

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 2nd February 2026

Monday 2nd February 2026 at 7pm

The Small Parish Hall, Rowlands Castle PO9 6AB

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 B Wilson, Cllr M Harvey, Cllr Jackson; Cllr I Moore, Cllr S Donald

MINUTES:

Taken by Dominic Harland-Jones (Clerk)

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

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

Apologies were received and agreed from Cllr J Edwards
CCllr Marge Harvey also sent her apologies.

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 12th January 2026, 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:

A Report was received from CCllr M Harvey.

The surface dressing of Bowes Hill has been in the pipeline for a while and last week path work tarmac has filled in all the pot holes. CCllr Harvey was expecting a total covering of tarmac and will follow up with the officer responsible and will feed back to the Parish Council.

According to Hampshire Highways they have not received any reports from residents reporting pot holes directly to them. If any resident has reported them, please let CCllr Harvey know by providing the reference number.

CCllr Harvey has reported the road work signs that haven't left following completion of works so that they can be removed.

The election is to go ahead in May and CCllr Harvey will be retiring at that point.

Thursday 5th Feb surgery is cancelled due to conflicting commitments but the March surgery will be going ahead.

No report was received from DCllr C Maines.

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

A resident raised concerns over the introduction to car parking charges at the railway station leading to parking issues within the village and for affected residents next to the car park currently using it for free. They raised a proposal for the Parish Council to approach the owners of 1 Bowes Hill to negotiate usage of their car park as part of an agreement with them in their application for a change of usage to their property.

Cllr Stanley responded that it was not proper to link the two subjects as Planning Applications must always be dealt with on their own merit independent of any other issues that might be addressed. The Council recognises the continuing problem with the lack of parking within the village core area but there are no suitable options to improve matters at present. The proposed daily station charges of £2 for all day and £1 for off-peak is very modest compared with somewhere like Havant or Petersfield. The Council is not aware of any extant Planning Application for change of use of No1 Bowes Hill at present.

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.

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EHDC-26-0041-HSE	<p><i>ALTERATIONS TO EXISTING ROOF INCLUDING NEW ROOD COVERING, REAR DORMER, LIGHTS IN FRONT ELEVATION, ALTERATIONS TO EXISTING FENESTRATION, AND SIDE ELEVATIONS</i> <i>102 Redhill Road, Rowlands Castle, Hampshire, PO9 6DF</i> <i>Cllr Stanley</i></p>
	<p>It was noted that Cllr Stanley had reviewed the application. Council considered this application to be reasonable and well thought out and that the property would benefit from the work proposed, with no inappropriate impact on neighbouring dwellings therefore Council unanimously RESOLVED to submit a response of NO OBJECTION.</p>
EHDC-26-0047-TPO	<p><i>T1 OAK - PRUNING WITH BIENNIAL REDUCTIONS TO MAINTAIN REDUCED DIMENSIONS (30% LINEAR REDUCTION EQUATING TO 70% OF CROWN</i> <i>18 Nightingale Close, Rowlands Castle, Hampshire, PO9 6EU</i> <i>Cllr Stanley</i></p>
	<p>It was noted that Cllr Stanley had reviewed the application. In view of the professional assessment carried out by the resident's insurers, Council unanimously RESOLVED to submit a response of NO OBJECTION.</p>
EHDC-26-0058-TCA	<p><i>1 x MULTI-STEMMED BAY - FELL</i> <i>5 X LAYLANDI FELL</i> <i>28 The Green, Rowlands Castle, Hampshire, PO9 6AB</i> <i>Cllr Stanley</i></p>
	<p>It was noted that Cllr Stanley had reviewed the application. Council considered the work to have no detrimental effect on the Conservation Area and Council unanimously RESOLVED to submit a response of NO OBJECTION.</p>

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

a) Intercede for residents re introduction of car parking charges at Rowlands Castle station directly and indirectly affecting residents.

Council NOTED that the level of charges being introduced will be considerably lower than many other stations with a peak tariff (before 12.00 Monday to Friday) of £2 and £1 at other times. SWR are seeking to increase revenue to support the railway's operating costs so these charges at Rowlands Castle (and other rural stations that have had free parking up until now), will go ahead. However, they will be closely monitored and reviewed as part of their annual assessment of their car park estate. The Hampshire Community Rail Partnership had registered its concern, which SWR noted and understood. Council RESOLVED unanimously not to take any further action.

b) Request by resident to address potentially dangerous TPO tree condition.

Whilst the Council understands that there may be a risk of injury to the residents from falling branches from the Oak Tree in a neighbouring garden, it is not a matter for the Council to act upon. Council RESOLVED unanimously to advise the resident raising their concern to contact EHDC TPO officer to request an onsite visit.

c) Issue raised by local resident to Chairman re persistent speeding on Finchdean Road and their request for support in combatting this daily occurrence by use of cameras.

A resident has proposed funding the purchase of a further ASW camera/s and wanted to understand how the Council could support them in this. Council RESOLVED unanimously to obtain guidance

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from the Community Speedwatch organization and the police as to the use and acceptance of the data by Hampshire Police in order to determine the return for money invested by the resident and the Parish Council before making further decisions on this matter. Council recognizes the concerns expressed by the resident and others re persistent speeding on Finchdean Road but needs to ensure that additional money spent on countering this problem will result in positive action by the police to deal with the issue.

ACTION: Chairman C Stanley to respond to the resident as per above.

Post Minute Note: This action has been completed

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

a) Report on Council's Bank Accounts as at 31st January 2026, for acceptance.

Council ACCEPTED the report on the Bank Accounts.

Account	Balance £
Lloyds Current Account	59,306.78
CCLA Public Sector Deposit Fund	70,009.10
12-month Fixed Rate Bond	16,284.74
12-month Fixed Rate Bond	20,870.00
Of which:	
Unrestricted Reserves	54,448.62

b) January 2026 Schedule of Payments, for authorization

Cllr Ball stated he had reviewed the schedule (circulated previously) and it was unanimously RESOLVED to AUTHORIZE the Schedule. The Schedule was then signed by 2 signatories at the meeting.

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

January Payments £				
Expenditure item	Supplier		Payment	VAT
Hall Hire for Council Mtg	Rowlands Castle Parish Hall		34.10	
Consumables	Rowlands Home Hardware		7.99	1.60
Annual Subscription for 3 x ASW Cameras (after 1st year FoC)	AutoSpeedWatch Ltd		537.00	107.40
PAYE and NICs	HMRC		1,631.56	
Hall Hire for Council Mtg	Rowlands Castle United Reform Church		40.00	
Office Printing	Managed Print Partners Ltd		21.16	4.23
Pension Administration Fee	Cushon Master Trust		20.00	4.00
Pension Contributions	Cushon Master Trust		338.86	
Mobile Phone - Office and Officers	T-Mobile (EE)		48.00	9.60
Bank Service Charge	Lloyds TSB Bank		8.50	
Monthly Salary	Rowlands Castle Parish Council		5707.87	
Telephone & Broadband	Focus Group		87.14	17.43
Total			8,482.18	144.26

January Receipts £				
Receipt item	Supplier		Credit	
County Councillor Grant	HCC		600.00	
Donation towards Hedge Cutting on Station Approach	Hants Community Rail Partnership		26,000.00	

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DCllr Maines grant for fencing	Grant	1,000.00
CIL funding for Parish Hall works	VAT Reclaim	1,560.91
Total		29,160.91

c) Ratify the 26-27 Budget and agree Precept to be requested from EHDC

Council AGREED unanimously to the proposed final budget of £181,942 and the amount of Precept £164,092 to request from EHDC. This equates to a 3.2% increase in Precept from 25/26 equivalent to £2.24 per annum per Band D household.

ACTION: Clerk to complete the necessary documentation in request the precept amount from EHDC.

d) Consider a grant request from St Johns Church for replacement of taps

Council RESOLVED by majority to accede to St Johns Church request for a £250 grant to replace the church hall kitchen taps.

ACTION: Clerk to transfer funds to St Johns Church accounts.

e) Supporting one BHF Bench installation and costs for subsequent maintenance in the name of a local resident.

Council was advised that the resident identified by the company working with BHF resided in an area not close to Rowlands Castle. Council also was reminded that it had passed a motion some years previously that no further memorial type benches would be installed in the Parish as there were quite a number already. Based on the above, Council RESOLVED by a majority not to proceed with the installation of the BHF bench.

ACTION: Clerk to inform the company working with BHF of Council's decision.

f) Consider and approve works to two oak trees between Nightingale Close and Dunnock Close, Rowlands Castle.

Council unanimously RESOLVED to obtain a further two quotes before making a decision on works.

ACTION: Clerk to obtain 2 further quotes

g) Removal of CCTV cameras from lampposts in Rec Ground.

Hampshire County Council subcontractor responsible for lamppost maintenance requires that 3 CCTV cameras mounted on 2 lampposts be removed. Two of these cameras were installed many years ago, probably by HCC, and have been obsolete and out of use for a number of years whilst the third CCTV camera installed by Council will need to be repositioned.

Council RESOLVED unanimously to request the subcontractor to perform the removal.

ACTION: Facilities Officer to advise the subcontractor.

h) Rec Ground sports user fees review

Council RESOLVED unanimously to increase fees for the sports users by 2.5%.

ACTION: Facilities Officer to contact Sport users to advise them of the proposed rise in fees.

i) Clerk enrolment on CiLCA Certification course.

Council unanimously AGREED for the Clerk to enroll on the 12 months Certificate in Local Council Administration (CiLCA) course.

ACTION: Clerk to enroll on the CiLCA course.

9. MATTERS FOR DISCUSSION:

a) Summary of Residents' Dealings Parish Office for January 2025.

Council NOTED the Summary (circulated previously) and discussed the topic of potential development of land along Woodhouse Lane and Rowlands Castle Road, falling within SDNPA, and commented that this land, offered by the owner for the SDNPA Land Availability Assessment in December 2025 in response to EHDC emerging Local Plan, was rejected by SNDPA.

ACTION: Clerk to advise resident who raised the query.

b) Tennis Club Works Update

The Facilities Officer provided a summary of the paper (circulated previously) outlining the status of the tree removal works at the northern end of the tennis courts.

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Council raised several points and queries as follows:

- Council considered what the rationale was behind extending the tennis courts area 2 meters to the north of its current location.
- The subject of new court size regulations was raised and Council wondered if the size of each tennis court remains within these new regulations or not.
- Council would require a detailed plan of works within a reasonable notice period ahead of the next phase, towards the end of the Summer, to complete the removal of remaining tree stumps and subsequent shifting of both the Tennis and Football north-side fencing 2 metres further north of current location including the replacement of the trees within the gap. Council would need to advise other users of the Recreation Ground when any works are due to be carried out.
- Council NOTED that the Tennis Club proposed to erect a temporary green screen along the northern fence in the absence of the trees and will request that this work is carried out from within the Tennis Courts area.
- Council NOTED that the current lease it holds with the Tennis Club includes a plan of the court dimensions. Any proposals to change the court sizing should take into account potential changes to the lease and resulting legal costs.
- In any case any further proposals for works to land surrounding the Tennis Courts area or to increase the size of the Tennis Courts area must be brought to Council for consideration and a decision as to whether to approve or not.

ACTION: Facilities Officer to respond to the Tennis Club based on the above minutes.

10. MATTERS FOR INFORMATION:

a) Schedule of EHDC's and SDNPA's Planning Decisions up to 31st January 2026

Council NOTED that no decisions had been promulgated for this period.

b) New Councillor Ben Jackson attending Councillor Knowledge and Core Skills education.

Council NOTED Cllr Jackson's enrolment onto this course.

c) Knee Rail fencing complete – Grant monitoring form has been submitted to EHDC.

Council NOTED that the new fencing had been completed and the associated monitoring form required to confirm that works had completed was submitted to EHDC by the Clerk.

d) Chairman's report on HTR Stakeholder Advisory Group interim mtg held 14th Jan 26

The Chairman summarised the paper (circulated previously).

- The Group requested that PW advise when the Site Management Plan for the reservoir site after completion will be started so as to be able to make an input on matters such as on-site parking and costs.
- Feedback to the SW WT&WR Project relating to recycling of water was reported as being positive by visitor groups. Several of the Stakeholder Advisory Group are concerned that the questionnaire may be producing a biased response as the nature of the questions will drive the nature of responses.
- The proposed bird hide near the Visitor Centre might be too large for its purpose
- The use of the Visitors Centre in the evening and particularly after dark in the period 01 Oct to 31 March is not welcomed owing to the impact that lighting would have on nocturnal wildlife of all kinds.

e) Chairman's report on H2HCRP meeting held 28 Jan 26

The Chairman summarised the paper (circulated previously).

- Delivery of a feasibility study will enable us to look at contributing to the cost of building an access ramp to the station Down platform from our expected CIL. Mark Miller the Hampshire CRP Director has raised the matter again with Andrew Wilson, Transport Lead within HCC who is cautiously optimistic that funding can be found.
- At the next SWR Timetable consultation in Spring 26, the Chairman will make a further representation for more stopping services out of Portsmouth during the afternoon peak period.
- Work to seal the roof of the Station House should be progressed now that the MD of SWR has been appraised of the issue by Mark and that failure to fix it is holding up the

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use of the Station House by the charity Making Spaces.

- The station adoption by the RCH&H Group is proceeding and should be signed off shortly.

11. To pass a Resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussions regarding employment matters where publicity might be prejudicial to the special nature of the business.

The resolution was passed by Council and the remaining resident left the meeting.

12. Staffing Matter for Decision - Receive a Report and Recommendations from the Staffing & Remuneration Committee regarding a staffing matter and agree actions thereon.

The Council considered a confidential report (circulated previously) by the Chairman of the Staffing and Remuneration Committee and RESOLVED by majority to opt for moving to a settlement.

13. Date of Next Meeting

Monday 2nd March 2026 at Small Parish Hall, Rowlands Castle.

The Meeting ended at 21.35 hours

During the course of the meeting there were 4 members of the public present, as well as those listed at the beginning of these Minutes, and no members of the Press in attendance.