

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 03.04.23

Monday 3 April 2023 at 7.00pm

The Small 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.

Ms C Newman (Council's Facilities Officer) and D Cllr M Johnson (see Item 6) were 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

No apologies had been received.

2. To Receive any Declarations of Interest

Cllr Schneider expressed a non-pecuniary interest as the instigator of the provisional Tree Preservation Order on Land at the rear of Fiftynine Cottage, Finchdean (see Item 10 d).

Cllr Ball expressed a non-pecuniary interest as a resident living near 22 The Green, which is the subject of a current Planning Application (see Item 5).

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Previous Council Meeting on 6 March 2023, together with a Written Update on the Progress of Resolutions from Meetings

The Clerk referenced a minor amendment to the draft Minutes at Item 7 d) from one "local action group ..." to "several local actions groups in Havant" to more accurately reflect discussions. The Minutes (circulated previously, and now including the aforementioned amendment) 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.

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

A resident enquired as to local celebrations for the Coronation of HM King Charles III. The Clerk referred them to plans for the Coronation May Picnic on The Green on 8 May.

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.

21501/005 Notification of Pre-Decision Amendment: OUTLINE PLANNING APPLICATION FOR THE RESIDENTIAL DEVELOPMENT (CLASS C3) OF UP TO 3 NO. DWELLINGS WITH ASSOCIATED CAR PARKING, TURNING, LANDSCAPING, PRIVATE AMENITY SPACE AND ACCESS ARRANGEMENTS - EXTERNAL ACCESS NOT RESERVED (Amended Description, Site Plan and Ecology Information received 27/02/23 and Highway Note received 15/03/23)

Land adjoining 77 Links Lane, Rowlands Castle

Members noted this Amended Application in the context of Council's objection to the original one on a number of grounds (see Minutes of Council Mtg on 6 February 2023) and Cllr Wilson's subsequent re-drafting of Council's original comments to reflect these amendments (circulated previously). It was RESOLVED (by 8 For and 1 Against) to continue to OBJECT on similar grounds of access issues, housing density and need, proximity to SDNP and development of the countryside outside the SPB. It was AGREED to submit the re-drafted version of Council's original comments, including some changes agreed at the Meeting.

60007 CONVERSION OF ROOF SPACE TO HABITABLE ACCOMMODATION AND NEW DORMER WINDOW TO FRONT
4 Durrants Gardens, Rowlands Castle, PO9 6BJ

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Cllr Matthews outlined the Application in accordance with her review and Cllr Wilson's observations (circulated previously). Members noted that the proposals were modest and did not appear to impinge on any neighbouring properties but they contravened EHDC's Policy CP29 (Design) as detailed in EHDC's Supplementary Planning Document 'Residential Extension & Householder Development' in terms of the proposed dormer window. It was RESOLVED (by 5 For, 3 Abstentions and 1 not voting) to OBJECT on the grounds of non-compliance with said Policy rather than the nature of the proposals in and of themselves.

24705/023 REPLACEMENT WINDOWS, NEW DOORS, REPLACEMENT ROOF TO EXISTING SINGLE STOREY EXTENSION, GLAZED BALUSTRADE TO ALLOW FOR ROOF TERRACE, REPLACEMENT HARDSTANDING TO FRONT DRIVE, CONVERSION OF ROOF SPACE TO HABITABLE ACCOMMODATION AND EXTENSION TO CREATE A GABLE END AT SECOND FLOOR.

22 The Green, Rowlands Castle, PO9 6AB

Cllr Stanley outlined the Application in accordance with his review and subsequent draft response (both circulated previously). At the invitation of the Chairman, several residents addressed the Mtg to express their objections to the proposals in terms of excessive over-shadowing and loss of privacy. It was unanimously RESOLVED to OBJECT on the grounds that the proposed balustrade and gable end did not comply with various policies in terms of design, historic environment, local character, alterations and extensions (especially within a Conservation Area), pollution (ie over-shadowing and impact on privacy) and materials to be used.

53322/007 Notification of Pre-Decision Amendments: DEVELOPMENT OF 61 DWELLINGS, WITH ASSOCIATED PRIVATE AND COMMUNAL AMENITY SPACE, GARAGES, PARKING, INTERNAL ROADS, PATHWAYS, SUSTAINABLE URBAN DRAINAGE, LANDSCAPING AND ASSOCIATED WORKS (Amendment Details: Layout and design and additional information as outlined by agent's letter dated 16/03/23.

Land North of Bartons Road, Rowlands Castle, Havant

Cllr Wilson outlined the Amended Application in accordance with his notes (circulated previously), noting the Applicant had responded to Council's original 16 grounds for objections (see Minutes of Council Mtg on 9 May 2022). It was unanimously RESOLVED to continue to OBJECT on 15 of the original 16 grounds, and to submit an amended version of Council's original comments, with any changes being made clear for ease of reference.

SDNP/23/ 01082/FUL CHANGE OF USE OF LAND TO FORM SEASONAL CAMPING AND CAMPER VAN SITE WITH ASSOCIATED PARKING AND LANDSCAPING. ERECTION OF MULTI-PURPOSE BARN WITH WASHROOMS FACILITIES

Land near Wick Farm, West of South Lane, Finchdean, Waterlooville

It was noted that Council had belatedly learned of this Application as it had not been formally notified, possibly because it was beyond the Parish boundary though the proposals would affect residents within the Parish and the wider area. Cllr Schneider outlined the Application in accordance with his review and Cllr Wilson's subsequent comments (both circulated previously). It was noted that the majority of Finchdean residents objected to the proposals, although some were in favour if it brought added custom of the local public house. At the invitation of the Chairman, several residents addressed the Mtg to express their objections to the proposals in terms of adverse impact on wildlife, the surrounding countryside and roads and the night skies. It was unanimously RESOLVED to OBJECT on grounds of the unsuitability of the location, adverse ecological and environmental impact, adverse effect on SDNP, flood risk and contravention of SDNPA's Dark Night Skies Policy.

For Note Only SDNP/23/ 00527/HOUS SINGLE STOREY SIDE EXTENSION FOLLOWING DEMOLITION OF EXISTING CONSERVATORY, REPLACEMENT ROOF AND CENTRAL FRONT GABLE FEATURE (WITH ASSOCIATED ALTERATIONS (Resubmission of Approved Application SDNP/21/06177/HOUS)

Idsworth Villa, Woodhouse Lane, Rowlands Castle, PO8 0AN

It was noted Cllrs Schneider and Wilson had reviewed this Application and with the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 27 March.

For Note Only 26465/008 REBUILD OF FRONT ENTRANCE CANOPY, REPLACEMENT WINDOWS & CHANGING OF MATERIAL ON LOWER FRONT ELEVATION
10 The Green, Rowlands Castle PO9 6BN

It was noted Cllr Edwards had reviewed this Application and with the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 3 April.

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For Note Only DETACHED BARN (Additional Information Received on 13/03/2023)
57837/002 Lot 12, Comley Hill, Rowlands Castle

It was noted that Cllr Wilson had reviewed the additional information and considered Council's previous comments stood so a response of NO OBJECTION had been submitted by the deadline of 28 March.

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 East Hampshire District Council (EHDC)-related matters:

- A senior EHDC officer's response on a Comley Hill plot;
- The new Community Grant Scheme;
- Lack of warning re Southern Water's closure of Durrants Rd (for emergency repairs to sewer) and impact on Prospect Lane;
- Decision re Planning Application for Land Adjoining 77 Links Lane likely to be made by EHDC's Planning Committee, given the number of objections.

Given Cllr Johnson was not standing for re-election on 4 May, the Chairman thanked him for his help and support to the Parish Council as District Cllr for Rowlands Castle Ward for the last 8 years and his work and contribution to the community as a whole over that period, which was much appreciated.

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

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

a) Tender Process and Commissioning of new Playpark Project for The Recreation Ground –

Members noted the Facilities Officer's briefing on the Project Steering Group's approach to date (including consultation process), the Tender Specification, accompanying appendices plus other documents (all circulated previously). The Officer updated Council on comments received to date. The Council expressed its thanks to the Officer for her excellent drafting of the aforementioned documentation. At the invitation of the Chairman, a resident addressed the Meeting to emphasise the need for equipment for older children at the Recreation Ground. Members agreed and noted plans for such equipment upon completion of this current Project, which was aimed at younger children. It was unanimously RESOLVED to:

- i) Exclude plans for a pathway around the Playpark from the Tender Specification on the grounds of additional cost, safety implications and limited availability of space, and instead investigate options to include a pathway beyond the limitations of the Playpark as part of the wider facilities in the Ground;
- ii) Approve the final Design Specification and Tender Documentation for the Project including the requirement for tenders of between £94,000 and £98,000 + VAT to be submitted;
- iii) Approve the suspension of Council's Standing Order 78 iv) requiring the submission of tenders "...in writing..." to allow tenders to be submitted electronically as well;
- iv) Approve the suspension of Council's Standing Order 78 v) requiring the Clerk to open the tenders "...in the presence of at least one councillor after the deadline for submission..." to allow nominated representatives of the Steering Group to open them instead;
- v) Allow the Steering Group to review and score the tenders before making recommendation(s) to Council which will take the final decision in awarding the contract.

Action: Facilities Officer to progress Invitation to Tender process as appropriate

b) Review of EHDC's Nominations for External Examiner of RC Parish Neighbourhood Plan –

Members noted the Update (circulated previously) from the Chair of the RC Neighbourhood Plan Steering Group. As the qualifying body for the draft Plan, Council unanimously RESOLVED to support the Group's recommendation to EHDC that Mr Andrew Ashcroft be appointed the Independent Examiner for the Plan.

Action: Clerk to advise the Steering Group accordingly

c) Feedback from Recent Discussion with Officer of Community Rail Partnership including Potential Adoption of Rowlands Castle Station and Associated Artwork –

Cllr Stanley gave an oral report on his recent Mtg with an officer from the newly-named Hills to Harbour Community Rail Partnership (CRP), formed from the recent amalgamation of the East Hampshire and Surrey Hills to South Downs CRPs. It was unanimously RESOLVED to ADOPT Rowlands Castle Station on the basis that this would not involve Council in any legal or other major commitment but would facilitate modest funding (c £250 pa) to improve the appearance of the station. In addition, it was AGREED to work with the new CRP on the installation of a noticeboard, container planting and potential artwork for the station.

Action: Clerk to liaise with Cllr Stanley and appropriate CRP officer

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d) **Works to Replace Door to Groundsman's Shed at Recreation Gound** - Members noted the Facilities Officer's briefing (circulated previously) on the quotes obtained from 2 firms. It was unanimously RESOLVED to commission Cutting Edge Carpentry and Construction Ltd to undertake the specified works at a cost of £870 + VAT. **Action: Facilities Officer to liaise with successful contractor accordingly**

e) **Dates for Council Meetings in June and July 2023** – It was AGREED to hold meetings on 12 June and 17 July 2023, with the remaining Council Meetings Schedule to be agreed at the Annual Meeting of Council on Thursday 11 May 2023.

Action: Clerk to arrange venues and draft Schedule for rest of the 2023/24 Council Year

f) **Further Request by Rowlands Castle Association (RCA) re Added Attractions for Coronation May Picnic on 8 May 2023** – Members noted the additional Volunteer Showcase, small children's rides and ice-cream stall/van the RCA wished to include in this year's augmented Picnic in honour of the Coronation of HM King Charles III. Further to the permission granted at Council's Mtg on 6 February 2023, it was also RESOLVED to grant this further request, again subject to the advance provision of satisfactory insurance and risk assessment documentation including these additions.

Action: Clerk to liaise with RCA re documentation

g) **Request by Village Fair Committee (VFC) to use The Green for the Annual Fair on 1 July 2023, and Review of related Road Closure Application** – Members noted the VFC's request and the related Application (both circulated previously). It was unanimously RESOLVED to:

- Grant the request, subject to the provision of the usual insurance and risk assessment documentation;
- Not to make any objections to the related Road Closure Application.

Action: Clerk to liaise with VFC over required documentation

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

a) **March 2023 Schedule of Payments, for authorisation** – Cllr Schneider stated he had reviewed and confirmed the relevant invoices. It was unanimously RESOLVED to AUTHORISE the Schedule (circulated at the Mtg), which was then signed by the 3 signatories present.

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

Method	Amount £	Payee	Reason
DD	245.08	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	170.10	Focus Group Ltd	Monthly Telephone and Broadband charges
DD	29.68	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
IBT	40.70	RCPHMC	Hall Hire for Council and Project Group Mtgs
IBT	3,305.00	Hampshire County Council	Balance for CFI signage to Rec + Finchdean
IBT	122.83	Hugh Harris t/a Fresh-Air Fitness	Replacement parts, outdoor gym equipment
IBT	1,122.00	Good Directions Ltd	Replacement bench for The Green
IBT	628.38	Morton Pattison Ltd	1st phase to increase biodiversity of R Copse
IBT	3,510.54	Quality Land Services Ltd	Litter/Dog Waste Collection Oct '22 to Mar '23
IBT	24.11	Rowlands Home Hardware	Admin and Rec Ground consumables
IBT	1,740.22	Exterior Living Rooms Ltd	Replacing War Mem roses + Handyman servs
IBT	40.00	Cllr F Ball	Cllr's Allowance for 2022/23
IBT	18.50	Miss L Walker, Clerk	Reimbursement: Playpark Pre-planning advice
IBT	12.08	Ms C Newman, Facilities Officer	Travel Exps + Reimbursement CCTV cons
IBTs	6,948.42	Staff salaries including HMRC, PAYE and NIC + additional hours	
Total	£17,957.64		

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	116.00	EHDC	D Cllr's Community Grant towards replacing roses at War Memorial

b) **Report on Council's Bank Accounts as at 31 March 2023, for acceptance** – Members noted and ACCEPTED the Report (circulated at the Mtg).

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Account	Balance
Current	£6,299.60 (<i>Reconciled balance of £4,540.88 accounting for payments not yet made/direct debits not yet take/cheques not yet presented</i>)
95-day Notice Account	£40,457.25
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 £114,998 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

c) Review of Budgeted and Actual Payments and Receipt to year ended 31 March 2023 – This Item was deferred because it had not been possible to prepare the information in time for the Mtg due to high workload and an IT issue. **Action: Clerk to include on Agenda for next Council Mtg**

d) Review of Council's Asset Register for year ended 31 March 2023 – Members noted the following since the last review in January 2023: Disposals - A wooden picnic table and the Godwin Austen item of Play Area equipment. Acquisitions - 2 speed indicator devices, Defib signage for kiosk near Harvester, Platinum Jubilee dedication plaque for new Bus Shelter, book shelves for Red BT Box on The Green, replacement roses for beds by War Memorial, new bench on The Green (outside The Fountain), additional signage on The Green for Rec Ground and consolidated signage on finger-post at Finchdean. **Action: Clerk to ensure specified disposals and additions are recorded on Register**

e) Review of Councillors' Allowance and Travel Expenses for 2023/24 – Members noted provision in the budget for cllrs' allowance to remain unchanged from 2022/23. It was unanimously RESOLVED to:
i) Keep cllrs' allowance at £40 pa, payable upon receipt of evidence of expenditure within the year;
ii) Maintain the travel expenses mileage rate at 45ppm for cllrs and staff. **Action: Clerk to maintain records accordingly**

f) Grant Application from Citizens Advice East Hampshire (CAEH) – Members noted CAEH's Application (previously circulated) and the budgeted funds available. In accordance with Council's powers, it was unanimously RESOLVED to award the requested grant of £250. It was AGREED to consider a further grant later in the financial year if budgeted funds were still available. **Action: Clerk to inform CAEH of decision and include grant in April Payment Schedule**

g) Grant Application from Rowlands Castle Scout Group (RCSG) – Members noted RCSG's Application (circulated previously) and the budgeted funds available. It was unanimously RESOLVED to award the requested grant of £250. **Action: Clerk to inform RCSG of decision and include grant in April Payment Schedule**

9. MATTERS FOR DISCUSSION:

a) Summary of Residents' Dealings with Parish Office in March 2023 – 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 on Local Cycling & Walking Infrastructure Plan (LCWIP) Review – Cllr Stanley attended an on-line Workshop on 8 March for the East Hampshire District LCWIP, the only district in Hampshire to have produced one. Cycleways are noted as an issue, with priorities being for along Durrants Rd (to connect with the cycleway into Havant) and along Rowlands Castle Road/Treadwheel Road/Woodhouse Lane/Bowes Hill (to connect with the station), especially once the Land East of Horndean development is under-way. A new draft of the document for review is due in late summer/early autumn 2023.

c) Revival of Application for Asset of Community Value Status for The George, Finchdean – Members noted the Clerk's record of Council's previous decision to submit such an Application (circulated previously, and see Minutes of Mtg on 20 July 2020), action which was then paused when the pub re-opened with a new landlord. Given continued concerns about the future of the pub, it was AGREED to pursue the matter again. At the invitation of the Chairman, a resident expressed their support for such action and offered assistance in progressing matters. **Action: Clerk to review previous Application and circulate for potential re-submission**

d) Local Speedwatch Team's results for January, February and possibly March 2023 – Members noted the results for January and February, copies of which will be kept with these Minutes.

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10. MATTERS FOR INFORMATION:

a) **Schedule of EHDC's and SDNPA's Planning Decisions up to 31 March 2023** – There had been no published decisions taken during the relevant period.

b) **Report on East Hampshire Association of Parish & Town Councils Mtg on 8 March** – Cllr Ball was unable to attend as planned. A copy of the Minutes is awaited and will then be circulated.

Action: Clerk to circulate Minutes of Mtg once received

c) **Report on SDNPA Hampshire Parish Meeting on 21 March** – Cllr Matthews attended and a copy of the Mtg's presentation is available upon request.

d) **Provisional Tree Preservation Order on land at rear of Fiftynine Cottage, Finchdean** - Noted, and available for public inspection at the Parish Office. The tree in question is estimated to be c 1000 years old. Felling has recently taken place elsewhere in the hangar above Finchdean, apparently with appropriate felling licences in place.

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

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 relating to the Parish Office and Parish Hall, and Agree Action thereon**

It was unanimously RESOLVED to, with effect from 1 April 2023:

- i) Permanently increase Council's Administrative Assistant's contracted hours and to re-name the role Administrative Officer;
- ii) Permanently increase the Parish Hall Administrative Officer's contracted hours.

Action: Clerk to inform relevant staff members and confirm details in writing

13. **Date of Next Meeting** – Thursday 11 May 2023 in the Meeting Place, Church on The Green, Rowlands Castle

The Meeting ended at 9.35pm

During the course of the Meeting (both part and whole) there were 9 members of the public (other than those listed as attendees at the top of Page 1) and no members of the Press in attendance.