

ROWLANDS CASTLE PARISH COUNCIL

Minutes of the FULL COUNCIL 13th April 2026

Monday 13th April 2026 at 7pm

The Church on the Green, 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.

MINUTES:

Taken by Dominic Harland-Jones (Clerk)

THE CHAIRMAN'S SAFETY ANNOUNCEMENT WAS MADE

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

Cllr J Edwards advised that he would be late arriving at the meeting

2. To Receive any Declarations of Interest

None received.

3. To acknowledge the departure of our Admin Officer and record our thanks for her service.

Mrs Gillian Whatley has recently resigned from her position as Administration Officer at Rowlands Castle Parish Council after eleven dedicated years of service. The Council thanks her for her hard work on a wide range of issues and wishes her well for the future. A job description has been agreed between the Clerk, the Chairman Cllr C Stanley and the Staffing Remuneration Chairman, Cllr F Ball in order to advertise for a replacement Administration Officer.

4. To Receive and Confirm the Accuracy of the Draft Minutes of the Council Meeting on 2nd March 2026, together with a Written Update on the Progress of Resolutions from Meetings

The Minutes (circulated previously) were amended following a request by a resident to record the passing of Lawn Tennis Association planning information to the Clerk at the previous Council meeting. Council unanimously CONFIRMED that with the amendment made, they were an accurate record of the meeting and were duly signed by the Chairman. The Clerk's Written Update (circulated previously) was reviewed and three items were discussed briefly. A copy will be kept with these Minutes.

- The approval from Stansted Estate to erect a pole and webcam in the vicinity of the ford to show its state when the lavant is flowing.
- Confirmation of a resident being willing to purchase an Automatic Speed Watch camera for Finchdean Road.
- Spending of s106 Developers' Transport Contributions held by HCC for the Parish

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

CCllr Marge Harvey was not in attendance and no report was submitted. DCllr Charlene Maines summarised the amount of funds to be made available under S106 develop contributions arising from the Land East of Horndean (LEOH) development. On the subject of Local Government Reform (LGR), DCllr Maines advised that she has applied to represent Rowlands Castle Parish and the other southern parishes within the EHDC LGR Transition Committee. The DCllr relayed her concern over the recent Government announcement combining rural parish councils such as Rowlands Castle, Clanfield, Horndean and Newlands, with the urban councils of Portsmouth, Havant, Gosport and Fareham, stating that one of the drivers of this was so that Government housing targets could be met by using green space. It was noted in discussion that 60% of Rowlands Castle Parish land is within the South Downs National Park (SDNP) and that development space in the remaining part of the Parish is limited to a few outlying areas to the south.

DCllr Maines was keen to emphasise her support for residents and will continue to be holding monthly surgeries for residents to attend and raise any issues.

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

The subject of persistent dog fouling in The Fairway, the Rec Ground and widely around the Parish was raised by a resident.

Some proposed remedies were discussed such as installing Dog fouling stations/additional bins, banners, and warning signs and advertising on Grapevine. There are currently signs in the Rec

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Ground to remind dog owners of their responsibility in regards to dog fouling. The resident enquired of DCllr Maines if there was any help she could provide and potential funding for the above remedies. DCllr Maines advise that she would be meeting with officers at East Hampshire District Council to find a solution.

A resident requested that better care be taken over the wording of the Agenda to omit typos and to extend acronyms.

Several residents present raised the issue of vehicles parking anti-socially across driveways and illegally on yellow lines, in The Fairway during activities on the Rec Ground. It was stated by Council that these were Hampshire Highways (HH) related matters although Council could sympathize with the residents. The height restriction barrier would need to remain to protect the Rec Ground from illegal access. CCllr Marge Harvey has previously contacted HH on several occasions to request more frequent visits by enforcement officers to which they have acceded.

7. 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-26-0062-HSE (FNO)	<i>FOLLOWING DEMOLITION OF THE EXISTING GARAGE CONSTRUCTION OF DETACHED GARAGE, TWO STOREY REAR EXTENSION, TWO STOREY FRONT EXTENSION 64 Bowes Hill, Rowlands Castle, PO9 6BS (Cllr B Wilson)</i>
	Council reviewed this application and, due to the response deadline falling before the council meeting date, RESOLVED offline to submit an OBJECTION on the following grounds: The third and most recent application prior to this, was refused by EHDC in October 2025 and RCPC also objected to it. The description for this fourth application is the same as that for the refused third application, but there is no documentation indicating how the plans for this latest application differ from the refused application.
HDC-26-0241-TCA (FNO)	<i>PLUM FRUIT TREE - REMOVED BAY TREE- TRIMMED MAGNOLIA TREE (OVERHANGING FROM NEIGHBOUR) - TRIMMED ELAEAGNUS TREE OVERHANGING FORM NEIGHBOUR – TRIMMED 50 The Green, Rowlands Castle, Hampshire, PO9 6AB (Cllr B Jackson)</i>
	No Comment was made as supporting material was not provided by EHDC.
EHDC-26-0226-LDCP (FNO)	<i>REPLACEMENT SINGLE STOREY REAR EXTENSION 2 Wellsworth Lane, Rowlands Castle, Hampshire, PO9 6BY (Cllr I Moore)</i>
	Council reviewed this application and, due to the response deadline falling before the council meeting date, RESOLVED offline to submit NO OBJECTION based on the following: The footprint of the building does not change. The sides of the conservatory will be built up and a lantern light put in at the top so the room can be used in the extremes of summer and winter. The bordering wall to be removed is already screened by hedges so will not create any light degradation
EHDC-26-0215-FUL (FNO)	<i>THE CHANGE OF USE OF 1 BOWES HILL FROM A WHOLLY B8 STORAGE USE, TO CONTINUED USE OF THE BUILDING AS B8 DURING NORMAL OFFICE HOURS MON - FRI 08:30-17:30 HOURS) AND F1 (A PLACE OF WORSHIP) WITHIN THE B8 MEETING ROOM, DURING THE FOLLOWING HOURS; FRIDAY (ONCE EVERY 3 MONTHS): 18:30-20:30 HOURS SUNDAY (WEEKLY) 06:00 - 07:30 HOURS MONDAY (WEEKLY) 19:00 - 20:30 HOURS 1 Bowes Hill, Rowlands Castle, Hampshire, PO9 6BP (Cllr M Harvey)</i>

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	Council RESOLVED to submit an OBJECTION. The reasons for this decision are too numerous to record here but can be viewed on EHDC Planning website.
EHDC-26-0198-TPO	T1 - Beech - Reduce the height of the tree by 2.5 meters, back to the previous pruning points, leaving the height of the tree at roughly 16 meters in height. Reduce the sides of the tree by 1 metre, back to the previous pruning points, leaving the branch lengths at roughly 3 metres. T2 - Lime – Re-pollard the tree back to previous pollarding points. T3 - Willow - Fell - Tree is dead and decaying. T3R - Willow Replacement - Heavy Standard Salix T4 - Yew - Remove the epicormic growth on the main stem up to canopy height. Lightly trim growth around the shed roof to keep a 1 metre clearance for roof maintenance purposes. T5 - Yew - Remove the epicormic growth on the main stem up to canopy height. Lightly trim growth around the shed roof to keep a 1 metre clearance for roof maintenance purposes. <i>75 Links Lane, Rowlands Castle, Hampshire, PO9 6AF (Cllr B Jackson)</i>
	Council RESOLVED offline to submit NO OBJECTION on the grounds that similar work has been completed previously.

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

a) Local Government Reorganization decision by Central Government and its consequences for Rowlands Castle Parish.

Cllr Stanley summarised his paper (circulated previously) which included the following matters to be addressed by Council:

- We need to consider the SoS’s letter and EHDC statement in detail plus any other information as it comes to hand to confirm the exact SEHUC boundary, governance model and transition timetable.
- Map any EHDC/HCC assets and services within Rowlands Castle (such as open spaces) and prioritize those we would wish to see protected or potentially taken on by the parish. Probably not much in our parish.
- Begin early engagement with our neighbouring parishes (Clanfield, Horndean and Newlands) to develop a common theme of approach to the forthcoming change and then engage with Portsmouth/Fareham/Gosport/Havant and to understand their forward view and expectations. We should also prepare a coherent set of ‘questions’ to the shadow South East Hampshire UC.
- We should address this change in our Risk Register and produce a forward plan, including capacity, staffing requirements and councillor training implications if more responsibilities are devolved downwards.
- We should request early engagement role in the shadow South East Hampshire authority constitution and consultation processes
- Changes to existing Parish Council policies that may be affected.

Council decided that it needed more time to digest the information outside of Council meetings. The Chairman and the Clerk have been invited to attend Horndean Parish Council’s annual parish meeting scheduled for 27 April, which will include discussions on the topic of LGR and will feedback to RCP Councillors.

The Chairman proposed that a separate standing agenda item be started entitled Local Government Reform and continued until LGR was deemed to be part of normal business. The item will be placed after General Matters for Decision but is likely to vary in substance, depending on what has been discussed with other Councils and any information provided by Government. This was agreed by Council.

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- b) **IT Policy required under Assertion 10 - a new audit requirement**
Council reviewed the draft IT Policy and requested updates. It will be brought back to Council in the next meeting.
ACTION: Clerk to update IT Policy and add to next council meeting agenda.

- c) **To start research into potential re-location of Parish Office to Parish owned premises.**
Council considered a verbal proposal by Cllr Haggard to consider the relocation of the Parish Office to premises owned by the Parish Council. Council unanimously RESOLVED that the Parish Hall Committee will manage a feasibility study to see if the office could be incorporated within the Parish Hall layout and liaise with Cllr M Harvey to utilise his skills as a recently retired buildings Quantity Surveyor. It was noted that the office provision should be at least the same size as the current office but may need to be larger to future-proof the office for employing another member of staff should LGR mean more work for the Parish Council in future years.

- d) **Change of location for rewilding to the Green from the verge by Recreation Ground.**
Council reviewed the Nature Group's request to rewild the western end of The Green but unanimously RESOLVED to refuse permission. However, Council suggested that the current uncut areas of Deerleap verge could be used.

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

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

Council ACCEPTED the report on the Bank Accounts.

Account	Balance £
Lloyds Current Account	4,095.44
CCLA Public Sector Deposit Fund	72,409.50
12-month Fixed Rate Bond - June	16,284.74
12-month Fixed Rate Bond - December	20,870.00
Of which:	
Restricted Reserves:	
£4,000 – Tree Maintenance & Survey	
£4,500 – Flood Alleviation	
£14,129 – Works to Pavilion	
£13,500 – Traffic issues (CFI)	
£2,200 – Parish Wide enhancements sub fund	
£11,032 – Parish Hall Renovation Project	
Earmarked Reserves:	
£2,700 – Elections provision	
£6,000 – Play Park Project retention fee	

- b) **March 2026 Schedule of Payments, for authorization**

Cllr Moore 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)

March Payments £			
Expenditure item	Supplier	Payment (incl VAT)	VAT
Toilet Rolls for Pavilion	Viking Payments	95.98	16.00
Office Printing	Viking Payments	97.18	16.20
Hall Hire for Council Mtg	Rowlands Castle Parish Hall	34.10	
Pension Contributions	Cushon Master Trust	353.30	

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Pension Administration Fee	Cushon Master Trust	24.00	4.00
Pitch Improvement Treatments	Southern Ground Care Ltd	1,260.00	210.00
The Green Works	Southern Ground Care Ltd	1,020.00	170.00
Reimbursement & Travel Expenses	Clr C Stanley	20.70	
Reimbursement of Traffic Consumables	Dominic Harland-Jones	74.05	12.34
PAT	Rowlands Castle Parish Hall	7.20	
Education	Hampshire Association of Local Councils Ltd (HALC)	608.40	112.10
Grass Cutting, Handyman & Lengthsman Services	Exterior Living Rooms Ltd	351.00	
Pavilion Maintenance	Securitas Technology		
Consumables	Rowlands Home Hardware	24.89	4.15
PAT	HAMPSHIRE FIRE PROTECTION LTD	46.80	7.80
Tree Works planned	Titchfield Tree Services Ltd	1,500.00	250.00
Hall Hire for Council Mtg	Rowlands Castle Parish Hall	49.00	
Monthly Charge for SIM card for CCTV at Recreation Ground	Three Business	11.78	1.96
Managed Cloud & Anti-Virus Renewals for 2 of RCPC's PCs/laptops	David Somma t/a Microsomma	100.00	
Recreation Ground Public Information Signage	By The Sea Ltd t/a UK Flyers	78.00	13.00
Quarterly Litter and Dog Waste Bin Clearance	Quality Land Services Ltd	1,960.20	326.70
Telephone & Broadband	Focus Group	111.91	18.65
PAYE and NICs	HMRC		
Monthly Salary	Rowlands Castle Parish Council	14576.62	
Mobile Phone - Office and Officers	T-Mobile (EE)	57.60	9.60
Bank Service Charge	Lloyds TSB Bank	8.50	
Pension Contributions	Cushon Master Trust	896.55	
Education	SLCC Enterprises Ltd	495.00	
Monthly Charge for SIM card for CCTV at Recreation Ground	Three Business	11.78	1.96
Total		23,885.24	1,174.46

February Receipts £		
Receipt item	Supplier	Credit
No receipts		

- c) **Fencing and Hedge installation on the southern border of the Recreation Ground.**
Council was required to consider two decisions:

Decide if fencing should be installed, and if so, which type and which company

Council RESOLVED by majority that an acoustic fence should be installed and Agreed on the contractor to whom the work would be awarded. The planning considerations were discussed and it was AGREED that the further clarity was required on this subject.

Action: Facilities Officer to look into what planning permissions may or may not be required

Approve hedge recommendation

Council RESOLVED unanimously to apply for free saplings to bolster the existing hedgerow which will incur some labour cost to plant them.

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Action: Cllr Haggard to arrange supply of saplings and Facilities officer to arrange for their planting.

d) Roof leak fix on Pavilion

Council NOTED that the cost to repair the leaking roof fell within the delegated authority of the Clerk to approve expenditure without requiring Council approval.

e) By-Election Costs – production of Poll Cards

Owing to the poll card production deadline dictated by EHDC Council RESOLVED unanimously prior to this meeting not to produce poll cards for the by-election to fill the vacant Rowlands Castle Ward Council seat in order to save the estimated £4,000 poll card production costs to use for other Parish related expenditure. The estimated cost of the poll cards was considered to be far too high and there was considerable uncertainty as to the final bill. Council NOTED that EHDC has demanded approximately £2000 as 50% of the shared costs to host the County Council election and the Parish Council by-election, purely because a by-election had been asked for by some residents.

f) Annual grant request from Citizens Advice Bureau East Hampshire

Council RESOLVED unanimously to provide the sum of £500 as it has done in previous years.

g) 4th Quarterly Review of budgeted and actual payments and receipts up to March 31 2026

No accounts were made available to Council owing to the annual set of accounts being under review by internal audit. This will be brought to Council at the next meeting.

Action: Clerk to include on the agenda for the next council meeting

h) Neighbourhood Community Infrastructure Levy (CIL) drawdown to support St Johns Church project for acoustic boards

Council RESOLVED unanimously to draw down £8,000 funds from the available Neighbourhood CIL.

Action: Clerk to progress with EHDC and pass funds to St Johns Church.

10. MATTERS FOR DISCUSSION:

a) Summary of Residents' Dealings with the Parish Office for March 2026

A resident enquired about the state of the flooring in the book exchange phone box. Council will review the proposed costs of repair at the next meeting.

b) Quarterly Speedwatch report

Council thanked the Community Speed Watch coordinator in absentia, NOTED the report and queried why there were different trigger speeds for each of the three cameras. This will be passed to the Coordinator to answer.

Action: Clerk to obtain the response from the CSW coordinator

c) Report on Hampshire PCC Road Safety Summit held 3rd March 2026

Council NOTED the report submitted by Cllr Stanley who had attended the Summit.

11. MATTERS FOR INFORMATION:

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

Council NOTED the schedule and the decisions, which aligned with Council's submissions.

b) Report of HTR Stakeholder Advisory Group mtg held 3rd March 2026 – from Minutes

Council NOTED the report submitted by Cllr Stanley who was not able to attend.

c) Report of HTR Reserved Matters Workshop held 18th March 2026

Council NOTED the report submitted by Cllr Stanley.

12. Date of Next Meeting

Monday 11th May 2026 at the Church on The Green, Rowlands Castle.

The Meeting ended at 21.25 hours

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During the course of the meeting there were 7 members of the public present, as well as those listed at the beginning of these Minutes, and no members of the Press in attendance.