

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;

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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.

Confirmed:

C. Stanley

Date:

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Rowlands Castle Parish Council
Extraordinary Meeting - 16th August 2019
Report from Working Party – 2nd Exit – Recreation Ground

Feasibility

The following arrangements have been put in place which establish the feasibility of installing a second gated exit to the Recreation Ground situated adjacent to the eastern side of the Pavilion.

1. Mark Jewell, EHDC Health and Safety Inspector, had confirmed in a telephone call to FB that he had no objection to the project going ahead (see report to Parish Council 22.7.2019). In an email of 8th August 2019, he confirmed his approval of the proposed solution and made suggestions to RCA for additions to its proposed Risk Assessment/Event Management Plan. The RCA has agreed to incorporate these suggestions.
2. Maria Stewart, EHDC Arboriculturalist, approved the scheme subject to certain conditions relating to the protection of the oak trees (see email of 22nd July 2019). In an email of 14th August 2019, she confirmed that the project could proceed from the point of view of the agreed tree protection arrangements.
3. The agreement of HCC to the modifications to the verge and kerb is a matter for action once the contractor for the project has been appointed; often the contractor will make the application. The project and application have been discussed with HCC and this aspect of the project is expected to proceed normally.
4. It was established at an early stage that planning permission for the project is not required.
5. The project has been discussed in detail with residents in the neighbourhood of the proposed 2nd exit and they have confirmed that they are happy with the arrangements that have been put in place relating to privacy and child security in the children's play area.
6. The solicitors of those residents that previously threatened legal action over the project have sent letters confirming that the risk is now mitigated.

Accordingly the feasibility of the exit is established from the point of view of the 3 authorities responsible for overseeing the arrangements to be put in place.

Funding

7. EHDC holds developers' contributions of c £18,500 for Open Spaces & Recreation in Rowlands Castle Parish. An application for £6,000 to be released for this project has been made to EHDC.
8. The overall cost of the project is likely to be in the region of £13,000 including Arboriculturalist supervision of the works.
9. Funding available for the project is at present as follows:

RCPC	£6,000	(agreed budget)
EHDC District Councillor	£1,000	(donation)
RCA	£3,000	(agreed donation)

10. The Rowlands Castle Association (RCA) recognised that the additional funding required may not be immediately be available or authorised and has given RCPC an undertaking that it would underwrite a further £5,000 immediately to allow the project to proceed in time for the installation to be completed before the fireworks display in 2019. The RCA would undertake a programme of crowd funding to secure further funding for the project once approval to the project had been given by the RCPC.

Accordingly funding for the project to proceed immediately is now available.

FCB