

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 05.02.24

Monday 5 February 2024 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 I Moore and Cllr B Wilson (in part – see Item 1).

Mrs G Whatley (Admin Officer) was also present, as were C Cllr M Harvey and D Cllr C Maines 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 Wilson would be arriving later due to a prior commitment as a school governor.

2. To Receive any Declarations of Interest

Cllrs Edwards and Haggard declared their non-pecuniary interests in Item 7 f) as plot holders at the Durrants Road Allotments.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council Meeting on 8 January 2024, 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 kept with these Minutes.

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

County Cllr Marge Harvey Cllr Harvey gave her written report (circulated previously, a copy kept with these Minutes) on the following Hampshire County Council (HCC)-related matters:

- Her attendance at a meeting with police and plans for a dedicated Southern Parishes police officer;
- A roundtable mtg with various organisations re Comley Hill Plots (see Item 9 b) which proved helpful;
- Other meetings re Health & Social Care and Flooding.

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

- No current plans to provide/clear public recycling bins but she hoped this decision might be revisited in the future;
- Reference to the same roundtable mtg re Comley Hill Plots (see C Cllr's report above) as informative and encouraging;
- Report of residents' requests for more speed monitoring in the vicinity of St John's School;
- Her recent mtg with a resident, with discussions including littering along the B2149 which she hopes to tackle as it's too dangerous for volunteer litter-pickers;
- Potential visit to Parish by Hampshire Police & Crime Commissioner, specifically re speeding issues;
- General request to be copied into all issues raised by residents and any EHDC response.

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

A representative of the 1st Rowlands Castle Scout Group stated that the Group was currently being run by the District Scout Group. The representative appealed for volunteers to help with the running of this local Group, which has an excellent Scout Hut and will soon be including a 'Squirrels' provision for children aged 4 to 6 years old.

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.

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 05.02.24

58898 CHANGE OF USE OF BUILDING (B8) TO CHURCH/PLACE OF WORSHIP (CLASS USE F.1f)

1 Bowes Hill Rowlands Castle, PO9 6BP

Members had reviewed the Application and noted Cllr Stanley's proposed draft response (circulated previously). The Chairman invited comments from those members of the public present. Representatives of the applicant stated the place of worship would only be visited by local residents, with parking being off-peak and no more than if the site remained as a business/light industrial unit. A resident commented on the time they had spent marketing a former business property in the village before they were permitted to sell it on the basis of change of use. It was noted that at least one small business may be interested in the unit and there were few other such units in the area with ground-floor level access throughout.

It was unanimously RESOLVED to OBJECT on the grounds detailed in the draft response, namely that the proposals were contrary to various policies in both the local Neighbourhood Plan and EHDC's planning policies. The property should be adequately marketed in its current form, at a reasonable rent or sale price, before proposing any change of use. It was AGREED Council's response would include reference to a need for the applicant to confirm there were enough parking spaces on site to meet anticipated demand.

60276 REPLACEMENT DWELLING AND GARAGE, FOLLOWING REMOVAL OF EXISTING, WITH ASSOCIATED PARKING, TURNING, LANDSCAPING, PRIVATE AMENITY SPACE AND ACCESS

73 Links Lane Rowlands Castle PO9 6AF

Cllrs Ball and Matthews outlined the Application in accordance with their review (circulated previously). It was noted the proposals were in accordance with the surrounding properties/street scene. It was unanimously RESOLVED to make NO OBJECTION.

52401/033 Notification of Pre-Planning Amendment: DESCRIPTION AMENDED TO INCLUDE
For Note Only PROVISION OF A POLE MOUNTED LIGHT ON THE GRP COMPOUND AND ONE NEW FLOOD LIGHT ON HGV ISLAND, AND AMENDED PLAN 10019027-PLG-PSE-23 REV A - PROPOSED SITE ELEVATIONS TO REFLECT THIS

Shell Whichers Gate, Whichers Gate Road, Rowlands Castle, PO9 6BB

It was noted the Amendment addressed one, but not the other three, of Council's previously stated concerns therefore Council's OBJECTION still stood and had been reiterated by the deadline of 2 February.

SDNP/24/ ESTABLISHMENT OF A RAIN-FILLED DEW POND IN A GAP IN THE BOUNDARY
00030/FUL HEDGE BETWEEN FIELDS AT FIELD TO THE EAST OF NETHERLEY FARM, CHALTON
For Note Only Manor Farm (Netherley Farm), South Lane, Chalton, Waterlooville, PO8 0BG

It was noted the Admin Officer had reviewed the Application and the site is in a neighbouring parish. With members' agreement, NO COMMENT had been submitted.

Action: Admin Officer/Clerk to submit comments on relevant Applications to EHDC/SDNPA

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

As Sole Trustee of a CIO: Quotes for Professional Survey of the Roofs of the Parish Hall and Pavilion as Assets of the CIOs of the Parish Hall and Recreation Ground – Members noted the Facilities Officer's paper (circulated previously) including quotes from 4 firms. It was unanimously RESOLVED to:

- i) Commission Harewood Independent Surveyors Ltd to undertake the surveys at a cost of £1400 + VAT;
- ii) Pay the costs from the Council's bank account, rather than those of the respective CIOs.

Action: Facilities Officer to make necessary arrangements with specified firm

a) THE GREEN: Replacement of Dead Hedging around Flower Bed on Deerleap Verge – Members noted the Clerk's paper (circulated previously) including various replacement options. It was unanimously RESOLVED to commission Council's contractor to:

- i) Remove and dispose of the dead hedge at a cost of c £170;
- ii) Replace it with robust alternative planting eg Euonymus within a budget of £1,000 incl materials, labour.

b) THE RECREATION GROUND: Extension to Contract for Quarterly Operational Inspections of Play Area Equipment – Members noted the contract Council had signed with The Play Inspection Company in October 2022 had only been for an initial year. It was AGREED to extend the contract and enquire whether a discount would be available for a 3-year contract.

Action: Facilities Officer to liaise with specified company

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 05.02.24

c) Responses to the following:

▪ **EHDC's Consultation of Draft Local Plan 2021-2020 (Regulation 18)** – Members noted information on the Consultation, EHDC's Briefing which Cllrs Stanley and Wilson had attended on 17 January and Cllr Stanley's Notes to date (circulated previously). One councillor reported sightings of amphibians around the Deerleap Lane Estate, some of which were protected species. Cllr Stanley requested members' further thoughts/comments by 19 February. It was AGREED to submit a response to the Consultation by the deadline of 4 March, to be drafted by Cllr Stanley and circulated to other member' for approval prior to submission.
Action 1: All cllrs to submit thoughts/comments to Cllr Stanley by 19 February
Action 2: Cllr Stanley to draft Response for approval prior to submission by deadline

▪ **HCC's Future Services Consultation 2024** – Members noted information on the Consultation regarding HCC's estimated budget deficit of £132m by April 2025. Cllr Stanley invited comments and undertook to review the Consultation documentation. He urged all residents to submit their comments as well for this important consultation. It was AGREED to consider any draft response at the next Council Mtg on 4 March before the deadline for submissions of 31 March.

Action 1: Cllr Stanley to review Consultation documentation and consider drafting a response
Action 2: Clerk to include appropriate item on Agenda for Council Mtg on 4 March

▪ **HCC's Regulation 19 Consultation on the Partial Review of the Hampshire Minerals & Waste Plan (HMWP) 2040** – Members noted information on the Consultation, which Cllr Edwards had undertaken to review, focusing on 7 particular area. It was AGREED to consider his draft response at the next Council Mtg on 4 March before the deadline for submissions of 5 March

Action 1: Cllr Edwards to review Consultation documentation and draft a response
Action 2: Clerk to include appropriate item on Agenda for Council Mtg on 4 March

d) **Land East of Horndean Development: Potential Collaboration with other Southern Parishes re Potential Assets referred to in the Development's s106 Agreement** – Members noted the correspondence from Horndean Parish Council regarding the potential assets. It was AGREED Cllr Stanley would represent Council at a meeting planned for 28 February. This would establish whether RCPC needed to make any financial or other decisions with regard to LEOH infrastructure within our Parish boundary.
Action: Cllr Stanley to report on Mtg of 28 February at next Council Mtg

e) **Application for Specified s106 monies on behalf of the Durrants Allotments Association** – Members noted EHDC is holding £3,738.70 of s106 monies to spend specifically on allotments in the Parish. The Association is due to meet shortly to discuss how this might be spent for the benefit of the majority/all plot holders. It was AGREED that once the Association had decided a valid Scheme, the Council would apply for the funds on its behalf.

Action: Clerk to liaise with Durrants Allotments Association accordingly

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

a) **January 2024 Schedule of Payments, for authorisation** – Cllr Moore 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	465.15	HS Administrative Services Ltd	Monthly pension contributions + admin fee
DD	101.26	Focus Group	Monthly fee for Office phone and broadband
DD	22.33	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
DD	9.47	Three Business	Monthly fee for CCTV SIM Card at Pavilion
DD	24.00	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
IBT	222.66	Origin Amenity Solutions	Rec Ground consumables: white lining fluid
IBT	40.00	Rowlands Castle URC	Hall Hire: Council Mtg
IBT	2,830.92	Morton Pattison Ltd	4 th phase to increase biodiversity of R Copse
IBT	95.00	B Aherne t/a Around To It	Repairs to Pavilion roof/cladding
IBT	10.74	Viking Payments	Parish Office consumables: New date stamp
IBT	1,728.54	Quality Land Services Ltd	Litter/Dog waste collection Oct to Dec 2023
IBT	92.54	LocalIQ, Newsquest Media Grp	Advert, Hants Chronical re Grass Cutting Tender
IBT	54.00	By The Sea Ltd t/a UK Flyers	Additional sign for new Playpark

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 05.02.24

IBT	536.04	Hugh Harris, Fresh-Air Fitness	Maintenance service of Outdoor Gym Equipment
IBT	2,863.20	Hugh Harris, Fresh-Air Fitness	Repair, removal and installation of Outdoor G Eq
IBT	993.43	Exterior Living Rooms Ltd	Handyman & Lengthsman Services
DD	18.20	Rowlands Home Hardware	Parish Office & Rec Ground consumables
IBT	40.00	Cllr S Donald	Cllr's Allowance for 23/24
IBT	10.80	Cllr C Stanley	Travel expenses
IBT	70.60	Cllr F Ball	Cllr's Allowance for 23/24 + Travel Expenses
IBT	109.99	G Whatley, Admin Officer	Reimbursement for Office Mobile Phone
IBTs	5,975.76	Staff salaries including HMRC, PAYE and NIC + additional hours + pay increase	
Total	£16,314.63		

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 in January 2024 is included below:

Method	Amount £	Payer	Reason
IBT	4,768.27	HMRC	VAT Repayment for November & December 2023
IBT	100.00	Resident	Donation towards bench maintenance

b) Report on Council's Bank Accounts as at 31 January 2024, for acceptance – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£56,794.10 <i>(Reconciled balance of £52,848.67 accounting for payments not yet made/direct debits not yet take/cheques not yet presented)</i>
95-day Notice Account	NIL (Balance withdrawn for Playpark Project)
100-day Notice Account	NIL (Balance withdrawn for Playpark Project)
2-Yr Fixed Rate Bond	£15,240.66
Public Sector Deposit Fund	£25,446.68
In total, Council currently holds reserves (restricted and unrestricted) of c £83,284 including under-spends from previous years on specific projects and developers' contributions released to RCPC.	

c) Review of Provisional Budget for 2024/25 and Confirmation thereon – Members noted the provisional budget agreed under Item 8 f) at Council's Mtg on 8 January 2024. They reviewed the inflationary increases affecting many Council services plus the need to progress planned projects such the much-needed refurbishment of the Pavilion, the purchase of further devices to tackle speeding and the management of them thereon and the next phase of the Playpark Project for provide facilities for older children. After some discussion, it was unanimously RESOLVED to CONFIRM the Budget at £149,520.00 for 2024/25.
Action: Clerk to publish confirmed budget on website

d) Review of Provisional Precept for 2024/25 and Confirmation thereon – Members noted the provisional Precept agreed under Item 8 g) at Council's Mtg on 8 January 2024 and that there was no guarantee external funds (eg grants, developers' contributions) would be available for the planned projects detailed in 8 c) above. It was unanimously RESOLVED to CONFIRM the resultant Precept at £149,520.00 for 2024/25, recognising this represented an above-inflation increase on the Precept for 2023/24 (equating to an extra £20 annually on a Band D property compared to 2023/24). If application(s) for funding from elsewhere are successful during the year, any precept monies saved would be channelled towards other planned projects in the Parish. It was also AGREED to finalise a Press Release explaining the increase, for circulation as appropriate.

Action 1: Clerk to submit Precept Requirement to EHDC
Action 2: Clerk to liaise with Chairman to finalise Press Release

9. MATTERS FOR DISCUSSION:

a) Summary of Residents' Dealings with Parish Office in January 2024 – The Admin Officer's Summary (circulated previously) was noted, a copy of which will be kept with these Minutes.

b) Report on Roundtable Mtg re Comley Hill Plots on 25 January – Members noted Cllr Stanley's report of the Meeting, which reflected those made under Item 4. Action will soon be taken against one plot occupier though issues on another plot were a matter for the Environment Agency, which was not represented at the Mtg.

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 05.02.24

10. MATTERS FOR INFORMATION:

a) Schedule of EHDC's and SDNPA's Planning Decisions up to 2 February 2024 – The Administrative Officer's Schedule (circulated previously) was noted and a copy will be kept with these Minutes. In particular, the Chairman noted applications where EHDC had actively taken on board Council's comments and councillors' research and persistence had paid off.

b) Report on HCC's Passenger Transport Forum on 24 January – Members noted Cllr Stanley attended this on-line Forum. He reported that whilst 90% of bus routes were viable, 10% were not, many of which serve more rural communities eg Route 27 from Rowlands Castle. There is no statutory duty to support services which are not commercially viable. He noted comments from 2 local residents who use the 27 which he would bear in mind when drafting Council's response to HCC's Consultation (see Item 7 c), also incorporating member's queries about the costs of contracts with some bus companies. He also reported that, by directive from central Government, no charge can be made for concessionary bus passes, though even a modest one would help maintain bus routes.

Action: Cllr Stanley to review residents' comments when considering a response to Consultation

c) Review of Havant Thicket Reservoir Developments – Cllr Stanley explained current proposals under Reserved Matters that the embankment needed to be adjusted in the south-west to ease the slope and that the valve tower that was to be within the embankment is now to be a little way into the reservoir as an easier engineering solution. It will be some 1 to 2 metres above the normal water level. Secondary access via a gantry over the water may be needed and this will form part of a different and further Reserved Matters application. Members noted such a tower would likely be visually obtrusive, was contrary to the original plans and concept of the Reservoir and may encourage anti-social behaviour. It was AGREED to OBJECT to such a tower.

Action: Cllr Stanley to represent Council's views as appropriate

Cllr Wilson joined the Meeting during Item 10 c)

11. Date of Next Meeting

Monday 4 March 2024 in the Small Parish Hall, 11 Links Lane, Rowlands Castle

The Meeting ended at 9.10pm

During the course of the Meeting (both part and whole) there were 11 members of the public and no members of the Press in attendance.