

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Planning and Finance Committee (FC) held on Monday 18<sup>th</sup> January 2016 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the February 2016 meeting for any amendments

Present

Cllr Julia Ambler (Chairman of Finance) (JA)  
Cllr David Jackson (Chairman of Planning) (DJ)  
Cllr Simon Ambler (SA)  
Cllr Clive Eastwood (CE)  
Cllr Richard Eastment (RE)  
Mrs Angela Sayers (RFO) (AS)  
Mrs Tabby Powell (TP)

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**1/16 APOLOGIES FOR ABSENCE**

Cllr Peter Crawley - Planning Committee  
Cllr Peter Crawley - Finance Committee

**2/16 CHAIRMAN'S ANNOUNCEMENTS**

None from Planning  
None from Finance

**3/16 MINUTES OF PREVIOUS MEETING**

Planning Minutes – previously agreed.  
Finance minutes from the meeting of December 2015 (101/15 – 110/15).

**RESOLVED**

Minutes 101/15 to 110/15 were agreed as a true record and signed by the Chairman.

**4/16 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None from Planning  
None from Finance

**5/16 CONSIDER CRIME AND DISORDER IMPLICATIONS**

The Chairman reminded members of their duty to consider any crime and disorder implications that might arise from any decision that they might make at this meeting.

**6/16 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

None.

**7/16 PLANNING APPLICATION 15/03093/PREAPP**

Proposal – One proposed dwelling on land  
At 107 Gally Hill Road, Church Crookham, Fleet, Hampshire GU52 6RX

**RESOLVED**

The following comments to be submitted:-

- 1) There is inadequate on-site parking on the 2002 plan compared to Hart's current parking standards of 3.25 spaces in Zone 2 for a 3-bed dwelling. Adjacent on-street parking is severely constrained by the adjacent pinch point and nearby narrow side turning.
- 2) The overall development is characterised by well-spaced individual dwellings. This cramped site would amount to overdevelopment and be out of character with its neighbours.
- 3) Given the cramped site, provision of sufficient on-site parking, if feasible, would have a serious adverse effect on the street scene due to the need to remove much of the roadside hedge which would also open up views to the built environment beyond.

- 4) On the Hart GIS map, there still appears to be a strip of land owned by Hart between the hedge and the roadway. Loss of this amenity land would again adversely affect the street scene.

**8/16 CHEQUES FOR SIGNATURE**

The cheques were signed

**9/16 Zebon Copse Centre (ZCC)**

**1. Centre Maintenance**

**Annual emergency lighting tests**

The Centre Manager (CM) advised the FC that the annual testing had revealed the following results;-

E1 Porch/lobby	Failed on start-up	Priority case
FE15 Crookham Hall doorway	Failed to make 2 hrs	
FE16 Crookham Hall fire exit	Failed to make 2 hrs	
FE11 Exit door	Failed to make 3 hrs	
E24 Meeting room	Failed to make 3 hrs	

The lights were tested to ensure that they met the industry standard of staying illuminated for a minimum of 3 hours. The test was carried out on 29<sup>th</sup> December 2015 and a quote submitted to repair the faults.

**RESOLVED**

The FC approved the quote of £243 from Kevin Morris for the repairs listed above.

**ACTION**

CM to organise.

**Lighting**

**Down lighter for meeting room**

The CM advised the FC that following on from the previous FC meeting she had received a revised quote to carry out the following;-

Netherhouse Meeting Room

To remove 2 x existing fluorescent lights

To supply, fit and wire 9 X LED white fire rated downlights

To supply, fit and wire 1 X emergency downlight by door

The FC approved the quote but asked the CM if she could enquire about having a dimmer facility. A maximum budget was agreed for this additional work.

**RESOLVED**

The FC approved the quote from Kevin Morris for £437

The FC agreed a maximum budget of £100 for a dimmer facility. Providing the quote for the dimmer facility was within this budget the FC approved this additional work.

**ACTION**

CM to organise

**Outside front sensor light**

The CM advised the FC that following December's meeting, with the outcome being that the FC would like to use the existing porch lighting and use a day/night sensor in conjunction with a timer, a revised quote had been obtained to supply, fit and wire a 7 day time clock and day/night sensor to control the existing porch lights. Time clock to be fitted to the fuse board in the entrance lobby cupboard

**RESOLVED**

The FC approved the quote for £215 from Kevin Morris

**ACTION**

CM to organise.

**Decorating of meeting room**

The CM advised the FC that she had received a quote. The work would be completed after the new lighting had been fitted and include any repairs necessary on the walls and ceiling.

The FC agreed that the decorating of the meeting room could be done before 31/03/16 assuming Danny was available.

**RESOLVED**

The FC approved the quote of £365 from Danny Scutt.

**ACTION**

CM to organise

**Decorating Lobby / Foyer Area**

The CM advised the FC that a quote had been received for repainting the lobby/foyer area white to shoulder height with a darker but neutral shade to the lower half. The recommendation was for a fully washable paint of one neutral shade throughout. Cllr DJ asked the CM to check the colour principles for the partially sighted to check the new colours comply before proceeding. This was agreed.

The FC agreed that the decorating of the lobby / foyer area should be done in the next financial year (from 1<sup>st</sup> April 2016)

**RESOLVED**

The FC approved the quote of £1345 from Danny Scutt

**ACTION**

CM to organise

**2 External Centre Maintenance**

**Play Area Gates**

The CM informed the FC that Steve Broughton of RSS had completed a comprehensive site visit looking again at all 4 gates ( 2 on the junior play area and 2 on the toddler play area) and also assisting with other items/findings of concern raised at the recent annual playground inspections. The CM advised the FC that RSS had confirmed again that it is purely the closing mechanisms that needs fixing on all 4 gates and not the gates that need replacing.

**RESOLVED**

The FC agreed that they would not replace the 4 gates.

**Gas Closers**

The CM advised the FC that there was only 1 gas closer on one of the junior play area gate – currently faulty. The other 3 gates had no gas closers. A quote had been received to replace the faulty closer on the 1 junior gate and install 3 gas closers on the other 3 gates. The CM had also spoken to the Play Inspection Company about installing 3 gas closers on the other gates and they had no objection or adverse comments.

**RESOLVED**

The FC approved the quote of £543.30 from RSS to replace the 1 existing gas closer and install 3 new gas closers on the other 3 gates.

**ACTION**

CM to organise

### Play Area Repairs

The CM advised the FC of the following priority repairs resulting from the inspection.

Amazon Basin  
(Attached photo)  
Yukon Log Roll  
Gates (finger entrapment)  
Basket swing (detail below)  
Toddler Area



The CM informed the FC that she had asked the contractors who installed the basket swing, about the minimum clearance and they dismissed any error on their part.

The FC agreed that the repairs should be completed as soon as possible in this Financial Year.

#### **RESOLVED**

The FC approved the quote from RSS of £2095.69 for the repairs listed below:-

Amazon Basin (Attached photo)	£1328.34
Yukon Log Roll	£280.78
Gates (finger entrapment)	£211.10
Basket swing (detail below)	£ 45.00
Toddler Area	£230.47



#### **ACTION**

CM to organise

### 3 Minor Issues

#### **Kitchen Urn**

The CM informed the FC that the lead time for purchasing direct from CS Catering was 3 – 5 days.

#### **Polling Station Hire Rate – Hart District Council**

The CM asked the FC to approve the hire rate for the Zebon Hall for the day. A Rate was agreed.

The FC also agreed the same hire rate should the centre be used again in the event of an EU referendum.

**RESOLVED**

HDC – hire rate of £640 agreed

**Crookham Village Bridge Club**

The FC agreed that there would be no change to the hire rate.

**ACTION**

CM to advise the bridge club

**10/16 FINANCE**

**(i) December Accounts**

The December Accounts were approved by the FC

The RFO also advised the FC that she had agreed an extension to the 2<sup>nd</sup> February 2016 for the submission of the Precept form.

**11/16 NEIGHBOURHOOD PLAN**

Cllr Richard Eastment advised the FC of the following:-

No expenditure this month.

A further grant had been applied for due to the recent complications at Hart.

The remaining balance from the last grant would be paid to CVPC by 31<sup>st</sup> March 2016.

Cllr JA requested that the FC have sight of the consultancy hours in advance of the FC meetings going forward so the charge can be approved from the agreed budget. This was agreed.

**12/16 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

**Meeting Dates for 2016**

Year	Month	FC/ Planning meetings
2016	February	15 <sup>th</sup>
	March	21 <sup>st</sup>
	April	18 <sup>th</sup>
	May	23 <sup>rd</sup>
	June	20 <sup>th</sup>
	July	18 <sup>th</sup>
	August	1 <sup>st</sup> (planning only) and 15 <sup>th</sup>
	September	19 <sup>th</sup>
	October	17 <sup>th</sup>
	November	21 <sup>st</sup>
	December	19 <sup>th</sup>

**The meeting closed at 21.00pm**