

These are the unadopted Crookham Village Parish Council Minutes of the Meeting of 6 January 2014 held in the Zebon Copse Centre, Danvers Drive, Zebon. Please refer to the Minutes of the February 2014 meeting for any amendments.

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

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

MIN.001/14 APOLOGIES FOR ABSENCE

Apologies from Cllr. Judy Johnson (unwell) and Cllr. Chris Simmons (unwell but who popped in to give his apologies and wish Members a Happy New Year).

MIN.002/14 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Members of his email asking that where they had requested an Agenda item they be prepared to introduce it as concisely as possible and advise what the desired outcome would be. They should also have a clearly worded resolution, preferably written, and amendments should be clear and could only modify a resolution not completely change it.

MIN.003/14 MINUTES OF THE MEETING OF 2 DECEMBER 2013

The Chairman requested permission to sign the Minutes and the following changes were made; page 1 Min. 189/13 "PSCO" change to "PCSO" delete "this parish" insert "beat 3". Page 2, Min 190/13 (ii) After "Auditor" insert "." Delete "or to have" after "public" insert "are required" after "panel" delete "to have to" after "one" insert "is", delete "Stoids" insert Stoy Hyward". With these changes the Minutes were agreed.

RESOLVED: Mins. 166/13 to 183/13 were agreed and signed by the Chairman.

MIN.004/14 DECLARATIONS OF INTEREST IN ANY MATTER ON THE AGENDA & DELEGATION OF DISPENSATION TO THE PROPER OFFICER (CLERK)

The Chairman advised Members to consider whether they had any disclosable interest in matters on the Agenda and if so to declare them now or at the appropriate point on the Agenda.

MIN.005/14 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.006/14 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker).

The Chairman requested permission to adjourn the meeting for public participation. No one present wished to speak. The Chairman then reconvened the meeting.

MIN.007/14 FINANCE

(i) Report of Responsible Finance Officer (RFO)

Cheques were presented for signature and the RFO said the December statement reflected last year's budget.

RESOLVED: Cheques were agreed for signature.

(ii) Precept and Budget for 2014/15

The Chairman referred to his earlier email regarding the level of precept and asked Members to consider what he had said. Cllr. Jackson asked the RFO was she satisfied with the levels of reserves held and she confirmed that she was. The

Council could hold reserves of 2 ½ times the precept as set by the former Audit Commission. Further debate took place.

RESOLVED: The budget was agreed and a Precept of £95,504 set for the year 2014/15.

(iii) Grant to Crookham Almshouse Trust

Cllr. Makepeace-Browne requested the Council give a Grant of £500 to support the replacement of a hedge which had died.

RESOLVED: Grant to Crookham Almshouse Trust agreed for replacement hedge.

(iv) Village Boundary Signs

New boundary signs are part of the schemes for Pilcot Road and Crondall Road and the opportunity to replace the remaining boundary signs with the same design has arisen. Members confirmed the design preference and requested that the village name be on two lines in order not to diminish it in size. With regard for a boundary sign at Redfields Lane – this will require consideration of where it is to be sited.

RESOLVED: Signs for the boundary entrances at Hitches Lane, Crookham Road, Gally Hill Road, Redfields Lane and Crondall Road to be purchased via HCC.

MIN.008/14 PLANNING

(i) Trees Report

Cllr. Crawley said there had just been one application to pollard a tree on Brunley in The Street and there was no problem as far as he was concerned.

(ii) Report of the Planning Committee

Cllr. Jackson spoke to his report and invited questions.

RESOLVED: The Report of the Planning Committee was accepted.

(iii) Planning Application 13/02351/SITE99 pre- application advice request for 25 dwellings at Land at Knights Close

The Chairman spoke to this item. He said this was an amendment to the initial pre-application meeting and he reminded Members this is not a planning application. He referred to Members comments made on the original plan. This revision has responded to the HDC Officer comments in wanting a change to the affordable housing mix and a more enclosed site at the western end and which the developer says has been done. He asked Members if they considered any of this Council's comments had been addressed. Members confirmed that they wished to reiterate the original comments:

- layout and lack of open space which in order to resolve that would have meant removing two dwellings to provide more open space;
- keen to have an embedded play area in the development;
- requested more entry level housing – whilst it is only a pre-app these are generally bigger houses;
- more car parking for visitors was also requested;

and furthermore to add the following:

- it is believed that the proposal to provide a link to the footpath through Brookmeadow Farm is not viable;
- Members supported the concern of the HDC internal housing officer about the excessive distance from some allocated car parking spaces to the associated dwelling, which would most likely lead to obstruction of the main spine road and pavement by parked cars;

- Members wished to be reassured that the vegetation screen and major trees on the boundary of the site would be retained.

RESOLVED: Comments as above to HDC planning.

(iv) Neighbourhood Plan sub-committee

Cllr. Jackson spoke to this item and Members were invited to form a working group rather than a sub-committee at this stage to carry this project forward. Cllr. Jackson said he had raised this because we are coming up to some large planning applications and we need to evidence concerns in relation to environmental aspects etc., to move development forward for a Neighbourhood Plan (NP) and at the same time defend where we oppose development. He cited Thame Council which whilst it is a big organisation its NP ticks the sort of boxes we need to tick. We need to start gathering evidence as a first step. He did not wish to formally start a NP until we know where Hart Council is going both politically and planning wise. He and Cllr. Makepeace-Browne had attended a good seminar at Hart and the officer there is the sort of person we should get advice from as and when required. He suggests we form a group of Members – one from each Ward. He would ask them to look at Thame and others areas with NPs and start thinking what to put under those headings and we should start to involve local people and landowners etc to see what they want to happen in the parish and how. When we have something to talk about that is when we seek external help and once we have done that we can consider what the consultant says and then seek the funding. Cllr. Makepeace-Browne said we should be making this a formal NP immediately and we should apply for the funding whilst it is there – if we do not spend it we can give it back but if we don't ask it may not be there. She has a planning lawyer and a consultant business man who are willing to help. Cllr. Jackson said he was against using anyone involved with developers. The Chairman said we should advise residents of what is proposed and then invite them to participate. The Chairman said in his view as soon as we appoint a working group then we are started on the formal NP process. The Chairman said one of the first jobs of the working group is to come back to the next meeting with a proposal on whether to apply for the funding. Cllrs. Makepeace-Browne and Julie Kelly volunteered for their respective Wards and Cllr. Judy Johnson will be asked to represent her Ward. Cllr. Jackson asked that the working group involve him in the initial meetings.

RESOLVED: Cllrs. Makepeace-Browne and Julie Kelly volunteered to start a Working Group.

(v) Processing Major Planning Applications

Cllr. Jackson said there are two potential major applications likely to come forward and he believes that these should be dealt with by a planning meeting of the full Council. He asks that this also apply to adjacent major applications. The Chairman expressed his concern at chairing Full Council meetings dealing with planning applications and was advised that it was acceptable for the Vice-Chairman to chair these particular meetings in view of the Chairman also being a District Cllr sitting on the Planning Committee.

RESOLVED; Major applications and adjacent major applications are to be dealt with by Full council at a meeting held specifically for each application.

MIN.009/14 ACCESSIBLE POLICE PRESENCE – HDC growing population

Cllr. Ashton said he proposes that with the number of planning applications put through recently we should ask what plans are being looked at to maintain an accessible police presence in Fleet with the growing population Hart District Council are likely to have. Cllr. Jackson said they are closing Fleet police station and meetings with the police no longer happen. Occasional local crime reports from only one of the 3 beats covering our parish does not give sufficient feedback.

Cllr. Radley said PC Caroline Webster is returning from maternity leave shortly and will reintroduce the beat meetings.

RESOLVED: Write to the Chief Constable and Police & Crime Commissioner.

MIN.010/14 ADOPTION OF UPDATED STANDING ORDERS & ANNEXES

Cllr. Jackson had noted that 2 months notice was required for any amendment to the Standing Orders and these should properly be considered at a March meeting. The Clerk advised that since they are to be annually checked that this be done at the AGM of Council in May. Cllr. Jackson said he was concerned about the contractors liability (particularly in view of the Lengthsman scheme) and these should be covered in the SO. Cllr. Julia Ambler said contracts etc properly belonged in the Financial Regulations Annex. Members were asked to please look in detail at the documents and raise issues with the Clerk for rectification. The Chairman stated that the existing SOs were a current document which the Council worked to.

RESOLVED: Members to review all the documents and advise the Clerk so that the Amended documents can be adopted at the Annual General Meeting.

MIN.011/14 PARISH REPRESENTATIVE ON HEALTH & WELLBEING BOARD (via HDAPTC)

The Hart H&W Board wished to have a parish representative join the board and Members were asked for a volunteer to put his/her name forward so that HDAPTC could make a nomination. No Member was prepared to take on this additional responsibility.

MIN.012/14 WEBSITE UPDATE

Cllr. Jackson said we need to take a serious view as to whether the current website is good enough – at present he and the Chairman look after it. There is a need for what is on the web to be easily read by the many different forms of modern technology. He proposed that we seek quotes from companies experienced with running parish web sites. As an example Emango would charge £300 to set up and about £500 a year to maintain. For that we get technical support hosting and the website would be viewable on a range of platforms and as far as content was concerned Members or officers could monitor. It was agreed that:

- Some quotes be sought from companies.
- He the Chairman and Cllr. Kelly form a working group for what should go into the site and that would be what was given to a company to quote for.
- The Chairman said one of the important points was the content management system, which he is led to believe is relatively straight forward and he had been advised that non-technical people could be trained within an hour to update their content.

RESOLVED: Cllrs Jackson, Kelly and the Chairman will meet - functionality is the key and return to a meeting with proposals and quotes.

MIN.013/14 LEA GREEN PLAY AREA

Nothing further to report at present. The Clerk asked about the Centre Mgrs telephone numbers being added to the Play Area signs - Members believed that the Clerk's contact details were sufficient.

MIN.014/14 ACQUISITION OF LEA GREEN

The Lease between CVPC & HDC has been approved by HDC Cabinet and it is expected to be signed imminently.

MIN.015/14 UPDATES ON HIGHWAY & FOOTPATH MATTERS

(i) SID Data & Speedwatch

Request for data from recent site received and confirmation that the next Speedwatch site is to be outside the newsagents on The Street, facing west. The Chairman said he had updated some of the SID data on Dropbox and it is in excel. Cllr. Jackson said he was interested in getting traffic volume data as well as speed.

(ii) Crondall Road

Nothing further to report at present.

(iii) A287/Redfields Lane junction

Awaiting submission of a planning application for development at Albany Park which is expected to offer a roundabout at this junction.

(iv) Lead Councillor and Projects

Cllr. Jackson said "lead councillor" is a term we bandy about but do not define. He read to Members his initial ideas on a definition and will circulate a suggested amendment to Standing Orders.

(v) Parish Lengthsman scheme

Clerk has requested relevant paperwork from HCC and dates for when training is offered to operatives employed for this scheme. There is a requirement for insurance cover to a £10m liability which the contractor has to adhere to. Members said whilst these replies were awaited they wish the Clerk to register the Council's decision to join the scheme.

RESOLVED: Clerk to confirm CVPC wish to join the Lengthsman scheme.

MIN.016/14 ZEBON COPSE CENTRE & ADJACENT AMENITIES

(i) Report from Centre Manager

Report received.

Cllr. Jackson said that during meetings held in the Meeting Room, there was still noise coming into the room, often from music being played during classes being held in the adjacent Hall. Could we take action to further reduce this?"

RESOLVED: Request Andrew MaCallan to come and look at the room and roof to see what action can be taken.

(ii) Play Areas (exception reports)

Minor repairs to equipment arising from Annual Playground Inspection have been carried out.

MIN.017/14 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

The Chairman reminded Members of the meeting with Martin Grant Ltd on 27 January.

The meeting closed at 9.55pm.

Dates for 2014 meetings:

WI Hall

ZCC

3 February

3 March

7 April

14 April (Annual Parish Meeting)

12 May (Annual General Meeting)

2 June

7 July

1 September

6 October

3 November

1 December