

ROOKSDOWN PARISH COUNCIL

MINUTES OF THE MEETING OF ROOKSDOWN PARISH COUNCIL (RPC)
held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN
on 25 June 2018 at 1930

	In Attendance	Apologies	Absent
Councillor Mahoney (Chairman)	✓		
Councillor Botten	✓		
Councillor Hendon	✓		
Councillor Lovett	✓		
Councillor Mason	✓		
Councillor Payne		✓	
Councillor How		✓	
Councillor Harris	✓		

Clerk:

Martin Whittaker

In attendance:

Robert Taylor, County Councillor
Simon Bound, Borough Councillor
...plus 13 members of the public

Action

18/146 To receive and accept apologies for absence

Apologies received and accepted from Cllrs How and Payne.

18/147 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed

None.

18/148 To approve the minutes of the Rooksdown Parish Council meeting of 21 May

The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to approve the minutes.

18/149 To discuss matters arising from the minutes

All actions are complete except:

- 118/114
 - Clerk to arrange for councillor name badges **Clerk**
 - Councillor training – Date given by HALC was not convenient, so new dates requested **Clerk**
- 18/116 Organise Hall WG **Lovett**
 - Probable completion is Q3 2018 or Q1 2019.
- 18/118 Review office arrangements with RCA – Clerk is awaiting letter from RCA **Clerk**
- 18/124 Publications scheme – to be done before next meeting **Clerk**
- 18/126 Grievance policy – to be done before next meeting **Clerk**
- 18/129 Grants criteria - to be done before next meeting **Clerk**

18/150 To invite members of the public to address the meeting (up to 15 minutes in total)

A member of the public asked why the new path constructed by HCC from the underpass at Wellington Terrace had not been equipped with lights as promised. Borough Cllr Bound responded that the path had been constructed under Permitted Development Rights and had not required planning permission. HCC had done as much as they could within the budget available

18/151 To receive a presentation from Barrett Homes on the progress of the Gillies Meadow Phase 2 development

Deferred to next meeting.

18/152 To receive reports from:

- Chairman of Rooksdown Parish Council – see appendix A
 - Cllr Botten reported that vegetation on Mill Rd was overgrown: he will take a photo and send it to the Chairman and the Clerk. **Botten**
 - Cllr Mason reported an overgrown tree on Rooksdown Avenue: he will take a photo and send it to the Chairman and the Clerk. **Mason**
- Clerk to the Parish Council – nothing to report
- County Councillor
 - Cllr Taylor reported that he had obtained an update on the school transport policy:
 - Planning permission for the expansion has been approved and includes a full School Travel Plan and Transport Statement
 - Work continues with the school on promoting sustainable journeys and continuing the success with high levels of walking and cycling to and from school
 - The school has already achieved Silver level Modeshift STARS on the national travel plan accreditation scheme. The school is due to submit for Gold accreditation by the end of the Summer term 2018. This is a great achievement in such a short time.
 - Installation of yellow lines and zig-zags has occurred on school access road
 - New pedestrian entrance has been installed from the adjacent park
 - HCC has provided the school with moveable signs (and a storage container) to highlight the dangers of parking on the access road
 - Double yellow lines and a new pathway have been installed on local roads
 - He also reported that the County Councillor devolved grant was now available. This totalled £8000 to be divided amongst 3 wards including Rooksdown. If members are aware of any organisations – including RPC – that may be eligible, they should be put in touch with him. **All**
- Borough Councillor
 - Recent drug arrests in Rooksdown show the value of reporting activity to the police: such activity is best reported via the Crimestoppers website.
 - Skatepark: the Community Safety Patrol Team are keeping an eye on it. Cllr Payne has had a meeting with the school: the Chairman was asked to obtain a report from him. **Chairman**

- There had been problems with contractors not emptying bins. When this happens, residents must report it within 24 hours to get it emptied.
- Extra kerbside glass bins are available from BDBC
- Planning – have raised the issue of proper signage for construction sites with the planning department as to whether this can be made into a planning policy.
- Enforcement is in prospect for the Juliet balconies on the Old Hall.
- Adoption of Southern Area – there is still an issue with a piece of land between 59 and 65 Highpath Way that was erroneously conveyed to the nearby house, which may delay adoption.
- Rooksdown Community Association
 - Cllr Lovett reported that they were awaiting the last piece of paperwork before proceeding with the purchase of the community units
- PCSO – no report
- CSPO – investigating reports of antisocial behaviour in the skatepark
 - The Clerk was asked to ask the CSPOs to provide a report for the next meeting.

Clerk

18/167.1 Planning applications (1)

(brought up the agenda because of the members of the public attending for this item)

[18/01617/FUL](#) Construction of stone path within woodland known as The Spinney. Including works to trees, installation of waymarkers, furniture and bollards and associated planting. Due 29 June.

The Chairman informed the meeting that, as more than 10 letters of objection had been received by BDBC, the application would be considered by BDBC's Development Control Committee. He then introduced Nicola Hancock (NH), Landscape Architect, The Environment Partnership – the designers of the path. She made the following points:

- The main reason for the path is protect the tree roots that are being damaged by users of the path.
- The compaction of the soil round the roots is threatening the trees.
- The path is a permissive footpath, not a right of way.
- No excavation or clearing to the sides of the path is required.
- Seating and bollards/finger posts will be installed.
- There will be seeding to the sides of the path and a small amount of planting near the entrance areas.

The Chairman then invited members of the public to make points and ask questions. The main points made were

- The steep section by the A340 will be is too steep for wheelchair access.
- Increased accessibility will produce a danger to walkers from mountain bikes.
- A woodchip path would be better, as stone is unsightly and unsafe.
 - NH responded that leaf litter will be scraped off the area before construction and then replaced by the sides of the path to make it look better.
- The path will be in danger of damaging the tree roots.

- NH responded that the roots are being further exposed and will get worse with increased traffic. This method of construction is specially chosen to be suitable for use over tree roots: it spreads the load and lets the roots breathe.
- The sharp stones will make it unsuitable for dogs, cyclists, runners and horses.
- The plastic used in the base may degrade and leach chemicals into the soil.
 - NH: the plastic will be below ground, not exposed to light, and therefore will not degrade or leach chemicals. It is specifically designed for tree protection and is used by National Trust.
- How will you avoid damage by heavy machinery during construction?
 - NH: will make sure that any equipment is suitable for this use as per the arboricultural methods statement.
- Is it child-safe?
 - NH: it is an HCC approved surface and should present no danger.

The Chairman then asked for comments from councillors:

- Cllr Lovett stated that, from his research the construction method has been used all over the country and is the standard method of protecting tree roots. This is not conservation, it is woodland management. The path must be able to cope with increased use. Without the path there is a risk that the roots will die. It will also encourage all-year use by a wider range of people.
- Cllr Harris suggested that there is a danger that the new surface will stop a lot of people using the path.
- Cllr Hendon suggested that the new surface will increase access and usage. The roots need protection.
- Cllr Botten stated that the tree roots are currently a problem on the slope by the A340. However, the gradient may be too steep for wheelchairs. For the section by the golf course, there is an existing path alongside the route which could be joined up and give wheelchair access.

Cllr Lovett proposed a motion, seconded by Cllr Hendon, to support the application. The motion was defeated by 4 votes to 2.

Cllr Mahoney proposed a motion, seconded by Cllr Harris, to object to the application on the following grounds:

- The application is not necessary as there is an existing natural path
- The surface would not be suitable for dogs and horses, and the gradient of the section alongside the A340 would make it unsuitable for wheelchairs
- There is a potential environmental cost
- The money would be better used to enhance the area in other ways.

The motion was carried by 4 votes to 2, and **IT WAS RESOLVED** so to object.

The Chairman asked for the vote to be recorded as follows:

- For: Cllrs Harris, Mahoney, Botten, Mason

Against: Cllrs Lovett and Hendon.

- 18/153 Approval of final accounts for 2017/8**
The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to approve the final accounts.
- 18/154 Approval of year-end bank reconciliation for 2017/8**
The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to approve the year end reconciliation.
- 18/155 Noting of internal auditor's report for 2017/8 and Clerk's response**
The report was duly noted.
- 18/156 Approval of Annual Governance Statement 2017/18**
The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to approve the Statement.
- 18/157 Approval of Accounting Statements 2017/18**
The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the Statement.
- 18/158 To approve payments**
The motion being proposed by Cllr Lovett, seconded Cllr Harris, **IT WAS RESOLVED** unanimously to approve the payments.
- 18/159 To approve bank reconciliations**
The reconciliations were verified and signed by Cllr Lovett.
- 18/160 To appoint Full Signatories for the bank accounts – Chairman**
The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously that the Chairman, Vice Chairman and Clerk should be full signatories of the bank accounts, and the mandate should be changed when the current member vacancy had been filled.
- 18/161 To discuss participation in the Parish Lengthsman Scheme – Cllr Payne**
Deferred to next meeting.
- 18/162 To consider co-option of a councillor**
No request had been received by the Returning Officer by the deadline of 22 June. The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to co-opt a member to fill the vacancy. The Clerk would publish the vacancy notice on boards and social media as soon as possible with a closing date of 31 August. This would enable selection at the meeting at the September meeting. Interested applicants should be encouraged to come to the July RPC meeting. **Clerk**
- 18/163 To identify suitable projects for LIF application and agree approach for submission of applications – Chairman**
Some £250K had been earmarked for Rooksdown which must be applied for by September. Suggestions from Cllrs were:
- Benches – on the path between Vespasian Gardens and the hospital
 - Additional street furniture for the new developments
 - Rip and replace pocket parks
 - Replace pocket park fencing
 - New Welcome to Rooksdown signs
 - Speed bumps

- Extra parking
- Obstacle course/adventure playground
- Bus shelters
- Remembrance garden round pavilion 4, joint for Canadian Airforce and Park Prewett patients.

Other suggestions should be sent to the Clerk.

All

18/164 GDPR update – Clerk

The clerk reported that the GDPR group, chaired by Cllr Lovett, had met in May. The Clerk had been actioned to revise and complete the necessary papers for consideration by the Data Control Committee in August.

18/165 To discuss support for the Rooksdown Summer Fair – Chairman

Cllrs will attend and assist.

18/166 To consider paying for the clerk’s membership of the Society of Local Council Clerks (£128pa) and purchase of the latest addition of “Local Council Administration” (£74)

The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the membership and purchase.

Clerk

18/167 Planning applications (2)

18/167.2 [18/01588/LDPO](#) Certificate of lawfulness for the proposed conversion of loft to living accommodation including formation of box dormer. Due 27 June.

The motion being proposed by Cllr Mahoney, seconded Cllr Hendon, **IT WAS RESOLVED** unanimously to no objection to this application

18/167.3 Applications not on the agenda:

None

18/168 Clerk’s correspondence

None

18/169 Chairman to close meeting

The Chairman closed the meeting at 2220.

Chairman's Report for Rooksdown Parish Council meeting – June 2018

Internal Audit

The Internal Audit is a separate item on our agenda, but wanted to thank Martin for all his work pulling everything together ahead of the audit.

20mph zone extension

I am still waiting to hear back from the Traffic Management Engineer at HCC – to discuss the options for the walled entrance to Rooksdown from A339 and will report to a future Parish Council meeting. It seems that some road painting has been undertaken in the Gillies Drive, Florence Way, Nightingale Gardens, Gander Drive and Barron Place area following the Traffic Regulation Order (TRO) made on 8th February 2018.

Adoption of the Southern Area

Attended **Park Prewett Highway adoptions meeting** with Homes England, HCC & TW - 24th May.

As called out in previous Parish Council meetings, the Southern Area has been split into three areas for the purposes of snagging inspections:

- Area 1 - Pumphouse Way
- Area 2 – between Peggs Way and Owen Way
- Area 3 – the reminder (south of Peggs Way)

The proposal is to complete all the snagging works at the same time and to complete the legal dedication of the whole of the Southern Area roads excluding the Persimmon/"DFM site" and the top of Pumphouse Way, under one agreement. The Avenue, top of Pumphouse Way (north of 1st Persimmon house) and the roundabout will be adopted separately.

Devines have been on site continuing to carry out the works. The definitive list (being signed off by the HCC inspector during inspection visits) will be sent to me today 25/6 and I am happy to share for information.

Devines have confirmed that they are still stating that they are programmed to finish in 3 further weeks, on Friday 13 July.

Epsilon (for street lamps) are similarly working on the HCC remedial list/recertification.

Attended the following meetings:

GDPR Data Controller Meeting – 23 May

Initial meeting with Martin, Paul L & Tim to discuss our approach to GDPR.

- Minutes of the meeting are available on the Share Drive

Gillies Meadow – 8th June (Community Centre)

Barratt David Wilson Southern Counties (BDW) – Phase 2a

BDW & DWH are both part of Barratt Plc but are autonomous and operate under separate boards.

We discussed – *Liaison going forward, the immediate site mobilisation works and access, road signage, wheel washing, road sweeping and related issues, pedestrian links to school and east-west footpath & a general communications plan*

Thanks to Cllr How for also attending the meeting & Martin for taking the minutes

- Minutes of the meeting are available on the Share Drive

Gillies Meadow – 8th June (Community Centre)

David Wilson Homes (Hungerford) – Phase 1

We discussed - *Site access by incorrect route, subcontractors parking on Park Prewett Road (east-west), unnotified working outside approved hours, swearing within earshot of residential properties, lorries waiting outside site with engines running, access via the wrong routes, incorrect and confusing access signage, road sweeping, wheel washing, general maintenance issues, access to Public Open Space (POS), bins & benches, working hours & general Communication*

Thanks to Cllr How for also attending the meeting & Martin for taking the minutes

- Minutes of the meeting are available on the Share Drive

- **RPC Management meeting – 15th June** (*Community Centre*)
 - 121 with Martin
 - Review of agenda items for the Parish Council meeting
 - Priorities for the next few weeks / month / quarter
 - AOB

- **B&DBC Parish Conference – 14th June** (*B&DBC Civic Offices*)

Attended this Conference where there were individual sessions on BDBC services, s106 and CIL, and GDPR – plus a chance to meet other councillors. This was followed by the AGM of the Basingstoke Association Parish & Town Councils. I have been elected the new Chair of the Association.

Bins & Benches – Rooksdown

Thanks to Cllr Botten for pointing out that some of the benches around Rooksdown are looking rather dirty and uncared for. B&DBC pointed out for the maintenance of these benches was the responsibility of the Parish Council. Luckily I was able to find an email from Richard Wareham, a previous Community Design and Regeneration Manager dated 22 June 2016, where he confirmed that all of the installed street furniture (ie bins, benches and seats) as part of the LIF application were to be the assets of the borough council. Just waiting to hear back from the Operations team.



Green Spaces - Rooksdown

Thanks to the new Landscape Maintenance Team for the enhances maintenance work that they have done (in addition to the normal work undertaken) for 4 days in Rooksdown during the month

I have asked for the hedges that are situated just after you enter Rooksdown from the A339 to be attended to which are now massively overgrown (as a special request) and am pleased to report that they have been cut today.



Paul Mahoney – June 2018