

## ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 1<sup>st</sup> September 2025

**Monday 1 September 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, Administration Officer Gill Whatley.

### 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
2. **To Receive any Declarations of Interest**  
None received.
3. **To Receive and Confirm the Accuracy of the Draft Minutes of the Council Meeting on 21 July 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.
4. **To Receive Reports from County & District Councillors, and other delegates, if appropriate:**  
No reports were received from the County or District Councillors.
5. **OPEN FORUM – Limited to 15 minutes in total and a max 3 mins for each individual speaker**  
  
Council noted the questions supplied by a resident prior to the meeting regarding CIL monies and agreed to respond to them in due course following investigation into the matter.
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.

EHDC-25-0875 -OUT     OUTLINE PLANNING APPLICATION FOR RESIDENTIAL DEVELOPMENT (USE CLASS C3) INCLUDING FORMAL AND INFORMAL PUBLIC OPEN SPACE; PLAY AREAS; PARKING AND PUBLIC REALM WORKS, TOGETHER WITH ASSOCIATED: ACCESS; SURFACE AND FOUL WATER DRAINAGE INFRASTRUCTURE; AND ELECTRICITY SUPPLY INFRASTRUCTURE. ALL MATTERS RESERVED EXCEPT FOR THE MEANS OF PRIMARY ACCESS TO THE HIGHWAY NETWORK ALONG WITH ASSOCIATED HIGHWAY IMPROVEMENTS AND STRATEGIC LANDSCAPING AND OPEN SPACE  
*Land East of Horndean Southern Extension, Havant Road, Horndean.*  
(Cllr Chris Stanley & Cllr Bill Wilson)  
Chairman's proposal to object to Land East of Horndean Southern Expansion development (LEOHSE) was unanimously AGREED by Council.

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EHDC-25-0709-HSE (For note only)	PART TWO-STOREY, PART SINGLE STOREY REAR EXTENSION <i>76 Whichers Gate Road, Rowlands Castle, PO9 6BB</i> No comment
EHDC-215-0719-CONVR (For note only)	VARIATION OF CONDITION 4 - OFF PERMISSION 59533/001 - TO UPDATE THE PROPOSED FLOOR AND ELEVATION DRAWINGS TO CHANGE ROOF-LIGHT TO ROOF LANTERN <i>27 Oaklands Avenue, Rowlands Castle, PO9 6BQ</i> No comment
EHDC-25-0798-RES (For note only)	PPLICATION FOR THE APPROVAL OF RESERVED MATTERS INCLUDING INTERNAL ACCESS, APPEARANCE, LANDSCAPING, LAYOUT AND SCALE FOR 159 DWELLINGS, LANDSCAPING, ALLOTMENTS, PUBLIC OPEN SPACE, ASSOCIATED AND ANCILLARY INFRASTRUCTURE PURSUANT TO OUTLINE PLANNING PERMISSION 55562/005, AS WELL AS PARTIAL DISCHARGE OF CONDITION 8 (REFUSE) <i>Land East of Horndean, Rowlands Castle Road, Horndean, Waterloooville</i> No comment
SDNP/25/02537/CND (For note only)	SUBMISSION OF DETAILS FOR THE REMOVAL/VARIATION OF CONDITIONS 2 AND 3 FOR THE REPLACEMENT OF HERITAGE DOUBLE-GLASED SASH TIMBER WINDOW AT FRONT OF RHS OF BUILDING WITH THE REPLACEMENT THAT HAS A 3-PANE GLAZING BAR (INSTEAD OF 4 PANES) TO SAME OVERALL DIMENSIONS OPENING FROM THE BOTTOM INSTEAD OF THE TOP, BUT IN ALL OTHER RESPECTS IS LIKE FOR LIKE. COLOUR WHITE-RAL 9003. IN RESPECT OF DECISION NO. SDNP/24/02235/LIS. DATE OF DECISION: 14/01/2025. <i>Merlins Rise, Idsworth House, Treadwheel Road, Idsworth, Rowlands Castle, PO98 0AW</i> No comment
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PITCH TO FLAT. ALTERATIONS TO ADJACENT DORMER ROOF TO BE MATCHING PITCH TO FLAT AND NEW OPEN PORT ROOF OVERHANG OF OFF CONTINUED EAVES.

*14 The Drift, Rowlands Castle, PO9 6DG*

No comment

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

- a) Chairman's report on meeting held on 20 Aug with Horndean Parish Council (HPC) re the LEOH and the LEOHSE developments and issues arising.  
Chairman summarised the meeting held with HPC and there was a discussion on potential Asset ownership. Chairman advised that it was still too early in the process to form a definitive view on this.  
**ACTION:** Following Council's unanimous AGREEMENT to object to LEOHSE outline planning application, Chairman will advise Horndean Parish Council of this decision as had been agreed with them at the meeting on 20 August.
- b) Request to fly the Red Ensign on the Green on Wed 3rd September to mark Merchant Navy Day  
Council unanimously AGREED to fly the Red Ensign on the Green.  
There also ensued a discussion on the process for obtaining Council's approval for requests to raise flags on The Green. It was unanimously AGREED that the Flag Master would have, from hereon, delegated authority from the Council, to make decisions on Flag raising.
- c) Agree revised wording to Advertising Policy  
Council unanimously AGREED to the wording changes proposed prior to and during the meeting.  
**ACTION:** Clerk to make the amendments as agreed and publish the revised Advertising Policy on the Parish Council website.
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Council AGREED to put forward names of the fallen from WW1 to EHDC for naming of roads within RCP area of the LEOH development.
- e) Logo design (incl Website mock up view)  
There were several designs presented to Council prior to the meeting and it unanimously AGREED on one design subject to some small adjustments.  
**ACTION:** Clerk to arrange for adjustments and finalizing of Rowlands Castle Parish Council logo.

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

#### Report on Council's Bank Accounts as at 31<sup>st</sup> August 2025, for acceptance.

- a) Council ACCEPTED Bank Accounts. It was noted by Clerk that the second installment of the precept is due this month.  
**ACTION:** Clerk to check on unrestricted reserves amount

Account	Balance
Lloyds Current Account	3,424.10
Public Sector Deposit Fund	69,753.14
12-month Fixed Rate Bond	16,284.74
12-month Fixed Rate Bond	20,000.00

Confirmed: .....

Date: .....

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- b) July and August 2025 Schedule of Payments, for authorisation  
Council reviewed the two sets of Payment Schedules (circulated previously) RESOLVED to authorize them and were signed off by authorized signatories.

A list of payments is included below: (incl VAT where appropriate, which is reclaimable by the Council):

**July Schedule of Payments**

Expenditure item	Supplier	Payment	Incl VAT
Ted Redsull Dedication Plaque	The House Nameplate Company Ltd	36.49	6.08
Recreation Ground fixtures and fittings	JB Corrie	4,528.00	754.67
CCTV monthly charges	Three Business	11.78	1.96
annual mapping software	GeoXphere Ltd (Parish Online)	180.00	30.00
PENSION ADMIN FEE JUNE	Cushon Master Trust	24.00	4.00
GDPR DATA PROTECTION	Information Commissioner's Office	52.00	0.00
INTRO TO FINANCE FOR OFFICERS	Hampshire Association of Local Councils Ltd (HALC)	64.20	10.7
MONTHLY BANK CHARGES	Lloyds TSB Bank	8.50	0.00
monthly Office broadband - Microsoft support	Focus Group	118.91	19.82
miscellaneous items	Rowlands Home Hardware	22.16	3.69
CRP attendance mayflower theatre	Clr C Stanley	31.80	0.00
scarifying pitches	Southern Ground Care Ltd	120.00	20.00
Repair of Play Park Gate-see notes	ESP Scotland Ltd t/a ESP Play	44.04	7.34
mouse for CCTV hard drive reimbursement claim	Claire Newman	6.98	1.16
HDMI cable for laptop reimbursement	Claire Newman	4.99	0.83
CCTV SIM	Three Business	11.78	1.96
broadband phone service charges	Focus Group	154.55	25.76
S106 report provision	Lisa Walker	200.00	0.00
station display boards	RCPC Grant to RCHHS	500.00	0.00
archiving scanner	RCPC Grant to RCHHS	400.00	0.00
RCPC Staff Salary Costs	RCPC	5,386.00	0.00

**August Schedule of payments**

Expenditure item	Supplier	Payment	Incl VAT
Tidying of Parish incl litter collection	Quality Land Services Ltd	1,627.56	271.26
Meeting Room Hire	Rowlands Castle Parish Hall	44.20	0.00
Parish Office Equipment	Rowlands Home Hardware	31.12	5.19
Grass Cutting & Hedge Maintenance	Exterior Living Rooms Ltd	512.75	0.00

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Speed Monitoring Device Management	Exterior Living Rooms Ltd	129.50	0.00
Lengthsman Scheme (previously Pavilion, now 28)	Exterior Living Rooms Ltd	275.50	0.00
Travel Expenses for Staff & Cllrs	Cllr C Stanley	30.00	0.00
Office Staff Costs incl NICs & Pension	Cushon Master Trust	278.15	0.00
Parish Office Equipment	Managed Print Partners Ltd	3.49	0.00
Parish Council Staff Costs NICs - April	HMRC	521.60	0.00
Parish Council Staff Costs NICs - May	HMRC	1,636.98	0.00
Parish Council Staff Costs NICs - June	HMRC	1,585.14	0.00
Parish Council Staff Costs NICs - July	HMRC	1,325.62	0.00
General Running Costs	Southern Ground Care Ltd	420.00	70.00
Asset Maintenance	The House Nameplate Company Ltd	36.49	6.08
Parish Office Equipment	BNP Paribas Leasing Solutions Ltd	76.37	12.73
Parish Council Staff Costs Pay	Rowlands Castle Parish Council	5,230.88	0.00
Communications	Focus Group	118.55	19.76

- c) Parish Council Office Rent Review – Increase in Rent and Cleaning  
Council unanimously AGREED to pay the annual rent amount as requested by Home Hardware, however, Council unanimously RESOLVED to cease Cleaning Services provided by Home Hardware.  
**ACTION:** Clerk to make the annual rent payment to Home Hardware and advise them that RCPC no longer requires its cleaning services subject to the Lease Agreement.
- d) Grants and Funding  
Council unanimously AGREED to accept the grant application for £250 from Home-Start Butser.  
**ACTION:** Clerk to make payment of £250 to Home-Start Butser.
- e) **Tree Works expenditure for Nightingale Close in response to planning approval**  
Council unanimously AGREED to the work to be performed as quoted by Titchfield Tree Services (TTS).  
**ACTION:** Clerk to commission TTS to perform work.
- f) RCPC Insurance Renewal. (This item was omitted from the published agenda; however, it was deemed acceptable by the Chairman to include it in the meeting.)  
Council unanimously AGREED to renew the Insurance with the same provider for a further year.  
**ACTION:** Clerk to make Insurance premium renewal payment.

### 9. MATTERS FOR DISCUSSION:

- a) **Chairman's update on Water Matters Group meeting with RAPID and the EA on 31 July and subsequent plans to progress opposition to the SW WT&WR Project**  
Chairman advised that he had a good meeting with the Water Matters Group. The group decided that they would continue to oppose the SW WT&WR Project.
- b) **Summary of Residents' Dealings with the Parish Office for July & August 2025**  
Chairman requested that a quote be obtained for the cutting back of the Laurel hedge on Station approach. He advised that he had received an offer of financial support to cover this expenditure.

Commented [LW1]: @chris you may or may not want to add a little more here?

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**ACTION:** Clerk to obtain quote and advise Chairman.

**c) Local Speedwatch Team's results**

Clerk gave a brief summary of the latest figures. It was noted that of those vehicles captured by the Speedwatch teams quite a low % were travelling over the speed limit.

**d) Chairman's report on LGR meeting 07 Aug at HCC in Winchester, RCPC submission to HCC/EHDC consultation and the next steps**

Chairman gave a brief summary of his meeting. He advised that those attending were given the opportunity to put across their views. EHDC and HCC are due to submit their proposals to central government on 26th September 2025.

**10. MATTERS FOR INFORMATION:**

**a) Chairman's update on his meeting on 13 Aug with SWR and HCC on Down platform access ramp development.**

Chairman advised that he received a very positive response from all parties who are on board with the proposition. We now await the results of discussions be held outwith the Parish Council.

**b) S106 & CIL monies available to RCP**

Following discussion on the information provided by the Clerk (circulated previously), it was decided that The Council required greater level of understanding from EHDC as to the CIL and S106 calculations.

**ACTION:** To be discussed further at a pre-scheduled meeting by the Clerk before requesting further clarifications from EHDC.

**c) Revamped RCPC Website is in development with VOXIT. Outlook towards the end of w/c 1st September we should be in a position to be able to see working parts of the new site.**

Clerk advised on the ongoing development of the new RCPC website and advised that a prototype was due by end of September.

**d) M365 licence support in process of being transitioned from Focus Group to WJPS – change Councillors email domain to gov.uk**

Clerk advised that the transfer of Microsoft Licences was taking longer than it should.

**ACTION:** Clerk to continue to press for resolution with the two organisations involved in this work.

**11. Date of Next Meeting**

Monday 6<sup>th</sup> October 2025 at The Small Parish Hall, Rowlands Castle

*The Meeting ended at 21.10 hours*

During the course of the meeting there were 5 members of the public present, as well as those listed at the beginning of these Minutes, and no members of the Press in attendance.

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Taken by Dominic Harland-Jones (Clerk)

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Confirmed: .....Date: .....

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Chairman advised that he had a good meeting with the Water Matters Group. The group decided that they would continue to oppose the SW WT&WR Project.

- b) **Summary of Residents' Dealings with the Parish Office for July & August 2025**  
Chairman requested that a quote be obtained for the cutting back of the Laurel hedge on Station approach. He advised that he had received an offer of financial support to cover this expenditure.

Commented [LW1]: @chris you may or may not want to add a little more here?

## ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 1<sup>st</sup> September 2025

**ACTION:** Clerk to obtain quote and advise Chairman.

**c) Local Speedwatch Team's results**

Clerk gave a brief summary of the latest figures. It was noted that of those vehicles captured by the Speedwatch teams quite a low % were travelling over the speed limit.

**d) Chairman's report on LGR meeting 07 Aug at HCC in Winchester, RCPC submission to HCC/EHDC consultation and the next steps**

Chairman gave a brief summary of his meeting. He advised that those attending were given the opportunity to put across their views. EHDC and HCC are due to submit their proposals to central government on 26th September 2025.

**10. MATTERS FOR INFORMATION:**

**a) Chairman's update on his meeting on 13 Aug with SWR and HCC on Down platform access ramp development.**

Chairman advised that he received a very positive response from all parties who are on board with the proposition. We now await the results of discussions be held outwith the Parish Council.

**b) S106 & CIL monies available to RCP**

Following discussion on the information provided by the Clerk (circulated previously), it was decided that The Council required greater level of understanding from EHDC as to the CIL and S106 calculations.

**ACTION:** To be discussed further at a pre-scheduled meeting by the Clerk before requesting further clarifications from EHDC.

**c) Revamped RCPC Website is in development with VOXIT. Outlook towards the end of w/c 1st September we should be in a position to be able to see working parts of the new site.**

Clerk advised on the ongoing development of the new RCPC website and advised that a prototype was due by end of September.

**d) M365 licence support in process of being transitioned from Focus Group to WJPS – change Councillors email domain to gov.uk**

Clerk advised that the transfer of Microsoft Licences was taking longer than it should.

**ACTION:** Clerk to continue to press for resolution with the two organisations involved in this work.

**11. Date of Next Meeting**

Monday 6<sup>th</sup> October 2025 at The Small Parish Hall, Rowlands Castle

*The Meeting ended at 21.10 hours*

During the course of the meeting there were 5 members of the public present, as well as those listed at the beginning of these Minutes, and no members of the Press in attendance.