

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 18.07.22

Monday 18 July 2022 at 7.00pm

The Parish Hall, 11 Links Lane, Rowlands Castle PO9 6AD

These minutes are subject to confirmation by the Council at its next Meeting

PRESENT:

Cllr C Stanley (Chairman), Cllr F Ball, Cllr S Donald, Cllr J Edwards, Cllr Y Haggard, Cllr V Matthews, Cllr I Moore, Cllr H Schneider and Cllr B Wilson
D Cllr M Johnson was also present in part.

MINUTES:

Taken by Ms L 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 C Cllr M Harvey.

2. To Receive any Declarations of Interest

There were no declarations of interest at this point.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Previous Council Meeting on 13 June 2022, together with a Written Update on the Progress of Resolutions from Meetings

The Minutes (circulated previously) were unanimously CONFIRMED as an accurate record of the meeting 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

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

5. 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.

58577/004 DEMOLITION OF EXISTING DETACHED GARAGE, PROPOSED TWO STOREY REAR EXTENSION TO EXISTING DWELLING, NEW DORMER ON WEST ELEVATION TO MIRROR EXISTING DORMER ON EAST ELEVATION, TO CONNECT TO REAR EXTENSION ROOF, INTERNAL MODIFICATIONS
8 Hazeldean Drive, Rowlands Castle PO9 6DH

Cllr Donald outlined the Application in accordance with his review (circulated previously), noting the Application was similar to a previously-permitted one for the same property. It was unanimously RESOLVED to make NO OBJECTION, and to include a note that the Application makes reference to EHDC's emerging Local Plan, which currently has no weight in determining applications, whereas reference should be made to EHDC's 2014 Local Plan policies instead.

26978/018 INSTALLATION OF TEMPORARY PORTAKABIN MODULAR BUILDING TO BE
For Note Only USED AS ADDITIONAL OFFICE SPACE FOR A PERIOD OF 260 WEEKS
Spire Portsmouth Hospital, Bartons Road, Havant PO9 5NA

It was noted the Admin Asst had reviewed the Application and circulated her report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 29 June.

55268/012 DEED OF VARIATION OF S106 IN RELATION TO APPLICATION 55268 FOR THE
For Note Only FOLLOWING PROPERTIES 1-8 (INC) AND 24-28 (INC) BAILEY ROAD, ROWLANDS CASTLE, TO ALLOW THE PROPERTIES TO BE CHARGEABLE
Land East of College Close, Rowlands Castle

It was noted Cllr Wilson had reviewed the proposals and a response of NO COMMENT had been submitted by the deadline of 8 July, referring to RCPC's comments made to the previous, seemingly identical, Application 55268/011.

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For Note Only SDNP/21/ 06177/HOUS SINGLE STOREY SIDE EXTENSIONS, FRONT PORCH AND REPLACEMENT ROOF, FOLLOWING DEMOLITION OF EXISTING CONSERVATORY AND GARAGE WITH ASSOCIATED ALTERATIONS (Amended Description and Plans Received 17/06/2022)
Idsworth Villa, Woodhouse Lane, Waterlooville PO8 0AN

It was noted Cllrs Schneider and Wilson had reviewed the Application and circulated their report thereon. With the agreement of members, a response of OBJECTION had been submitted by the deadline of 8 July, on the grounds that, as with a previous Application for this site, the proposals continued to contravene planning policies in terms of size of replacement dwellings and extensions and there were also a number of inaccuracies and omissions in the Application.

For Note Only SDNP/22/ 00297/LIS Listed Building Consent: ALTERATIONS TO REAR ELEVATION, GROUND FLOOR AND FIRST FLOOR INTERNAL LAYOUT (As Amended by Plans Received 11/07/2022)
The Limes, Finchdean, Waterlooville PO8 0AU

It was noted Cllr Schneider would review this amended Application prior to the deadline for responses of 1 August and that there was likely to be NO OBJECTION. *Cllr Schneider later confirmed this.*

55562/010 Reserved Matters Application Pursuant to Outline Permission: PHASE 2 [for full wording please see Entry on EHDC's Planning Database] (Additional and Amended Information Received 21/06 & 23/06/22)
Development Land East of Horndean, Rowlands Castle Rd, Horndean

Cllr Wilson outlined this Application for a site in a neighbouring parish (notification of which had been delayed) in accordance with his review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION in common with Horndean Parish Council, noting RCPC did not feel it had sufficient knowledge or time to examine the considerable number of documents related to this Application.

Members also understood that pedestrian access for the site would be resolved between Hampshire Highways and EHDC, involving the local District Cllr.

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

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

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

- Progress on EHDC's new HQ and plans for 'hubs' around the District, including the Southern Parishes, to facilitate access to officers;
- Imminent multi-authority meeting to address issues on several Comley Hill plots;
- The review of sites for development for the emerging Local Plan, as a result of Govt policy changes, will involve consultation with parish and town councils and neighbourhood plan groups;
- Plans to catch-up with garden waste collections w/c 18 July;

In response to queries, Cllr Johnson confirmed that a van causing an obstruction on Mallard Road had since been moved. He also noted Portsmouth Water planned to resurface Havant Thicket car park and would also be importing material on site for build a trial bank for the planned reservoir.

County Cllr Marge Harvey Cllr Harvey was not present and no report had been sent in her absence.

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

a) Review of Priorities for Funding by Developers' Contributions after EHDC's Briefing on 4 July – Members noted EHDC's Briefing, documentation thereon and Clerk's notes (all circulated previously). Those who'd attended commented it had been informative and helpful. It was RESOLVED to form a Working Group to prioritise projects for both CIL Neighbourhood Portion and Infrastructure funding. The Group would comprise Cllrs Ball, Matthews, Moore and Stanley plus the Facilities Officer, and would aim to bring its recommendations to Council's October Meeting, so that any bid(s) can be researched and finalised before EHDC's window for Applications in Feb/March 2023.

Action: Working Group to meet and provide recommendations for October Council Mtg

b) Options for Provision of CCTV at Recreation Ground – Members noted and thanked the Facilities Officer for her background paper (circulated previously) to install CCTV to address the rise in vandalism and anti-social behaviour at the Ground in recent years, including the specification, 2 options of camera positions and quotes from 3 companies. At the invitation of the Chairman, a resident described a further recent but low-level incident. Locking the Ground at night would present logistical as well as access

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challenges and may not address these issues. It was noted that any CCTV provision must comply with the Surveillance Camera Code of Practice, the cameras would operate 24/7 without the need for bright lights, permission must be sought to mount a camera on a lamp-post in the Ground's car park and a Data Protection Impact Assessment would be required as would some electrical additions. There would also be an ongoing cost of a wifi-router due to lack of internet access in the Pavilion. Members thanked the Facilities Officer and Cllr Moore for their work on this matter. It was unanimously RESOLVED to:

- i) Commission Beady Eye Security Ltd to install the 4 cameras (Option B) at the quoted cost of £3,295 + VAT plus a 5th camera at an additional cost to be confirmed;
- ii) Pay for the necessary electrical additions and the estimated ongoing cost of £280 + VAT pa for a 4G router for the system.

Action 1: Facilities Officer to commission relevant firm and ensure electricians and router organised

Action 2: Facilities Officer to draft Data Protection Impact Assessment

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 28 June 2022 and that the play equipment continued to show clear signs of wear and tear, being c 18 years old, though no major issues were identified. It was unanimously RESOLVED to prioritise the Inspector's recommendations in order of severity, including the repair of the outdoor table tennis table after an act of vandalism.

Action: Facilities Officer to prioritise recommendations and commission repairs accordingly

d) Response to Hampshire County Council's Consultation on its Catchment Management Plan – Members noted information on the Plan (circulated previously) and that this Parish came under, but was not specifically referred to in, the Lavant Catchment Area. It was AGREED that Cllr Schneider, as a member of the Parish's Flood Action Group, would draft and submit a response on behalf of RCPC by the deadline of 21 July

Action: Cllr Schneider to submit response by deadline

e) Response to Hampshire County Council's Passenger Transport Consultation – Members noted Cllr Stanley's draft response (circulated previously) including reference to the Good Neighbours Scheme. It was AGREED to add reference to individual transport services for major developments as well before submitting the response by the deadline of 24 July.

Action: Cllr Stanley and Clerk to liaise to finalise the response for submission by deadline

f) Response to Southern Water's Consultation on Proposed Hampshire Water Transport and Water Recycling Project – Members noted Cllr Stanley's comments to date (circulated previously) on a proposed response and Cllr Matthews observations from having attended a Community Forum on Water issues on 1 July. There was general concern at the trustworthiness of water companies, the need to fix existing leaks in the water system and stop polluting waterways. It was AGREED to submit a response by the deadline of 16 August, focussing on the energy costs and challenges of using reverse osmosis to achieve ultrafiltration, the environmental effects of mixing recycled with good quality chalk-filtered water and the fact that any recycled water should go straight to a holding lake at Otterbourne. As none of the infrastructure work will take place in this Parish, Council was content to leave comments on same to those living nearer to them.

Action: Cllr Stanley to draft response for circulation prior to submission by deadline

g) Response to SDNPA's Land Availability Assessment (LAA) Draft Methodology – Members noted information on the draft Methodology (circulated previously), Cllr Wilson's comments thereon and that the deadline for responses was 21 July. The document follows Govt legislation, as does EHDC's upon which RCPC was not consulted. It was AGREED to thank SDNPA for its notification but not to comment further on the document other than to praise its detail and comprehensiveness, and congratulate SDNPA on its thorough assessment of the criteria which was most informative.

Action: Clerk to submit response by deadline

h) Request by Rowlands Castle Association (RCA) to hold 2022 Fireworks Display on the Recreation Ground on 5 November - Members noted the details of the request and it was unanimously RESOLVED to grant permission, subject to a Hirer's Agreement, similar to those in previous years.

Action: Clerk to inform RCA and draft suitable Hirer's Agreement for Council's approval

i) Request by St John's Church to hold short Carol Service on The Green on 24 December – Members noted the details of the request and it was unanimously RESOLVED to grant permission, subject to appropriate insurance cover and risk assessments.

Action: Clerk to liaise with Church to obtain appropriate documentation

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

a) **June 2022 Schedule of Payments, for authorisation** – Cllr Moore stated he had reviewed and confirmed the invoices relevant to the Schedule. It was unanimously RESOLVED to AUTHORISE the Schedule (circulated previously) which was then signed by 2 signatories present.

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

Method	Amount £	Payee	Reason
DD	223.01	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	88.50	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	29.68	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
IBT	3,000.00	RC Recreation Ground Charity	General running costs grant + RCTC Lease fee
IBT	100.00	H&IOW ACF & Drum Platoon	Donation for band playing at Armed Forces Day
PP	100.00	Plantlife UK	Donation towards running costs
IBT	105.00	Rowlands Castle URC	Hall Hire for RCPC & NPSG Mtgs
IBT	54.00	RC Village Fair	NPSG Stall Booking + additional table
IBT	161.50	RC Parish Hall	Hall Hire for N'hood Plan Consultation Drop-ins
PP	75.16	VistaPrint BV	Vinyl Banner for N'hood Plan Consultation
IBT	180.00	John Slater Planning Ltd	N'hood Plan: Further expert advice
IBT	181.20	Park Community Enterprises	Leaflets for N'hood Plan Consultation
IBT	360.00	Voxit Ltd	Content on RCPC website re N'hood Plan Csltn
PP	143.88	Zoom Video Communications	Annual Fee for Standard Pro package
IBT	62.14	Viking Payments	Parish Office consumables
IBT	487.00	Surrey Hills Solicitors	Professional charges for Rec Ground + others
IBT	180.00	GeoXphere Ltd t/a Parish Online	Annual subscription for mapping services
DD	10.12	Rowlands Home Hardware	Parish Office consumables
IBT	1,140.06	Exterior Living Rooms Ltd	Grass-cutting, Handyman & Lengthsman servs
DD	76.37	BNP Paribas Leasing Solutions	Initial quarterly rental for copier/scanner/printer
IBT	7.57	Mrs G Whatley, Admin Asst	Reimbursement for N'hood Plan costs
IBT	40.88	Miss L Walker, Clerk	Reimbursement for Office + N'Hood Plan costs
IBTs	4,824.35	Staff salaries including HMRC, PAYE and NIC + appropriate salary increases	
Total	£11,630.42		

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 any remaining payments according to Schedule

There were no receipts in June.

b) **Report on Council's Bank Accounts as at 30 June 2022, for acceptance** – Members noted and ACCEPTED the Report (to be circulated after the Meeting due to administrative error).

Account	Balance
Current	£80,927.86 <i>(Reconciled balance of £78,487.87 after accounting for payments not yet made/direct debits not yet take/cheques not yet presented)</i>
2-Yr Fixed Rate Bond	£15,000.00
Easy Access Savings Acc	£10,433.91
100-day Notice Account	£55,000.00
In total, Council currently holds reserves (restricted and unrestricted) of c £136,934 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

c) **Quarterly Review of Budget and Actual Payments & Receipts to 30 June 2022** – Members noted and ACCEPTED the Clerk's Update Report (circulated previously), and the likely increase in election costs.

Action: Clerk to publish Update on RCPC's website

d) **Quarterly Review of Council's Asset Register** – Members noted the following since the last review in April 2022: Acquisition of Vinyl banner to advertise N'hood Plan Consultation; Replacement of Canon MFD leased from Agilico Workplace Technologies Ltd with Canon MFD supplied by MPP Digital, leased from BNP Paribas,

Action: Clerk to ensure specified additions/changes are recorded on Register

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e) **Grant Applications from Hampshire & Isle of Wight Victim Support and Homestart Butser** – Members noted the Applications from each organisation (both circulated previously) and the budgeted funds available at present. It was unanimously RESOLVED to award the requested grants of £100 to H&IoW Victim Support and £250 to Homestart Butser.

Action: Clerk to inform organisations of decisions and include payments in July Schedule

9. MATTERS FOR DISCUSSION:

a) **Summary of Residents' Dealings with Parish Office in June and up to mid-July 2022** – The Parish Office's Summary (circulated previously) was noted and a copy will be held with these Minutes.

b) **Local Speedwatch Team's Results from May and June 2022** – Members noted the results for the 2 months (circulated previously, and copies of which will be kept with these Minutes). It was AGREED to enquire as to what, if any, action is taken against those drivers recorded as speeding by the Team, and whether RCPC is permitted access to data collected by police during a recent speed enforcement session on Manor Lodge Rd. **Action: Clerk to contact Speedwatch Team and Hampshire Police re queries**

10. MATTERS FOR INFORMATION:

a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 18 July 2022** – The Admin Asst's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

b) **Report on East Hampshire Association of Parish & Town Councils Mtg on 23 June** – Cllr Ball attended and will circulate his report after the Meeting. **Action: Cllr Ball to circulate Note of Mtg**

c) **Report on Havant Thicket Reservoir Interim Stakeholder Mtg on 7 July** – Cllr Stanley attended and members noted his oral report, details of which are available upon request.

d) **Report on Havant Thicket Reservoir Recreation Sub-Group and draft Recreation Strategy** – Although no representative from RCPC had attended the meetings, Cllr Stanley had read the draft Strategy. He reported there were no references to sailing or other water-based activities, only a Visitors' Centre and walking/cycling/equestrian provision. The Environment Sub-Group has expressed considerable concern with respect to some of the proposed footpaths and cycle routes in the northern part of the Thicket because there was a need to retain quiet areas for wildlife away from human activity, The draft Strategy also needs to reflect the need to provide more parking spaces for disabled people and to keep off-road motorcycles out of the area. Further work will be needed on the Recreation Strategy detail.

e) **Update from Portsmouth Water on Closure of Footpath on Havant Thicket Reservoir site** – The wide path known as The Avenue has now been permanently closed in preparation for major works. The access track running from the junction of Manor Lodge Rd and Castle Rd will be upgraded from 18 July for 5 weeks and visitors are asked to avoid the area. At the same time, the car park off Manor Lodge Rd will be closed on weekdays (open at weekends) to facilitate works and to allow for its resurfacing (see Item 6).

11. 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 (5), CCTV plans (7b), Consultation responses (7d,e,f,g) would take priority.

12. 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 though no members of the public remained at the Mtg at this point.

Although the bulk of the discussion under Item 13 will remain the subject of a separate Confidential Note, the following is to be publicly minuted.

13. To Receive Report(s) on Employment Matters relating to the RC Parish Neighbourhood Plan and Parish Hall and Agree Action thereon

It was unanimously RESOLVED:

i) To pay the Admin Asst in respect of additional hours necessarily worked in June as the Administrative Support to the NPSG, in the run up to the opening of the current Neighbourhood Plan Consultation;

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- ii) That Mrs King had successfully completed her probationary period and her appointment as Parish Hall Administrative Officer was duly confirmed;
- iii) To pay the Parish Hall Administrative Officer in respect of additional hours necessarily worked in May and June on various tasks, particularly the new Hall booking on-line system;
- iv) To delegate authority to the Clerk and Cllr Ball to pay any further additional hours necessarily worked by the Parish Hall Administrative Officer over the next 3 months ie July, August and September.

Action 1: Clerk to add agreed sums to respective employee's salary payments for July

Action 2: Clerk, Hall Administrator and Cllr Ball liaise re additional hours during specified period

14. Date of Next Meeting – Monday 5 September 2022 in the Parish Hall

The Meeting ended at 9.05pm

During the course of the Meeting (both part and whole) there were 2 members of the public (other than those listed as attendees at the top of Page 1) and no members of the Press in attendance.

DRAFT