

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 04.03.24

Monday 4 March 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 Y Haggard, Cllr V Matthews, Cllr I Moore and Cllr B Wilson (in part – see Item 1).
G Whatley (Admin Officer), C Newman (Facilities Officer) and D Cllr D Evans (Horndean Kings & Blendworth Ward) were also present.

MINUTES:

Taken by 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 and agreed from Cllr J Edwards. Apologies were also received from C Cllr M Harvey and D Cllr C Maines. 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

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 5 February 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. A couple of actions were removed at Council's request as they were no longer considered relevant.

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

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

- Continued issues with potholes, which should be reported to HCC, with copy sent to her;
- The re-closure of Woodberry Lane with recent prolonged rainfall causing the lavants to rise again;
- Budget for 2024/25 will result in a 4.99% increase in HCC's portion of Council Tax though it is still one of the lowest in the country;
- She encouraged residents to respond to HCC's Consultation on Future Services;
- Changes to the constituency boundaries for the next election.

District Cllr Charlene Maines Members noted Cllr Maines's report (circulated previously, a copy kept with these Minutes) on the following East Hampshire District Council (EHDC)-related matters:

- Last-minute extension to deadline for responses to Consultation on draft Local Plan;
- Budget for 2024-25 will result in £5 increase in EHDC's portion of Council Tax for Band D property;
- Response to re littering on B2149 and Durrants Rd and EHDC action thereon;
- Marking of Rare Disease Day on 29 February 2024.

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

A resident complained that a leaflet recently delivered around the village, re 2 proposed development sites included in EHDC's draft Local Plan, gave no options for response other than via email. The Chairman explained the leaflet was the work of a group of concerned residents and neither the Parish or District Councils were connected to its publication nor had any authority over it. The resident was given details as to how to respond to the Consultation via hard copy and provided with information thereon.

Another resident again raised the issue of lack of regular drain and culvert clearing along lower Links Lane, exacerbating surface water flooding during heavy rainfall. They were aware HCC was the responsible authority and may correspond direct as appropriate.

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During discussions under Items 4 and 5, members AGREED a list of topics which Cllr Stanley would raise at the next local County/District/Parish Cllr Surgery on 7 March as follows: Slow response to reported fly-tipping on South Lane, 2 'abandoned' vehicles parked around The Green and other long-term parking issues on Finchdean Rd, hazardous parking on Woodberry Lane endangering other road users, next steps for proposed parking restrictions around the village, the seemingly haphazard approach to and sometimes poor quality of pot-hole filling and continued flooding issues on Links Lane involving the Parish Hall. *Additional items were added later in accordance with cllrs' further reports.*

Action: Cllr Stanley to collate and raise topics at Surgery to be held in Bumblebee Café on 7 March

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.

35833/002 SINGLE STOREY REAR EXTENSION FOLLOWING DEMOLITION OF EXISTING CONSERVATORY AND OUTBUILDING
Richbourg, 25 Finchdean Road, Rowlands Castle PO9 6DA

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

21501/006 Application for Approval of Reserved Matters Pursuant to Outline Permission Ref
For Note Only 21501/005: FOR THE RESIDENTIAL DEVELOPMENT (USE CLASS C3) OF UP TO 3NO. DWELLINGS WITH ASSOCIATED CAR PARKING, TURNING, LANDSCAPING, PRIVATE AMENITY SPACE AND ACCESS ARRANGEMENTS - EXTERNAL ACCESS NOT RESERVED.
Land adjoining 77 Links Lane, Rowlands Castle

It was noted all members had reviewed this Application and, with their agreement, a response of OBJECTION on various grounds had been submitted by the deadline of 22 February.

60199 Notification of Pre-Decision Amendment: TWO STOREY SIDE EXTENSION
For Note Only FOLLOWING DEMOLITION OF EXISTING SINGLE STOREY GARAGE AND FIRST FLOOR BALCONY TO REAR EXTENSION
27 Bowes Hill, Rowlands Castle PO9 6BP

It was noted the Admin Officer had established the Amendment was solely regarding an addition to the description of the proposed works and therefore NO COMMENT was necessary.

55562/012 Reserved Matters Application Pursuant to Outline Planning Permission Ref 55562/005:
For Note Only CONSENT FOR THE APPROVAL OF APPEARANCE, LANDSCAPING, LAYOUT AND SCALE FOR 311 DWELLINGS, ASSOCIATED AND ANCILLARY INFRASTRUCTURE, LANDSCAPING AND SUSTAINABLE DRAINAGE SYSTEMS, AND PARTIAL DISCHARGE OF CONDITIONS 4,7,8,10,11,12,13,15,16,17,27 AND 28 OF OUTLINE PLANNING PERMISSION 55562/005 (Amended Plans and Amended Description 22/01/2024)
Development Land East of Horndean, Rowlands Castle Road, Horndean, Waterlooville

It was noted Cllr Wilson had reviewed the Application and had advised that NO further COMMENTS were necessary, beyond those already submitted on the Application prior to the Amendment.

SDNP/24/ REPLACEMENT OF FRENCH DOORS
00352/LIS *Garden Cottage, Idsworth House, Treadwheel Road, Rowlands Castle PO8 0AW*
For Note Only

It was noted the Admin Officer had reviewed the Application, circulating her comments thereon. With members' agreement, a response of NO OBJECTION had been submitted by the deadline of 29 February.

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:

a) **Tenders Received for Council's Grass Cutting Contract from 2024 to 2027 inclusive** - Members noted the Clerk's Briefing (circulated previously) giving details of the four tender bids received, two of which were discounted because they were significantly over the specified maximum total cut cost each time of £550.00 + VAT. It was unanimously RESOLVED to AWARD the contract to Council's existing contractor, Exterior Living Rooms Ltd (ELR), at a total cut cost of £535.00 for the first year, subject to satisfactory

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completion of the specified 4-month probationary period in the first year. The decision was based on the value for money which the firm's prices, quality of work and excellent customer service to date represented. The complimentary references for the other bidder were noted.

Action: Clerk to correspond with all bidders as to the decision and publish on Contracts Finder

b) THE GREEN including Deerleap Verge - Requests for Use in 2024:

- **St John's Church to erect the Wooden Cross over the Easter Weekend from 28 March to 1 April**
- **Rowlands Castle Association (RCA) to hold May Day Picnic on 6 May**
- **Village Fair Committee to hold Annual Village Fair on 6 July**

Members noted and unanimously RESOLVED to grant all 3 requests, subject to the advance provision of the usual insurance and risk assessment documentation from the respective organisation for each event.

Action: Clerk to inform and liaise with respective organisations re documentation

c) THE RECREATION GROUND:

▪ **Contract for Quarterly Operational Inspections of Play Area Equipment** – Further to discussions at the previous Council Mtg, and having made the necessary enquiries, the Facilities Officer advised that Council's contractor, The Play Inspection Company, does not offer a discount for contracts longer than a year and the current contract will run until the end of 2024.

▪ **Hampshire FA's Pitch Assessment Report** – Members noted the Facilities Officer's Briefing (circulated previously) on the recent Report and its findings. They noted that the total cost of all the recommended pitch improvement treatments over a year was likely to be higher than the Football Foundation (FF) funding available and therefore works would need to be prioritised and/or additional funding obtained from other sources. It was unanimously RESOLVED to:

- i) Apply to the FF for funding to improve the pitches, subject to confirmation that works could be prioritised according to any funding awarded;
- ii) Subject to an application to FF being successful, nominate Council's Facilities Officer and Groundsman to undertake the Grounds Management Association's on-line Level 1 Football Grounds Maintenance Course, as required by FF before any funding is released;
- iii) Subject to an application to FF being successful, undertake the required twice-yearly Pitch Power inspections at a current cost of £200 pa.

Members also noted the Report's recommendations as to additional equipment to help improve the pitches, whilst noting Council did not currently have the budget or space available to purchase and store such equipment.

Action 1: Facilities Officer to submit Application to FF for funding

Action 2: If successful, nominated officers to attend on-line course and arrange pitch inspections

▪ **Review of Hire Fees for Sports Users** – Duplicate Item due to administrative error – see Item 7 d).

d) As Sole Trustee of a CIO:

▪ **Ratification of Fees for Sports Users of Recreation Ground for 2024/25 Seasons** – Members noted the Facilities Officer's Briefing (circulated previously) following discussions with the Admin Officer. It was unanimously RESOLVED to increase fees in accordance with Option A for all 3 sports clubs (Prince of Wales FC, Castle United Youth FC and DACD Cricket Club), with fees paid direct to the CIO's account.

Action: Facilities Officer to liaise with the 3 clubs accordingly

▪ **Review of Professional Survey of the Roofs of the Parish Hall and Pavilion** – The Facilities Officer stated the surveys were undertaken on 23 February and the formal report was awaited.

Action: Clerk to include appropriate Item on Agenda to review Report upon receipt

e) Responses to the following:

▪ **HCC's Future Services Consultation 2024** – Further to discussions at the previous Council Mtg, members noted further information on the Consultation (circulated previously). It was AGREED to focus Council's response on 5 areas - Competitive (one-off) grant schemes, Highways maintenance, Highways winter service, Passenger transport and Street Lighting – with specified councillors nominated to draft a paragraph on each aspect for collation and submission by 28 March ie before the long Easter weekend.

Action: Contributions to be collated by Parish Office for members' approval prior to submission

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- **HCC's Regulation 19 Consultation on the Partial Review of the Hampshire Minerals & Waste Plan (HMWP) 2040** – Members noted Cllr Edwards's comments on the Partial Review (circulated previously) together with those of Cllrs Matthew and Wilson thereon. It was AGREED to submit short responses to specified policies, in accordance with said comments, by the deadline of 5 March.

Action: Clerk to submit responses by deadline in accordance with comments

- f) **Review of Council's Risk Register Documentation** – Members reviewed the current documentation, noted the Clerk's updates thereon (all circulated previously) and requested further amendments. It was unanimously RESOLVED to: Approve the updated Risk Register and Review of Internal Controls, now including the further amendments; Where possible, review smaller sections of the Register each Meeting during the next Council year, beginning 1 April 2024

Action: Clerk to note for 23/24 AGAR and include review of section on future Agendas

Cllr Wilson joined the Meeting during discussions under Item 7 f).

- g) **Representation at SDNPA's online Parish Meeting on 13 March** – It was AGREED Cllrs Matthews and Moore would represent Council at the Meeting.

Action: Clerk to liaise with SDNPA and provide contact details accordingly

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

- a) **February 2024 Schedule of Payments, for authorisation** – Cllr Donald 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	291.08	HS Administrative Services Ltd	Monthly pension contributions + admin fee
DD	104.80	Focus Group	Monthly fee for Office phone and broadband
DD	20.40	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
DD	10.80	Three Business	Monthly fee for CCTV SIM Card at Pavilion
DD	76.37	BNP Paribas Leasing Sols Ltd	MFD quarterly rental fee
DD	11.72	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
PP	10.00	Tesco Mobile	Top-up for Office mobile Phone
IBT	1,680.00	Harewood Independent Surveyors	Surveys of Roofs of Parish Hall and Pavilion
IBT	674.40	HAGS-SMP Ltd	Repairs to aerial cableway
IBT	1,771.79	Autospeedwatch Ltd	3 x average speed cameras, EHDC Initiative
IBT	25,000.00	CCLA Public Sector Deposit Fund	Further transfer
IBT	766.75	Exterior Living Rooms Ltd	Handyman & Lengthsman Services
IBT	1.97	Rowlands Home Hardware	Parish Office consumables
IBT	19.99	Cllr C Stanley	Part Cllr's Allowance for 23/24
IBT	14.99	L Walker, Clerk	Reimbursement for Office mobile phone case
IBTs	6,178.36	Staff salaries including HMRC, PAYE and NIC + additional hours + pay increase	
Total	£36,633.42		

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

A list of receipts in February 2024 is included below:

Method	Amount £	Payer	Reason
IBT	1,000.00	EHDC	D Cllr's Environment Grant for Rowlands Copse works

- b) **Report on Council's Bank Accounts as at 29 February 2024, for acceptance** – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current	£18,703.96 <i>(Reconciled balance of £17,215.25 accounting for payments not yet made/direct debits not yet take/cheques not yet presented)</i>
2-Yr Fixed Rate Bond	£15,240.66
Public Sector Deposit Fund	£50,560.53

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In total, Council currently holds reserves (restricted and unrestricted) of c £80,256 including under-spends from previous years on specific projects and developers' contributions released to RCPC.

9. MATTERS FOR DISCUSSION:

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

b) Report on Southern Parishes Mtg re Land East of Horndean Development s106 Assets on 28 February – Members noted Cllr Stanley's verbal report of the Meeting which he and Cllr Wilson had attended, and which both had found helpful. It had been stated that Rowlands Castle PC had no wish to manage any of the Development's infrastructure and Horndean PC is seeking further discussions to inform its own decisions on this matter. Further liaison meetings are planned amongst the 3 Southern Parishes.

At the invitation of the Chairman, David Evans (District Cllr for Horndean Kings & Blendworth) addressed the Meeting. He spoke about collaboration amongst Southern Parishes district councillors, issues with the s106 Agreement for the Development and his hopes for a Community Building as part of the Development. The Chairman thanked him for his comments.

c) Annual Parish Meeting (APM), provisionally scheduled for 22 April – Members noted there were no particular topics to bring to residents' attention at present and therefore it was unlikely Council would convene an APM (which is not a Meeting of the Parish Council) this year, though individual councillors and/or residents are at liberty to do so within the required timeframe, and a venue is available thereon.

Action: Clerk to liaise with Parish Hall over provisional booking of Large Hall

10. MATTERS FOR INFORMATION:

a) Schedule of EHDC's and SDNPA's Planning Decisions up to 1 March 2024 – The Administrative Officer's Schedule was noted (circulated previously, a copy kept with these Minutes). The Officer drew members' attention to the first reference to the Neighbourhood Plan policies when refusing an application.

b) Report Hills to Harbour Community Rail Partnership Mtg on 21 February – Members noted Cllr Stanley's verbal report of the Meeting which he attended. He explained Havant-based 'Making Space' planned to occupy Rowlands Castle Station House. Given the need to focus on specific projects rather than organisations themselves, it was AGREED it would not be appropriate for Council to continue to pursue its adoption of the Station. With regard to improving the accessibility of the southbound platform at the Station, members noted support for this in EHDC's Infrastructure Plan and possible obligation by Network Rail to do so. They also noted 2025 would mark the 200th Anniversary of the start of the railways with the invention of an engine which moved. Celebrations will revolve around 27 September 2025, with further ones planned in July 2025.

c) Report on Havant Thicket Reservoir Stakeholder Mtgs on 9 and 29 February – Members noted Cllr Stanley's report of the meetings (circulated previously, a copy kept with these Minutes).

11. Date of Next Meeting

Wednesday 10 April 2024 in the Small Parish Hall, 11 Links Lane, Rowlands Castle

NB: Change of usual day/date of the week for Council Mtgs

The Meeting ended at 9.15pm

During the course of the Meeting (both part and whole) there were 2 members of the public and no members of the Press in attendance.