



CHURCH CROOKHAM PARISH COUNCIL

Annual Meeting of Church Crookham Parish Council Minutes

Date: 13/05/2026

Place: Acorn Hall

In attendance: Cllr Bruce Bulgin, Cllr David Hawkins, Cllr Dan Hill, Cllr Ed Molyneux, Cllr Debbie Moss, Cllr Gareth Saunders, Cllr Kate Stewart, Cllr Gill Thomas

Also:

Meeting commenced at 19:30

26/104	Appointment of Chair To appoint Chair of the Full Council of Church Crookham Parish Council and receive Chair's acceptance of office Cllr Saunders was proposed and seconded as Chair for Church Crookham Parish Council Proposed GT, seconded DM, all in favour. Cllr Saunders signed their acceptance of office.
26/105	Appointment of Vice Chair To appoint Vice-Chair of the Full Council of Church Crookham Parish Council and receive Vice-Chair's acceptance of office Cllr Moss was proposed and seconded as Vice Chair for Church Crookham Parish Council Proposed GT, seconded GS, all in favour. Cllr Moss signed their acceptance of office.
26/106	Acceptance of Office To receive signed Acceptance of Office from all Elected Councillors

	All Councillors signed their Acceptance of Office forms
26/107	Code of Conduct To receive and approve adoption of the Code of Conduct Councillors agreed to adopt the Code of Conduct v2.01 Proposed GS, seconded GT, all in favour.
26/108	Apologies for absence To receive apologies for absence Apologies were received from Cllr Ford
26/109	Approval of Minutes from previous meetings To approve minutes of the following meetings: Full Council Monday 27th April 2026 Planning Committee meeting held 27th April 2026 Minutes were approved as a true record of the meetings Proposed GS, seconded and 5 in favour, 2 abstentions.
26/110	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members None received
26/111	Declaration of interest relating to any item on the agenda. To receive any declarations of interest from members None received
26/112	Chair's announcements To receive announcements from the Chair

	Chair thanked all those involved for a wonderful community event held by the Parish Council on Saturday 9th.
26/113	Public Session This is an opportunity for members of the public to bring matters to the attention of the meeting HDC Cllr Axam commended the Parish Council on a great Spring Festival event which he attended with family.
26/114	Councillor Co-Option To consider and approve an application to fill the Councillor vacancy One application was received to fill the vacancy which remained after the election process and can therefore be filled within 35 days of the election. The application was circulated and confirmed as a valid application. It was resolved to approve the co-option of Mr David Hawkins as a Councillor for Church Crookham and his acceptance of office was signed and joined the meeting. Proposed GS, seconded GT, all in favour.
26/115	Mission Statement To consider and approve a mission statement and the guiding principles of Church Crookham Parish Council Updated mission statement and guiding principles "The Parish Council is committed to communicate actively with residents and promoting community values, a healthy environment and pride in Church Crookham. •To engage, whenever possible, in an open dialogue with residents, showing no political bias, to understand their current and future needs, and to explain how the Council will address these needs within the scope of its powers. •To represent the interests of the people who live or work in Church Crookham. •To provide high standard, cost-effective services through the use of finite resources in a responsible manner. •To improve the quality of life for the residents through local projects or amenities, or by working together with other parishes, agencies or service providers to provide those projects." It was resolved to approve the updated Mission statement and guiding principles Proposed GS, seconded BB, all in favour.

26/116	General Power of Competence To review criteria for eligibility to reaffirm adoption of the General Power of Competence The General Power of Competence allows eligible councils to act more like an individual or organisation: instead of needing to prove exactly where legislation says they can do something, they can generally proceed unless another law prevents it, while still following all normal legal and governance requirements. Criteria requires a qualified Clerk - this is met as Clerk is CiLCA qualified Two thirds members elected - more than 7 Councillors have signed their Acceptance of Office forms It was resolved upon meeting the confirming that CCPC is eligible the General Power of Competence was adopted Proposed GS, seconded BB and all in favour.
26/117	Committee Structures, External Bodies & Meeting Dates To agree and approve committee structure, external bodies committee members and meeting dates for 2026/27 The following committee structures were approved: Planning Committee: Bruce Bulgin (Chair), John Ford (Vice Chair), Gareth Saunders, David Hawkins, Kate Stewart (subject to training) Finance & Policy Committee: Gareth Saunders (Chair), Bruce Bulgin (Vice Chair) Debbie Moss, Gill Thomas, Ed Molyneux, David Hawkins. Staff Committee: Debbie Moss (Chair), Gill Thomas (Vice Chair), Gareth Saunders, Kate Stewart. The following external committee representations: Farnborough Airport Gareth Saunders & John Ford Fleet Connect: Gareth Saunders & Debbie Moss Speedwatch: Dan Hill & Bruce Bulgin ALMS Houses: Debbie Moss Memorial Hall: John Ford

	Taylor Wimpey: Gareth Saunders, Gill Thomas & Kate Stewart Fleet Phoenix: Ed Molyneux & Bruce Bulgin Mens Shed: Kate Stewart Proposed GS, seconded KS, all in favour.
26/118	Terms of Reference and delegations arrangements To review and agree terms of reference and delegation arrangements for all committees The terms of reference for each committee were reviewed with no requirements for amendments. Planning Committee v6 Finance & Policy Committee v9 Staff Committee v6 It was resolved to approve the Terms of Reference for the above committees. Proposed GS, seconded KS, all in favour.
26/119	Local Authority arrangements To adopt arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by local authorities •Basingstoke Canal Authority via Hampshire CC - £7,160 budget 26/27 •Fleet Connect via Hampshire CC - £5,400 budget 26/27 •Fleet Phoenix - £4,000 budget 26/27 It was resolved to approve the listed local authority arrangements Proposed GS, seconded GT, all in favour.
26/120	Consideration of planning matters To consider planning applications and other planning matters Consideration of planning applications <u>Demolition of carport and erection of a two storey side extension, single storey rear extension and new entrance canopy</u>

26/00671/HOU - 7 Tweseldown Road Church Crookham Fleet Hampshire GU52 8DE

No Objection

Church Crookham Parish Council would like to reiterate the concerns raised by the Governing body of the junior school which is a direct neighbour of number 7 Tweseldown Road, Church Crookham.

In addition to these concerns set out below that the Highways authority ensure that parking restrictions in the immediate vicinity of this property are enforced properly during any construction activity.

The concerns are listed below:

Should the planning application proceed, we ask that Hart District Council and the neighbour/Project Manager on behalf of 7 Tweseldown Road works closely with the school to ensure disruption is minimised and pupil safety is fully considered.

Noise and Disturbance

The proposed development is likely to result in significant noise during the construction phase, which would impact upon the school environment-particularly classrooms located near to this property.

Noise levels must be kept to an absolute minimum during the working school day (for example, avoiding the use of loud radios) and that all site workers remain mindful that children are present. This includes ensuring that no inappropriate language is audible or smoking visible to pupils at any time.

Construction Access and Highway Safety

The proposed construction access raises serious concerns regarding pupil safety, particularly during arrival and departure times. Children access the school site from 07:30am, and after-school activities and clubs operate into the late afternoon.

An increase in construction traffic-particularly deliveries of materials to 7 Tweseldown Road-poses a risk if this occurs during the school day. The school's main entrance must remain fully accessible, as it provides access for emergency vehicles and is regularly used by coaches for school trips and swimming sessions throughout the school day.

School Drop-off and Collection Times

Should planning permission be granted, conditions should be imposed to prevent construction-related deliveries, collections, and vehicle movements between 08:30-09:00 and 15:00-15:30, when pupil movement is at its highest.

Access to the school must be maintained at all times for staff, emergency services, and school transport, including coaches.

Construction Management Plan

A robust Construction Management Plan is required as a condition of approval. This should clearly set out delivery routes, timing restrictions, parking arrangements for site workers, and measures to safeguard pedestrian access. Local roads are already heavily congested, and additional parked vehicles would further exacerbate access issues for the school and surrounding residents.

Access Arrangements

The submitted plans appear to show construction activity taking place very close to school land that is not within the applicant's ownership or control. This raises significant concerns about how access will be managed safely and legally during the build.

If the application proceeds, any required access arrangements that affect school land (including the drive or patch of grass next to the property, which are the school site) to be clearly identified, discussed, and formally agreed with the school in advance.

Work during School holiday

If work is to be carried out during school holidays the school should still be made fully aware as there are clubs and activities which run within holiday time.

	Proposed GS, seconded BB, all in favour. <u>Erection of a single storey rear extension following demolition of dining room extension, conversion of garage to playroom to include the replacement of the garage door with a window and alteration to fenestration on side elevation</u> 26/00678/HOU - 19 Rounton Road Church Crookham Fleet Hampshire GU52 6HA No Objection Proposed BB, seconded GS, all in favour. <u>Erection of a pitched roof over existing flat roof garage, conversion of garage to form playroom and wc. Brick up garage door and install window, single storey side extension to form utility room</u> 26/00752/HOU - 34 Ferndale Road Church Crookham Fleet GU52 6LN No Objection Proposed BB, seconded GS, all in favour <u>Erection of a single storey front/side extension and alterations to fenestration on rear elevation</u> 26/00753/HOU - 13 Carlton Crescent Church Crookham Fleet GU52 6AP No Objection Proposed GS, seconded BB, all in favour Lawful Development Certificate (LDC's) and Tree preservation orders (TPO's) were consider <u>T1 - Oak - Crown reduction of up to 3 m reducing back to previous reduction points</u>  26/00664/TPO 50 Aldershot Road Church Crookham Fleet GU52 8LF No comment provided The weekly list was reviewed Date of next Hart DC Development Management committee meeting - 27th May 8pm Next Planning Committee meeting - 8th June 7.30pm
26/121	Grant applications

	To receive and consider approval of grant applications Application from Challengers Farnham Playscheme for Disabled children It was resolved to approve a grant of £1,500 for Challengers Playscheme Farnham Proposed GT, seconded KS, all in favour
26/122	Standing Orders To review and adopt Standing Orders The Standing Orders were reviewed with no updates recommended. It was resolved to approve readoption of Standing Orders v9 Proposed GS, seconded BB, all in favour.
26/123	Financial Regulations To review and adopt Financial Regulations Financial Regulations were reviewed and updates recommended It was resolved to approve recommended updates adopt Financial Regulations v3 Proposed GS, seconded DM, all in favour.
26/124	Risk Register To confirm review of the risk register and approve any updates The review of the risk register took place and amendments recommended for approval. It was also agreed that Finance & Policy would carry out a further review of the register at its July meeting to consider Equality. It was resolved to approve the Risk Management Policy and Risk Register v3 Proposed GS, seconded BB, all in favour.
26/125	External Audit - Conflict of Interest To review and confirm no conflict of interest with external auditor

	Members confirmed that they have no conflict of interest with BDO External auditors for Parish Councils The relevant form was completed and signed by Chair and RFO
26/126	Notice of Public Rights To confirm dates for Notice of Public Rights period for 2025/2026 accounts The proposed dates were noted and agreed: Date of announcement 20th May 2026 Inspection dates from 3rd June to 14th July inclusive As identified during the internal audit following this meeting the notice will be published and the dates for inspection are exactly 30 working days
26/127	Crookham Park Update To receive an update on Crookham Park outstanding developer obligations Some progress has been made with lighting within the development but concerns raised that some lights still not able to be connected. Clerk requested urgent update from developer to ensure that Health & Safety is top priority with open pits within development. Clerk closely liaising with contractor on progress they have secured the pits with heras fencing. TW comment: Yes the electric appears to have been interesting, the lines which our streetlight are connected onto appear to be dead for a few of the lights - I have said to contractor we continue to do whatever GTC need to resolve, we will speak to GTC separately as it appears that some of the faults have been down to them this whole time. One cable up the top within the GTC area has SSE written on it so I have reached out to the SSE and arrange a joint meeting Other progress includes removal of temporary bumps on Gurung Way, reinstatement of pavements from dropped kerbs and foot crossings rectifications. Clerk has asked when next meet subject to their meet with SSE/GTC.
26/128	Spring Festival To receive a review of the Spring Festival 2026

	A summary of event feedback was provided and it was agreed to hold a debrief meeting with staff and councillors to discuss the areas to improve further the organisation ahead of future events Lots of great feedback from the stall holders as to the organisation of the event especially arrival and departure Crib sheet was well received by all volunteers, all relevant and useful info – should keep for xmas & next yr Tables worked well in this year's position. Event felt less spread out. Tables were popular Accidental food zone created with Calebs and Signature catering, felt quite queue heavy in this area but wasn't over the pathway so didn't cause problems – worked well with position of tables. Incredible attendance again Sunshine came out for us which would have helped attendance and overall atmosphere of the day Basketball had a fabulous atmosphere with the DJ & MC comments were made from many attendees, councillors and volunteers that we need music in the main event too Parking ran smoothly around 2pm the parking situation became very difficult with Blue & Yellow carpark being more than full – this was most likely due to Basketball attendees overlapping Overall, a fantastic day enjoyed by approx. 800 people
26/129	Payment of accounts To approve current month payment of accounts report Finance reports for May will be considered at the June meeting. Cash flow shows: April end position worse due to VAT timing now received in May £15.5k Larger Bulk faster payment and project payments (tree works/ repair work/ annual subscription charges) VAT timing goes some way to reinstate original forecast close position. As we approach first quarter this will inform Flagstone maturity decisions.

26/130	Quotes To receive and approve quotes for works required Approved Cyber Security insurance due for renewal - Gallagher £367 (same as prior year) New laptop for Deputy Clerk (oldest machine/ charging capacity failed / out of warranty/ replacement budgeted this year) £1,070 Croma Fire & Security (replacement maintenance to fire and emergency lighting and cctv) £7,734.21 including one-off costs (hardware included), Sim Charges Proposed GS, seconded KS, all in favour.
26/131	Clerks Report To receive Clerk's report and approve any actions arising Request received for a memorial bench to be located in or near the Orchard was received from a resident. Councillors approved placement of a bench outside of the orchard adjacent to the Gurkha statue. Update on holidays - Clerk annual leave was noted Casual vacancy following resignation of Cllr Whibley will be filled following the 14-day period for notice of by-election process.
26/132	Safety reports To receive monthly reports Monthly safety reports will be circulated when completed later in month
26/133	External Bodies Committee Reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council None received
26/134	Next Full Council Meeting Next Council meetings:

	Monday 1st June - Annual Residents Meeting 8th June Planning Committee 22nd June Planning Committee & Full Council 13th July Planning Committee & Finance& Policy Committee 27th July Planning Committee & Full Council Aug Planning Committee if required 14th September Planning Committee
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