

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 15.06.21

Tuesday 15 June 2021 at 7.00pm

St John's Church Hall, Redhill Road, Rowlands Castle PO9 6DF

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, Cllr I Moore, Cllr J Moss, Cllr H Schneider and Cllr B Wilson.
G Whatley (Council's Admin Asst) and C Newman (Council's Facilities Officer) were also present, as was D Cllr M Johnson in part.

MINUTES:

Taken by Lisa Walker (Clerk to the Council).

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

1. To Receive and Agree any Councillors' Apologies for Absence

Apologies for absence were received from Cllr V Matthews, whose request for a temporary three-month leave of absence from Council duties due to personal circumstances was approved, and C Cllr Harvey.

2. To Receive any Declarations of Interest

There were no declarations of interest at this point.

3. Welcome to Claire Newman, newly-appointed Facilities Officer for the Council

The Chairman welcomed Ms Newman and invited her to address the Mtg. Ms Newman stated she had received inductions to the Recreation Ground and Parish Hall and was already undertaking tasks for both. She aimed to produce a proposed Plan of Priorities & Works for both venues for the next Council Mtg.

Action: Clerk to include appropriate Item on Agenda for next Council Mtg

4. To Receive and Confirm the Accuracy of the Draft Minutes of the Previous Full Council Meeting on 11 May 2021, together with a Written Update on the Progress of Resolutions from Previous Meetings

The minutes of the Meeting (circulated previously) 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.

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

There were no comments from those members of the public in attendance at this point.

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

NB: Council's full comments on these and all other relevant Applications can be read via EHDC's website: <https://www.easthants.gov.uk/planning-application-process/search-and-comment-planning-applications> or a similar page on SDNPA's website.

27726/011 TWO DETACHED HOUSES INCLUDING ACCESS DRIVE ONTO FINCHDEAN ROAD AND THE CREATION OF A WETLAND FEATURE

Dovebourne, 29 Finchdean Road, Rowlands Castle, PO9 6DA

Cllr Stanley outlined the Application in accordance with his review (circulated previously). Members considered various matters and concerns with the proposals.

It was unanimously RESOLVED to OBJECT on the following grounds and relevant EHDC planning policies: the scale, height and mass of the proposed dwellings in their already elevated position; the consequent dominant effect on the local street scene and views from the adjacent fields within SDNP; the considerable over-looking of existing neighbouring properties; the inaccurate and unsatisfactory provision for removal of foul water; the inadequacy of the proposed wetlands and likely contribution to surface water run-off in an area already susceptible to flooding; disagreement with reference to the proposals improving biodiversity in the area; the adverse impact of light emissions on SDNPA Dark Night Skies policy; concern re 'stealth' development, given the Application's Design & Access Statement indication of potential further development to the south of the site; questionable statements re the local planning authority's requests; a planning inspector's previous refusal of proposals for the site.

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30661/034 TWO STOREY SIDE EXTENSION, REPLACEMENT POOL BUILDING WITH ASSOCIATED ANCILLARY ACCOMMODATION FOLLOWING THE REMOVAL OF EXISTING CHANGING ROOM OUTBUILDING AND SUB-STANDARD SUMMER HOUSE AND PROPOSED ART STUDIO IN REVISED LOCATION
Mays Coppice Farmhouse, Whichers Gate Road, Rowlands Castle, PO9 5NE

Cllr Donald outlined the Application in accordance with his review (circulated previously). Members noted the proposed extension represented a c 50% increase in the main dwelling's footprint, excluding the pool building which the applicant stated is not counted as part of it. The applicants had been following pre-application advice as well as conducting a bat survey. It was unanimously RESOLVED to make NO OBJECTION.

58575/001 PROPOSED REAR AND SIDE EXTENSION & USE OF EXISTING GARAGE AS STORE
8 The Drift, Rowlands Castle, PO9 6DG

Cllr Ball outlined the Application in accordance with his review (circulated previously), including minor revisions to an existing permitted Application. It was unanimously RESOLVED to make NO OBJECTION.

SDNP/21/
02663/PA16 Application to Determine if Prior Approval is Required: NETWORK RAIL COVERAGE
FOCUSED TELECOMMUNICATIONS CELL SITE
South Holt Farm, Deanlane End, Forestside PO9 6EL

Cllr Donald outlined the Application in accordance with his review (circulated previously). Similar to a recent one for Station Yard (see Minutes of 11 January 2021), members noted the Application concerned whether 'Prior Approval' was required for the proposals and Council had been advised its comments should focus on siting and appearance. Whilst the site address is beyond the Parish boundary, the site itself is within Rowlands Castle Parish and this Application has been called in for decision by SDNPA. Members considered that, contrary to the Application's assertions and/or several SDNPA policies, the proposals, were of such nature and height as to have an adverse impact on the surrounding area including the highway, various rights of way and the SDNP itself. Existing trees could not be guaranteed to mitigate visual impact, especially when not in leaf. The Application failed to identify sufficiently the need for the proposals, contained contrary references to the tower being 15m and 20m high and did not include all the promised photomontages or the required report on existing telecoms coverage in the area. Members noted the existing mast at Redhill Farm had recently been extended and upgraded specifically to improve coverage to the nearby railway line. It was also noted the applicant had yet to make any formal representations to the landowner or serve them with the requisite notice to date.

It was unanimously RESOLVED that Prior Approval is required and should not be granted. Currently, the Application fails to address adequately various issues and, contrary to Permitted Development requirements, the landowner's permission had yet to have been sought or granted and the proposed cabinets exceeded the base area for such permission.

SDNP/21/
01966/FUL PROPOSED CONSTRUCTION OF HOLIDAY ACCOMMODATION IN TWO DWELLINGS, 3 SHEPHERD'S HUTS AND A SEPARATE STORAGE/ MACHINERY BAY/ WORKSHOP WITH COLD MEAT STORE, KEEPER'S LODGE FACILITIES, OFFICE ACCOMMODATION AND ASSOCIATED WORKS TOGETHER WITH A 20KW PV ARRAY ON TOP OF THE EXISTING AGRICULTURAL BARN.
Drews Farm Diddybones Nap Forestside Stoughton PO9 6EH

Cllrs had reviewed this Application which was beyond the Parish boundary but very visible from within the Parish and this Application has been called in for decision by SDNPA. Members considered various matters and concerns with the proposals, as well as hearing representations from members of the public present.

It was unanimously RESOLVED to OBJECT on the following grounds and relevant NPPF and SDNPA planning policies: the appearance and mass of the proposals represent a significant expansion of the developed farm area and would have a detrimental impact on the rural locality; the proposals are outside the Settlement Policy Boundary and would not positively contribute to the national beauty, wildlife or cultural heritage of the SDNP; existing farm buildings could accommodate some of the proposed additions such as office accommodation for what is a very modestly-sized farm with small livestock slaughter needs; the questionable veracity of various aspects of the Design & Access Statement eg that existing and ongoing shoots necessitated a Keeper's Lodge; the need to access the accommodation by car given the lack of public transport in the area and the distance from the local train station; the use of the terms 'residential units' in the Application implies a place of permanent abode contrary to the stated holiday accommodation which may negate the requirement for any formal change of use application in future; light pollution in contravention of Dark Night Skies policy in the SDNP. Members also noted that of the 16 expressions of support for the Application, only 3 came from those living close enough to the site to be affected by the proposals, whereas all those objecting lived close by.

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28035/005 CONSTRUCTION OF SINGLE STOREY REAR EXTENSION AND MODIFICATIONS TO EXISTING REAR EXTENSION

22 Links Lane Rowlands Castle PO9 6AE

Cllr Edwards outlined the Application in accordance with his review (circulated previously). Members noted the proposals represented a reduction in scale from those previously permitted but not undertaken. It was unanimously RESOLVED to make NO OBJECTION.

For Note Only Application for Consent for Works to Trees Subject to a Tree Preservation Order: T1 -
59252 OAK - CROWN HEIGHT REDUCTION BY 3M, LEAVING A CROWN HEIGHT OF 13M.
CROWN WIDTH REDUCTION BY 2.5M, LEAVING A CROWN WIDTH OF 4.5M
18 Nightingale Close, Rowlands Castle, PO9 6EU

It was noted Cllr Stanley had reviewed this Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 4 June 2021.

For Note Only Listed Building Consent: PURPOSE-MADE TIMBER JOINERY TO ENCLOSE
SDNP/21/ ENTRANCE AREA. PURPOSE-MADE JOINERY TO REPLACE SITTING ROOM
02056/LIS TIMBER JOINERY AND RELOCATED 430mm
Idsworth House, Coach House, Treadwheel Road, Idsworth PO8 0AW

It was noted Cllr Schneider had reviewed this Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 8 June 2021.

For Note Only FIRST FLOOR SIDE EXTENSION OVER GARAGE, REPLACEMENT OF BAY
25611/005 WINDOW WITH DOOR AND INTERNAL WORKS
5 Wellswood Gardens, Rowlands Castle, PO9 6DN

It was noted Cllr Edwards had reviewed this Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 8 June 2021.

For Note Only RETROSPECTIVE APPLICATION FOR THE RENDERING OF THE GROUND FLOOR
58573/001 STOREY LEVEL AND REAR EXTENSION CONFORMING TO PERMITTED
DEVELOPMENT DIMENSIONS
13 Greatfield Way, Rowlands Castle, PO9 6AG

It was noted Cllr Matthews had reviewed this Application and circulated her report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 9 June 2021.

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

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

District Cllr Malcolm Johnson gave a verbal report on the following EHDC-related matters:

- Planning approval for the Havant Thicket Reservoir, with a further Application anticipated later in 2021 to resolve some matters currently in outline. Planning groups to address remaining issues for the project, including police concerns re tackling anti-social behaviour, with Community Group consultation;
- Bloor Homes' uncommunicative approach to EHDC re Land East of Horndean (LEoH) development including the lack of any formal Design Code;
- His pursuit of the lack of footway on Deerleap Lane after the junction with Bailey Road.

In answer to members' queries, Cllr Johnson confirmed the existing Outline Planning Approval for LEoH development counts towards the 5-year land supply quotas but this could be jeopardised if Bloor does not address the remaining Reserve matters in time. He also stated EHDC had yet to pursue matters further regarding enforcement issues on a number of plots at Comley Hill.

County Cllr Marge Harvey Members noted Cllr Harvey's written report (circulated previously and a copy of which will be kept with these Minutes) on the following HCC-related matters:

- Lack of progress on pothole repairs and her request for Bowes Hill to be resurfaced;
 - Concerns re parking outside the Church on The Green and request for a date for the narrowing of the Deerleap Lane bellmouth;
 - Her pursuit of traffic-calming works for Whichers Gate Road in conjunction with RCPC;
 - Latest Covid-19 statistics for Hampshire;
 - Appointment of Carolyn Williamson as new CEO of HCC;
 - Continuation of booking system for Hants Waste Recycling Centres, pending review in near future.
- Members commented the system seemed to work well and helped even out use of the Centres.

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

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

g) Proposed Further Traffic Regulation Orders (TROs) for various areas within the Parish –

Members noted the proposals (circulated previously). It was AGREED to comment as follows:

- i) Request correction of references to Woodberry Road to read Woodberry Lane,
- ii) Recommend abandoning plans for double yellow lines on the highway curving around the small patch of land opposite the Castle Inn as there appeared to be no evidence to justify them and they may exacerbate parking issues in the nearby village centre,
- iii) Request correction of reference in 2nd Schedule, Redhill Rd from “south-west” side to “south-east side”,
- iv) Recommend that in future a noticeably different colour be used to delineate Disabled Parking bays from the county boundary to avoid confusion;
- v) That any such TROs would only be effective if EHDC had the appetite and resources to enforce them.

Action: Clerk to send comments to relevant EHDC officer, copied to local D & C Cllrs

a) Costed proposals to enable the safe re-opening of the Parish Hall after Lockdown – Members noted the Parish Hall Management Committee's Report and its recommendations thereon (circulated previously). The Chairman thanked Cllrs Ball, Edwards, Moss and Wilson for their hard work to date.

It was unanimously RESOLVED to:

- i) Temporarily allow membership of the Committee to increase from 9 to 10 members to allow for the transference of bank signatory responsibilities;
- ii) Commission Stoddart Kitchen & Bathrooms Ltd to install the proposed additional kitchenette at a cost of £6,630 + VAT;
- iii) Commission Property Craft Interiors to undertake the specified carpentry work at a cost of £2,060 + VAT;
- iv) Commission Portsdean Technical Supplies & Services Ltd to carry out emergency repair to the gas pipework at a cost of £1958.73 + VAT;
- v) Approve the Application to EDHC's Supporting Communities Fund 2021 for half the overall costs, with the balance to be paid from the Hall's reserves, which are healthy enough to pay all costs should the above Application be unsuccessful.

Action: Clerk/Facilities Officer to progress the commissioning of above works

b) Replacement of the Bus Shelter by The Green – Members noted the Clerk's Report on potential replacement options for the existing shelter, now that Council has decided it is not worth refurbishing. It was unanimously RESOLVED to:

- i) Opt for a wooden shelter of bespoke design to suit the rural character of the area;
- ii) Where possible, source the materials from Stansted Estate, working with its Head Forester;
- iii) Approach several specified local woodsmen to design and quote for such a shelter.

Action: Clerk to progress obtaining of design/quotes from local woodsmen

c) RoSPA Annual Inspection of Play and Other Equipment at the Recreation Ground – Members noted the Admin Asst's Report (circulated previously) on the Inspection carried out on 18 May 2021 and that the play equipment in particular was starting to show clear signs of wear and tear, being c 17 years old. It was unanimously RESOLVED to prioritise the inspection's recommendations in order of severity, starting with the temporary de-commissioning of the aerial cableway in advance of the manufacturer undertaking a thorough 'at height' inspection of the supporting wooden struts.

Action 1: Facilities Officer to de-commission aerial cableway, pending inspection by manufacturer

Action 2: Facilities Officer to prioritise rest of recommendations

d) Wording of Dedication Plaque for Stone Snake Installation on Deerleap Verge – Members noted the Clerk's draft and unanimously AGREED the final wording for the plaque which would dedicate the installation to all key workers and volunteers who worked so hard during the pandemic.

Action: Clerk to commission plaque to include agreed wording, and arrange fitting thereon

e) Correspondence from SDNPA Director of Planning and HCC Executive Lead Member for Economy, Transport & Environment in response to Issues raised by RCPC – Further to Item 7 a) of

Council's Mtg on 11 May 2021, members noted SDNPA's response thereon, as well as subsequent correspondence with HCC on a separate matter. It was AGREED not to pursue either matter any further at present but to note the requirement to chase the respective authority for its actions every 3 months.

Action: Clerk to diarise accordingly

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f) Publishing of RCPC's Correspondence with Other Authorities – In the spirit of openness and transparency, it was AGREED to publish all such correspondence and subsequent responses on Council's website (unless they contained confidential data), providing the recipients were informed in advance.

Action: Clerk to liaise with correspondents to publish recent and future correspondence

h) Informal Contract with Jan Halliwell/ELR to provide Handyman Services to Council – It was unanimously AGREED to continue Council's informal arrangements with Jan/ELR for the provision of handyman services, on the understanding that Council be advised of approaches by any others offering a similar service.

Action: Clerk to liaise with ELR and inform Council of any future offers, should they arise

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

a) May 2021 Schedule of Payments, for authorisation – Cllr Moore stated he had reviewed and confirmed the invoices relevant to the Schedule (circulated previously). It was unanimously RESOLVED to AUTHORISE the Schedule and it was signed by 2 of the signatories present.

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

Method	Amount £	Payee	Reason
DD	197.10	HS Administrative Services Ltd	Monthly pension contributions + admin fee
DD	73.01	Focus Group Ltd	Monthly Telephone and Broadband charges
PP	100.00	Plantlife UK	Donation towards running costs
IBT	375.00	Do the Numbers Ltd	Internal Audit fee for yr ending 31 March 2021
IBT	1,536.00	Merrid Ltd	Installing Stone Snake, Repair Play Area Gate
IBT	667.50	David Somma t/a Microsomma	Refurbished laptop for Facilities Officer
IBT	34.99	The House Nameplate Co	Dedication Plaque for Bench: B Green
IBT	988.25	Exterior Living Rooms Ltd	Grass Cutting, Handyman + Lengthsman srvs
IBT	16.62	Rowlands Home Hardware	Consumables for Office and War Memorial
IBT	19.35	Cllr C Stanley	Part-payment of Cllr's Allowance
IBT	2.55	Miss L Walker, Clerk	Reimbursement for postage
IBT	44.98	Mrs G Whatley	Reimbursement for PC keyboard + webcam
IBTs	3,663.00	Staff salaries including HMRC, PAYE and NIC	
Total	£7,718.35		

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 remaining payments according to Schedule

There were no receipts in May 2021

b) Report on Council's Bank Accounts as at 31 May 2021, for acceptance – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£96,185.21 (Reconciled balance of £94,104.03 after accounting for payments not yet made from May's Schedule.
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 £118,013 including under-spends from 2018/19 and 2019/20 on specific projects.	

10. MATTERS FOR DISCUSSION:

a) Summary of Residents' Dealings with Parish Office May 2021 – The Parish Office's Summary (circulated previously) was noted and a copy will be held with these Minutes.

b) Update from RC Neighbourhood Plan Steering Group (NPSG) – The Chair of the NPSG's Update (circulated previously) was noted and a copy will be kept with these Minutes.

Action: Clerk to publish Update on RCPC's website

c) Latest Local Community Speedwatch Statistics – The statistics (circulated previously) were noted as proving speeding continues to be an issue within the Parish, and a copy will be kept with these Minutes.

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11. MATTERS FOR INFORMATION:

a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 15 June 2021** – The Admin Asst's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

b) **Report on SDNPA Parish Workshop for Hampshire on 9 June** – Cllrs Schneider and Wilson attended (the latter in part) and members noted the former's report thereon which will be circulated to all cllrs. The Clerk was requested to enquire whether CIL monies might be available for the bus shelter.

Action: Clerk to circulate report and enquire re CIL monies for bus shelter

12. Summary of Parish Office Action Points and Priorities thereon

Members noted the action points arising from this Meeting, together with the Parish Office's existing and future workload, and that the Planning responses (6), TRO comments (8g), RoSPA recommendations (8c) and Hall matters (8a) would take priority.

13. Date of Next Meeting – Monday 19 July 2021 in the Large Parish Hall, if feasible, and otherwise in St John's Church Hall.

The Meeting ended at 9.35pm

During the course of the Meeting (both part and whole) there were 4 members of the public (in addition to those listed as attendees at the top of Page 1) and no members of the Press in 'virtual' attendance.