

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 07.11.22

Monday 7 November 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 J Edwards (Chairman for Mtg – see Item 1), Cllr F Ball, Cllr S Donald, Cllr Y Haggard, Cllr V Matthews, Cllr I Moore, Cllr H Schneider and Cllr B Wilson (in part – see Item 2).

Ms L Walker (Clerk to the Council) was also present, as were C Cllr M Harvey and D Cllr M Johnson in part.

MINUTES:

Taken by Mrs G Whatley (Council's Admin Officer).

1. To Elect a Chairman of the Meeting

In the absence of the Chairman of the Council, Cllr C Stanley (see Item 2), the Clerk invited nominations for Chair of the Meeting. The sole nominee having confirmed his willingness, it was unanimously RESOLVED to ELECT Cllr Edwards as Chairman of the Mtg (Cllr Edwards did not vote). *NB: Cllr I Moore joined the Meeting at the end of this Item and did not vote on the above.*

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

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

Apologies were received and agreed from Cllr Stanley. It was also noted that Cllr B Wilson and C Cllr M Harvey would be joining the meeting later due to their respective prior commitments.

3. To Receive any Declarations of Interest

The Clerk and Administrative Officer declared their pecuniary interests in Item 13 as employees of the Council.

4. To Receive and Confirm the Accuracy of the Draft Minutes of the Previous Council Meeting on 3 October 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 of the Meeting.

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

Whilst no comments were made during this Item, with the permission of the Chairman a resident raised a matter later in the Mtg which was not on the Agenda and which is included here for ease of reference.

A resident raised concerns about the smell from the long-term storage of waste in the builders' yard beyond Rowlands Castle station, the noise from related activity beyond normal working hours and the on-site burning of some waste in the past. This activity persisted despite visits from HCC and the Environment Agency, and the consequent increased risk to neighbouring properties, the adjacent railway line and the nearby Scout Hut. He was advised to keep a record of activity at the site for future reference. It was also noted that a parish councillor awaited a response from DEFRA as to their queries about the granting of a waste licence to the contractor.

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.

59891 TWO STOREY SIDE EXTENSION, SINGLE STOREY REAR EXTENSION, FIRST FLOOR FRONT EXTENSION AND PORCH, CONVERSION OF ROOF SPACE TO HABITABLE ACCOMMODATION
20 Links Lane, Rowlands Castle, PO9 6AE

Cllr Edwards outlined the Application in accordance with his review (circulated previously). It was unanimously RESOLVED to make NO OBJECTION, though it was noted that the applicant had not displayed the required public notice of the Application on/near the boundary of the property. *It has since been established that the appropriate notification had not been sent to the applicant due to an administrative error by EHDC.*

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SDNP/22/ DETACHED MULTI-PURPOSE BARN
04275/FUL *Agricultural Land (Lot 2), Near Wick Farm, South Lane, Finchdean, PO8 0AZ*

Cllr Schneider outlined the Application in accordance with his and Cllr Donald's review, and comments thereon (all circulated previously). It was unanimously RESOLVED to OBJECT on the grounds that the Application contained insufficient information to make an informed and balanced decision, and on the basis of what detail had been provided then the proposals contravened SDNP Policy SD9 re Biodiversity and Geodiversity, with no reference to the site being in or near a Site of Interest for Nature Conservation (SINC), nor any evidence of an Ecological Impact Assessment having been considered or reference to a Priority Habitat Inventory as identified by DEFRA.

59857 Application to Determine if Prior Approval is Required: FOR THE INSTALLATION OF A 15 METRE HUTCHINSON TO SUPPORT 1 NO. TRI SECTOR ANTENNA; INSTALLATION OF 3 NO. EQUIPMENTS CABINETES AND INSTALLATION OF ANCILLARY DEVELOPMENT THERETO INCLUDING GPS NODE. ON BEHALF OF AN ELECTRONIC COMMUNICATIONS CODE OPERATOR FOR THE PURPOSE OF THE OPERATOR'S ELECTRONIC COMMUNICATIONS NETWORK.
British Telecom, Telephone Exchange, Bowes Hill, Rowlands Castle, PO9 6BP

Cllr Donald outlined the Application in accordance with his review and comments thereon (circulated previously). At the invitation of the Chairman, several residents addressed the Meeting to voice their objections to the Application. It was unanimously RESOLVED that Prior Approval should be required and should not be granted, and to OBJECT on the grounds of siting and appearance in that: the proposed location is questionable; the declared height of the mast enough to have an adverse impact on the visual amenity of the area; the need for such equipment doubtful given other telecommunications equipment in the area which had recently been approved (South Holt Farm) or enhanced (Redhill Farm; the proposals did not comply with EHDC Policy HE8 re Development affecting the setting of a Conservation Area, reference to EHDC Policy CP29 paras d) and j) re Design was inaccurate and misrepresentative; no mention was made to National Planning Policy Framework para 115, inaccurate information re pre-application processes; no evidence of the required consultation; questionable assertions on the Statement of Support supplied with the Application. Reference should also be made to the refusal of 2 similar applications at a nearby site, including one from a Planning Inspector during an Appeal.

34521/001 SINGLE STOREY SIDE AND REAR EXTENSION FOLLOWING DEMOLITION OF EXISTING CONSERVATORY, INSTALLATION OF REAR DORMER WINDOW AND 3 ROOF LIGHTS IN THE FRONT ROOF SLOPES
53 Castle Road Rowlands Castle PO9 6AP

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

51680/001 Notification of Compliance with Conditions 4, 5, 6, 9, 10 and 12 with relevance to Phase 1
For Note Only of the Havant Thicket Reservoir scheme, comprising the proposed Northern Access Route (Phase 1) extending from the B2149 Manor Lodge Road between A3(M) Junction 2 and Rowlands Castle in a south westly direction and skirting around the western edge of Havant Thicket utilising an existing Forestry England track for a distance of approximately 1,407 metres and reaching a clearing where the future car park and visitor centre will be located as part of the Approved Havant Thicket Reservoir Scheme

It was noted that no comments had been submitted on this matter.

59890 IMPROVEMENTS TO AN EXISTING FORESTRY TRACK TO FACILITATE A
For Note Only WOODLAND RESTORATION SCHEME, IN CONNECTION WITH THE OFF-SITE BIO-DIVERSITY MITIGATION AND COMPENSATION STRATEGY BEING DELIVERED AS PART OF THE HAVANT THICKET RESERVOIR PROJECT. THE WORKS INCLUDE RE-SURFACING AND MINOR DRAINAGE WORKS TOGETHER WITH A REPLACEMENT GATE AT THE ACCESS TO WOODBERRY LANE.
Forest Track in Southleigh Forest, Woodberry Lane, Rowlands Castle

It was noted that Cllr Stanley had reviewed the Application and circulated his report thereon. With the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 18 October

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59886 Application for Consent for Works to Trees Subject to a Tree Preservation Order: 1 x
For Note Only LIME - CROWN LIFT TO 5m. CROWN THIN BY 10%. REMOVE EPICORMIC
GROWTH TO 4m
54 Oaklands Avenue, Rowlands Castle, PO9 6BQ

It was noted that Cllr Matthews 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 26 October.

59793/001 Notification of Lawful Development Certificate for a Proposed Development: SINGLE
STOREY SIDE EXTENSION (LESS THAN 3 METRES HIGH, EXTENDING LESS THAN
50% OF THE WIDTH OF THE EXISTING DWELLINGHOUSE). HIP TO GABLE LOFT
CONVERSION, LESS THAN 50m³ ADDITIONAL ROOF SPACE, WITH REAR DORMER
AND ROOF LIGHTS.

and

59793/002 DOUBLE HIP TO GABLE LOFT CONVERSION WITH REAR DORMER AND
ADDITION OF A PITCHED ROOF OVER THE CURRENT FLAT ROOFED GARAGE,
WITH SMALL FRONT AND REAR DORMERS. SINGLE STOREY EXTENSION
BEHIND THE GARAGE.
3 The Peak, Rowlands Castle, PO9 6AH

It was noted that although these applications had been listed as 'For Note Only' on the Agenda, EHDC's recent granting of an extension to the deadline had facilitated discussion at the Mtg itself, particularly regarding the /002 Application. Cllr Edwards outlined the Application in accordance with his review and the comments of members thereon (all circulated previously). The comments by those living near the property (also circulated previously) were also noted. It was unanimously RESOLVED to OBJECT to:

/001 – on the grounds that the proposals do not comply with the relevant legislation for Permitted Development as required for a Lawful Development Certificate to be granted,

/002 - on focusing on the scale, mass and appearance of the proposals in relation to the surrounding street scene, and in doing so that they contravened EHDC Policies CP 27 on Pollution, CP29 on Design, HE2 on Alterations and Extensions to Buildings and the Supplementary Planning Document on Residential Extensions and Household Development.

59920 Application for Consent for Works to Trees Subject to a Tree Preservation Order: T1
For Note Only NORWAY MAPLE - REDUCE HEIGHT BY 2 METRES LEAVING A HEIGHT OF 16
METRES. REDUCE EACH SIDE BY UP TO 0.5 METRES LEAVING BRANCH
LENGTHS OF 4 METRES
46 Oaklands Avenue, Rowlands Castle PO9 6BQ

It was noted that members had reviewed the Application and a response of NO OBJECTION had been submitted by the deadline of 18 November.

58024 Planning Appeal Inspectorate Ref: APP/M1710/W/ww/3300340
For Note Only DEVELOPMENT OF AN 'ENTRY-LEVEL' AFFORDABLE HOUSING SCHEME
CONSISTING OF 14 SHARED OWNERSHIP DWELLINGS, NEW VEHICULAR AND
PEDESTRIAN ACCESS, ECOLOGICAL AND LANDSCAPING ENHANCEMENTS,
CAR PARKING AND ASSOCIATED WORKS (incl various Amended Documents)
Land West of, Manor Lodge Road, Rowlands Castle

Further to discussion at the previous Council Mtg, it was noted a response for this Appeal had been drafted by Cllr Stanley and submitted with members' agreement on Council's behalf on 20 October.

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

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

County Cllr Marge Harvey Cllr Harvey referred to her written report, circulated previously and a copy of which will be kept with these Minutes, on the following Hampshire County Council (HCC)-related matters:

- Her investigations regarding funds available to spend within the Parish;
- Issues relating to increased traffic through the village during the recent temporary closure of B2149;
- Her request for more local enforcement to tackle those transgressing parking restrictions, including bays for disabled people, and the effect on local businesses;
- The backlog of road re-lining work to be undertaken when EHDC gives responsibility back to HCC;
- Grit lorries gearing up for winter and advice to monitor local grit bins to ensure they are well-stocked;
- Need for prompt action for funding available to provide 'warm spaces' during the colder months.

In addition to her written report, Cllr Harvey also referred to:

- Her complaints re issues on some of the Comley Hill plots.

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District Cllr Malcolm Johnson Cllr Johnson gave a verbal report on the following East Hampshire District Council (EHDC)-related matters:

- The forthcoming Consultation on EHDC's revised emerging Local Plan (for the non-SDNP parts of the District) with a second phase planned for Spring 2023 which will be more site-specific;
- Changes in local government mean the Local Plan is unlikely to be adopted until early 2025 but will then run to 2040;
- The neighbouring districts of Havant and South Downs National Park are also reviewing their Plans;
- Confirmation that RCPC can apply for funding for SIDs and environmental works via his current Community Grant scheme;
- His pursuit of EHDC enforcement officers regarding continuing issues with some Comley Hill plots, following further discussion with RCPC;

In response to queries, Cllr Johnson explained the process for EHDC's annual re-calculation of its 5-year land supply, which was currently in deficit by a small amount. He acknowledged this meant EHDC was more vulnerable to speculative development proposals although other factors could be brought to bear on the situation. *Cllr Johnson has since informed RCPC that the Housing Outside Settlement Policy Boundaries - Supplementary Planning Document (SPD) is due to go before EHDC for adoption around March 2023 and this might provide some 'protection' from speculative development.*

Cllr Wilson joined during Item 7 and was welcomed to the Meeting

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

a) **Recreation Ground: Playpark Project (RGPP) – Draft Terms of Reference for Project's Steering Group and Project Plan** – Members noted and thanked the Facilities Officer for her draft Terms and Plan (both circulated previously). It was unanimously RESOLVED to APPROVE the Terms of the Reference and Plan. It was also noted that comments submitted to the Rowlands Castle Parish Draft Neighbourhood Plan (Regulation 14) Consultation earlier in the year regarding the existing Play Area would be forwarded to the Group.

Action 1: Clerk to finalise Terms and forward to Facilities Officer

Action 2: N'hood Plan Steering Group to forward relevant comments to Facilities Officer

b) **Recreation Ground: Additional Location for back-up Provision for CCTV Equipment** – Cllr Moore explained that investigations had indicated that it was not financially viable to locate back-up provision at another location and therefore the equipment would be housed on site but out-of-reach and with adequate protection from damage.

Action: Clerk to liaise with Cllr Moore and Facilities Officer to purchase appropriate equipment

c) **Review of Potential Projects for Further Funding via HCC's Community-funded Initiative** - Members noted the Clerk's Note of a Mtg she had with an HCC officer in late August particularly regarding further potential projects Council might fund under the Initiative, especially for those for residential roads within the Parish which had yet to benefit from the Initiative ie Redhill Rd and Bowes Hill. Members again noted that parish councils have very limited traffic-calming powers open to them under current legislation. It was unanimously AGREED to pursue the limited measures available for Bowes Hill and Redhill Rd, together with additional village centre 'gateway' signage.

Action: Clerk to liaise with HCC officer to draw up proposals for the areas in question

d) **Response to Havant Borough Council's Consultation on its new Local Plan, Building a Better Future** – Members noted the information provided to date (circulated previously) Given the Consultation was due to close on 14 November, it was AGREED that Cllr Wilson would review the available documents to see what effect any proposals might have on this Parish and, if appropriate, draft a response for approval prior to submission. *Cllr Wilson has since reviewed the documentation and noted the current Consultation focuses on seeking residents' and businesses' views on the main town centres in the Borough. He concluded there was little for RCPC to comment upon at this point but there may be future consultations with more detail to which it may be more appropriate to respond. He also noted the legislative requirement for neighbouring districts to co-operate regarding unmet needs within such plans.*

e) **Response to SDNPA's Consultation on its Equestrian Development Technical Advice Note (TAN)** – Members noted the information provided to date (circulated previously). Given the Consultation was due to close on 10 November, it was AGREED that Cllr Schneider would review the TAN and, if appropriate, draft a response for approval prior to submission.

Action: Cllr Schneider to review the TAN, circulate a draft response for approval and submission

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

a) **October 2022 Schedule of Payments, for authorisation** – Cllr Ball stated he had reviewed and confirmed the relevant invoices. It was unanimously RESOLVED to AUTHORISE the Schedule (circulated previously), which was then signed by the 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	86.80	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	29.68	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
IBT	50.00	Horndean Technology College	Grant for Christmas Lunch for Senior Citizens
IBT	600.84	Sapling Arboriculture Ltd	Tree Condition re-Survey of Recreation Ground
IBT	2,544.00	R J Winnicott Ltd	Office rental & cleaning 01/10/22 to 31/03/23
IBT	30,000.00	Cambridge & Counties Bank	Transfer into 95-day Business Notice Account
IBT	31.35	RC Parish Hall	Hall Hire for RCPC Mtg
IBT	318.00	The Play Inspection Company	Training course for Facilities Officer
IBT	1,882.26	Quality Land Services Ltd	Litter & Dog Waste Collection July to Sept 2022
IBT	135.00	John Slater Planning	N'hood Plan – Further Expert Advice
IBT	650.27	Chambers Southern Ltd	Specialist works for CCTV installation at Rec
IBT	4,374.00	Beady Eye Security Ltd	Installation of CCTV equipment at Rec Ground
IBT	594.00	Surrey Hills Solicitors LLP	Professional Charges: Rec Ground Registration
IBT	200.00	David Somma t/a Microsomma	Managed Anti-virus and Own Cloud renewal
IBT	35.00	Rowlands Castle URC	Hall Hire for N'hood Plan Mtg
IBT	75.42	Viking Payments	Consumables for Office and Pavilion WCs
IBT	1,500.00	Merrid Ltd	Replacement of damaged railings at Pavilion
IBT	259.20	Hugh Harris ta Fresh Air Fitness	Servicing of outdoor gym equipment
IBT	835.25	Exterior Living Rooms Ltd	Grass-cutting, Handyman & Lengthsman servs
DD	7.70	Rowlands Home Hardware	Parish Office and Rec Ground consumables
IBT	118.22	Ms C Newman, Facilities Officer	Reimbursements and travel expenses
IBT	29.39	Cllr C Stanley	Remaining Cllr's allowance and travel exps
IBTs	5,303.83	Staff salaries including HMRC, PAYE and NIC + additional hours	
Total	£49,883.22		

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

A list of receipts is included below:

Method	Amount £	Payer	Reason
IBT	238.80	Noticeboards Online	Refund for non-arrival of Platinum Jubilee Plaque
IBT	1,611.57	HMRC	VAT Repayment from July, August & September 2022

b) **Report on Council's Bank Accounts as at 31 October 2022, for acceptance** – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£63,508.39 <i>(Reconciled balance of £62,530.28 accounting for payments not yet made/direct debits not yet take/cheques not yet presented)</i>
95-day Notice Account	£40,433.91
100-day Notice Account	£55,000.00
2-Yr Fixed Rate Bond	£15,000.00
In total, Council currently holds reserves (restricted and unrestricted) of c £125,267 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

c) **Grant Application from RC Heritage Centre for Platinum Jubilee Commemorative Brochure** – Members noted the Application (circulated previously) and the budgeted funds available. It was unanimously RESOLVED to award the requested grant of £200. *The Clerk has since been informed that the project may not go ahead and therefore payment has been postponed until a firm decision has been taken.*
Action: Clerk to liaise with RC Heritage Centre accordingly

d) **Potential Donation towards CPRE Hampshire** – Members noted the organisation's current fund-raising campaign (circulated previously). It was unanimously RESOLVED to donate £200 in recognition of the organisation's invaluable work.
Action: Clerk to include in November Payment Schedule

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10. MATTERS FOR DISCUSSION:

a) **Summary of Residents' Dealings with Parish Office in October 2022** – The Parish Office's Summary (circulated previously) was noted, a copy will be held with these Minutes and some items were discussed in more detail at the Meeting.

b) **Update from RC Neighbourhood Plan Steering Group** – Members noted and thanked the Group's Chairman for his update (circulated previously), a copy of which will be kept with these Minutes
Action: Clerk to publish Update on RCPC's website

c) **Update from RC Flood Action Group re flood alleviation measures for Winter 2022/23** – Members noted the Group's initial meeting is to be held on 15 November. Some ditches had already been cleared in advance of the meeting, with others still needing to be done to allow any flood waters to flow unimpeded through the Parish.
Action: Clerk to continue to liaise with Group

11. MATTERS FOR INFORMATION:

a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 7 November 2022** – The Admin Asst's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

b) **Report on SDNPA Hampshire Workshop** – Cllrs Haggard and Matthews attended and members noted Cllr Matthews's report, details of which are available upon request.

c) **Various Current and Future Road Closures in the Area** – The Clerk outlined the following planned closures (pedestrian and vehicle access to properties maintained), though start dates and times may vary:

- Rowlands Castle Rd, Horndean from 7 November for 21 days for drainage and gas supply works
- Wellsworth Lane, Rowlands Castle from 21 November for 10 days for drainage works
- War Memorial roundabout, Horndean from 5 December for 5 days for resurfacing works
- From RC Golf Club on Links Lane to RC Surgery from 8 December for 7 days for drainage works

12. **To pass a Resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press and 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 and the remaining member of the public present left the Meeting.

Although the bulk of the discussions under Items 13 and 14 will remain the subject of a separate Confidential Note, the following is to be publicly minuted.

13. **To Receive a Report and Recommendations from the Staffing & Remuneration Committee regarding the Council's Employees and their Remuneration, and Agree Action thereon**

It was unanimously RESOLVED to: award a pay increase (pro rata) to the Clerk, Admin Asst, Facilities Officer and Parish Hall Admin Officer in line with the National Joint Council for Local Govt's 2022 offer, back-dated to 1 April 2022; to award all 6 members of staff an additional annual leave day for the current leave year increasing the allowance from 21 to 22 days (pro rata) plus public/bank holidays.

14. **To Receive a Report on Employment Matters relating to RC Parish Hall and Agree Action thereon**

It was unanimously RESOLVED to: pay the Parish Hall Administrative Officer in respect of additional hours necessarily worked in October on various tasks; to delegate authority to the Clerk and Cllr Ball to approve payment of any further additional hours necessarily worked by the Officer up to and including January 2023.

15. **Date of Next Meeting** – Monday 5 December 2022 in the Parish Hall

The Meeting ended at 9.05pm

During the course of the Meeting (both part and whole) there were 5 members of the public (other than those listed as attendees at the top of Page 1) and no members of the Press in attendance.