

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 21st July 2025

Monday 21 July 2025 at 7pm

The Small Parish Hall, 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 Y Haggard, Cllr I Moore, Cllr B Wilson, Cllr S Donald, Cllr J Edwards, Cllr M Harvey, C Cllr M Harvey, D Cllr Charlene Maines

MINUTES:

Taken by Dominic Harland-Jones (Clerk)

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

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

None received as all were present

2. To Receive any Declarations of Interest

None received.

3. To vote on the Co-option of Martin Harvey who has applied to become a Parish Councillor for Rowlands Castle Ward

It was unanimously **RESOLVED** to co-opt Martin Harvey as a Councillor for the Rowlands Castle Ward. He duly signed the Declaration of Acceptance of Office, witnessed and countersigned by the Clerk.

4. To receive and confirm the accuracy of the Draft Minutes of the Annual Meeting of the Parish Council held on 12 May 2025

The Minutes (circulated previously) were unanimously **CONFIRMED** as an accurate record of the meeting and were duly signed by the Chairman.

5. To Receive and Confirm the Accuracy of the Draft Minutes of the Council Meeting on 9 June 2025, 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 Written Update (circulated previously) was **NOTED** and a copy will be kept with these Minutes.

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

County Cllr Harvey gave a verbal report on Hampshire County Council (HCC) related matters, including:

- Taxis parked in Glen Dale which are causing an obstruction. She had raised the matter with Hampshire Constabulary and is awaiting a reply.
- Lack of consultation or awareness regarding Devolution has been provided by Central Government in the 4 years since its inception.
- Mayoral elections are going ahead in May 2026 and any new County or District Councillors elected at that time would be in the post for just one year before the Local Government Re-organisation was implemented.
- CCllr Harvey stated that she would not stand for election next year.
- Concern about the increase in traffic through the village as drivers look to avoid the queues on the B2149 caused by the LEOH building works.
- In response to Cllr Wilson's question as to what duties would transfer from HCC to the new Unitary Councils, CCllr Harvey stated that all activities would transfer but that they might be diluted because of being spread over however many were set up.
- CCllr Harvey will meet with an HCC officer and Cllr Edwards on 23rd July to discuss the potential need for a barrier at the ford on Woodberry Lane.

DCllr Maines gave a verbal report on East Hampshire District Council (EHDC) related matters, including:

- A resident's complaint she had received regarding noise from the new play park which had also been sent to the Parish Council.
- A resident's concerns about speeding on Manor Lodge Road and the dangers being caused to

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residents.

- EHDC's agreement to proposals to introduce household food waste collections in the district in 2026.
- Local Government Re-organisation, DCllr Maines advised that she had abstained from EHDC recent vote on the option being proposed by EHDC and HCC as it was the only option available. She believes that insufficient information and consultation has been provided both by HCC and EHDC but also by the remaining 12 Council's proposals.

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

- Cllr Edwards thanked the Parish Council for agreeing to pay for the travel expenses of the Armed Forces Day Band.
- CCllr Harvey advised that the future of the Fountain pub was still undecided.

8. 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.

EHDC-25-0095-
HSE CONVERSION OF GARAGE INTO HABITABLE ACCOMMODATION. CHANGE OF
DOOR TO WINDOW
1a Uplands Road, Rowlands Castle, PO9 6BT

It was noted Cllr Haggard had reviewed the Application and, with the agreement of councillors, a response of NO OBJECTION had been submitted by the deadline of 30 June. EHDC has since approved the application.

EHDC-25-0483-
CONVR VARIATION OF CONDITION 7 TO ALLOW THE PATIO AREA TO BE USED FOR
ALFRESCO DINING FOR A TEMPORARY PERIOD OF 1 YEAR FROM DATE OF
DETERMINATION OF APPROVED PLANNING APPLICATION 21406/011
Harvester, 1 Whichers Gate Road, Rowlands Castle, PO9 6BB

AND

EHDC-25-0482-
FUL RETROSPECTIVE APPLICATION FOR REAR PATIO, WITH FESTOON LIGHTING,
EXTERNAL SEATING AND CONSTRUCTION OF NEW TIMBER PICKET FENCE
FOR A PERIOD OF 1 YEAR
Harvester, 1 Whichers Gate Road, Rowlands Castle, PO9 6BB

On behalf of Council, the Chairman apologized for the lack of due diligence in investigating the two planning applications. He stated that had the Council done so it would have become aware of the restrictions under Condition 7.
Council unanimously RESOLVED to withdraw its response of No Objection previously submitted to EHDC Planning Dept and then unanimously RESOLVED to OBJECT to the request to vary Condition 7 and to the Retrospective Planning applications.

EHDC-25-0745-
TPO TI - OAK - REDUCE THE TOP BY 4 TO 5 METRES AND THE SIDES BY 2 TO 3
METRES - TREE HAS GROWN LARGE AND IS PROVIDING A NEGATIVE
FEATURE TO HOUSE SALE
15 Nightingale Close, Rowlands Castle, PO9 6EU

Cllr Haggard outlined the Application and, in line with her recommendation, the Council unanimously RESOLVED to make NO OBJECTION.

EHDC-25-0779-
AGR PRIOR APPROVAL FOR GATE ACCESS ONTO WOODBURY LANE
Lot 9 Comley Hill, Rowlands Castle, Hampshire,

It was noted Councillors had reviewed the Application and unanimously agreed that prior approval should NOT BE PERMITTED, on the grounds that the gate would be accessed from a C classified road so planning permission should be sought.

EHDC-25-0713-
HSE EXTENSION TO DROPPED KERB
27 Bowes Hill, Rowlands Castle, Hampshire,

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Members reviewed the application and unanimously RESOLVED to make NO OBJECTION.

EHDC-25-0709-
HSE PART TWO STOREY, PART SINGLE STOREY REAR EXTENSION REAR
EXTENSION
76 Whichers Gate Road, Rowlands Castle, Hampshire,

Cllr Edwards outlined the Application and, in line with his recommendation, the Council unanimously RESOLVED to make NO OBJECTION.

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

a) Review of Advertising Policy for The Green

Council AGREED to re-draft paragraph 4 to make clearer and to include diversity of advertising scenarios and to differentiate between Parish events and non-Parish events

b) Discuss and agree a response to the SDNPA Partnership Management Plan consultation.

Council RESOLVED to allow Cllr Stanley to submit his draft response (previously circulated) on behalf of Council. Cllr Edwards abstained as he had no prior sight of the Chairman's response.

c) Local Government Reorganization – Discuss any points arising from online briefing from HCC for P&TCs held 15 July and the Council's response to both the current and pending consultations.

Cllr Stanley recommended that Council should respond to the combined 12 Council consultation with an objection to option 3 particularly which would see Rowlands Castle subsumed into Portsmouth, Havant, Gosport and Fareham unitary council.

Cllr Stanley will respond as a resident to determine how the questionnaire was constructed so that a Parish Council submission could be put together and agreed..

Council unanimously AGREED to this.

Post Meeting Note. Cllr Stanley discovered that there was no means for organizations to make a submission on the 12-Councils consultation, only individuals, so he circulated his comments to help other Cllrs make a submission if they wished to prior to the deadline of 27th July. The HCC/EHDC Consultation does allow for organizations such as the Parish Council to make a submission and this will be dealt with after Cllr Stanley has attended a face-to-face briefing on 7th August at HCC.

d) Proposed remedial works identified by RCA Fireworks Risk Assessment in preparation for 1st November Display

It was noted that the Risk Assessment did not contain the risks and associated pictures, that were identified separately in an email provided by the RCA to the Parish Council, as it ought to have done.

It was AGREED that the Facilities Officer would respond to the email and copy in the Parish Councillors and that the remedial work to mitigate the risks would be carried out.

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

a) Report on Council's Bank Accounts as at 30 June 2025, for acceptance.
Council ACCEPTED Bank Accounts

Account	Balance
Lloyds Current Account	10,923.31
Public Sector Deposit Fund	84,753.14
12-month Fixed Rate Bond	16,284.74
12-month Fixed Rate Bond	20,000.00

b) Quarterly Review of Budgeted and Actual Income & Expenditure up to 30 June 2025

The Clerk highlighted that the budget for Parish Office equipment had been exceeded due to expenditure on new office chairs as the previous chairs were borrowed from Home Hardware. The Clerk suggested in his quarterly review (circulated previously) that the payments for cutting the grass on the Recreation Ground be transferred to the Grass Cutting and Hedge Maintenance cost

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code as Recreation Ground Grass Cutting does not have a budget set against it. This would bring the accounts into line.

Action: Clerk to transfer payments for cutting the grass on the Recreation Ground to the Grass Cutting and Hedge Maintenance cost code.

c) June 2025 Schedule of Payments, for authorisation

Cllr Haggard stated she had reviewed and confirmed the relevant invoices. It was unanimously RESOLVED to authorise the Schedule (previously circulated), 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):

Reason	Supplier	Payment	VAT
PENSION CONTRIBUTION FOR MAY	Cushon Master Trust	191.89	
PENSION ADMIN FEE MAY	Cushon Master Trust	24.00	4.00
JUNE FEE	Managed Print Partners Ltd	6.85	
ANNUAL INSPECTION	Playsafety Ltd t/a RoSPA Play Safety	220.80	36.80
CLEANING SUNDRIES FOR PAVILION TOILETS	Rowlands Home Hardware	16.75	2.79
fire extinguisher testing	HAMPSHIRE FIRE PROTECTION LTD	78.00	13.00
new signage	Merrid Ltd	72.00	12.00
replacement of bollards	Merrid Ltd	396.00	66.00
office chairs and stationery	Viking Payments	344.36	57.39
Church on the Green Hall Hire June council meeting	Rowlands Castle United Reform Church	40.00	
EICR code 2 findings carried out & extractor fan	Mark Fay t/a SPS Electrical Contractors	1,540.00	
Inspect and Repair Electric Box	Mark Fay t/a SPS Electrical Contractors	122.99	
Public Toilet Clean	ACE Dot Services Limited	228.00	38.00
Monthly Mobile Phone	T-Mobile (EE)	59.46	
printer cartridges	Cllr C Stanley	19.99	3.33
printer cartridges	Cllr C Stanley	15.97	2.66
Electrical repairs Pavilion	Mark Fay t/a SPS Electrical Contractors	380.00	
Deposit	CCLA's Public Sector Deposit Fund	30,000.00	
Facilities officer mobile Phone to jun 30th	Vodafone Ltd	23.41	3.90
Pavilion power	EDF Energy	65.77	3.13
Armed Forces Day	Hampshire & IoW ACF & Drum Platoon	100.00	
our order no 000047101	Viking Payments	98.12	16.35
mileage HALC Officers meeting Basingstoke	Gill Whatley	33.30	
cover for office mobile phone	Gill Whatley	19.99	
Lengthsman work	Exterior Living Rooms Ltd	1,266.25	
rec ground work grass cutting	Exterior Living Rooms Ltd	300.00	
June Pay	Parish Council	5,589.28	
monthly Printer rental	Managed Print Partners Ltd	10.51	1.75
monthly Office broadband - Microsoft support	Focus Group	118.91	19.82

d) Report on updates in Council's Asset Register

The report showed increases to the parish council's assets. Council NOTED.

e) Redemption of proposed £15k funds from CCLA into Lloyds Current account

Council unanimously RESOLVED to transfer funds from CCLA investment account to Parish Council's Lloyds Current account.

Action: Clerk to arrange for the transfer

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- f) **To receive and consider a request from the RCHHC for a financial contribution towards the RC Station Display Boards for Rail 200 and also towards the Ted Redsull Archive Project.**
Council unanimously RESOLVED to contribute £500 from the Parish Enhancement Sub-Fund towards the Station Display Boards to mark the 200 years of Rail.
Council unanimously RESOLVED to contribute £400 from general funds towards a scanner plus the donation of a laptop, which had been replaced by Parish Office IT upgrade, to aid RCHH with its Archiving Project.

Action: Clerk to transfer funds to RCHHC

11. MATTERS FOR DISCUSSION:

In order for the Facilities Officer and local Speedwatch member to avoid a considerable wait, councillors agreed to reorder the agenda to move items 11 d) to g) to the top of the section.

d) Recreation Ground: Provision for Strategy

The Facilities Officer outlined her report (circulated previously) and advised that a Strategy document would be completed in February 2026. Funding for any works required as a result of the agreed Strategy will be taken from developer's contributions. The Football Foundation also have funding available. Cllr Wilson advised that the Neighbourhood Plan Community Aspirations document will be a useful document for the Steering Group when it is set up. Council AGREED with the Strategy approach.

e) Update on camera signage

It was discussed whether the Council should place camera signs underneath the existing 3 x ASW speed cameras facing both ways and Council AGREED that it would be a good idea. It has been shown to have a positive effect in Horndean parish. Council asked the Speedwatch Coordinator to provide quotes for cost of signage and installation.

f) Quarterly Report on data from the Council's Speed Monitoring Devices

It was noted by residents attending the meeting that the traffic situation in and around the village is ridiculous. It is understood that Sat Nav systems are redirecting traffic through the village and along Bowes Hill to avoid the queues on B2149.

Cameras at present are all facing in one direction only so the figures in the Speedwatch Coordinator's report show just one way which means that the figures could potentially be doubled. The data shows that there are vehicles without Tax, Insurance and some that have SORNs. Council AGREED to follow up on the letter it sent to the Police and Crime Commissioner, Donna Jones, on how the data can more effectively be used. It was suggested that the Police could more regularly monitor those areas of the village where speeding tends to occur the most, with mobile speed camera vans and speed guns.

g) Local Speedwatch Team's results

The Speedwatch Coordinator advised that the data had not yet been collated and would bring it to Council at the next Full Council meeting in September.

a) Summary of Residents' Dealings with Parish Office in May 2025

Council noted the Admin Officer's Summary (circulated previously), a copy of which will be kept with these Minutes.

b) Rowlands Castle Parish Council Logo

Council reviewed the three logos which had been voluntarily designed by a Rowlands Castle resident. Opinion was divided and it was suggested that the design on the village entrance signs could be used. It was AGREED that the Parish Council officers would investigate this suggestion and incorporate it within the final options for decision at the next meeting.

c) Planting wildflowers on Local Green Spaces and Verges

Members discussed the request by a resident to plant wildflowers throughout the village, particularly on The Green. It was considered difficult to cultivate wild flowers and would take more effort than at first thought. Native wildflowers are allowed to grow in the unmown areas around the parish therefore, after consideration, Council AGREED that The Green should remain as it is, and be wholly accessible by residents.

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h) Land East of Horndean Phase 1 Proposed Road Names

EHDC Street Name and Numbering Team has sent suggestions for road names for the LEOH development and asked for feedback. Members requested more time to consider alternative names and the Clerk will find out when the deadline for feedback.

Action: Clerk to provide Councillors with deadline for providing road name suggestions and to liaise with Horndean Parish Clerk to see if they have provided any names as yet and what they are.

i) Car parking provision in Rowlands Castle village

Council continues to look for sites for car parking in the village and a small piece of land has been identified as possibly being put up for sale. Council AGREED that it would ascertain the price if it is marketed and consider further what funding might be available to apply for, should it be deemed a feasible option to pursue.

12. MATTERS FOR INFORMATION:

a) Schedule of EHDC's and SDNPA's Planning Decisions up to 18 July 2025

The Report (circulated previously) was NOTED by Council and no comments made.

b) Correspondence with 2nd Rowlands Castle Resident's Association in respect of request to fell an Oak Tree at Mallard Road Flats

Council AGREED to request that an arboriculturist includes the above in the Parish Council's next Tree Survey.

c) Update on Community Rail Partnership matters following the Hampshire CRP AGM and the forthcoming meeting to discuss better access for RC Station Down Platform.

Chairman Stanley advised Council that a meeting with representatives from SWR and HCC is to be held on 13th August to discuss how to progress this proposal.

d) Report on HTR Stakeholder meeting held 16 July

Council NOTED the report and a copy will be kept with these minutes.

e) Contract notice has been given by Montessori Nursery in the Parish Hall

It was noted that the Nursery will be closing in December. Parish Hall funds are sufficient to cover the loss of revenue that would ensue in the short term and there has been interest from other parties wanting to hire the small hall.

f) B2149 Road works & Shell petrol station closure.

Council NOTED that the road closure on the B2149 would likely go beyond the 1 year as currently communicated by Hampshire Highways because of the range of work to be done along that road by the LEOH development. The Shell Garage closure from 28 July due to refurbishment will last for approximately 4 months.

13. Date of Next Meeting

Monday 1st September 2025 at The Small Parish Hall, Rowlands Castle

The Meeting ended at 22.07 hours

During the course of the Meeting (both part and whole) there were 13 members of the public present, as well as those listed at the beginning of these Minutes, and no members of the Press in attendance.