

## CRONDALL PARISH COUNCIL

### MINUTES OF MEETING

Held on Monday 29<sup>th</sup> April 2019 in Crondall Church Rooms

**PRESENT:** Cllr C Dorn – Chairman  
Cllrs D Argent, T Evans, C Hebborn, N Lambert (left at 7:35pm), M Seary

**ABSENT:** Cllr C Bryant - CPC

**APOLOGIES:** S O'Connor- CPC  
Cllr K Crookes- Hart DC

**IN ATTENDANCE:** V Honeyman- Deputy Parish Clerk  
M Harris- Parish Clerk  
Cllr Glenn- Hampshire County Council

There were 3 members of the public in attendance at the start of the meeting.

*The meeting commenced at 7.30pm and ended at 8:50pm*

#### **296/19 Point of Order**

As the Chairman welcomed everyone to the meeting, Cllr Lambert raised a point of order commenting that the Agenda had not been provided within the requisite time. The Chairman noted that this was regrettable, but Councillors were of a common view that the meeting should continue.

*Councillor Lambert left the meeting*

#### **297/19 Declarations of Interest**

There were no declarations of interest.

#### **298/19 Minutes of 25<sup>th</sup> March 2019 meeting**

The Minutes were proposed for acceptance as an accurate record by Cllr Dorn seconded by Cllr Argent and **AGREED** unanimously. The Chairman signed the Minutes.

#### **299/19 Minutes of the In-Committee Meeting of 25<sup>th</sup> March 2019**

The Minutes were proposed for acceptance as an accurate record by Cllr Dorn seconded by Cllr Seary and **AGREED** unanimously. The Chairman signed the Minutes.

#### **Matters arising from the 25<sup>th</sup> March 2019 meeting not covered by the agenda**

##### **300/19 280/19 Defibrillator Training**

Cllr Dorn in liaison with Hart First Response has arranged for a defibrillator training session on 30<sup>th</sup> April at a cost to CPC of £10pp. 12 places have been confirmed with space for up to 6 more.

##### **301/19 244/19 Annual Parish Meeting Feedback**

The Clerk reported positive feedback from a number of attendees both on the night and via email. Brian Whyatt (guest speaker from Crookham Village Parish Council) commented positively on the format of the meeting saying it was professionally run and interesting. Thanks were extended to Cllr Hebborn and the Clerk for organising refreshments.

##### **302/19 281/19 Speedwatch Update**

The Deputy Clerk advised Council that she had been in touch with Scott Shepherd to suggest moving the Speedwatch project forward by initially allowing the volunteers to use the existing SID

owned by CPC. Discussions with other local Parish Councils suggest other schemes operate using a SID of the same type with the support of the Police. Scott has been asked to submit a revised budget to account for the other items required, and to provide details when known of the roads approved for Speedwatch, in order to ascertain whether SID can be used on these roads (with or without an additional tripod). Cllr Hebborn queried whether SID was due to be replaced following previous discussions. It was concluded that SID does everything currently required of it there is so no imminent need to update it. Cllr Argent advised that SID is currently in operation monitoring speed on Dippenhall Street.

### 303/19 Announcements from the Chairman, Clerk, and Members questions received in advance

There were no announcements.

### 304/19 District Councillor's Report

Cllr Glen (Hampshire County Council) was in attendance and gave a brief update. He is delighted with recent road resurfacing works in Mill Lane and has received positive feedback from residents. He confirmed that Cllr Argent's previous concerns about additional foundations for the road had been factored in to the planning of this work and he believed the new foundations were deeper and more substantial.

Unfortunately, there are ongoing issues with lorries parking up and causing a mess in this area, especially chewing up the verges. Residents and councillors are still concerned about the activities of Farnham Grab Services at Bowenhurst. Residents are encouraged to keep monitoring and feeding back concerns as we await further action by Planning and Enforcement.

### 305/19 Representations by the public

There were no representations by the public.

*1 member of the public joined the meeting*

### 306/19 Planning Applications

Applications were considered in line with the previously circulated Planning Report.

|              |                                                |                                                                                                                                                         |
|--------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19/00622/CON | Willow Meadow Heath<br>Lane Ewshot GU10<br>5AW | Environmental study re condition 5, tree protection plan re condition 8, list of materials re condition 3, construction method statement re condition 4 |
|--------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|

Cllr Seary presented his planning report, reminding Council that they submitted an objection to the original application. As CPC are not a statutory consultee, Cllr Seary proposed **NO COMMENT** as it is up to Hart to determine whether conditions have been satisfied. This was seconded by Cllr Argent and **AGREED** unanimously.

|                 |                                                       |                                                                                                                                                                                                                                         |
|-----------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19/00664/PREAPP | The Bungalow<br>Pankridge Street<br>Crandall GU10 5QU | Demolition of the existing bungalow and the redevelopment of the site to provide for 2 pairs of semi-detached single storey old person/retirement bungalows (4 in total) rather than the redevelopment for 2 detached chalet dwellings. |
|-----------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

This is the first of 2 pre-applications for the same plot by different developers. This proposal is for 2 pairs of semi-detached bungalows (4 dwellings in total).

Although CPC are not a consultee, given the important location of this site and the involvement of the site in the Neighbourhood Plan process, Cllr Seary recommended commenting on these pre-applications.

Council identified the following concerns and comments:

- CPC are concerned about the layout of this proposed development, specifically whether the expected vehicles can be accommodated on site, and the impact on the street scene of having a house facing end on onto Pankridge Street. It also appears to offer very limited outside amenity space to residents.
- As guidance for the developer the NP Policy 3 (Housing Design) should be followed. In part it states 'development shall compliment and be well integrated with neighbouring properties in the immediate locality in terms of scale, density, mass, separation, layout, materials and access' it also states that 'the height of new buildings shall be in keeping with neighbouring properties and roof pitches complimenting the existing street scene'. The low height of the bungalows will be out of keeping with the surrounding properties, with 1.5 storey height design preferable.
- Policy 7 (Conservation) states that development proposals will 'ensure that the size and scale of new and extended buildings and their cartilage relate sympathetically to the surrounding area' also 'respect existing plot boundaries, ratios and historic layouts and forms of development'.
- Finally, the front of the site, adjacent to Pankridge Street, is in Flood Zone 3. Therein for any development on this part of the site a sequential test may be required.
- CPC does acknowledge that this development would address the need for more smaller dwellings in the Parish, but that 3 properties of this size would be more appropriate than 4.

The above comments were proposed by Cllr Dorn, seconded by Cllr Hebbron and **AGREED** unanimously.

|                 |                                                       |                                                                                                                                                                                                                                                       |
|-----------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19/00871/PREAPP | The Bungalow<br>Pankridge Street<br>Crandall GU10 5QU | Demolition of dilapidated bungalow and replacement with 2x two story detached, period style cottages in keeping with existing properties in the village. Replacement of boundaries with new fencing and hedges. New entrance for one of the cottages. |
|-----------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

This is the second of 2 pre-applications for the same plot. This proposal is for 2 detached dwellings.

Council identified the following concerns and comments:

- CPC have concerns that this proposal does not adequately address rights of way and parking issues. Adjacent residents claim that the side access road gives no right of way to this site. The illustrations provided suggest some creeping into the right of way taken up with a new hedge on the left hand side (when viewed from the street).
- As guidance for the developer the NP Policy 3 (Housing Design) should be followed. In part it states 'development shall compliment and be well integrated with neighbouring properties in the immediate locality in terms of scale, density, mass, separation, layout, materials and access' it also states that 'the height of new buildings shall be in keeping with neighbouring properties and roof pitches complimenting the existing street scene'. As presented the designs were too high and 1.5 storeys would be more in keeping with neighbouring properties. The width and massing were considered too large.
- Policy 7 (Conservation) states that development proposals will 'ensure that the size and scale of new and extended buildings and their cartilage relate sympathetically to the surrounding area' also 'respect existing plot boundaries, ratios and historic layouts and forms of development'. The developer might consider the merits of the units as a semi-detached pair.
- The front of the site, adjacent to Pankridge Street, is in Flood Zone 3. Therein for any development on this part of the site a sequential test may be required.
- Off-road parking was very much in need in this area, but the design as presented had the risk of looking like a car-park.

The above comments were proposed by Cllr Dorn, seconded by Cllr Hebborn and **AGREED** unanimously.

|              |                                               |                                                                                   |
|--------------|-----------------------------------------------|-----------------------------------------------------------------------------------|
| 19/00151/LDC | The Warren Pankridge Street Crondall GU10 5RG | Application for a Lawful Development Certificate for a Proposed garage conversion |
|--------------|-----------------------------------------------|-----------------------------------------------------------------------------------|

This has now been determined and Hart denied the LDC as there is a restriction in the consent 11/00040/HOU removing the permitted development rights.

|                |                                            |                                                                                                                                             |
|----------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 19/00706/PRIOR | Marsh Farm Bowling Alley Crondall GU10 5RJ | Notification of Prior Approval for the Change of Use from office (class B1(a)) to residential (class C3) to provide two 3 bedroom dwellings |
|----------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|

A previous application 18/02862/PRIOR was refused on Unit 3 owing to the applicant providing insufficient information to demonstrate that the proposed dwellings would not encounter unacceptable levels of groundwater flooding risk. At the same time Prior approval was requested and granted on the other two blocks.

There was discussion about the recent inclusion of this site in the Neighbourhood Plan with Cllr Dorn expressing a view that a cohesive development scheme for the whole site would have been useful. Cllr Seary felt it was likely the developer would move towards this position at a later date.

Cllr Seary proposed the following **COMMENT**:

It is clearly for Hart to decide if the applicant has met the relevant conditions for a prior approval application. Notwithstanding the fact that this application only seeks to establish a principle we are surprised that no proposed elevations or internal plans are required or provided.

This was seconded by Cllr Evans and **AGREED** unanimously.

### **307/19 Broden Stables High Court judgement**

No judgement received to date. Deferred until next meeting.

### **308/19 Neighbourhood Plan Update**

Cllr O'Connor provided a NPWG update which was circulated ahead of the meeting and was **NOTED**. No questions were raised. The update advised that document packs should be with Councillors by 6<sup>th</sup> May. Cllr Dorn urged Councillors to aim to return any comments within the first week after this date as the Council's next meeting is on 20<sup>th</sup> May. The NP needs to align with the SEA so this will also need to be revised prior to the 20<sup>th</sup> May meeting.

### **309/19 AGM 20<sup>th</sup> May 2019.**

The Chairman reminded Council that all roles need to be reviewed and possibly reallocated at the AGM on 20<sup>th</sup> May. Councillors are asked to consider whether all roles are still relevant and required, and who may wish to take them on. The current role chart was circulated ahead of the meeting. Please put forward any suggestions to the Clerks ahead of AGM.

*2 members of the public left the meeting 8:15pm*

### **310/19 Internal Auditor's report**

Cllr Argent recently met with the internal auditor for his second visit this year. The internal auditor's report (circulated ahead of the meeting) was positive and found Crondall Parish Council had complied with previous recommendations. Two new recommendations were included in this report: to record details of hours worked by the Clerks with pay slips, and secondly, to consider holding a less complex asset register. The first suggestion is being implemented. With regards to the asset register, it was considered that whilst a less comprehensive register might be practical if it was being started from scratch, the current detailed register has proved useful on occasions, such as after the tractor shed theft. On balance, the decision was taken to retain the current format, with a consolidated report prepared for audit purposes.

The internal auditor's report was **RECEIVED and NOTED**.

### **311/19 Annual Governance Statement 2018/19**

The Clerk explained the process for putting together the Council's Annual Return. Council went through the Annual Governance Statement and confirmed their responses as appropriate. The Clerk reiterated the importance of Council understanding the document (signature required on page 4 of the circulated document), guiding Councillors through the document and inviting questions. There were no questions.

Cllr Dorn proposed acceptance of the Annual Governance Statement for submission. This was seconded by Cllr Seary and **AGREED** unanimously. The Chairman signed the document.

### **312/19 Final Accounts 2018/19**

The Final Accounts had been circulated in advance. Cllr Argent spoke to the Final Accounts for year ending 31 March 2019. There were no questions. Cllr Argent proposed the Final Accounts 2018/19 be **APPROVED** for inclusion with the Annual Return. This was seconded by Cllr Hebbbron and **AGREED** unanimously.

### **313/19 Accounting Statements 2018/19**

The Accounting Statements had been circulated in advance. In addition Council had received an explanation of variances against the prior year. Cllr Hebbbron queried whether the noticeboards had been included in the Asset Register as per the auditor's previous comment. The Clerk confirmed that they have. There were no other questions and the Accounting Statements were proposed for inclusion as part of the Annual Return by Cllr Argent, seconded by Cllr Hebbbron and **AGREED** unanimously. The Chairman signed the document.

### **314/19 Annual Return 2018/19**

Page 3 has been signed by the internal auditor. Where there are significant differences in some areas (over 15%) explanations of variance are given. Council are required to reconcile boxes 7 and 8. The documents having been individually scrutinised and approved, Cllr Dorn proposed that the Annual Return be submitted, this was seconded by Cllr Seary and **AGREED** unanimously.

## **Finance and Risk Management**

### **315/19 Ratification of payments**

The circulated list of 18 items valued at £8,391.97 was proposed by Cllr Argent for authorisation and payment, seconded by Cllr Seary and **AGREED** unanimously.

An authorisation request was made to acquire a CPC credit clerk for use by the Deputy Clerk/Clerk to enable small purchases without adversely affecting their personal cash-flow. The Credit Card will attract a £32 annual charge from Lloyds. The Clerk suggested setting up a direct debit payment to ensure full clearance of the balance each month. A £500 credit limit would apply. Cllr Argent proposed this request, seconded by Cllr Evans, it was **AGREED** unanimously.

### **316/19 Bank Reconciliation**

The Deputy Clerk confirmed that she had undertaken an independent examination of the Bank Reconciliation for March 2019. No questions were raised. Council **NOTED** the Clerk's report.

## **PARISH COUNCIL REPORTS**

### **317/19 Estates Report.**

Council **NOTED** the Estates Report. New gates have been fitted in 3 sites on Hook Meadow and most agreed that these look great and were in much need of replacement. An enclosed closer device is to be fitted to the tennis court gate as this is not being closed. Crondall Preschool have had verbal agreement to make improvements to their garden, their contract now needs to be updated accordingly. The Clerk noted that a rather tatty sign has been reattached to the gate on Well Road. The Deputy Clerk and Clerk will liaise to establish whether the sign can be removed altogether as redundant or can be replaced.

### **318/19 Memorial Applications and Burials.**

Council **NOTED** the report. There have been no burials or interments of ashes this month and one application for a new memorial stone plus one enquiry regarding inheritance of a vacant plot.

### **319/19 Correspondence**

Electronic correspondence received during the month had been circulated to Councillors by email.

### **320/19 Other Business**

Cllr Argent asked the Clerk whether there had been any more correspondence with the owner of the Castle Inn regarding the nettle patch on the CPC owned path beside this property. The Clerk confirmed that no response had been received as yet.

Cllr Hebbron raised the subject of Old Parsonage Meadow following recent approaches by interested developers. There were concerns regarding individual Councillors meeting with developers in these circumstances. The Clerk reiterated the advice recently circulated to Councillors by email. Cllr Hebbron asked whether the developer was going to be presenting to Council? Cllr Dorn stated that they are aware this is an option but at this time haven't made such a request.

Signed as a true record ..... dated 20/05/19