

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of an EXTRAORDINARY MEETING of the FULL COUNCIL 16.08.19

Friday 16 August 2019 at 7.30pm  
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 F Ball, Cllr A Lee, Cllr J Livitt, Cllr E Longman and Cllr J Moss.

**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 Cross and Wilson.

**2. To Receive any Declarations of Interest**

There were no declarations at this point in the Meeting.

**3. To Receive an Update on the Working Group's Recommendations on a Second Exit at the Recreation Ground and then, if appropriate, to:**

- a) **Determine the Funding of the Project, and**
- b) **Decide on an Appropriate Contractor to Undertake the Works, and**
- c) **Address any other elements of the project, if required.**

Further to Council's discussions at its previous Mtg, members noted the Working Group's update report addressing Council's concerns, the plans/designs/specifications for the proposed works as provided to 3 local contractors, and the Clerk's Confidential Note on their subsequent quotes and funding available for the project thereon (all circulated previously). Members acknowledged £2,700 excl VAT had been spent to date on specialist advice and other associated matters and the Group had now concluded the project is feasible. Cllr Moss stated the proposed works were estimated to take 2-3 weeks, with a 6-week lead time for some of the fencing, so time was of the essence if the 2019 Fireworks Display was to go ahead. During discussions, and at the invitation of the Chairman, members of Rowlands Castle Association (RCA) commented on lighting for the exit, and the use of temporary fencing and the Play Area during the Fireworks. It was AGREED the RCA's Fireworks Event Management Plan/Risk Assessment should address any temporary lighting requirement until a more permanent solution is decided upon, and the Play Area should be strictly out of bounds during the event. It was unanimously RESOLVED to:

- i) Progress the proposed works to completion;
- ii) Fund the project as follows: £ 3,000 promised from Rowlands Castle Association (RCA)  
£ 3,000 available from RCPC's budgeted funds  
£ 1,000 promised from D Cllr Johnson's Community Grant  
£ 6,000 applied for from S106 Open Space & Recreation Funds;
- iii) Seek contributions in a timely manner and, should any of the non-RCPC funding fall through, underwrite the balance along with the RCA's pledge to underwrite a further £5,000 in addition to its sum detailed above;
- iv) Suspend RCPC SO76 requiring a formal tender, on the basis that the process of obtaining the 3 quotes supplied had been fair and transparent, and SLCC guidance and other informal advice indicated such a requirement could be deemed excessive for the amount involved. Council would review SO76 at a later stage to take account of the advice received;
- v) Commission Merrid Ltd to undertake the proposed works as per the specification provided, including the later addition of metal-framed, PAR-treated timber gates, at a cost of £12,225 + VAT (incl HCC's fee for S171 Licence) providing the works can be completed in time for this year's Fireworks Display scheduled for 2 November. Payment terms to be agreed with Merrid with any goods paid for in advance becoming the immediate property of RCPC. RCPC awaits confirmation of the separate fee for Council's Arboriculturalist, Sapling Arboriculture, to prepare an Arboriculture Protection Plan & Method Statement and supervise the works as necessary;
- vi) If the preferred contractor cannot deliver as per this commission, RCPC can approach the agreed alternative contractor of the 3 in the interest of ensuring the works are completed within the timescale;
- vii) Appoint Cllr Moss to liaise regularly with the contractor and Cllr Ball to progress tree-related matters with Sapling Arboriculture;

Confirmed: .....Date: .....

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**Action 1: Clerk to commission Merrid Ltd to undertake works on terms detailed above**  
**Action 2: Clerk to make appropriate financial arrangements to secure funds (grant application etc)**

**Action 3: Appropriate cllrs to progress works with Merrid**

Council formally thanked the members of the Working Group for their hard work over a prolonged period. The RCA Chair thanked Cllrs Ball and Moss in particular for their resolute approach to this project.

#### **4. To Consider the Expression of Interest Received from a Candidate for the Remaining Vacancy on the Council, and Vote on the Co-option of said Candidate**

Further to Item 4 at the Annual Mtg of the Council on 13 May 2019 re the vacancies remaining on the Council after the recent elections, members noted the résumé of Jonathan Edwards (circulated previously), who had confirmed his interest in filling the remaining vacancy. The Chairman confirmed he and the Clerk had met with Mr Edwards informally to explain the Council's work and answer any questions he had. It was unanimously RESOLVED to co-opt Mr Edwards to the Council.

**Action: Clerk to inform Mr Edwards and issue him with relevant forms and background information**

*The Meeting ended at 8.25pm*

During the course of the meeting (both part and whole) there were 6 members of the public (who signed the Attendance Log) and no members of the Press present.

DRAFT