

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 22.07.19

Monday 22 July 2019 at 7.00pm

The Small Parish Hall, 11 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 F Ball, Cllr P Cross, Cllr A Lee, Cllr J Livitt, Cllr J Moss and Cllr W Wilson (in part, see Page 4).

D Cllr M Johnson 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 P Cllr E Longman.

2. To Receive any Declarations of Interest

There were no declarations of interest.

3. To Receive and Confirm the accuracy of the draft Minutes of the previous Meeting held on 17 June 2019, together with a Written Update on the Progress of Resolutions from mtgs

The Clerk explained she had made an amendment to Item 7 at Cllr Johnson's request, and a minor addition to Item 11, both for clarification. The minutes of the Meeting (circulated previously and now including the aforementioned changes) were unanimously CONFIRMED as an accurate record and were duly signed by the Chairman.

The Clerk's Update on the Progress of Resolutions (circulated previously) was received and noted and a copy will be held with these Minutes.

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

A resident of Links Lane asked what progress there had been on the RC Tennis Club's anticipated consultation regarding its proposals to install flood lighting and what Council's involvement had been to date. The Clerk explained a document had very recently been forwarded to the Parish Office by the Club. She stated Council had not been involved in its drafting and had some concerns about the nature of the consultation. The matter is likely to be discussed at Council's September Mtg and further progress is anticipated before then.

Another resident asked whether Council was aware of ash die back disease and the associated risks. The Clerk and Cllr Lee, Council's Tree Warden, confirmed they were and that Council was responsible for a number of trees of all species within the Parish which were monitored and surveyed regularly by a qualified Arboriculturalist, the next survey being due in September.

5. Matters for Decision: To consider and agree action on the following:

a) Planning Applications:

55562/007 OUTLINE APPLICATION - DEVELOPMENT OF A CARE VILLAGE COMPRISING A 60-BED CARE HOME, A VILLAGE CARE CENTRE (VCC) INCORPORATING UP TO 60 No. CAR-ASSISTED LIVING APARTMENTS AND UP TO 60 No. EXTRA CARE UNITS COMPRISING BUNGALOWS AND APARTMENTS, WITH ASSOCIATED PARKING, LANDSCAPING AND SUSTAINABLE DRAINAGE (With all Matters Reserved),

and

55562/008 OUTLINE PLANNING APPLICATION FOR THE DEVELOPMENT OF A 60-BED CARE HOME AND UP TO 50 No. EXTRA CARE BUNGALOWS AND APARTMENTS WITH ASSOCIATED PARKING, LANDSCAPING AND SUSTAINABLE DRAINAGE (With All Matters Reserved)

Development Land East of Horndean, Rowlands Castle Road, Horndean

Cllr Wilson outlined the Application, which he had reviewed, including the history of the site and the variations between both Applications. Members noted and thanked him for his extensive research and resulting Paper (circulated previously). It was noted that "All Matters Reserved" meant all details could be

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subject to change anyway. Cllr Johnson also recognised the applications' inconsistencies and lack of clarity, and noted issues between developers regarding this and neighbouring portions of the overall Land East of Horndean (LEoH) Development site. It was unanimously RESOLVED to OBJECT on the basis of such inconsistencies and the lack of clarity and convergence between the different proposals, detailing the 12 points made on each Application in Cllr Wilson's Paper. It was also AGREED to urge the relevant developers to work together on this locally high profile development and ensure access routes are not compromised.

49941/002 SINGLE STOREY EXTENSION TO FRONT/SIDE, RELOCATION OF DROPPED KERB AND NEW ENTRANCE GATES
45 Wellsworth Lane, Rowlands Castle, PO9 6BX

Cllr Stanley outlined the Application, which he had reviewed. It was unanimously RESOLVED to OBJECT on the grounds of the excessive proximity of the proposed extension to the boundary of the neighbouring property and the potential impact of the building on nearby hedge and mature trees. Members considered the Application inaccurately stated that no hedges or trees would be affected by the proposals, whereas there was every likelihood of root damage to mature trees close by in the neighbouring property and the hedge between the properties.

51115/001 RETENTION OF TWO WINDOWS ON SIDE ELEVATION
12 College Close, Rowlands Castle, PO9 6AJ

Cllr Cross outlined the Application, which he had reviewed. It was unanimously RESOLVED to make NO OBJECTION.

36735/005 SINGLE STOREY EXTENSION TO WEST ELEVATION, SINGLE STOREY EXTENSION TO REAR FOLLOWING DEMOLITION OF EXISTING GARAGE AND BOILER HOUSE, VARIOUS INTERNAL ALTERNATIONS (See application form for full details), CONVERSION OF STABLE BLOCK TO HABITABLE ACCOMMODATION AND INSTALLATION OF NEW CHIMNEY POTS
Wellsworth Farm House, 40 Wellsworth Lane, Rowlands Castle PO9 6BY

The Clerk explained the proposals in this Application mirror those in the Listed Buildings Consent Application for the same property discussed at the previous Council Mtg. Since the Agenda had been published, an amendment to the proposals had been received which Cllr Stanley undertook to review. It was AGREED to submit Council's comments by the deadline of 12 August, providing a majority of cllrs agreed with Cllr Stanley's recommendations.

SDNP/19/ 03310/APNB Prior Notification of Agricultural or Forestry Development: PROPOSED BUILDING
Land South of White Horse Lane, Blendworth, Waterlooville

Cllr Lee outlined the Application, which he had reviewed, noting the barn appeared appropriate to requirements. It was unanimously RESOLVED to make NO OBJECTION, subject to the proposals being deemed to meet the Permitted Development criteria.

55295/002 REPOSITION OF APPROVED GARAGE
For Note Only *68a Bowes Hill, Rowlands Castle, PO9 6BS*

It was noted Cllr Lee had reviewed the Application which was considered to be a minor variation on a previous Application for the same property and so no further comments had been submitted.

55268/006 T1 OAK LOCATED ON SOUTHERN BOUNDARY OF 26 BAILEY ROAD AND
For Note Only OVERHANGING THE PROPERTY - REDUCE CROWN HEIGHT BY 2 Ms AND CROWN WIDTH BY 5 Ms LEAVING A FINISHED CROWN HEIGHT OF 14 Ms AND A FINISHED CROWN WIDTH OF 10 METRES
Land East of College Close, Rowlands Castle

It was noted Cllr Lee had reviewed the Application. With the agreement of a majority of members, a response of NO OBJECTION had been submitted by the deadline of 17 July.

Action: Clerk/Admin Asst to submit comments on Applications to EHDC/SDNPA Planning Depts

b) Report on Working Group's Recommendations on a 2nd exit at the Recreation Ground - Members noted the Group's Report including its concluding recommendations (circulated previously) based on the alternative location for the 2nd exit nearer the Pavilion (see Minutes of Council Mtg on 13 May 2019). Cllr Ball added that EHDC's Arboriculture Dept had since approved the proposals on the basis of Sapling Arboriculture's recommendations. Members noted time was of the essence if there is to be a Fireworks Display this year as the one-off arrangements of 2018 could not be repeated. They noted adequate funding as a major factor in the future of the project. Cllrs Ball and Moss and the rest of the Group were thanked for

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all their hard work. Residents were invited to comment. Cllr Johnson commended the proposals as a long-term investment in the Recreation Ground for the whole community. It was unanimously RESOLVED to:

- i) Progress plans for a 2nd exit at the alternative location, subject to written confirmation that the threat of legal action has been lifted unreservedly, and the appropriate EHDC and HCC Licences can be obtained;
- ii) Pursue sufficient funding from various sources for plans to progress further;
- iii) Ensure any such exit is used only in emergencies and shall otherwise remain closed and locked.

Members noted that if adequate funding can be secured, an Extraordinary Mtg of Council may be necessary in August if contractors are to be commissioned to undertake the works in a timely manner.

Action 1: Clerk to liaise with Working Group re finalising of quotes and funding sources

Action 2: Chairman to call Extraordinary Mtg if required

c) Update on 2016 Traffic & Road Safety Review for submission to HCC to inform spending of developers' S106 transport contributions for the Parish - Members noted Cllr Stanley's draft update and explanatory documents and other cllrs' comments/further information thereon (all circulated previously). Cllr Stanley reiterated that, following a meeting in February 2019, he had sent a copy of the original 2016 Review to an HCC officer to inform spending of developers' contributions in the Parish. The officer had since requested an update on the Review's findings to inform a forthcoming feasibility study. It was unanimously AGREED to finalise and submit the update to the HCC officer, incorporating further info where appropriate.

Action: Cllr Stanley to finalise and submit update to relevant HCC Officer, and circulate to RCPCllrs

d) New arrangements for the spending of other S106 contributions - Members noted the new S106 Application Form (circulated previously) including one question asking "Do you have support, or have you approached your Town, Parish, County Council, or other organisation?" They expressed great concern that local councils were not being as comprehensively involved in the process as might be beneficial. It was unanimously AGREED to write to EHDC (copy EHAP&TC and HALC) requesting greater involvement in the Application process on the grounds of: RCPC's successful involvement in past arrangements; it being in the spirit of Localism and EHDC's Parish Charter; it providing greater parity with the arrangements for CIL funding; bridge-building given recent unease expressed at a EHAPT&C Mtg re EHDC's approach.

Action: Clerk to draft appropriate correspondence for cllrs' approval prior to sending

e) Grant Application from local Speedwatch Team for new equipment – Members noted the Application from South of Butser (SoB) Community Speedwatch and the Clerk's notes on available budget and potential ownership requirements for the equipment (circulated previously). It was unanimously RESOLVED to award up to £1,000 (£500 from Restricted Funds for SLR and £500 from 2019/20 budget for Sundry Groups) providing the ownership and safe storage of the equipment is established before purchase and the other 2 SoB parishes (Horndean and Clanfield) give an equal amount.

Noting there are currently no volunteers from Rowlands Castle on the local Speedwatch Team, members AGREED to urge residents to join given the number who express concern about speeding in the Parish.

Action 1: Clerk to inform Applicant and liaise with other SoB parishes accordingly

Action 2: Clerk to further publicise Speedwatch and urge residents to volunteer

f) Additional spend requirement to repair Aerial Cableway, in addition to agreed sum – Further to discussions at the previous Council Mtg and the contractor's subsequent visit to site, members noted the revised HAGS quote (circulated previously) incorporating additional repairs. It was unanimously RESOLVED to accept the revised quote of £962.21 + VAT (discounts applied to some elements).

Action: Admin Asst to commission HAGS to undertake quoted works as soon as possible

g) Replacement of specific benches and bins on The Green and the Recreation Ground – Members noted the Admin Asst's Paper (circulated previously). It was unanimously RESOLVED to purchase and install a bench at the western end of The Green to replace one previously vandalised and another more recently removed having deteriorated beyond repair. To match the remaining bench, the new one will be a wooden Avenue Seat from Neptune at a cost of £630 + VAT incl delivery, with further installation costs estimated at £450 (VAT not applicable). At the Clerk's discretion, it was AGREED the bench could be low-maintenance wood-effect lumber instead if deemed appropriate without increasing costs too much. In addition, a plaque would be installed on the bench explaining it replaced 2 others which had been dedicated to Les Sawyer and Harry Gibbs respectively.

It was also AGREED to purchase 2 replacement metal liners for bins at the Recreation Ground at a cost of £66.40 + VAT each to replace those that had deteriorated and to set a budget in 2020/21 for the replacement of other liners around the Parish as and when they deteriorate.

Action 1: Clerk/Admin Asst to purchase bench, commission installation and organise plaque

Action 2: Clerk/Admin Asst to purchase metal liners and budget for bin refurbishment in 2020/21

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h) Request to use Recreation Ground for Charity Cricket Tournament on 2 August – Members noted the Clerk’s comments on arrangements for this informal event in previous years (circulated previously), involving Council’s Groundsman. It was AGREED to extend Council’s insurance to cover the event, subject to any stipulations by Council’s insurer covering RCPC presence at the event.

Action: Clerk to liaise with Council’s insurers any finalise any required arrangements

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

District Cllr Malcolm Johnson made reference to various topics, which he later supplied in written form (a copy of which will be held with these minutes), including information on the following from EHDC:

- Updating of the Code of Conduct and Constitution and the re-establishment of a Standards Committee;
- Forthcoming 2nd Consultation on Local Plan re particular topics including developments of 600+ dwellings;
- Resolution on Climate Change Emergency (*referred to in report but not at Mtg*).

At this point Cllr Wilson left the Mtg at 9pm

7. Financial Matters for Decision: To consider and agree action on the following:

a) June 2019 Schedule of Payments, for authorisation - Members authorised the June Schedule (circulated previously) retrospectively, 2 nominated signatories having already approved it, one of whom also reviewed and confirmed the relevant invoices. Payments had been made thereon because the meeting was taking place later than usual in the month.

A list of payments is included below (incl VAT where appropriate, which is reclaimable by the Council):

Method	Amount £	Payee	Reason
DD	188.48	HS Administrative Services Ltd	Monthly pension contributions + admin fee
DD	52.79	Focus Group Ltd	Monthly Telephone and Broadband charges
IBT	68.00	RCPHMC	Hall Hire for Mtgs in June incl NPSG
IBT	40.00	Rowlands Castle Village Fair	Booking fee for NPSG Stall at 2019 Fair
IBT	310.00	David Somma t/a Microsomma	Windows 10 Upgrade of Admin Asst’s PC
IBT	114.48	LocaliQ for Newsquest	Advert re Notice of Intention to Dispose of Land
IBT	60.00	Petersfield Town Council	5 Cllrs’ attendance at Training Event
IBT	1,364.58	Exterior Living Rooms Ltd	Grass cutting, handyman + Lengthsman servs
IBT	60.00	J Law	Admin cover for Parish Office during June
IBT	180.00	GeoXphere Ltd (Parish Online)	Annual Subscription to Mapping Services
IBT	16.70	Condor Office Solutions Ltd	Monthly MFD costs
IBT	11.48	Rowlands Home Hardware	Consumables for Office and Rec Ground
IBT	48.60	L Walker, Clerk	Travel expenses and reimbursement
IBT	10.80	G Whatley, Admin Asst	Travel expenses
IBT	1312.74	Quality Land Services Ltd	Quarterly litter and dog waste collection fee
IBTs	3,720.41	Staff salaries including HMRC, PAYE, NIC and Pension Contributions	
Total	7,559.06		

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

DD = Direct Debit SO = Standing Order Chq = Cheque

There were no receipts in June 2019

b) Report on Council’s Bank Account as at 30 June 2019, for acceptance - Members noted and accepted the Report (circulated previously).

Account	Balance	Date
Current	£113,740.20 incl reserves (£109,337.65) after reconciliation to June’s Payment Schedule).	30/06/19
Council currently holds general reserves of c £36,100 and ear-marked reserves of c £43,500, including under-spends from 2017/18 and 2018/19 on specific projects..		

c) Review of Council’s pension arrangements under Auto-Enrolment requirement - Members noted Cllr Lee’s Paper (circulated previously) and the importance of acting in the best interests of both the Council and its employees. It was unanimously RESOLVED to move Council’s pension arrangements to Legal & General Smart Pension, subject to any exit fees imposed by Council’s current provider, Salvus.

Action: Cllr Lee to progress move to L & G in liaison with Clerk

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d) **Review of Council's banking arrangements for Reserves, Restricted Funds etc** – Members noted the Clerk's Paper (circulated previously) and the provisions under the Financial Services Compensation Scheme. It was unanimously RESOLVED to commit £10,000 of Council's general reserves to a Cambridge & Counties 2-year Fixed Rate Bond immediately and re-assess the banking arrangements in 3 months' time.

Action 1: Clerk to open Cambridge & Counties Bond accordingly

Action 2: Clerk to include on Agenda for Council's November Mtg

8. Matters for Discussion:

a) **Residents' dealings with Parish Office in June 2019** – Members noted the Report (circulated previously and held with these Minutes).

b) **Update on Issues relating to the bellmouth of Deerleap Lane** – Members noted the Clerk's record of a Mtg with HCC officers on 1 July, annotated by Cllr Wilson (circulated previously). Cllr Stanley confirmed HCC's assurances that the bellmouth will not remain in its current form, that visibility issues are recognised and discussions continue with Nicholas King Homes over changes to the bellmouth once development has completed.

c) **EHDC's Consultation on Next Steps for Local Plan** – Members noted the Consultation's timeframe (circulated previously and see Cllr Johnson's Report at Item 6). Cllrs Livitt and Wilson will attend the related EHDC Briefing on 31 July.

d) **Next Butser Community Partnership Mtg on 31 July** – Cllr Johnson to attend in Clerk's absence.

9. Matters for Information:

a) **Adoption of South Downs Local Plan** – Noted, with a hard copy available from the Parish Office, as is the local SDNPA Parish Representative's related Note.

b) **Report on Society of Local Council Clerks Branch Mtg on 20 June [wrongly stated as September on Agenda] 2019** – Circulated previously and noted.

c) **Report on East Hants Association of Parish & Town Councils Mtg on 26 June 2019** – Circulated previously and noted.

d) **Schedule of EHDC's and SDNPA's Planning Decisions up to 22 July 2019** – Circulated previously (with one addition since) and noted with a copy to be held with these Minutes.

e) **Application for Listed Buildings Consent to add additional names to War Memorial** - Further to previous discussions, members noted the Application (circulated previously) had now been submitted.

f) **HCC's Notification of Carriageway Reconstruction on Durrants Road** – Circulated previously and noted as taking place w/c 29 July between 20:00hrs and 06:00hrs, when the road will be closed.

g) **EHDC's Consultation on District-wide PublicSpace Protection Order (Dogs)** – Circulated previously and noted, with a query as to whether it will include rights of way.

Action: Clerk to raise query with EHDC

10. Date of Next Meeting

Monday 2 September 2019 at 7pm in the Small Parish Hall, Links Lane, Rowlands Castle

The Meeting ended at 9.30pm

During the course of the Meeting (both part and whole) there were 6 members of the public who signed the register and 1 member of the Press present.