

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of an EXTRAORDINARY MEETING of the FULL COUNCIL 23.03.17

Thursday 23 March 2017 at 7.00pm  
The Small Parish Hall, Links Lane, Rowlands Castle PO9 6AD

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

## PRESENT:

Cllr C Stanley (Chairman), Cllr D Hooper, Cllr A Lee, Cllr R Raley and Cllr B Wilson.  
C Cllr Marge Harvey and Gill Whatley, Admin Asst to the Council, were also present

## 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 Longman and Symonds, and also from Rebecca Probert, EHDC's Local Community Officer.

### 2. To Receive any Declarations of Interest

There were no declarations at this point in the Meeting.

### 3. To Decide whether to undertake the development of a Parish Neighbourhood Plan

Members noted the Clerk's Summary of the Consultation process and responses thereon (previously circulated with copies made available to all at the Meeting). In light of the overwhelming majority of responses being in support, it was unanimously RESOLVED to proceed with the development of a Neighbourhood Plan for the Parish of Rowlands Castle.

**Action 1: Clerk to inform EHDC and SDNPA to progress NP Designation Application**

### 4. Dependent on the decision taken at Item 3, to Agree the next steps to be taken, including but not limited to:

- The mechanism for the creation of a Neighbourhood Plan Steering Committee (NPSC)
- The Terms of Reference (ToRs) for such a Committee
- Overview of Plan-making Process including existing draft Scoping Document

Members noted and thanked Cllr Wilson for his Discussion Paper on potential ToRs for the envisaged NPSC. Members of the public were invited to, and took part in, the discussions outlined below.

The importance of the following was noted in relation to the anticipated Rowlands Castle NPSC:

- i) Include those of different ages, from various Parish areas, and with as broad a mix of skills as possible,
- ii) Include 3 parish cllrs, who have already been agreed (see Minutes of Mtg on 3 March 2017),
- iii) To number around 10 including a Chair and Vice-Chair,
- iv) RCPC could nominate a Chair but the community should decide on 15 May (see v) below),
- v) EHDC's advice should be sought on the selection process of an NPSC,
- vi) Appropriate administrative support should be provided – Mrs Gill Whatley, Administrative Asst to Council, offered to take on this role, subject to appropriate amendments to her employment contract,
- vii) Cllr Wilson's draft Scoping Document will prove a useful starting point for the new NPSC, and will be circulated to those offering support before the proposed Mtg on 15 May,
- viii) Any resulting NP would be finalised by the NPSC in consultation with RCPC, and would then be presented formally to relevant authorities for inspection before referendum and adoption.

The following was unanimously RESOLVED:

- ix) To hold a Community Meeting on Monday 15 May for those who had offered to help in the development of the Plan to agree the make-up of the NPSC and any working groups thereon,
- x) That the 3 agreed cllrs (see ii) above) should take the lead in formalising draft ToRs for discussion at RCPC's Mtg on 8 May, prior to consultation/agreement with the new NPSC.

**Action 1: Clerk to book Hall for 15 May, advise appropriate residents of Mtg, circulate Scoping Doc**

**Action 2: Relevant cllrs to formalise draft ToRs**

**Action 3: EHDC's advice to be sought on selection process of NPSC**

**Action 4: Clerk to investigate appropriate employment procedures re Mrs Whatley's contract**

*The Meeting ended at 7.55pm*

During the course of the meeting (both part and whole) there were 7 members of the public (who signed the Attendance Log) and no members of the Press present.

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# Rowlands Castle Parish Council

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## Consultation Results on Potential Parish Neighbourhood Plan (NP) for an Extraordinary Mtg of Council on 23 March 2017

The Consultation period began officially after the Parish Council Mtg on 6 February 2017 and finished on 23 March 2017 – a period of just over 6 weeks.

Advance notice of the Consultation was given in RCPC's article in the RCA's Autumn 2016 Magazine. Pre-consultation presentations were also given by parish cllrs to local organisations (eg RCA, RCWI and U3A), at which explanatory leaflets were made available.

Information about NPs and the Consultation has provided and regularly updated on RCPC's website, which includes an on-line Consultation Response form. The Consultation was the main topic of the EHDC Community Forum on 31 January, which was publicised by RCPC via its website, Facebook page, noticeboards and Grapevine – the event was well-attended.

The Parish Council then held a Public Exhibition on 18 February, at which residents were asked to complete a simple response form, asking whether or not they supported the development of a Parish NP, and whether they could offer any help with its development.

Flyers regarding the Consultation and the Exhibition were delivered to every household in the Parish during w/c 6 February. Flyers/posters were also displayed at all major venues and businesses within the Parish, as well as RCPC and Community noticeboards. The Consultation was publicised several times on RCPC's Facebook page and on Grapevine throughout the consultation period to encourage as many as possible to attend the Exhibition and/or respond to the Consultation. Articles also appeared in the local press.

At the Exhibition, 95 residents signed the Attendance Sheets (though a few may have been missed), not including RCPCllrs, RCPC staff or other interested but non-resident parties.

The Consultation results are as follows:

	Responses	Support for NP	No/Don't Know	Definite Help	Possible Help
Exhibition	98	97	1	29 ~	23 *
Website	10	8	2	5	
Emails	2	2		2	
<b>Totals</b>	<b>110</b>	<b>107</b>	<b>3</b>	<b>36</b>	<b>23</b>

\* Email addresses on 3 slips are difficult to read but Clerk is trying to resolve

~ One resident offering help is not contactable by email.

Some emails were duplicated by those same residents completing a 'pink slip' when they attended the Exhibition as well so their response has only been included once in the above.

Where possible, the email addresses of all those offering help have been entered in RCPC's 'Projects' 365 Office resource for ease of future reference.

RCPC has also received an offer of strategic support from a non-resident local architect who is a Built Environment Expert for the Design Council, which apparently also has a good NP Team.

L Walker  
23 March 2017