as an appendix. Cllr. Crawley said he was opposed to all the changes. We are asked to respond as a Parish Council and it is up to us how we respond – we are not a decision making body – he sees no reason why we should be expected to have meetings and we should be free to consult with anyone we wish to consult in order to discuss what the problems are. We have operated the present system for over 40 years without complaint from anyone. This system will involve a lot of bureaucracy and people in general are not interested – obviously major meetings would involve the whole Council. Cllr. Makepeace-Browne referred to the advice from HALC and Hedleys solicitor which said we should meet in public for all planning applications. She expressed her view that we should meet in public in the interests of transparency, localism and inclusion of the community that we represent. The Chairman summed up the debate and a vote was then taken. Cllr. Julia Ambler arrived at this point 8.22pm.

**RESOLVED: Accept the changed ToR 4 in favour 1 against and 1 abstention.**

(iv) **Update on Vortal, CVA & Faceit meeting regarding Tudgey's Nursery Site**  
Cllr. Makepeace-Browne said CVA and Faceit have come up with ideas to send to Vortal to show what they believe are suitable designs for the village. Vortal are putting this to the architect and are looking at a further meeting on 18 October and hopefully by then Vortal will have plans to put on the table. The Chairman asked what the way forward was to be. Cllr. Makepeace-Browne said there was to be a pre-application meeting and once the plans are in place there will be a public consultation meeting but she does not yet have a date for this.

(v) **Update on Neighbourhood Plan**  
Cllr. Makepeace-Browne said there is a meeting set with Andrew Ratcliffe (HDC Planning) on 16 October which she, Cllrs Jackson and Johnson will be attending and they have a raft of questions to raise so that they can look at whether they can take a Neighbourhood Plan forward or not.

The Chairman gave Members the latest information on developments - Martin Grant are sending out 4 page flyers for development in Watery Lane. They are having a consultation on 19 October at the ZCC. Clearly it still includes the A287/Redfields roundabout with a few changes which have been bandied about. The Chairman gave a resume for the information of Cllrs. Johnson and Makepeace-Browne and explained that the site was thought unviable at the moment because the capacity of the A287/Redfields Lane junction could not cope.

**MIN.160/13 LEA GREEN PLAY AREA**

The Clerk presented the specifications from the play equipment suppliers. It was extremely difficult to make comparisons and Members asked that meetings be held with both preferred suppliers to go over each item of equipment.

**MIN.161/13 ACQUISITION OF LEA GREEN**

(i) **Lease update**

Still awaiting decision of Hart Council.

(ii) **Upgrade to path across Lea Green by HDC**

A second quote has been received after a site visit and the Clerk is endeavouring to get a third company to visit the site and provide a quote.

**RESOLVED: Finance & HR Cttee authorised to agree preferred supplier and spend up to £3k. Clerk to get the £2k contribution from Hart.**

**MIN.162/13 UPDATES ON HIGHWAY & FOOTPATH MATTERS**

Cllr. Ashton expressed his frustration with the closure of both Gally Hill road and Malthouse Bridge so it meant that drivers had to go round the roundabout and back out through the estate. Cllr. Radley said she had contacted HCC today and has sent a copy to the Clerks of the affected parishes. The diversion routes are not clear and closures are popping up all over the place. She cited the Water Authority providing a website to update residents on where closures are and how things are progressing. The Chairman fully supported the way that SEW have consulted and kept people in the picture.

**RESOLVED: Advise HCC that we accept works have to be done but why not advise as per SEW and websites and why did HCC not coordinate how these works were to be done.**

(i) **SID Data & Speedwatch**

Speedwatch working well and SID being located as per Speedwatch requirements.

(ii) **Crandall Road**

The public meeting was extremely well attended and the consultation remains open for 4 weeks after the date of that meeting.

(iii) **A287/Redfields Lane junction**

Update awaited from HCC officers in relation to the left hand filter lane.

**(iv) F/p 5**

The Chairman said he was aware of the dialogue between landowners and HCC RoW Officer. Work is scheduled for the last week in October. Members were updated on the situation via an email from Matthew Beal (HCC Officer).

**MIN.163/13 ZEBON COPSE CENTRE & ADJACENT AMENITIES**

**(i) Report from Centre Manager**

Report received. The Clerk presented signage for the Play Areas following on from the RoSPA Course she and Ms Powell had attended. It was agreed to get quotes for the two existing play areas and for the new play area at Lea Green. The football club had raised an issue with the Centre Managers in relation to reinstatement of the showers. Clerk to confirm to Football Clubs that we are not putting in showers.

**RESOLVED: Seek quotes for signage for play areas.**

**(ii) Play Areas (exception reports)**

Following on from the Rospa Course advice has been sought from a qualified play area inspector about the cracks in the wooden poles before proceeding further with replacement or repair.

**MIN.164/13 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

Members had agreed to enter the Village of the Year Competition and the Chairman was pleased to announce that Crookham Stores had received a Special Award as the Winner - Village Amenity Shop, Post Office and Coffee Shop and Crookham Village came third in the Village category. Cllr. Jackson and the Clerk attended the Reception on 25 September.

CAB have been invited to attend the November meeting of this Council and have accepted.

Cllr. Makepeace-Browne asked that the Council give some thought to the Lengthsman scheme which will be an agenda item for the November meeting and she explained in detail what this entailed.

Cllr. Ashton wished to have Parking on Redfields Lane around the Elmcroft development as an agenda item.

Cllr. Makepeace-Browne wished to update on the newsletter (she has done a draft) and she asked Mr. Whyatt for further info on the Speedwatch. A November delivery was suggested that we could include details of our new Councillors.

**Dates for 2013 meetings:**

WI Hall	ZCC
2 December	4 November

**Dates for 2014 meetings:**

WI Hall	ZCC
3 February	6 January
7 April	3 March
12 May (Annual General Meeting)	14 April (Annual Parish Meeting)
7 July	2 June
6 October	1 September
1 December	3 November

The meeting closed at 8.57 pm.

## PLANNING COMMITTEE

### Terms of Reference

(Revised December 2012)

#### 1. INTRODUCTION

The Planning Committee acts on behalf of the Parish Council as a statutory consultee body to Hart District Council (the local Planning Authority) for all planning applications that relate to the parish area and to adjacent parishes. The Planning Committee is also delegated to respond to planning appeals and enforcement issues. Attendance at meetings with Planning Officers and attendance at Hart Council Development Control (planning) Meetings is a duty of the Chairman of the Planning Committee or a delegated representative in his absence. The Chairman will advise Members of the Council of any invitation to pre-application presentations by developers. It will be the decision of the Chairman and any interested Members of the Council to attend such presentations which will not be construed in any way as being seen to favour any developer.

#### 2. MEMBERSHIP

Membership shall consist of those Members of the Full Council appointed to serve on the Committee at the Annual General Meeting in each year. All Members so appointed shall be voting Members of the Planning Committee and membership shall consist of 4 voting members, ideally including one representing each ward of the parish. The quorum shall be 3 Members and in the event that an appointed Member cannot attend any other named Member of the Council may deputise. The Chairman of the Planning Committee will be elected by the Members at the Annual General Meeting of the Council. In addition representatives will be invited to serve on the Committee from the Crookham Village Association and the Zebon Copse Residents Association – these Members will have no voting rights. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at a future meeting.

[The clerk to the Planning Committee shall be the RFO.](#)

#### 3. AREAS OF RESPONSIBILITY

The Planning Committee has delegated authority from Crookham Village Parish Council:

- To make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local Government Act 1972, Section 20, Schedule 16 and other relevant legislation.
- To make representations in respect of appeals against the refusal of planning permission.
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by Crookham Village Parish Council. All power and duties of the Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts and the Orders and Regulations including development control and the local plan process remain with the Full Council of Crookham Village Parish.

#### 4. PLANNING APPLICATIONS

Planning Applications shall be circulated to Planning Committee Members as soon as possible after receipt from the Planning Authority. The applications will be circulated to the Committee by email. ~~The Planning Committee members may canvas opinion from neighbours in affected properties and consult with other relevant bodies to assist with fair determination of applications.~~

~~Where planning applications are deemed by the Chairman to be of minor impact, these shall be dealt with by Members emailing their views to the Chairman who will then advise the Local Planning Authority, on behalf of the Council, of a majority view against or for an application.~~

~~Where planning applications are deemed by the Chairman to be of major impact, these will be dealt with at a meeting of the Planning Committee held in public, within the statutory timescales. An Agenda will be posted by and Minutes of the meeting will be kept.~~

All applications will be considered at meetings in public, the minutes of which shall include the agreed response to be made to the LPA.

The timing and location of meetings shall be decided by the Chairman in consultation with the clerk to the committee and other members. Minor applications will normally be dealt with in the Meeting Room and Zebon Copse Centre. Major applications will be dealt with either in Zebon Copse Centre or the WI Hall as decided by the Chairman.

Agendas of meetings shall be displayed on parish noticeboards for at least 3 days in advance of the meeting and copies delivered to near neighbours as appropriate.

#### 5. REVIEW

Delegated powers shall be renewed at the Annual General Meeting of the Parish Council and may be amended by Resolution of the full Parish Council at its discretion.