

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 17.07.23

Monday 17 July 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 (in part – See Item 1), Cllr J Edwards, Cllr Y Haggard (in part – see Item 9 b), Cllr V Matthews, Cllr I Moore and Cllr B Wilson.

G Whatley (RCPC Administrative Officer) was also present, as were D Cllr Maines and I Young (NPSG Chair – see Item 9 b) 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

It was noted Cllr Donald would be arriving later due to a family commitment. Apologies 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 Council Meeting on 12 June 2023, together with a Written Update on the Progress of Resolutions from Meetings

The Minutes of both the Annual and Full Council Meetings (both circulated previously) were unanimously CONFIRMED as accurate records and both 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 kept 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.

55562/014 Reserved Matters Application for: The approval of appearance, landscaping, layout, and scale for 68 dwellings, associated and ancillary infrastructure, landscaping, and Sustainable Drainage Systems pursuant to Outline Planning Permission 55562/005; Partial discharge of conditions 7, 8, 10, 11, 12, 13, 15, 16, and 17 of Outline Planning Permission 55562/005

Development Land East of Horndean, Rowlands Castle Road, Horndean,

Members noted Cllr Wilson's review of the Application (circulated previously) and that the site is entirely within Horndean Parish. It was unanimously RESOLVED to make NO OBJECTION.

SDNP/23/
02055/HOUS
For Note Only PROPOSED TWO STOREY SIDE EXTENSION, REPLACEMENT CONSERVATORY, WHEELCHAIR ACCESSIBILITY IMPROVEMENTS, ECO RETROFIT, NATURAL SWIMMING POND AND ASSOCIATED LANDSCAPING
Rose Cottage, 56 South Lane, Finchdean, Waterlooville, PO8 0AU

It was noted Cllr Wilson had reviewed this Application and with the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 23 June

60108 SINGLE STOREY SIDE EXTENSION
For Note Only *Bowes Cottage, 8 Bowes Hill (Station Approach) Rowlands Castle PO9 6BP*

It was noted cllrs had reviewed this Application and with their agreement a response of NO OBJECTION had been submitted by the deadline of 28 June.

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 17.07.23

23468/030 Listed Building Consent: INSTALLATION OF A WALL-MOUNTED AUTOMATED
For Note Only EXTERNAL DEFIBRILLATOR (AED) UNIT
Rowlands Castle Railway Station, Bowes Hill, Rowlands Castle, PO9 6BP

It was noted cllrs had reviewed this Application and with their agreement a response of NO OBJECTION had been submitted by the deadline of 29 June.

55418/001 CONVERSION OF GARAGE TO REAR INTO RESIDENTIAL ANNEXE TO INCLUDE
For Note Only ERECTION OF PORCH, INSTALLATION OF ROOFLIGHT, DOOR AND WINDOWS
11 Dunnock Close, Rowlands Castle, PO9 6HQ

It was noted Cllr Donald had reviewed this Application and with the agreement of members, a response of NO OBJECTION had been submitted by the deadline of 13 July.

60124 TWO-STOREY SIDE EXTENSION, SINGLE-STOREY REAR EXTENSION AND
For Note Only DROP KERB TO CREATE 2no. OFF-ROAD PARKING SPACES
5 Kings Close, Rowlands Castle, PO9 6AY

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 13 July.

33009/005 PROPOSED BALCONY USE OF EXISTING FLAT ROOF
For Note Only *50a Durrants Road, Rowlands Castle, PO9 6BG*

It was noted Cllr Ball had reviewed this Application. With the agreement of members, a response of OBJECTION, on the grounds that the proposals would result in an unacceptable loss of amenity and privacy to the neighbouring properties, will be submitted by the recently-extended deadline of 20 July.

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:

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

- In light of recent unannounced road closures, plans to stop utilities companies using emergency powers to do so with no prior notification;
- Some progress on ascertaining how much in s106 transport contributions HCC holds for the Parish;
- Forthcoming meeting with Portsmouth Water re traffic on B2149;
- Her complaint to the Highways Dept that not all potholes in the area have been filled, contrary to her understanding.

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

- Her plans to work with the C Cllr and RCPC to address speeding and parking issues in the Parish;
- Ongoing liaison involving police activity on some Comley Hill plots;
- Her proposals to get regular Citizens Advice and/or Homestart representation in the Parish;
- Her disappointment that the potential developer's recent Exhibition re Land at Mays Coppice Farm did not include a Q & A, despite her request and understanding that one would be included;
- Liaison with residents about missed bin collections.

With regard to the need for evidence re parking and speeding issues, members referenced the following which might prove helpful: Residents' and Businesses' Observations and Comments available on RCPC's website, including a collation of responses to the Consultation on the draft Neighbourhood Plan in Summer 2022; RCPC's 2016 Traffic and Road Safety Review, updated in 2019; RCPC's planned submission of an Application for EHDC's Speedwatch Camera Initiative in conjunction with the police.

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

a) Recreation Ground:

- **Potential Upgrade of doors to publicly-accessible WCs off Pavilion** – Members noted and thanked the Facilities Officer for her Briefing (circulated previously). Given the proposed upgrade is largely for security reasons it was AGREED to seek Council's insurer's preference on the technical details of the options sent by the 2 potential contractors before making a decision.

Action: Facilities Officer to liaise with Council's insurer accordingly

Cllr Donald joined the Mtg during discussions on the above element of Item 7 a)

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 17.07.23

- **Further Enhancement of CCTV equipment for The Recreation Ground** – Members noted the quote (circulated previously) of £475 + VAT from Council's contractor, Beady Eye Security, for an additional camera over the Play Area. They also noted some restricted funds for CCTV at the Ground remain from the previous financial year. They AGREED such a camera was necessary, particularly given the reported vandalism and anti-social behaviour at the Recreation Ground and in neighbouring parishes.

It was unanimously RESOLVED to: Accept the aforementioned quote; Investigate further cameras for the wider Recreation Ground; Apply to the Hants Police & Crime Commissioner for £1,000 from the funding stream she referenced during a visit to the Parish earlier in the year. It was noted the Facilities Officer plans to review the Council's CCTV Policy in light of the above.

Action: Facilities to progress resolutions accordingly

- **RoSPA Annual Inspection of Play and other Equipment at the Recreation Ground** – Members noted and thanked the Admin Officer for her Report (circulated previously) on the Inspection carried out on 20 June 2023. Given the majority of the Play equipment will soon be replaced as part of the new Playpark Project, it was unanimously RESOLVED to prioritise the Report's recommendations for the aerial cableway and Outdoor Gym equipment. Members also noted that the Basket Swing would be retained and was safe to use, though officers continued to liaise with the manufacturer about issues with this equipment.

Action: Admin and Facilities Officers to progress actions recommended in Report

- **Proposed minor amendment to Playpark Project equipment** – Further to the decision at the previous Council Mtg in June to award the Project's contract to ESP Playparks, members noted the minor variations to the design recommended by members of the Steering Group to incorporate improvements in the proposed seating arrangements and sensory-focussed equipment. It was unanimously RESOLVED to incorporate the amendments into the Project, increasing the cost from £96,000 to £97,779 + VAT.

Action: Facilities Officer to liaise with contractor accordingly

- **Re-painting portion of existing Play Area fence remaining after new Playpark installation** – Members noted the 2 quotes obtained (circulated previously). It was unanimously RESOLVED to sanction the works and commission JLH Property Services to undertake them at a cost of £720.00 (VAT N/A).

Action: Facilities Officer to liaise with contractor accordingly

b) Parish Hall: Works to Hall and related Application for s106 Community Facilities Funding -

Members noted and thanked the Facilities Officer for her briefing (circulated previously) on the review of the Hall's fire alarm system. It was RESOLVED: That Council, as trustee of the Hall, would apply to EHDC for full funding via s106 monies specified for Community Facilities; To commission Uniguard Security to instal a new hybrid alarm system for the Hall at a cost of £9,306 + VAT; To approve the Officer's draft Application Form for said funding, noting one very minor amendment to address a duplication in the paperwork. NB: Cllr Moore did not vote due to his professional connection with some of the quoting firms.

Action: Facilities Officer to progress resolutions accordingly

- c) Adoption of a Scheme of Delegation for Council** – Members noted the Clerk's draft Scheme (circulated previously) based upon SLCC's Model Template and incorporating elements of the Council's current Standing Orders and Financial Regulations. It was unanimously RESOLVED to adopt the draft Scheme, incorporating some further amendments AGREED during discussions.

Action: Clerk to finalise and publish the Scheme on Council's website

- d) Appointment of Adviser in General Law i.e. Solicitor** – Further to the retirement of the contact at Council's previous adviser (see Minutes of Annual Mtg of Council on 11 May 2023), it was unanimously RESOLVED to appoint Headleys Solicitors as the general legal adviser for the current Council year.

Action: Clerk to inform adviser of appointment

- e) Response to EHDC's reply on behalf of SDNPA re concerns of inconsistencies in planning** – Members noted Council's original correspondence and EHDC's reply (circulated previously). Council expressed its disappointment that SDNPA had not replied itself but AGREED not to respond further.

f) Spending of Developers' Transport Contributions, held by Hampshire County Council (HCC) –

Members noted the Clerk's summary of the current situation i.e. that HCC held £445,000 in S106 transport contributions for the Parish as at 31 March 2023 and that, whilst a small amount has been spent in the meantime, HCC has yet to confirm the monies remaining or identify any resulting projects. This, despite Council's recommendations and, more recently, C Cllr Harvey's enquiries.

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 17.07.23

It was AGREED to submit a Freedom of Information (Fol) request to HCC to ascertain the spending of such monies since 2021 and the sums remaining for the Parish, in addition expressing concern that such funds need to be spent to avoid having to return them to the developer(s) if they remain unspent by any specified deadline. *NB: C Cllr Harvey has since notified RCPC of the relevant HCC officer dealing with such matters.*

Action: Clerk to draft Fol request for approval prior to submission to HCC

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

a) June 2023 Schedule of Payments, for authorisation – Cllr Edwards 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 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	269.34	HS Administrative Services Ltd	Monthly pension contributions + admin fees
DD	95.05	Focus Group	Monthly fee for Office phone and broadband
DD	33.96	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
DD	13.20	Three Business	Monthly fee for CCTV SIM Card at Pavilion
IBT	100.00	Hants & IoW Victim Support	Grant towards running costs
IBT	144.00	Petersfield Town Council	New Cllr General Training Session
IBT	35.00	Rowlands Castle URC	Hall Hire for Full Council Mtg
IBT	300.00	Anna Whitty, Planning Officer	Cllr and Officer Planning Training
IBT	100.00	H&IoW ACF & Drum Platoon	Donation to Band at RC Armed Forces Day
IBT	109.33	Viking Payments	Admin and Rec Ground consumables
IBT	216.06	Origin Amenity Solutions	Rec: White lining fluid for pitch marking
IBT	180.00	GeoXphere Ltd t/a Parish Online	Annual subscription or mapping services
IBT	1,845.53	Exterior Living Rooms Ltd	Grass cutting, Handyman + Lengthsman servs
DD	44.22	Rowlands Home Hardware	Admin & Rec consumables + tree supports
IBT	10.80	Cllr C Stanley	Travel Expenses
IBT	9.90	Cllr S Donald	Travel Expenses
IBT	19.80	Cllr Y Haggard	Travel Expenses
IBT	23.05	L Walker, Clerk	Reimbursements and Travel Expenses
IBT	8.10	G Whatley, Admin Officer	Travel Expenses
IBT	69.93	C Newman, Facilities Officer	Reimbursements
IBTs	5,631.59	Staff salaries including HMRC, PAYE and NIC + additional hours	
Total	£9,258.86		

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	£3,165.00	EHDC	Further release of S106 funds for pitch improvements to date

b) Report on Council's Bank Accounts as at 30 June 2023, for acceptance – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£49,886.21 <i>(Reconciled balance of £47,377.90 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	£15,240.66
In total, Council currently holds reserves (restricted and unrestricted) of c £131,127 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

c) Quarterly Review of Budget and Actual Payments and Receipts to 30 June 2023 – Members noted and ACCEPTED the Clerk's Update Report (circulated previously)

Action: Clerk to publish Update on Council's website

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 17.07.23

d) Quarterly Review of Asset Register – Members noted the following since the last review in April 2023: Acquisitions – 2 x Sit-Stand stools for Parish Office, Bat boxes for Rowlands Copse and some portable kitchen equipment for the Pavilion at the Recreation Ground. There were no Disposals.

Action: Clerk to ensure specified additions are recorded on Register

9. MATTERS FOR DISCUSSION:

a) Summary of Residents' Dealings with Parish Office from mid-June to mid-July 2023 – The Administrative Officer's Summary (circulated previously) was noted, a copy of which will be kept with these Minutes. Some items were discussed in more detail at the Meeting.

b) Update on Rowlands Castle Parish Neighbourhood Plan – At the Chairman's invitation, Mr Young addressed the Meeting. Members noted and thanked him for his Update (circulated previously, a copy of which will be kept with these Minutes), particularly the External Examiner's positive response and EHDC's very-recent approval of the Plan, and plans for the required Referendum to be held on 19 September. The Plan is already a material consideration for planning application and, if adopted at the Referendum, it will become a statutory consideration. Procedures will be required to maintain the Plan annually and review it every 5 years and/or subject to revisions of EHDC's Local Plan

Action: Clerk to publish Update on Council's website

Cllr Haggard left the Meeting at 9pm, just before Item 9 c)

c) Update on Havant Thicket Reservoir plans and other water-related matters – Cllr Stanley summarised progress to date and his engagement on behalf of the Council with a number of Havant Borough residents' groups re the issue of water recycling. More details are available upon request.

10. MATTERS FOR INFORMATION:

a) Schedule of EHDC's and SDNPA's Planning Decisions up to 14 July 2023 – The Administrative Officer's Schedule (circulated previously) was noted and a copy will be kept with these Minutes.

b) Update on Hills to Harbour Community Rail Partnership matters – Cllr Stanley summarised progress to date and more details are available upon request

11. Date of Next Meeting

Monday 4 September 2023 in the Parish Hall, 11 Links Lane, Rowlands Castle

The Meeting ended at 9.20pm

During the course of the Meeting (both part and whole) there was 1 member of the public and no members of the Press in attendance.