

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 09.01.17

Monday 9 January 2017 at 7.00pm

The Small Parish Hall, Links Lane, Rowlands Castle PO9 6AD

These minutes are subject to confirmation by the Council at its next Full Council Meeting

PRESENT:

Cllr C Stanley (Chairman), Cllr L Longman, Cllr A Lee, Cllr D Symonds and Cllr B Wilson.
R Probert (EHDC Community Officer) was also present in part.

MINUTES:

Taken by Lisa Walker (Clerk to the Council).

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

1. To Receive any Councillors' Apologies for Absence

Apologies for absence were received from Cllrs Hooper and Raley, and from C Cllr Harvey, D Cllr Johnson, C/D Cllr Moon and D Cllr Wren.

2. To Receive any Declarations of Interest

There were no declarations of interest at this point in the Meeting.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Previous Meetings held on 1 and 5 December 2016

The Minutes of both Meetings (circulated previously) were unanimously CONFIRMED as accurate records and were duly signed by the Chairman.

4. To Receive a Written Update on Progress of Resolutions from Previous Meeting(s)

Members received the Clerk's Report (circulated previously, held with these Minutes) and noted: Management of Grass Cutting within the Parish – EHDC's service to be monitored over the 2017 growing season, its cutting schedule for Finchdean obtained, and the stated area sizes be clarified.

Action: Clerk to respond to EHDC

5. Parish Notices and Clerk's Report: The following were reported:

Residents' Dealings with Parish Office in December - (circulated previously, held with these Minutes) Noted
Report on EHDC Community Forum on 14 December – Cllr Symonds reported the main topic was Health in the Community. Representatives from NHS South Eastern Hampshire Clinical Commissioning Group and Better Local Care Southern Health NHS gave presentations on their respective areas. A lively Q & A ensued. There was also a presentation on Horndean Older Persons Enabling (HOPE), a befriending scheme managed by Age Concern to help combat loneliness amongst elderly people.

EHDC Community Forum on 31 January in Rowlands Castle – The main topic will be whether Rowlands Castle Parish should develop a Neighbourhood Plan. As many members and residents as possible are encouraged to attend. See Item 8 b)

EHDC Community Forums (Fora) – At Ms Probert's request, members suggested topics for future Forums.
Local Govt Boundary Commission's District Ward Boundary Review – Members AGREED to respond requesting Finchdean and the surrounding area be included in Rowlands Castle Ward, in line with County Divisions and Parish boundaries.

Action: Clerk to write to LGBC when consultation is launched
HCC's Right of Way Vegetation Priority Cutting Lists for 2017 – Members AGREED to review the existing 6 RoWs specified for priority cutting, and timing thereon, in time for the deadline of 1 Feb for responses.

Action: Clerk to review and respond by deadline

Model Railway of Rowlands Castle – The newly-purchased model will be displayed for the public in the Small Parish Hall from 2.30pm on 14 Jan, with private viewing available beforehand.

6. To Receive Reports from County & District Councillors, and other Delegates, if appropriate:

There were no County or District Cllrs present, nor had any reported been submitted by them for this Item.

EHDC Community Officer In addition to her contributions to Items 5 and 8 b), Ms Probert also outlined a new on-line programme, the Social Value Engine, which allows individuals/organisations to assess the social value of projects, organisations etc.

7. OPEN FORUM - Limited to 15 minutes in total and a max 3 mins for each individual speaker

There were no comments from any member of the public present at this point in the Meeting.

Confirmed:



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8. PLANNING MATTERS: To Consider and Agree Action, if appropriate, on the following:

a) Planning Applications:

57013 RETROSPECTIVE APPLICATION FOR ANNEXE AND STORE
41 Finchdean Road, Rowlands Castle, PO9 6DA

Cllr Longman outlined the Application, which she and Cllr Wilson had reviewed. Members noted the history of the property, which had previously been known as land behind 43 Finchdean Road.

It was unanimously RESOLVED that NO OBJECTION be made, though Council wished to record its concern that this retrospective Application was for an annex which had already been built, and which appeared to be very similar to one at the same property which had previously been refused permission.

56621 SINGLE STOREY EXTENSION TO REAR
102 Redhill Road, Rowlands Castle, PO9 6DF

Cllr Symonds outlined the Application, which he and Cllr Hooper had reviewed. Members noted: the proposals were designed to accommodate the needs of its elderly inhabitants; they represented a c 90% increase in the 'footprint' of the property; and the application documentation was of a poor standard. At the invitation of the Chairman, the owner of a neighbouring property addressed the Meeting, outlining his reservations about the application.

It was unanimously RESOLVED that OBJECTION be made on the grounds the Application was poorly-presented, lacked detail and contained various inaccuracies, meaning the Council was unable to make an informed decision on its merits.

57028 Application 1: CAR PORT AND GARAGE FOLLOWING DEMOLITION OF EXISTING CAR
and PORT AND SINGLE GARAGE, and
57028/001 Application 2: SINGLE STOREY REAR EXTENSION AND ALTERATIONS TO EXISTING
SINGLE-STOREY, FLAT-ROOFED EXTENSION TO CREATE ENLARGED KITCHEN
7 Castle Road Rowlands Castle PO9 6AP

Cllr Stanley outlined the Application, which he and Cllr Longman had reviewed. It was unanimously RESOLVED that NO OBJECTION be made to either Application.

37868/002 TWO STOREY EXTENSION TO FRONT, DORMER WINDOW TO SIDE, CONVERSION
For Note OF GARAGE AND ROOF SPACE TO HABITABLE ACCOMMODATION
only *81 Castle Road, Rowlands Castle PO9 6AR*

It was noted this Application was a re-submission of one which had previously been withdrawn. The 2 councillors who had reviewed the original had reconsidered this amended version. They advised no changes to Council's original decision was necessary, all other members agreed, so a comment of NO OBJECTION had been submitted by the deadline of 3 January.

29094/017 Notification of intention to carry out Works to trees within a Conservation Area.
For Note HORNBEAM T1 - REDUCE CROWN BY 2-3M TO LEAVE FINISHED HEIGHT OF 6-7M
only AND FINISHED SPREAD (RADIUS) OF 5M. COPPER BEECH T2 - REDUCE CROWN
BY APPROX 2-3M TO LEAVE FINISHED HEIGHT OF 6-7M AND FINISHED SPREAD
(RADIUS) OF 5M
North Lodge, Manor Lodge Road, Rowlands Castle, PO9 6BA

It was noted Cllr Hooper had reviewed this Application prior to the deadline for submission of comments by 19 December, which could not be extended. Upon his advice, and with the agreement of all other members, a comment of NO OBJECTION had been submitted by the deadline of 19 December.

Action: Clerk/Admin Asst to submit comments on Application(s) to EHDC/SDNPA Planning Depts

b) Update on Potential Development of a Neighbourhood Plan for the Parish – Members noted presentations had already been made to the RCA and RCWI, with one due shortly for the U3A. Briefing leaflets had been made available at these events, and some support for the development of a Plan had already been received. Members also noted EHDC officers' helpful comments on the draft Scoping Plan.

The following was AGREED:

- i) Cllr Stanley would represent RCPC at the forthcoming EHDC Community Forum on 31 January (see Item 5) and the aforementioned leaflets should be made available at the event,
- ii) The Forum should be as well-publicised as possible (RCPC's website and Facebook page, and on Grapevine and village noticeboards) to encourage residents to attend,
- iii) A Parish-wide leaflet drop should be organised to publicise the Public Exhibition on 18 February,

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- iv) As many members as possible should attend an informal meeting on 19 Jan to plan the schedule, leaflets and display boards for the forthcoming events.

Members thanked a local archivist for his offer to supply historic photos of the Parish for the Exhibition.

Action 1: Clerk to arrange venue for Mtg on 19 Jan

Action 2: Clerk to publicise Forum as widely as possible, and provide briefing leaflets for event

Action 3: Clerk to liaise with local archivist to source suitable photos

- c) **Update on Planning Condition(s) relating to surface water drainage** - Members noted Cllr Wilson's Background Note (circulated previously) and thanked him for his thorough research.

It was unanimously RESOLVED to write to DCLG, copy to George Hollingbery MP, urging water authorities to be more directly and statutorily involved in all planning applications involving surface water drainage schemes in order to best protect water supplies from potential contaminants.

Action: Clerk to draft letter for circulation and approval prior to sending

- d) **Schedule of EHDC's and SDNPA's Planning Decisions up to Friday 3 January 2017 –**

Members noted the Schedule (a copy of which will be held with these Minutes). Decisions were broadly in line with Council's comments.

9. COUNCIL'S OPERATIONAL MATTERS: To Consider and Agree Action, if appropriate, on the following:

- a) **Annual Report and Accounts of Rowlands Castle Recreation Ground CIO to 31 March 2016 –**

Members noted the draft Report and Accounts (circulated previously) and some more recent amendments to the order of the document. It was unanimously RESOLVED to adopt the amended Report as that of the Trustee of the CIO, for submission to the Charity Commission. It was duly signed by the Chairman.

Action: Clerk to return signed Report to Admin Asst for submission

- b) **Parish Participation in Great British Spring Clean from 3 to 5 March 2017 –** Members noted the RCA's willingness to work with Council in organising a local 'clean'. It was AGREED to coordinate efforts across the Parish, providing the appropriate equipment and clothing could be secured, and EHDC was able to arrange the prompt collection of all filled refuse sacks.

Action: Clerk to liaise with EHDC and RCA

- c) **HCC's Response to Parish Traffic & Safety Review –** Members noted HCC's response (circulated previously) with disappointment. It explained many of the Review's recommendations could not be undertaken in the foreseeable future due to budgetary cuts, although some more minor works may be possible if funded by the Parish direct. Members also noted certain S106 funds would be due when various permitted development begins but that such sums could not be guaranteed, nor did Council have the powers to direct how such funds be spent. Members AGREED to consider this when finalising the budget for 2017/18.

Action: Clerk to send electronic copy of HCC's response to all cllrs

- d) **Update on Prospective Leasing of PCC-owned Land within Parish including Amendment to Council's Decision of 1 August 2016 re Appointment of Solicitor in this matter –** Members noted a response to Council's letter to PCC's leader had been received in mid-December. PCC had withdrawn the offer to lease the grazing land to RCPC, but its offer to lease the allotments and Whichers Gate Common still stood. PCC is due to provide answer to various queries posed by RCPC before matters can be substantively progressed.

It was unanimously RESOLVED to amend Council's decision of 1 August and appoint Surrey Hills Solicitors (SHS) to represent RCPC in this matter instead, on the grounds the individual who is highly-experienced in local government matters has recently moved from Wellers Hedleys to SHS and no other individual of commensurate experience remains at Wellers.

Action: Clerk to inform Wellers and SHS of Council's decisions

10. FINANCIAL MATTERS: To Consider and Agree Action, if appropriate, on the following:

- a) **December 2016 Schedule Payments, for authorisation –** Cllr Lee stated he had reviewed and confirmed the relevant invoices. It was unanimously RESOLVED to authorise the Schedule (circulated previously) for payment. The Schedule was signed by the 2 nominated signatories present.

A list of payments is included below (incl VAT where appropriate, which is reclaimable by the Council):
NB: The figures for Quality Land Services and Wellers Law Group are slightly less than those presented at the Meeting due to amended invoices.

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Method	Amount £	Payee	Reason
DD	74.76	BT Payments Services Ltd	Monthly Telephone and Broadband charges
IBT	28.00	RCPHMC	Hall Hire for Council Mtg on 7 November
IBT	42.00	The House Nameplate Co	2 plaques for 'Adopt a Bench' Scheme
IBT	200.00	Society of Local Council Clerks	Renewal of Clerk's Annual membership 2017
IBT	412.50	Exterior Living Rooms Ltd	Grass Cutting and Handyman services
IBT	8.60	Condor Office Solutions Ltd	Copier/Printer costs and maintenance
IBT	706.86	Quality Land Services Ltd	Quarterly litter and dog waste collection fee
IBT	518.40	Wellers Law Grp t/a Hedleys	Fee for Legal Advice on Litigation matter
IBTs	3270.66	Staff salaries including HMRC, PAYE, NIC and Pension Contributions	
Total	5261.78		

IBT = Inter-bank Transfer, Council's main payment method now it is registered for online banking.

DD = Direct Debit SO = Standing Order **Action: Clerk to make payments according to Schedule**

A list of receipts is included below:

Method	Amount £	Payer	Reason
IBT	1500.00	EHDC/Cllrs Johnson & Wren	Community Grants towards Additional SLR
Total	1500.00		

b) Report on Council's Bank Accounts as at 31 December 2016 – Members noted the Report (circulated previously).

Account	Balance	Date
Current	£53,680.33 (incl reserves) (£51,005.15 after reconciliation to December's Payment Schedule) NB: This figure differs slightly from that reported at the Meeting to take into account slight reductions in 2 invoiced amounts.	31/12/16
Council currently holds unrestricted reserves, plus other funds for specific projects.		

c) Report on 2016/17 Budgeted and Actual Expenditure and Income to 31 December 2016 – Members noted and ACCEPTED the Clerk's update Report (circulated previously).

d) Report and Recommendations re Budget for 2017/18 and Resultant Precept – The Chairman reported he, Cllrs Lee and Symonds, and the Clerk, had met on 5 January. Their conclusions and recommendations were being finalised and would be ready for consideration at Council's next scheduled Meeting, in time for EHDC to be notified formally of RCPC's precept by 20 February.

Action: Cllrs and Clerk to finalise recommendations in time for February Council Mtg

12. To pass a Resolution in accordance with the Public bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussions regarding litigation, where publicity might be prejudicial to the special nature of the business.

It was unanimously RESOLVED to pass the Resolution.

Although the bulk of the discussion under Item 13 will remain the subject of a separate Confidential Note, the following is to be publicly minuted.


13. To Receive an Update on a Litigation Matter and, if appropriate, Agree action thereon

Members noted RCPC's Defence had been submitted to the Court. The responses to the Directions Questionnaire were AGREED.

14. Date of Next Meeting: Monday 6 February 2017 at 7pm in the Small Parish Hall, Links Lane

The Meeting ended at 9.40pm

During the course of the Meeting (both part and whole) there were 2 members of the public (who signed the Attendance Log), and no members of the Press present.

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Report on Progress of Written Resolutions – for FULL COUNCIL on 09.01.17

To be kept with
FC mins 9/1/17

Progress of Resolutions and other Actions from Full Council Mtg on 05.12.16

Subject	Action
Proposal for Development of 10 retirement bungalows ('Oaklands III')	A Note of the Q & A following the presentation has been produced and circulated.
Request for Bin betw Kingfisher Close and Nightingale Close	Request made, further info provided and await EHDC officer's considered response.
HCC Consultation on Review of Hants draft of Community Involvement Consultation (planning)	As requested, info forwarded to Cllr Hooper.
Police & Crime Commissioner's Rural Crime Conferences in Hampshire	As requested, info forwarded to Cllr Lee. These are all-day events.
St John's School Crossing Patrol	In hand – Clerk drafting letter supporting retention of crossing.
Planning Application(s)	All comments were submitted within timeframes.
EHDC-owned Land at Links Close	Clerk has informed EHDC of RCPC's decision, and is seeking dates for a further mtg with EHDC.
Potential Development of Neighbourhood Plan	See Item 9 b). Attendance/assistance of EHDC and SDNPA officers obtained. Hall booked. Briefing finalised, printed and disseminated to members of various local organisations. Cllr Wilson's figures are being considered during budget discussions. In hand to apply for Designation to produce the Plan.
Tree Condition Survey	Both firms informed of Council's decision, and Clerk is liaising with Sapling Arboriculture over date for survey, and will seek firm's advice on trees at Links Close.
Review of Council's Objectives & Priorities	In hand – Clerk to update document and website
Additional Speed Limit Reminder and extra locations	Funding has been secured, and device now ordered to arrive by end of Feb. Clerk has in hand to apply for permission to use new locations. Cllr is reviewing uses for data captured to date.
Schedule of Payments for November 2016	Payments made in accordance with Schedule.
Clerk's Annual Membership of the Society of Local Council Clerks	Payment included in December Schedule

Progress of Resolutions and other Action from previous Full Council Meetings

Vacancies on Council	One individual has expressed informal interest. The Chairman and Clerk are due to meet with them soon for informal chat.
Prospective Leasing of PCC-owned land within Parish	See Item 9 d)

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Report on Progress of Written Resolutions – for FULL COUNCIL on 09.01.17

'Low Bridge' signage on railway arches	Cllr Harvey has in hand
Potential Adoption of Benches around Parish for Commemorative Purposes	Development of 'Adoption a Bench' Scheme in hand. First bench now officially 'adopted'.
Management of Grass Cutting within Parish	Response received from EHDC and circulated.
Upgrade/Redesign of Council's Website	Website launched and is in the process of being loaded with various RCPC docs.
Report on Review of Traffic Issues in Parish	See Item 9 c)
Provision of Cycle Parking	Cycle stands to be installed at Rec shortly. As suggested by one individual, reflective tape has been added to ones between Surgery and Garage to improve visibility.
'Gateway Signage', initially for Old Idsworth	Signage designs with Old Idsworth residents, and comments awaited.
Lengthsman Scheme	Clerk is liaising with Lengthsman re work required. Recently, ground cover on pavement along Finchdean Rd has been cleared.
Location of 4th Defibrillator to Telephone Kiosk opposite War Memorial at top of Redhill Rd	In hand – Handyman and electrician to install device when schedules allow.
Publication of series of Walking and Cycling Routes from RC Station	In hand – Clerk to progress once priorities allow.
Access of the driveway to Keyline site, in relation to The Green	In hand – Clerk and Cllr Wilson to progress advice with alternative planning solicitor
Prospective Parish Community Emergency Plan	In hand – Clerk to progress as part of agreed personal objectives for 2016/17
Condition of Footpath 19	In hand – Clerk to pursue as part of agreed personal objectives for 2016/17
Renovation and Upgrade of Play Equipment	RGMC to consider refurbishing of aerial cableway
Dog Fouling in Rec and around Parish	RGMC to consider provision of more bins, bags etc. NB: Biodegradable spray marking of faeces on public land may prove an effective deterrent.

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Report on Residents' Dealings with Parish Office – for FULL COUNCIL on 09.01.17

To be kept with
FCrews 9/1/17

Residents' Visits to, and Correspondence with, the Parish Office in December 2016

Subject	Action
<p>The Green – Bin usage A resident complained bin outside Londis and those around The Green are overflowing and should be emptied more frequently. Later thanked Clerk for her helpful info and efforts to address the matter.</p> <p>Following the Clerk's Grapevine message about the unusual increase in litter bin usage around The Green, especially with tied-up carrier bags of rubbish, another resident gave possible reasons, suggested they be emptied more frequently even if this has precept implications, and asking if any more volunteer litter picks were planned, similar to the Clean for the Queen one in 2016.</p>	<p>Clerk explained to both residents that EHDC is responsible for bin by Londis, and she has requested the bin be emptied more frequently.</p> <p>She stated RCPC has bins emptied weekly in summer months, and fortnightly thereafter, due to financial constraints though the schedule appeared to be adequate until recently. She sent a Grapevine message to try and ascertain whether the increase is an unseasonal blip or a longer term issue. See Item 9 b) of Agenda for further info on volunteer litter picks.</p>
<p>Residents are encouraged to report issues with EHDC-managed bins to EHDC Customer Services on 0300 300 0013</p>	
<p>The Green – Google Maps Resident questioned why commercial centre of village cannot be viewed on 'street' view of Maps.</p>	<p>Clerk was unaware of reason and has queried matter with Google Maps – awaiting response. She also corrected some inaccuracies on Maps.</p>
<p>'Oaklands III' – Proposals for 10 bungalows Further to Council Mtg on 5 Dec, resident requested proposed site plan for retirement bungalows</p>	<p>Clerk provided same whilst stressing (at request of MatPlan Ltd) proposals were still in draft and requesting copies not be distributed further.</p>
<p>Kingfisher Close – Damage to Footway Resident reported damage as possible trip hazard.</p>	<p>Clerk reported to HCC via on-line system (Ref: 21261216).</p>
<p>The Fairway – Overgrown Trees, shrubs etc A resident wrote to multiple agencies requesting the overgrown vegetation in a cul-de-sac be cut back</p>	<p>Clerk responded RCPC does not own or manage the land in question. She encouraged them to pursue EHDC and/or HCC via local C/D Cllrs.</p>
<p>Bowes Hill – Manhole Cover Resident had raised issue with HCC which had undertaken to investigate then subsequently closed query without properly rectifying the matter.</p>	<p>Clerk referred them to C Cllr as local HCC contact.</p>
<p>Finchdean Road – Damage to bollards on corner Clerk and others noticed bollards had been knocked down on corner by pedestrian entrance to Stansted.</p>	<p>Clerk reported to HCC via on-line system (Ref: 21261213).</p>
<p>Treadwheel Road – Fly tipping Cllr reported building rubble etc dumped then partially cleared away; later entirely removed.</p>	<p>No further action required.</p>
<p>Proof of Identity Request Resident requested authorisation of another country's form to prove existence.</p>	<p>Clerk signed form on production of proof of ID, and RC Post Office stamped it on production of same.</p>
<p>RCPC-owned land – Enquiry re Metal Detecting Individual enquired re possibility of detecting on land.</p>	<p>Clerk explained main land was The Green and Rec, but neither appropriate for detecting.</p>
<p>Finally, a big THANK YOU to all those who sent festive cards and good wishes to the PC</p>	

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Report on Residents' Dealings with Parish Office – for FULL COUNCIL on 09.01.17

The Clerk also receives information from individuals and/or organisations, and endeavours to publicise this on Community noticeboards and/or on Grapevine, as appropriate.

See RCA website www.rowlandscastle.com for more information and details on how to join/contribute to Grapevine.

Rowlands Castle Parish Council

Lisa Walker
Clerk

11 The Green
Rowlands Castle
Hampshire PO9 6BW
Phone 023 9241 3044
Email: clerk@rowlandscastlepc.org.uk
Website: www.rowlandscastlepc.org.uk

Schedule of Planning Decisions Received From East Hampshire District Council and South Downs National Park Authority

As at 6 January 2017

App Ref No LPA Decision Date of Decision	Details of Application Address	RCPC's Comments Vote Date of RCPC Mtg
56788 Permission 13/12/2016	DETACHED CAR PORT/GARAGE FOLLOWING DEMOLITION OF EXISTING GARAGE 121 Finchdean Road, Rowlands Castle PO9 6EN	No Objection Unanimous 07/11/2016
30016/023 Withdrawn 30/12/16	DEED OF VARIATION OF S106 AGREEMENT - REMOVE PAYMENTS TO 1) AFFORDABLE HOUSING CONTRIBUTIONS, 2) COMMUNITY FACILITIES CONTRIBUTIONS, AND 3) PUBLIC OPEN SPACE CONTRIBUTIONS Oaklands Farm, 103 Redhill Road, Rowlands Castle, PO9 6DE	No Comment 05/12/16

To be kept with
FC files 9/1/17