

# ROWLANDS CASTLE PARISH COUNCIL

## Minutes of the FULL COUNCIL 15<sup>th</sup> July 2024

Monday 15<sup>th</sup> July 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 M Matthews, Cllr I Moore and Cllr B Wilson (in part – see Item 1).

C Newman (Facilities Officer) was also present in part.

### MINUTES:

Taken by L Walker (Clerk to the Council)

### THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

RCA May Day Picnic on 6 May, Armed Forces Day on 29 June and Village Fair on 6 July

The Chairman praised the success of each event and expressed Council's thanks to all those volunteers involved, without whom such community-enhancing occasions would not be possible.

#### 1. To Receive and Agree any Councillors' Apologies for Absence

Apologies for absence were received from D Cllr C Maines. It was noted Cllr Wilson would be arriving later due to a prior commitment as a school governor. *Ater the Meeting, apologies were also received from C Cllr M Harvey.*

#### 2. To Receive any Declarations of Interest

There were no declarations at this point

#### 3. To Receive and Confirm the Accuracy of the Draft Minutes of the Council Meetings on 3 June 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 (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 Members noted Cllr Harvey's Report (previously circulated and a copy of which will be kept with these Minutes) on the following Hampshire County Council (HCC)-related matters:

- Progress re pot-holes, some of which have been filled in, and flooding issues on Rowlands Castle Rd;
- Recent parking proposals for Woodberry Lane and Bowes Hill are due to take effect from September;
- Alternative residents' parking arrangements are being considered for the north side of The Green.

Members also noted that temporary street signage had yet to be collected from various parts of the Parish, including on Finchdean Rd between Dean Lane End and Finchdean where barriers were still partially blocking the highway, awaiting works to repair one side of the road.

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

- Briefings on the emerging Local Plan have been postponed, pending further information on the new UK Government's proposed planning reforms;
- Meanwhile, EHDC is lobbying to ensure the non-SDNP part of the District is not over-burdened with housing requirements;
- New bin hangers will be used to high-light contamination issues in recycling;
- Cllr Maines is keen to keep those residents not on-line and/or using social media informed;
- Liaison with other local representatives re Application to develop Land to the South-East of Woodlands Avenue Ref 60157 (see Item 6);
- The Councillor Community Grant Scheme is now open with £3,500 available this year.

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

A resident expressed frustration at EHDC's long-term strategy on recycling waste. The Clerk undertook to provide him with a copy of D Cllr Maines's Report as detailed in Item 4.

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## 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.

SDNP/24/  
02193/HOUS      PROPOSED SINGLE-STOREY REAR EXTENSION, ELEVATIONAL AMENDMENTS  
ALONG WITH POSSIBLE BALCONY AREA AT FIRST-FLOOR LEVEL  
*Glebe House, Treadwheel Road, Idsworth, Rowlands Castle PO8 0AN*

Cllr Donald outlined the Application in accordance with his review (circulated previously) and noting Cllr Wilson's subsequent comments. It was unanimously RESOLVED to make NO OBJECTION, subject to the proposals complying with South Downs Local Plan Development Management Policy SD31: Extensions to Existing Dwellings and Provision of Annexes and Outbuildings, paragraph 1a).

35061/003      DETACHED DOUBLE GARAGE TO FRONT OF PROPERTY  
*3 Meadowlands Rowlands Castle PO9 6BZ*

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

60157      Notification of Pre-Decision Amendment: OUTLINE PLANNING APPLICATION WITH  
ALL MATTERS RESERVED EXCEPT FOR ACCESS, LAYOUT AND SCALE FOR 35  
DWELLINGS ... [See EHDC Planning Pages for full Description]  
*Land to the South East of Woodlands Avenue, Rowlands Castle*

Council acknowledged the applicant's cooperation by removing the proposal for a footway along Whichers Gate Road between the Woodlands Avenue junction and St John's Primary School, to which both Council and the School had objected. It was AGREED Council's remaining grounds for objection on the rest of the proposals in the application still stood.

24045/007      Application for a Lawful Development Certificate: PROPOSED DEMOLITION OF  
EXISTING SINGLE-STOREY OUTBUILDING/KENNELS AND REPLACING WITH  
TIMBER -CLAD, SINGLE-STOREY OUTBUILDING TO BE USED AS A GYM AND  
HOME OFFICE  
*31 Durrants Road, Rowland Castle PO9 6BE*

Members noted Cllr Wilson's review of the Application (circulated previously). It was unanimously RESOLVED that the Application complied with Class E, Part 1, Schedule 2 of the Town and Country (General Permitted Development) Order England 2015 and the LDC should therefore be granted.

27852/026      Notification of Intention to Carry out Works to Trees within a Conservation Area: T1  
For Note Only      ASH TREE - FELL AND REMOVE ASH TREE DOWN TO A STUMP  
*Robin Hood, 26 The Green, Rowlands Castle PO9 6AB*

It was noted Council's Administrative Officer had reviewed the Application and, with councillors' agreement, a response of NO OBJECTION had been submitted by the deadline of 24 June.

58293/001      DETACHED GARAGE TO FRONT  
For Note Only      *28 Bowes Hill, Rowlands Castle PO9 6BP*

It was noted Cllr Matthews had reviewed the Application and, with councillors' agreement, a response of OBJECTION had been submitted by the deadline of 11 July on the grounds that whilst the previously-proposed studio had been removed from this current Application, the proposed garage would still be forward of the building line and will stand out considerably against other properties along that immediate length of road, thus not complying with Rowlands Castle Neighbourhood Development Plan: Policy 5, Design & Local Character, the Settlement Character Assessment (November 2020) and EHDC Local Plan Joint Core Strategy (2014) – Policy CP29 (Design).

55562/018      APPLICATION TO DETERMINE IF PRIOR APPROVAL IS REQUIRED FOR THE  
For Note Only      DEMOLITION OF EXISTING BARN, OUTBUILDINGS AND A BUNGALOW.  
EXISTING BUILDINGS NO LONGER REQUIRED DUE TO PROPOSED  
REDEVELOPMENT OF THE SITE FOR RESIDENTIAL  
*Development Land East of Horndean, Rowlands Castle Road, Horndean*

It was noted Cllr Wilson had reviewed the Application and had advised that NO COMMENT was necessary given the Application is a 'fait accompli' for the Development to go ahead.

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51680/008 & Notification of Updated Plans for Reserved Matters Application for Phase 2 – Wetland  
APP/24/00186 [See EHDC/Havant Borough Council for full Description]  
For Note Only *Havant Thicket Winter Storage Reservoir, Manor Lodge Road, Rowlands Castle*

It was noted Cllr Stanley had reviewed the Updated Plans and, with councillors' agreement, additional COMMENTS had been submitted by the deadline of 11 July detailing Council's concerns over the proposals re the soil mounds being placed on the northern shore of the wetland.

**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 the Sole Trustee of a Charitable Incorporated Organisation (CIO):**

**a) Parish Hall: Annual Report & Accounts of Parish Hall CIO for year ended 31 December 2023 –** Members noted and thanked the Hall's Administrative Officer and Cllr Ball for the draft Annual Report & Accounts (circulated previously). Cllr Ball confirmed queries the previous year about the registration and valuation of assets had been answered by the CIO's auditor. It was unanimously RESOLVED to APPROVE the document for submission to the Charity Commission by 31 October 2023, once it had been finalised and signed by the Chairman.

**Action: Administrative Officer to finalise and submit to Commission by deadline**

**b) Recreation Ground:**

▪ **Report on RoSPA Annual Inspection of Play and Other Equipment –** Members noted and thanked the Facilities Officer for her Report (circulated previously) on the very thorough inspection carried out on 28 June 2024. They noted she was seeking further advice on the issues identified in the inspection.

**Action: Facilities Officer to prioritise inspection recommendations accordingly**

▪ **Update on Funding following FA's Recreation Ground Pitch Assessment –** Members noted the Facilities Officer's Report (circulated previously) and congratulated her on the success of Council's Application for funding from the Football Foundation (FF). The Officer explained the funds should arrive before the start of each football season and, in accordance with the resolution at its Meeting on 10 April 2024, Council would need to budget additional funds from 2026/27 onwards as the funding tapered away over the 6-year total period.

**Action: Facilities Officer to liaise with FF as necessary and Clerk to note for future budgets**

▪ **Update on Football Club Users for forthcoming 2024/25 Season –** Members noted the Facilities Officer's Report (circulated previously) and Castle United Youth FC's request for "sole" hire of all pitches for the forthcoming season, at a reduced cost, now the resident adult FC had folded. It was RESOLVED to offer CUYFC priority booking on a trial basis for the forthcoming season at the discounted price of £1084, with an extra charge of £24 per pre-season 'friendly'. It was also AGREED to request a list of matches scheduled for the 11x11 (top) pitch in case any other potential users come forward.

**Action: Facilities Officer to liaise with CUYFC to progress matters and invoice accordingly**

**c) Update on Funding Applications for Recommended Repairs to Parish Hall and Pavilion Roofs –** Further to Council's decision at its Meeting on 13 May 2024 to apply for an award from EHDC's Supporting Communities Fund (SCF), members noted the Clerk's Update (circulated previously) detailing EHDC officers' subsequent advice to apply for s106 Community Facilities funds instead. Should this be successful, it would mean matched-funding would not be required, the works could be carried out sooner and the SCF Application could be withdrawn once a decision re s106 had been reached. Members retrospectively AGREED this course of action, noting an application for s106 monies had already been submitted with their agreement.

**Action: Clerk to withdraw SCF Application if s106 one is successful**

**Other Matters**

**d) Response to Southern Water's (SW's) Consultation on Hampshire Water Transfer and Water Recycling Project –** Members noted Cllr Stanley's draft Response (circulated previously) and unanimously RESOLVED that it be submitted by the deadline of 23 July, subject to a few additions. It was also AGREED to send a copy of the Response with a covering letter to Damian Hinds MP and the Secretary of State for the Environment, Food & Rural Affairs.

**Action: Cllr Stanley to liaise with Clerk to finalise Response and send copies**

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**e) Proposals for Further Works under HCC's Community-Funded Initiative** - Following a meeting with a Hants Highways representative in January 2024, members noted Hants Highways proposals (circulated previously) for minor works on Woodhouse Lane (just beyond the Bowes Hill-Links Lane junction), lower Redhill Rd and Finchdean Rd, both approaching The Green. It was unanimously RESOLVED to accept the proposals, subject to a local public consultation (incl copies on noticeboard), and commission the works at a cost of £11,470.00 excl VAT to be paid from reserved funds. Members noted the reasons why works would not be feasible further south up Redhill Road and AGREED to enquire as to whether extra gateway signage could be installed by the mini-roundabout system, outside The Harvester. The aim of the extra signage is to try and emphasise the need for motorists to be mindful of entering a village, with all that entails.

**Action: Clerk to liaise with Hants Highways and launch Consultation**

**f) Quote for Remaining Recommended works from Tree Condition Survey of 9 September 2021 –** Members noted the quote (circulated previously) from Council's contractor, Titchfield Tree Services Ltd, for works to trees by the King's Stone, in the King's Meadow Estate, on Whichers Gate Common and The Green, plus some minor clearing work to some trees at the Recreation Ground. It was unanimously RESOLVED to commission the works at a cost of £2,275.00 + VAT using existing ear-marked reserves, though it was noted this total was slightly different to the sum of the individually quoted works. *The Clerk has since identified some anomalies in the quote which she is resolving with the contractor.*

**Action: Clerk to commission contractor accordingly**

*Cllr Wilson joined the Meeting at 8.30pm, during discussions under Item 7 f) but did not vote until 7 g)*

**g) Commissioning of next Tree Condition Survey –** Members noted the next Survey is due of trees for which Council is responsible and the quote thereon (circulated previously) from Sapling Arboriculture Ltd, Council's contractor. It was unanimously RESOLVED to commission the contractor to conduct a Survey in late Summer/early Autumn 2024 of all such trees at an overall cost of no more than £1,150 + VAT. It would include a walk-through of Rowlands Copse, with another more detailed survey of the area to be commissioned at a later date.

**Action: Clerk to liaise with contractor accordingly and progress Survey of Copse at later date**

**h) Retirement of current Flag Master/Mistress and Future Plans thereon –** Members noted the Clerk's briefing (circulated previously) on Barbara Openshaw's wish to retire from the role. Council thanked her for her long and exemplary service, which would be suitably recognised with some appropriate gifts. It was AGREED Cllr Moore would take over organisation of a small Flag Group to fulfil the raising, lowering and storage of the flags for the flag-pole on The Green in future.

**Action: Cllr Moore to liaise with Clerk over future arrangements**

**i) The Green, including Deerleap Verge: Request from RC History & Heritage to use The Green 7/8 September as part of a national week of England's Heritage Open Days –** It was unanimously RESOLVED to grant the request in principle, pending further details and subject to the advance provision of the appropriate insurance and risk assessment documentation.

**Action: Clerk to liaise with RCH&H representative re further details and documentation**

**j) Potential for Plaque on local landmark in memory of the late Edward 'Ted' Redsull –** Members noted the Clerk's Briefing (circulated previously). In recognition of Ted's contribution to the local community over many years, it was AGREED that, subject to the agreement of the landowner, a dedicated plaque would be positioned to the side of the pillar remaining on the site of the former Stansted College on Redhill Road, which Ted had restored with such care.

**Action: Clerk to seek permission of landowner and, if agreed, organise plaque thereon**

**k) Request for Support for Campaign on the Safety of Lithium-ion Batteries and their disposal –** Members noted the request (circulated previously) from Ron Bailey. It was AGREED to support the Campaign by writing to Lord Foster and drawing residents' attention to it using social media and Grapevine. Given his subject knowledge, Cllr Moore's offer to draft a notice on the matter was gratefully accepted.

**Action: Clerk to draft letter to Lord Foster and liaise with Cllr Moore thereon**

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

a) **June 2024 Schedule of Payments, for authorisation** – Cllr Haggard stated she 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	267.08	HS Administrative Services Ltd	Monthly pension contributions
DD	111.90	Focus Group	Monthly fee for Office phone and broadband
DD	22.00	Vodafone Ltd	Monthly fee for Facilities Officer's mobile
DD	11.28	Three Business	Monthly fee for CCTV SIM Card at Pavilion
DD	17.18	Managed Print Partners Ltd	MFD charges incl supplies, maintenance etc
IBT	20,000.00	Cambridge & Counties Bank	Transfer to 6-month Fixed Rate Bond
PP	90.00	B & Q	Replacement cupboard for Pavilion
IBT	92.27	Viking Payments	Parish Office and Rec Ground consumables
IBT	135.00	Mark Fay t/a SPS Electrical	Repairs to electrical socket in The Green
PP	10.00	Tesco Mobile	Top-up for Office Mobile PAYG Phone
IBT	100.00	H&loW ACF 7 Drum Platoon	Donation to Bank at Rec Armed Forces Day
IBT	180.00	GeoXphere Ltd t/a Parish Online	Annual Subscription for mapping services
DD	23.75	Rowlands Home Hardware	Parish Office & Rec Ground consumables
IBT	1,328.56	Exterior Living Rooms Ltd	Grass Cutting, handyman, Lengthsman servs
IBT	51.76	Cllr C Stanley	Part Cllr Allowance + Travel expenses
IBT	20.70	L Walker, Clerk	Travel expenses
IBTs	5,967.66	Staff salaries including HMRC, PAYE and NIC + additional hours	
<b>Total</b>	<b>28,429.14</b>		

IBT = Inter-bank Transfer, Council's main payment method

DD = Direct Debit    SO = Standing Order    Chq = Cheque    PP = PayPal

**Action: Clerk to make any remaining payments according to Schedule**

A list of receipts into the Current Account in June 2024 is included below:

Method	Amount £	Payer	Reason
IBT	10,000.00	CCLA Public Sector Deposit Fund	Transfer to cover general payments
IBT	20,000.00	CCLA Public Sector Deposit Fund	Transfer to open 6-month Fixed Rate Bond

b) **Report on Council's Bank Accounts as at 30 June 2024, for acceptance** – Members noted and ACCEPTED the Report (circulated previously).

Account	Balance
Current Account	£7,010.64 <i>(Reconciled balance of £1,473.13 accounting for payments not yet made/direct debits not yet take/cheques not yet presented)</i>
Public Sector Deposit Fund	£71,498.38
6-month Fixed Rate Bond	£20,000.00
12-month Fixed Rate Bond	£15,491.33

c) **Quarterly Review of Budgeted and Actual Income & Expenditure up to 30 June 2024** – Members noted and ACCEPTED the Clerk's Review (circulated at the Mtg).

**Action: Clerk to publish Review on Council's website**

d) **Quarterly Review of Asset Register up to 30 June 2024** – Members noted the following since the last Review in April 2024: Acquisitions: 2 additional CCTV cameras for Rec, new noticeboard for Finchdean, sack truck and new Cleaner's cupboard for Pavilion. Disposals: Old noticeboard and old Cleaner's cupboard. A portrait of HM King Charles III has been acquired and donated to the Parish Hall

**Action: Clerk to ensure specified changes are recorded on Register**

### 9. MATTERS FOR DISCUSSION:

a) **Summary of Residents' Dealings with Parish Office in June and part July 2024** – Members noted the Clerk had yet to finalise the Summary due to workload and it would be circulated soon and a copy kept with these Minutes accordingly.

**Action: Clerk to finalise and circulate Summary as soon as possible**

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**b) Ramifications of Land East of Horndean Development on Precept and/or Parish Boundary –** Members noted the Clerk's Background Note (circulated previously) in advance of a meeting with representatives from other Southern Parishes on 29 July 2024.

**c) SDNPA's Consultation on South Downs Local Plan Review –** Members noted the Consultation but declined to comment given the Council's existing workload.

**d) EHDC's Consultation on Statement of Community Involvement Update 2024 –** Members noted the Consultation but declined to comment given the Council's existing workload.

**e) Proposed Visit by EHDC Planning Officers for Walking Tour of Parish –** Members noted and welcomed this EHDC proposal, following the successful adoption of RC's Neighbourhood Plan. A group of c 6 Parish representatives was identified and members emphasised the importance of Policy officers attending as well. The Clerk undertook to liaise with identified reps over availability before responding to EHDC with some suggested dates, probably in September/October.

**Action: Clerk to liaise accordingly before responding to EHDC with suggested dates**

**f) Report on HALC's County Forum Launch on 19 June –** Cllr Stanley attended and members noted his Report (circulated previously) and that further fora will be held in the future.

**g) Horndean PC's Invitation re Advisory Committee for Horndean Green Trail & Heritage Network –** Members accepted Cllr Ball's offer to join this Committee.

**Action: Clerk to inform Horndean PC and liaise with Cllr Ball accordingly**

**h) Introduction from Believ re Publicly-accessible EV Chargers –** Members noted the information (circulated previously). It was AGREED to investigate the offer further, including a potential feasibility assessment of the Recreation Ground, on the understanding that this did not imply any commitment at this stage.

**Action: Clerk to liaise with Believ representative**

## 10. MATTERS FOR INFORMATION:

**a) Schedule of EHDC's and SDNPA's Planning Decisions up to 12 July 2024 –** Members noted the Clerk's verbal report of the decisions to date, which would be included in a Schedule to be kept with these Minutes.

**b) Note of Response to EHDC Enquiry re Road Names for Phase 2 of the Harbour View Development aka Land to the West of the Spire Portsmouth Hospital, Bartons Road –** Members noted the response already submitted which made no objections to the proposed road names whilst commenting that naming of the development was rather misleading given no such view was visible from the majority of the dwellings there.

**c) Report on South Western Railway "Stakeholder Live" Virtual Session on 17 June –** Members noted the Clerk's Report (circulated previously) and AGREED the importance of a Council representative being involved in any discussions with SWR re making the southbound platform at RC Station more accessible.

**d) Report on Havant Thicket Reservoir Main Stakeholder Meeting on 9 July –** Members noted Cllr Stanley's Report (circulated previously).

**e) Report on East Hants Association of Parish & Town Councils Mtg on 10 July –** Members noted Cllr Ball's Report (circulated previously).

## 11. Date of Next Meeting

Monday 2 September 2024 in The Small Parish Hall, Rowlands Castle

*The Meeting ended at 9.40pm*

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.