

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 20.07.20

Monday 20 July 2020 at 7.00pm

Via Zoom, a Video-Conferencing Facility, due to the current Covid-19/Coronavirus Pandemic
These minutes are subject to confirmation by the Council at its next Full Council Meeting

PRESENT:

Cllr C Stanley (Chairman), Cllr F Ball, Cllr S Donald, Cllr J Edwards (in part), Cllr A Lee, Cllr J Livitt, Cllr J Moss and Cllr W Wilson.

Mrs G Whatley (Council's Admin Asst) was also present, as were D Cllr M Johnson and Mr I Young, Chair of Rowlands Castle Neighbourhood Plan Steering Group, in part.

MINUTES:

Taken by Lisa Walker (Clerk to the Council).

THERE WAS NO NEED FOR THE CHAIRMAN'S SAFETY ANNOUNCEMENT ON THIS OCCASION. When joining the Mtg, all attendees were informed of, and agreed to, the Meeting being recorded.

1. To Receive any Councillors' Apologies for Absence

There were no apologies for absence received before the Meeting.

2. To Receive any Declarations of Interest

The Clerk and Admin Asst declared pecuniary interests in Item 12 as employees of the Council.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the previous Meeting on 8 June 2020, together with Written Update on Progress of Resolutions from Previous Meetings

The minutes of the Meeting (circulated previously) were unanimously CONFIRMED as an accurate record, to be signed by the Chairman when the current pandemic restrictions are lifted.

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

There were no members of the public in 'virtual' attendance.

5. PLANNING APPLICATIONS: To Consider and Agree Action on the following, if appropriate:

SDNP/20/
02271/LIS Listed Building Consent: REPLACEMENT OF FROST-DAMAGED ROOF TILES WHICH HAVE SPLIT, CRACKED AND SLID OFF OVER AN EXTENSIVE AREA, PARTICULARLY ON THE SOUTH AND WEST FACING ASPECTS OF THE HOUSE AND GARAGE. 10 X 6 INCH FIRED CLAY TILES HAVE BEEN SOURCED TO EXACTLY MATCH THOSE IN PLACE BY LOCAL ROOFER (ALDWORTH, ROWLANDS CASTLE). ALSO TO REPLACE HANGING TILES AFFECTED BY NAIL DISEASE, WHICH ARE ALSO FALLING OFF
59 South Lane, Finchdean, Waterlooville, PO9 0AU

Cllr Ball outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION.

23856/017 PART RETROSPECTIVE APPLICATION FOR THE REGRADING AND LANDSCAPING OF HILL AND INFILLING PART OF A REDUNDANT QUARRY
Keyline Builders Merchants Ltd, The Depot, Redhill Road, Rowlands Castle, PO9 6DW

Cllr Wilson outlined the Application in accordance with his review (circulated previously). Members noted the Application replaced a previously-withdrawn one and that the information in the current one was deemed to be more comprehensive. It was unanimously RESOLVED to make NO OBJECTION, subject to the implementation of the Ecological Management Plan referred to in HCC's Ecologist's comments, including monitoring thereon, the investigation and satisfactory resolution of the flooding issues referred to by EHDC's Drainage Officer, the amendment of the Remedial Strategy Report to more accurately reflect the information in this current Application, the implementation and monitoring of the Strategy to control non-volatile contaminants (including asbestos) and the submission of a revised version of the Replacement Woodland Planting plan to reflect the changes to the site boundary.

28525/051 CHANGE OF USE FROM AGRICULTURE TO EQUESTRIAN ALL WEATHER EXERCISE
For Note Only AND DRY TURNOUT ARENA
Lot 4, Comley Hill, Rowlands Castle

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It was noted Cllrs Lee and Wilson had reviewed the Application and circulated their report thereon. With the agreement of members, a response of NO OBJECTION was submitted before the deadline for comments of 29 June 2020.

58742 ORANGERY TO REAR
For Note Only 8 Deerleap Lane, Rowlands Castle PO9 6FD

It was noted Cllr Edwards had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION was submitted before the deadline for comments of 2 July 2020.

55617/001 Notification of Pre-Decision Amendment: CHANGE OF USE FROM AGRICULTURAL TO
For Note Only EQUESTRIAN AND THE CONSTRUCTION OF EQUESTRIAN STABLES AND HORSE
TURN-OUT AREA (Amended Plans and Additional Information Received on 19/03/20,
05/05/2020 and 16/06/20)
Lot 10b Comley Hill, Rowlands Castle

It was noted there had been a further amendment since Council's previous Mtg. Cllr Wilson had reviewed the Amendments and his report had been circulated thereon. With the agreement of members, a response of NO OBJECTION, subject to 5 conditions, was submitted before the extended deadline for comments of 30 June 2020.

23757/011 Application for consent for Works to trees subject to a Tree Preservation Order: Oak (T1) -
Action TBC REDUCE LOWEST NE BRANCHES OVERHANGING GARDEN BACK BY UP TO 3
METERS TO NATURAL TARGET PRUNING POINTS LEAVING LENGTH OF APPROX
7M GIVING APPROX 5M CLEARANCE FROM THE PROPERTY GARDEN.
St John's School, Whichers Gate Road, Rowlands Castle PO9 6BB

Notification of this Application had not been received by the Parish Office until 15 July and there had not been time to review it yet. It was AGREED that Cllrs Lee and Wilson would do so and circulate their recommendation(s) for members' approval prior to submission of comments by the deadline of 12 August 2020.

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

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

District Cllr Malcolm Johnson gave his written report, a copy of which will be kept with these Minutes, on the following EHDC-related matters:

- Ongoing issues with a plot on Comley Hill including a potential site visit;
- Ongoing discussions re at least 2 unfinished elements of Bargate Development;
- Inclusion of proposed sites for further development in EHDC's revised Local Plan

In response to queries, Cllr Johnson confirmed he: would pursue EHDC officers to formalise (and possibly part fund) the cutting of Finchdean Green by RCPC's contractor; recognised the importance of RCPC being involved in any discussion re developers' contributions for the Land East of Horndean Development, given the effect the development would have on the Parish; noted various concerns re activities at the Nicholas King Homes Development (see Report at Item 9 a).

No report was received from County Cllr Marge Harvey.

7. GENERAL MATTERS FOR DECISION: To Consider and Agree Action on the following:

a) Update from Flood Action Group – Members noted Group's update (circulated previously) on the issue at a particular Comley Hill plot and that the planned site visit had yet to take place. To underline the urgency of the situation, it was unanimously RESOLVED to call on EHDC and the Environment Agency to instigate formal enforcement proceedings immediately on the plot in question.

Action: Clerk to advise both authorities of Call for Action

b) Update from RC Neighbourhood Plan Steering Group (NPSG) incl Appointment of Design Consultant – Members noted the NPSG Chairman's Report (circulated previously and including a Specification of Works and response/quote from a preferred contractor) and welcomed him to the Mtg. They also noted his thanks to NPSG's Admin Coordinator for her continuing hard work in support.

In accordance with the Group's recommendation, having following the Council's financial procedures, it was unanimously RESOLVED to:

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- i) Appoint The Terra Firma Consultancy Ltd to produce a Design Statement including Character Assessment (Townscape), as recommended by NPSG's planning consultant who had reviewed the draft Neighbourhood Plan. The quoted cost of £5,700 + VAT and expenses (estimated c £100) would be funded from reserves already held for NPSG.
- ii) Add a further £3K to the existing 2020/21 budget for this project from unallocated reserves in light of this unforeseen but necessary cost.

Action 1: Clerk to send Letter of Appointment to specified consultant

Action 2: Clerk to allocate additional funds to project

At this point Cllr Edwards left the Mtg due to technical difficulties

c) Review of Impact of Easing of Pandemic Restrictions on Land/Facilities for which RCPC is responsible – Members noted the Clerk's review (circulated previously) and thanked her and Council's Admin Assistant for their efforts in re-opening various facilities in accordance with guidelines. The Clerk apologised for not circulating the Parish Hall Management Committee's recommendation report in light of guidelines, and members were given an opportunity to read it during the Mtg. They also noted Parish Office staff continued to work effectively from home, only visiting the Parish Office when required.

It was AGREED that:

- i) Parish Hall In line with the Committee's recommendation, the Hall should remain closed at present, subject to continual review so that it can re-open when it is more feasible to conform to Govt guidelines in place at the time. The same goes for the Pavilion at the Recreation Ground.
- ii) Parish Office In line with the above, the Office should remain closed to the public at present, subject to the similar review as the Hall,
- iii) Given the general increase in workload, to re-investigate the appointment of a Facilities Manager for the Rec Ground and possibly to include the Hall, subject to consultation with the Committee,
- iv) Stone Snake Given the popularity of the project and, in particular, the contributions from younger people, to use the stones to create a permanent installation on Deerleap Verge to commemorate the community's experience during the Covid-19 'lockdown', subject to feasibility and funding.

Action 1: Clerk to continue to liaise as appropriate over re-opening of Hall and Pavilion

Action 2: Clerk to keep re-opening of Parish Office to public under review

Action 3: Clerk to re-circulate draft Facilities Manager proposal for Cllr Stanley to progress

Action 4: Clerk to liaise with instigator of 'snake' project, approach contractors and seek funding

Following discussion with D Cllr Johnson, and with the agreement of all members present, the Chairman then varied the order of the Agenda.

h) Proposed Traffic Regulation Orders (TROs) for Redhill Road and King's Close – Members noted the proposals (circulated previously, with a report from the relevant EHDC officer) and that a public consultation was anticipated shortly. It was AGREED Council's provisional comments were as follows:

General

- Contrary to a statement in the officer's report, proposals for restrictions near Hazeldean Drive had been prompted by complaints to the local county and district councillors, as well as to RCPC, about parking and visibility.
- Members also questioned whether EHDC had the appetite and/or resources to enforce the proposed parking restrictions.

'Upper' Redhill Rd

- Support for the proposals near Hazeldean Drive, noting RCPC had recommended during an earlier TRO Consultation that the now current restrictions should have been extended further south for added visibility before 'blind' brow of hill but reduced commensurately on the north side of the brow to ease parking problems for residents.
- Whilst noting the cul-de-sac is not maintained "at the public expense" and therefore restrictions may not be enforceable anyway, there was objection to the proposals for Hillbrow Close, on the basis there was insufficient evidence to merit them.

'Lower' Redhill Rd

- Whilst noting reported requests and recognising the temporary issue of construction vehicles parking between the junctions with Keyline Driveway and College Close in 2018/early 2019, there was objection to permanent restrictions on this section of the Road on the basis they were unnecessary and may increase the incidents of speeding along it, as well as denying ease of access to the Church on the Green for those with limited mobility.
- A query over a proposed "limited waiting bay" near Home Hardware. *It has since been established this is a 'technical change' and there will be no variation on the ground.*

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Kings Close Support for the proposals.

It was also AGREED to publicise the anticipated public Consultation by all possible means to raise awareness amongst residents and encourage them to comment.

Action 1: Clerk to inform EHDC of Council's provisional comments by deadline

Action 2: Parish Office to publicise Consultation when it is launched

g) The Future of The George Inn at Finchdean, including Possible Application for Asset of Community Value (ACV) Status – Members noted Cllr Lee's background briefing and associated documents (all circulated previously) following his discussions with EHDC's local Development Officer, Community First and CAMRA (Campaign for Real Ale). Members also noted considerable local interest in retaining the Inn as a pub after it was recently vacated rather than see it be developed for housing, and the possibility of a compensation claim by the landowners to the ACV applicant and/or registering body (in this case, EHDC). Members thanked Cllr Lee for his prompt and comprehensive research on the matter.

It was unanimously RESOLVED to:

- i) Apply for ACV status for The George, subject to advice from Council's insurers and solicitors, and
- ii) Allocate a budget of £1K for said legal advice.

Action: Clerk to liaise with Cllr Lee to seek specified advice, and progress Application if appropriate

CAMRA have since confirmed that compensation liability lies with registering body and cases are very rare. On this basis, the ACV Application has been submitted to EHDC.

d) RoSPA Annual Inspection of Play and other Equipment at Recreation Ground – Members noted the Admin Asst's Report (circulated previously) on the inspection carried out on 6 May 2020 whilst the Play Area was closed to the public during 'lockdown'. The inspection identified no major safety issues though various 'wear and tear' elements were noted and need to be addressed. The Report will also be presented to the Recreation Ground Management Committee when it next meets.

Action: Admin Asst to prioritise 'wear and tear' issues to be actioned by various contractors

e) Treatment of Overgrown Laurel Hedge leading up to Rowlands Castle Station – Members noted the long-running issue of the hedge obstructing the road up to Rowlands Castle Station, and that neither BT nor South Western Railway would accept ownership of or responsibility for it. They noted that there had been various complaints over the years about the hazard it presented to Station users. Recently, East Hampshire Community Rail Partnership had offered largely to fund the works and a quote with 2 options had been obtained from Council's contractor (circulated previously) either to reduce the width/height of the hedge or to fell it completely, in both cases retaining the maintained part bordering a residential property.

It was unanimously RESOLVED to:

- i) Commission Option 2 to fell the hedge to just above ground level at a cost of £850 + VAT, as it was judged laurel grew too fast to make Option 1 viable and was not particularly favoured by wildlife;
- ii) Contribute £150 from Council's budget towards the works.

These works are a goodwill gesture for the safety of the local community/station users and do not in any way imply Council's ownership of and/or liability for the hedge in future.

Action: Clerk to engage with contractor and liaise with BT for access to adjacent site

f) Request for Commemoration on The Green of 75th Anniversary of VJ Day on 15 August 2020 - Members noted the request from a local retired serviceman to hold a short commemoration on The Green for invited guests and residents, similar to that held for the Anniversary of VE Day on 8 May. It was unanimously RESOLVED to grant the request, on condition that any such organised gathering is in accordance with Govt guidelines in place at the time.

Action: Clerk to inform retired serviceman of permission

i) Response to Local Govt Association (LGA) Consultation on new Model Code of Conduct – Members noted the LGA's draft new Code (circulated previously) forwarded by EHDC, and the LGA's associated on-line events. Cllr Ball AGREED to review the draft and prepare a response to the Consultation for circulation/approval and then submission before the deadline of 17 August 2020.

Action: Clerk to liaise with Cllr Ball as appropriate

8. FINANCIAL MATTERS FOR DECISION: To Consider and Agree Action on the following:

a) June 2020 Schedule of Payments, for authorisation – It was unanimously RESOLVED retrospectively to AUTHORISE the Schedule (circulated previously), having noted all payments had been made before the Mtg under the Clerk's delegated powers. Relevant signatories will sign the Schedule when the current pandemic restrictions are lifted.

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

Method	Amount £	Payee	Reason
DD	192.08	HS Administrative Services Ltd	Monthly pension contributions + admin fee
DD	68.26	Focus Group Ltd	Monthly Telephone and Broadband charges
PP	97.01	Zoom Video Communications	Discounted annual Pro fee for virtual mtgs
IBT	60.00	David Somma t/a Microsomma	Call-out Charge for laptop issues
IBT	18.00	Voxit Ltd	RCPC website domain name renewal
IBT	15.04	Condor Office Solutions Ltd	Quarterly MFD costs and maintenance
IBT	180.00	GeoXphere Ltd (Parish Online)	Annual subscription to mapping services
IBT	1,147.49	Exterior Living Rooms Ltd	Grass cutting, Lengthsman + Handyman servs
IBT	30.00	Cllr F Ball	Cllrs' Allowance
IBT	48.25	Mrs G Whatley, Admin Asst	Reimbursement, Deep clean consumables
IBT	12.50	Miss L Walker, Clerk	Reimbursement, General consumables
IBTs	3,822.18	Staff salaries including HMRC, PAYE and NIC	
Total	£5,690.81		

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

DD = Direct Debit SO = Standing Order Chq = Cheque PP = PayPal

Action: Clerk to make payments according to Schedule Already arranged

There were no receipts during June 2020.

b) Report on Council's Bank Accounts as at 30 June 2020, for acceptance – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£65,830.12 <i>(Reconciled balance of £63,344.71 after accounting for payments not yet made from June's Schedule.</i>
2-Yr Fixed Rate Bond	£10,000.00
100-day Notice Account	£55,000.00
In total, Council currently holds reserves (restricted and unrestricted) of c £101,104 including under-spends from 2018/19 and 2019/20 on specific projects.	

c) Review of Budgeted and Actual Payments and Receipts to 30 June 2020 – Members noted and ACCEPTED the Clerk's Update Report (circulated previously).

Action: Clerk to publish Update on RCPC's website

d) Review of Council's Asset Register – Further to a recommendation in the Internal Auditor's Report for 2019/20, members noted and ACCEPTED the Fixed Asset Register (circulated previously) and that there had been no additions or disposals since 31 March 2020. *The Clerk later confirmed that the Amenity Land (incl Rowlands Copse) at the King's Meadow Estate had already been included, and that the Parish Hall should not be included as it was listed on a separate Hall Register.*

e) Grant Application from Hampshire & Isle of Wight Victim Support – Members noted the Application from H & IoW Victim Support (circulated previously) and unanimously RESOLVED to award the requested grant of £100.

Action: Clerk to inform organisation of decision and include in July Payment Schedule

9. MATTERS FOR DISCUSSION:

a) Residents' Dealings with Parish Office in June and up to 15 July 2020 – The Parish Office's lengthy report (circulated previously) was noted and a copy will be held with these Minutes. It was AGREED that in future such reports should only include recurring, critical or sensitive issues.

Action: Parish Office to note for future Reports

b) Report on Southern Parishes Place-making Update (for Officers) on 10 July 2020 – Members noted the Clerk's Report (circulated previously). Cllrs Stanley and Wilson will attend the next full Mtg on 8 September 2020.

Action: Clerk to liaise with specified Cllrs re attendance at Mtg on 8 September

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10. MATTERS FOR INFORMATION:

a) Schedule of EHDC's and SDNPA's Planning Decisions up to 20 July 2020 – The Admin Asst's Schedule (circulated previously) was noted and a copy will be held with these Minutes. Members were disappointed at EHDC's lack of objection to the felling of a mature, healthy tree at 32 The Fairway.

b) Traffic Calming Works to Whichers Gate Road under S278 Agreement for Montague Green Development w/c 3 August 2020, weather permitting – Members noted these long-awaited works would take place over 3 nights.
Action: Parish Office to publicise forthcoming works

c) Report on East Hants Community Rail Partnership (EHCRP) Steering Group Mtg on 20 July 2020 – Cllr Stanley gave a verbal report on the Mtg, including references to the pop-up food bank at Petersfield Station, to be rolled out to other stations in due course, and Liphook Station having obtained funding for accessibility facilities (lift etc). He questioned whether developers' contributions from the Land East of Horndean Development might be made available for similar facilities at Rowlands Castle Station and undertook to review the down platform access issue to determine what might be feasible. He reported he had also thanked EHCRP for its contribution to works to the laurel hedge (see Item 7 e) above). He will attend the EHCRP AGM on 16 October 2020.

Action: Cllr Stanley to progress down platform access issue with ref to developers' contributions

11. To Pass a Resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussions regarding employment matters where publicity might be prejudicial to the special nature of the business

It was unanimously RESOLVED to pass the Resolution, noting there were no members of the public in 'virtual' attendance at the time. The recording of the Meeting was paused until Item 13.

Although the bulk of the discussion under Item 12 will remain the subject of a separate Confidential Note, the following is to be publicly minuted.

12. To Receive a Report on Employment Matters, and Agree Action thereon

It was unanimously RESOLVED to reimburse the Clerk and Admin Asst in respect of additional hours necessarily worked during 'lockdown' and as restrictions were eased by the Government.

Action: Clerk to add agreed sums to July salary payments for specified staff

13. Summary of Parish Office Action Points and Priorities thereon

Members noted the many action points arising from this Meeting, together with the Parish Office's existing and future workload, and that Planning (Item 5), Comley Hill (Item 7 a), NPSG (Item 7 b), RoSPA Inspection (Item 7 d) and TROs (Item 7 h) matters would take priority. Cllr Lee would generally progress matters on Item 7 g).

14. Date of Next Meeting

Monday 7 September 2020 at 7pm via Zoom, unless UK Govt and other guidance makes a physical mtg viable beforehand.

The Meeting ended at 10.10pm

During the course of the Meeting (both part and whole) there were no members of the public or Press in 'virtual' attendance.