CRAWLEY PARISH COUNCIL – 21 SEPTEMBER 2026

Minutes of the Meeting held on
Monday 21 September 2026

Present: Councillors Anderson, Fratter, Whiteley, Leighton, Hewson (from 7:35pm)
In attendance: Sally Lawrence (Clerk and RFO), Councillor Horrill

26/27 - 32 **Apologies: To receive apologies and approve reasons for absence**
Alison Carney (NHW)
Cllr Adams, Cllr Batho

26/27 – 33 **Public Session**.
0 attendees.

26/27 – 34 **Minutes of the meeting of 20 July 2026**
To approve and sign the minutes
The minutes were approved and signed.
To deal with any matters not on the agenda
No matters arising.

26/27 – 35 **Reports from City and County Councillors**
Cllr Horrill presented her report.
Advised that WCC had a community building event – to advised Victoria.
Cllr Horrill had met with Cllr Anderson to discuss signs/trees and grass cutting.
WCC had appointed new grounds maintenance contractors who will take over
From IDVerde in a years' time.
Cllr Batho sent in his report – appended

26/27 – 36 **Report from Neighbourhood Watch**
Report received from Alison -

26/27 - 37 **Reports from Wardens and Representatives**

a. **Trees**
The councillors had undertaken some work in the churchyard on the 12th September.
b. **Pond**
The water level on the pond has improved.
c. **Burial and Memorial Ground**
Nothing to report.
d. **Mowing**
Cllr Fratter had nothing to report.
e. **Footpaths**
The signage is the parish council's responsibility. Agreed in principle.
f. **Highways**
Nothing to report from Cllr Whiteley.
g. **Church Yard**
On the 12th September a group of councillors undertook vegetation clearance for a couple of hours. It was a very successful morning filling up Cllr Anderson's van. Fantastic job.

26/27 – 38 **Acorn Grant – pond project**
The project currently has £1k received from the Acorn Grant together with £1.2k from parish council funds. Cllr Anderson to advise the Pond Group.
Sparsholt College are lined up to remove the fish from the pond on the 12th October.

26/27 - 39 **Arqiva Site update**
Nothing to report.

26/27 – 40 **Planning**

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Signed…… Dated ……

Date Rec'd	Number	Address	Description	Status
15/09/2026	26/01915/TPO	Upincott Peach Hill Lane Crawley SO21 2PU	T3 - Yew - Deadwood and reduce limb overhanging boundary to south eastern aspect. T4 - Western Red Cedar - Removal of limb on south western aspect overhanging boundary fence.	Current - No comment
26/08/2026	26/01785/TPC	Upincott Peach Hill Lane Crawley SO21 2PU	T1 - Yew - Deadwood. T2 - Yew - Deadwood. T3 - Yew - Deadwood and reduce limb overhanging boundary to south eastern aspect. T4 - Western Red Cedar - Removal of limb on south western aspect overhanging boundary fence. T5 - Fruit tree - Crown lift to 3m over lawn and hedge to increase light to hedge and clearance when mowing lawn. G1 - Group of 4x Apple trees - Selective reduction of overweighted limbs by up to 1m and crown lifting to up to 1m. (T3 and T4 also submitted on TPO application 26/01915/TPO in case this is covered by TPO)	Current – No comment
03/08/2026	26/01311TPC	Cob House Peach Hill Lane Crawley	T5 - Fruit tree - Crown lift to 3m over lawn and hedge to increase light to hedge and clearance when mowing lawn. G1 - Group of 4x Apple trees - Selective reduction of overweighted limbs by up to 1m and crown lifting to up to 1m. (T3 and T4 also submitted on TPO application 26/01915/TPO in case this is covered by TPO)	Current – No comment
30/07/2026	26/01455/FUL	Land at New Barn Lane Crawley	Siting of a mobile home, next to an existing farm yard, to support the development of a farm business.	Current – comments raised
25/06/2026	26/01327/HOU	Greystones Littleton Road Crawley Winchester Hampshire SO21 2QD	Detached single-storey ancillary artist's studio within the grounds of Greystones.	Current – comments raised

Recent Decisions

Date Rec'd	Number	Address	Description	Status
30/06/2026	26/01345/HOU	The Granary Peach Hill Lane Crawley SO21 2PU	External alterations to the entrance porch; replacement of external doors and windows; repair/replacement of oak framework to west elevation; replacement of external white-painted timber cladding with black-painted timber cladding; chimney alterations including partial removal of modern chimney, retention of external stack and installation of wood-burning stove and flue; replacement roof covering; demolition of dilapidated garage and construction of replacement single-storey garden room for ancillary domestic use; and replacement front boundary fencing with new vehicular and pedestrian gates. (Retrospective)	Decided – application permitted
06/03/2026	26/00466/HOU	Hollybush House Peach Hill Lane Crawley SO21 2QB	The erection of a detached garage with home office above as well as associated landscaping.(Revised Plans & Updated Description)	Decided – application permitted

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30/06/2026	26/01349/FUL	Barn Cottage Manor Lodge Peach Hill Lane Crawley SO21 2PL	Reconstruct existing garden room to provide first floor accommodation. Reconfiguration of ground floor comprising new entranceway, staircase and inclusion of study. Replacement of front door with window.	Decided – application withdrawn
29/06/2026	26/01337/FUL	Orchard End Peach Hill Lane Crawley SO21 2PR	Tree 1 - Crown lift to 4m north aspect and reduce north aspect away from building by 2m. Tree 2 - Crown lift to 5.3m over highway. Tree 3 - trim approximately 30-40cm of new growth (Amended)	Application permitted
29/06/2026	26/01311/FUL	Cob House Peach Hill Lane Crawley SO21 2PZ	T1 Yew:- lift to 1 meter clearance of garage roof, on chalk hills side lift canopy to 3 meters and cut back low over hanging limbs by 2 meters. T2 Sycamore Lift over garage and shed roof by 2 meters and by 5 meters ground clearance. On chalk hill side reduce back 3x upper over extended limbs towards house only by 1.5 meters [one recent large limb snapped and fallen by house significant amount of deadwood in crown]. T3.Prunus x2:- cut back to near boundary on Chalk Hills side, lift from boundary wall. (Amended)	Decided – no objection raised
19/06/2026	26/01281/TPO	Tall Trees Peach Hill Lane Crawley SO21 2PZ	T6 - Yew tree Height 18m to reduce to no less than 15m, radial spread 11m to reduce to no less than 8m. Arboricultural Justification: To undertake a sympathetic crown reduction in accordance with BS3998:2010 to maintain the tree at a sustainable size relative to its growing environment and reduce end-weight throughout the crown. The works will lessen mechanical loading on extended limbs, improve the tree's long-term structural integrity, and reduce the likelihood of branch failure during adverse weather conditions. The proposed reduction will retain the tree's natural form and amenity value whilst establishing an appropriate management cycle for this mature specimen. T7 - Sycamore to take back to source the first 4no branches at 35mm stem diameter Arboricultural Justification: To remove four small lower branches by pruning back to source. The works are minor in nature and intended to improve canopy structure and provide appropriate clearance beneath the crown. The proposed pruning involves the removal of small diameter branches only and will not adversely affect the health or stability of the tree. (Amended)	Decided – application permitted
05/06/2026	26/01186/TPO	Pond House Peach Hill Lane Crawley SO21 2PR	T1- Reduce 1 x Walnut tree to rebalance tree due to poor pruning on neighbouring side (reduce by 3m approx. With pruning cuts no bigger than 45mm) . Finished radius of 4m approx. To bring the tree back into shape	Decided – application permitted

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28/05/2026	26/01269/TPO	Pond House Peach Hill Lane Crawley SO21 2PR	T2 - reduce and crown lift 1 large yew by 2 - 2.5m all round. Work to be carried due to proximity to the house. Tree casts huge amount of shade over property and is now touching guttering. Reduce leaving a finished radius of 3m approx. with pruning cuts no bigger than 45mm	Decided – application permitted
22/04/2026	26/00841/LIS	Pond House Peach Hill Lane Crawley SO21 2PR	Alterations to the property including: removal of infill to the entrance portico, demolition of small single storey extensions to the rear of the property, window and door alterations where required, interior modifications, services installation, replacement of gutters, repairs to building fabric and south boundary wall.	Decided – application permitted

Planning Enforcement (for information)

Date	Number	Address	Description	Status
08/05//2026	26/00167/BCOND	Folly Farm Caravan Site Stockbridge Road Crawley Hampshire	Alleged unauthorised deviation from approved Planning Permission REF: 23/00143/LDC regarding spacing between pitches	Live case
08/04/2026	26/00122/WKS	The Bothy Peach Hill Lane Crawley	Alleged unauthorised cabin	Live case
28/01/2026	26/00022/BCOND	Kingswell House Peach Hill Lane Crawley	Alleged unauthorised breach of condition from Planning Permission REF: 21/00616/HOU regarding use for living accommodation	Live case
14/07/2026	26/00264/CARAVN	Land At New Barn Lane Crawley Hampshire	Alleged unauthorised mobile home	Live case

26/27 – 41 Lengthsman visit – 23September 2026

A list of jobs has been submitted to the Lengthsman for their next visit.

26/27 – 42 Finance

a. Recent transactions – to approve income and expenditure since last meeting.

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Signed…… Dated ……

2026/27 transactions

Payments

Date	Ref	Payee	Details	£
31/07/2026	PV23	HMRC	2025/26 Paye/NI adjustment	7.24
31/07/2026	PV24	Clerk	July pay	463.26
31/07/2026	PV25	HMRC	July Paye/NI	3.50
24/07/2026	PV26	HCC	Newsletter	38.00
28/07/2026	PV27	Royal British Legion	Remembrance wreath	23.00
05/08/2026	PV28	Green Smile Ltd	Grounds maintenance	475.54
28/08/2026	PV29	Clerk	August pay	463.26
01/09/2026	PV30	HMRC	August Paye/NI	3.50
05/09/2026	PV31	Green Smile Ltd	Grounds maintenance	475.54
03/09/2026	PV32	BDO LLP	2025/26 external audit fee	252.00
18/06/2026	PV33	HALC	Credit - refund invoice 7957	-64.20

All approved.

Receipts received – noted

Date	Ref	Payee	Description	£
11/09/2026	RV05	Acorn	Grant (Pond project)	1,000.00
11/09/2026	RV06	WCC	25/26 Precept (50%)	10,750.00

b. Budget to date
All in line to date. All agreed.

c. To approve payment of LGSP 2026/27agreement – pay increase of 3.3% from the next payroll payment together with backpay from April 26.
All agreed.

d. Insurance renewal
Quote from Zurich for 2026/27 is £984.77. All agreed.
Clerk to check for 3-year option.

e. Internal Audit
It was agreed to accept the quote to supply Internal Audit service from Mulberry.
3-year option (fixed hourly rate of £80). All agreed.

f. Conclusion of External Audit
The 2025/26 External Audit is complete, certificate received and posted on the website.

g. Grant request from outside body
A grant request has been received from Citizens Advice Winchester District (CAWD).
It was agreed to payment of grant for £125.

26/27 – 43 **Review of Governing Documents and Policies**
Code of Conduct
Risk assessments
Health and Safety Policy
Asset Register
It was agreed to revisit the review at the next meeting.

26/27 - 44 **Discuss and approve content of the September/October parish newsletter**
To include items as discussed on the Agenda.

There being no other business the meeting closed at 8:55pm. The next meeting is 16 November 2026.

Signed…… Dated ……