

## ROOKSDOWN PARISH COUNCIL

**MINUTES OF A MEETING OF ROOKSDOWN PARISH COUNCIL (RPC)  
held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN  
on 26 November 2018 at 1930**

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

**Clerk:**

Martin Whittaker

**In attendance:**

Simon Bound, Borough Councillor and Manager of Rooksdown Community Association (RCA)  
Michelle Biggs, RCA

Pujitha Jasti, co-option candidate  
Malcom Law, potential co-option candidate

Colin Mason, Hi5 running club  
Ron Neill, Hi5 running club

Emma Liddle, Rooksdown FC  
Chris Shorey, Rooksdown FC

Ryan Long, PCSO

Martin Lee, CSPO

All gave permission for their names to be recorded in the minutes.

**Action**

**18/245 To receive and accept apologies for absence**

None.

**18/246 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed**

Cllr Lovett declared a non-pecuniary interest in interest in item 18/252 5, as a trustee of RCA.

**18/247 To approve the minutes of the Rooksdown Parish Council meeting of 22 October and the Extraordinary Meeting on 15 November**

The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to approve the minutes of 22 October.

The motion being proposed by Cllr Mahoney, seconded Cllr Botten, **IT WAS RESOLVED** unanimously to approve the minutes of 15 November.

**18/248 To discuss matters arising from the minutes**

All actions complete except:

- 18/118 Review office arrangements with RCA – Clerk is still awaiting letter from RCA. Will chase up again. **Clerk**
- 18/182 and 18/214 Apply to BDBC for bus shelters – Cllr Lovett had emailed HCC and also left a message without result. If no response, he will pass the information to Borough Councillor Simon Bound. **Lovett**
- 18/205 update HR docs – Cllr Payne would deal with this before the next meeting **Payne/ Clerk**
- 18/235 Co-option notice to noticeboards – see 18/263 below.

**18/249 To invite members of the public to address the meeting (up to 15 minutes in total)**

None.

**18/250 To receive reports from:**

- Chairman of Rooksdown Parish Council – see Appendix A
  - The Chairman submitted a written report and passed copies to those attendees who expressed an interest.
- Clerk to the Parish Council – none
- County Councillor
  - Cllr Taylor had sent his apologies and asked that an HCC grant form be completed for a contribution to the costs of the Christmas tree. **Clerk**
- Borough Councillor
  - The future of hospital is under discussion, which again raises the issue of whether Rooksdown should prepare a neighbourhood plan
- Rooksdown Community Association
  - Cllr Lovett reported that the shop fronts for the community units had now been fitted but there would be no further work until s.106 funding was received.
  - The Christmas Fair turnout had been low, with only ~60 children attending. The RCA would consider holding a different type of event next year.
- PCSO – Ryan Long
  - The main issue is still theft from cars, often due to cars been left unlocked. He reminded everyone to lock up and remove valuables from their cars.
- CSPO – See 18/251 below.

**18/251 To discuss arrangements for reducing litter around the skatepark with Martin Lee, Community Safety Patrolling Officer, BDBC**

Martin Lee presented his ideas for providing cleaning equipment to reduce the litter around the skate park. This would require funding of up to £200 from RPC. Members thought it a well-structured project, but opinions of the skaters should be sought. Martin would attend the February RPC management meeting to finalise the proposals and bring them to the February RPC meeting. The Chairman offered to liaise with Martin over details.

**Mahoney**

Borough Councillor Bound was of the opinion that funding from BDBC might be available.

**18/252 To consider grants and donations to:**

1. Victim Support – £100 donation
2. Rooksdown Football club - weather-appropriate training kit – amount to be confirmed
3. Hi5 Rooksdown - promotional materials – amount to be confirmed

4. CPRE - £36 membership donation
5. Rooksdown Community Association (RCA) - £800 contribution to Club55 trip costs

Note: during the discussion of these items it became apparent that certain aspects of the Football Club and Hi5 requests should be discussed in closed session. Rather than closing the meeting during this item, the Clerk advised it would be better to here presentations at this stage and then discuss details in the closed session in 18/265 below. This was done, and the resulting motions recorded in the minutes below in this section.

**Victim Support:**

The motion being proposed by Cllr Mahoney, seconded Cllr How, **IT WAS RESOLVED** unanimously to donate £100.

(Granted under Section 137 of the Local Government Act (LGA) 1972)

**Rooksdown Football Club:**

The club has about 100 members, 25% of whom live in Rooksdown. However, there was a large degree of “cross fertilisation” with other local clubs, whereby Rooksdown footballers were members of those clubs, and vice versa.

Emma Liddle explained that the finances of the club were not very healthy at present but steps were being taken to address this, including fund raising for kit and equipment.

The grant request was for up to £4300 to purchase winter training kit.

During discussions in the closed session members observed:

- The financial management and strategy of the club were not clear. However, it was appreciated that improvements were in hand
- RPC had given sizable grants to the club in the past, but it was not clear that these had been used in the most efficient way.

After considerable discussion in the closed session, the motion being proposed by Cllr Lovett, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to pay a grant of £1200 to the club, with encouragement to apply for further grants when the management and finance issues had been resolved.

(Granted under Section 19 of the LGA 1972 (Miscellaneous Provisions) Act 1976)

**Hi5 Rooksdown:**

Although the club was not fully constituted, there were 236 “members”, 150 of who ran at least occasionally. 80% were Rooksdown residents. Everyone buys their own kit and pays their own expenses. The request was for £1402 to purchase a gazebo and banners, all with the club logo, to advertise the club’s presence at events such as the Basingstoke Park Run, and thereby encourage more people to take up running. The Clerk confirmed that this seemed to be in line with market prices.

As the club was not constituted and had no bank account, it would not be practical to grant money, but RPC could buy the equipment and donate it to the club.

After discussion in the closed session, the motion being proposed by Cllr Payne, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to buy the requested equipment and donate it to the club.

(Granted under Section 19 of the LGA 1972 (Miscellaneous Provisions) Act 1976)

**CPRE:**

Because of lack of time and differing opinions amongst members, the motion being proposed by Cllr Lovett, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to defer this item to the next RPC meeting.

**RCA:**

An £800 contribution was requested to partially fund trips for Club55 (the over 55's club) during the next financial year. The merits of this were discussed in the closed session.

The motion being proposed by Cllr Mahoney, seconded Cllr Harris, **IT WAS RESOLVED** unanimously to make a grant of £800 to the RCA.

(Granted under Section 19 of the LGA 1972 (Miscellaneous Provisions) Act 1976)

**Budget:**

It had been decided at the January 2018 RPC meeting to reduce the grants budget for this financial year from £5000 to £2500. However, in view of the fact that the above grants totalled some £4500 and there had been considerable savings in other areas, the motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to increase the grants budget to £5000 for the current year.

**Payments:**

As the next RPC meeting was in January, the Clerk was instructed to make these payments immediately.

**Clerk****18/253 To approve payments**

The motion being proposed by Cllr Harris, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to approve the payments listed below. Cllr Mahoney was asked to authorise the payments.

<b>Date</b>	<b>Description</b>	<b>Payee</b>	<b>Amount</b>
27/11/2018	Member training	HALC	960.00
27/11/2018	Clerk training	HALC	90.00
06/11/2018	2 Grit bins	Gritbin	127.18
29/10/2018	Phone	giffgaff	5.00
23/10/2018	Biscuits for PC meeting	Tesco	5.00
27/11/2018	Hall hire	RCA	30.00
27/11/2018	Hall hire	RCA	24.00
27/11/2018	Hall hire	RCA	24.00
27/11/2018	Office facilities	RCA	15.00
27/11/2018	Handyman	RCA	640.00
27/11/2018	Rooksdown Reporter	Finelimages printing	422.00
27/11/2018	Basic salary	M Whittaker	599.78
25/10/2018	Office 365-paid twice in error – to be repaid	Microsoft	492.48
27/11/2018	Balance of salary - Oct	M Whittaker	0.20
27/11/2018	Balance of salary - Nov	M Whittaker	0.20
27/11/2018	Mileage	M Whittaker	54.00

**18/254 To note bank reconciliations**

The reconciliations, verified and signed by Cllr Mason, were duly noted.

**18/255 To set a date for a Finance Working Group meeting**

Cllrs Lovett, Mahoney, Harris, How, Mason and the Clerk agreed to meet provisionally from 0930-1100 on 19 January to prepare budget and precept figures to recommend to full council at the January RPC meeting. The Clerk would make the arrangements.

**Clerk****18/256 Planning applications**

None.

**18/257 Main Hall – Cllr Lovett**

**1. To note the minutes of the Main Hall Working Group meeting**

Noted.

**2. To resolve whether to accept the Main Hall when offered to the council by the developer**

The motion being proposed by Cllr Lovett, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to accept the Main Hall when offered.

**3. To resolve on who should manage the facility**

The RCA had, at a recent meeting, agreed in principle that it would be willing to manage the Hall on behalf of RPC.

The motion being proposed by Cllr Payne, seconded Cllr Botten, **IT WAS RESOLVED** unanimously to engage with RCA with a view to them so managing the Hall. Cllr Lovett abstained and asked for this to be minuted.

**4. To resolve on the preferred management arrangements**

As this depended on understanding the details of the RCA's position, the Clerk was directed to engage with Simon Bound, the RCA manager, and prepare a draft Heads of Agreement to submit it to the members.

Clerk

**18/258 To receive an Allotment update – Clerk - and discuss uses of s.106 funding – Cllr Mason**

The Clerk reported that he had had confirmation from the solicitors that they had the matter in hand, but progress appeared to be very slow. The Clerk was asked to chase this up as a matter of urgency, and to ensure that relevant communications were copied to Borough Councillor Bound.

Clerk

Mark Littlefield, Specialist Services Officer at BDBC, had informed the Clerk that there were three lots of s.106 money for allotments available to Rooksdown. He had asked RPC to confirm what they would be used for with a view to transferring the monies in the next financial year. The amounts were:

- Barn at Park Prewett BDB/74770 - £2956 (running and maintaining)
- Main Hall, Park Prewett 13/02321/FUL - £2235 (improvements and infrastructure)
- Commercial Area, Park Prewett 13/02322/FUL - £1442 (improvements and infrastructure)

The motion being proposed by Cllr Lovett, seconded Cllr Harris, **IT WAS RESOLVED** unanimously to reply to Mark Littlefield to say the amounts would be used as follows:

- Item 1 – to allotment maintenance reserve
- Items 2 and 3 – to be used for the following in approximate priority order:
  - Reconfiguration of fencing for half plots
  - Hard standing for incinerators
  - Incinerators
  - Compost bins
  - Shed bases

**18/259 To discuss application for project funding from the BDBC Local Infrastructure Fund (LIF) for replacing knee rail fencing and replanting the pocket parks, and note the minutes of the meeting with Sue Washington from the BDBC LIF team – Chairman**

The minutes were duly noted.

The Chairman stated that application for the LIF had to be submitted by 16 January. There would be a meeting in the Community Centre on 30 November at 1000 to discuss the submissions. Cllrs Mahoney, Lovett, Payne and How had agreed to attend, but all members were welcome.

Clerk

**18/260 To consider responding to the BDBC Budget Consultation 2019/20**

Borough Cllr Bound outlined the main points of the budget. After some discussion it was concluded that the budget was more relevant to residents than the parish council. The motion being proposed by Cllr Lovett, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously not to respond to the consultation.

However, residents were encouraged to respond individually.

**18/261 To consider whether to authorise the Chairman to approve up to 20 extra hours per month for the Clerk for work done until the end of the financial year**

The motion being proposed by Cllr Payne, seconded Cllr Harris, **IT WAS RESOLVED** unanimously to so authorise the Chairman.

**18/262 Chairman and Clerk's correspondence**

The Clerk reported that BDBC was consulting on a draft new Supplementary Planning Document (SPD) relating to Heritage. The Clerk was asked to circulate this to members.

**Clerk**

**18/263 To resolve whether to co-opt for the position vacated by Councillor Hendon**

As no request for an election had been received by BDBC Electoral Services, the council was free to co-opt. The motion being proposed by Cllr Lovett, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to co-opt for this post.

The Clerk was asked to publish details on noticeboards and to Facebook.

**Clerk**

**18/264 To discuss co-option to fill the vacancy for a councillor**

This was the position vacated by Cllr Bound earlier in the year.

Pujitha Jasti had applied for co-option to be considered by the council. After she had given a brief summary of her interests, the motion being proposed by Cllr Lovett, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to co-opt Pujitha Jasti onto the council. The Clerk was asked to make the necessary arrangements.

**18/265 Closed item - Exclusion of Press and Public.**

To consider passing the following resolution:

That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt, legal and contractual matters as defined in Paragraph 1 of Part 1 of Schedule 12A to the Act. The Public Interest Test has been applied and favours exclusion of the information from the Press and Public.

The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to close the meeting to press and public.

**18/266 Chairman to close meeting**

The meeting was closed at 22.45.

## Appendix A - Chairman's Report – November 2018

### My actions from last Parish Council meeting:

- **18/199 Chairman to sort SpeedWatch data for past few months and discuss with Road Traffic Police**  
SpeedWatch data sorted and shared with the Police in a meeting 8<sup>th</sup> November.  
Meeting also attended by Cllr Mason.
- **The Chairman agreed to send the RCA manager a current list of grit bins and their locations**  
List of grit bins & locations sent to RCA manager 22<sup>nd</sup> October.
- **The Chairman would draft copy for the Rooksdown Reporter, and place notifications on Facebook**  
Content for inclusion in the next edition of the Rooksdown Reporter sent to Simon on 23<sup>rd</sup> October. Thanks to Councillors for delivering the Reporter to residents last week. The edition has not yet been posted to Facebook, as awaiting an electronic version.
- **The Chairman to organise the manning of the table at the Christmas Fair to promote the vacancies on the Parish Council**  
Cllr Lovett & I manned the table at the Fair to promote the vacancies on the Parish Council.
- **18/216 - Chairman and Clerk's correspondence - re builders waste on land at Gander drive**  
Contacted the resident to explain that it is common for land outside of a resident's boundary to be used during building/construction work. Therefore, whilst it is technically a breach of borough guidelines, the Borough Council tend to turn a blind eye to this type of use of land for building work, on the proviso that the resident / builder will be expected to leave the land as they found it and make good any mess. Also provided details of how to report fly tipping.  
  
In addition, I contacted Gordon Wade at B&DBC; He visited the site & spoke to the resident in question. Gordon advised that he would be paying another visit in the coming weeks & advised the resident that if the ground is not reinstated B&DBC will instruct a contractor to do these works on their behalf and charge all costs to the resident employing the builder.

### Attended the following meetings:

- **Meeting with Police – re SpeedWatch** (also attended by Cllr Mason) 8<sup>th</sup> November.
- **Adoption of Southern Area – TW, Homes England, HCC** (also attended by Cllr Bound) 9<sup>th</sup> November  
No major call outs – progress being made on the adoption of Southern Area.  
Next meeting – 7<sup>th</sup> December 2018.
- **Rooksdown LIF / Maintenance meeting** (also attended by Cllrs How & Payne) 9<sup>th</sup> November  
Martin attended the meeting & has circulated the minutes.  
Next meeting – 30<sup>th</sup> November 2018.
- **Gillies Meadow Phase 2A - Councillor Update meeting** (also attended by Cllr How) 16<sup>th</sup> November  
Martin attended meeting & will circulate the minutes in the next few days.  
Key call outs ...
  - Access for construction traffic granted from A340 through Ambulance station
  - Newsletter produced to be circulated to residents
  - Show home suite opens shortly
  - Jet Wash facility being sourced (details to follow)Next meeting – 21<sup>st</sup> December 2018.

### RPC Management Meeting (Chair, Vice Chair & Clerk) 19<sup>th</sup> November

- Review of agenda items for the Parish Council meeting
- Priorities for the next few weeks / month / quarter
- AOB

Next meeting – 21<sup>st</sup> January 2019.

### **Christmas Fair**

It was great to see so many residents at the Christmas Fair on Saturday. So many children were happy to see Fr Christmas. Thanks to the Community Association for arranging this festive community event.

### **Christmas Tree**

Following the Extraordinary Meeting to discuss whether to have a Christmas Tree in Rooksdown, Martin confirms that an order for a Christmas Tree [to be sited close to the Community Centre] has been placed with installation provisionally booked for 4<sup>th</sup> December.

Electrics due to be installed by 26<sup>th</sup> November.

### **Maintenance of bins / benches**

A number of the bins & benches around Rooksdown continue to look rather dirty and uncared for, highlighted originally by Cllr Botten earlier in the year. I have chased the Street Cleansing again on this as they had previously programme of works planned

### **B&DBC Open Spaces Team**

Thanks to B&DBC for the extra work done to the hedges just off the A339 following my request.



### **Councillor Training**



Thanks to John Brown and Amy Taylor from HALC who provided Councillor Training to the entire Council - *The Knowledge & Core Skills (Parts 1 & 2)*

The sessions provided a thought-provoking look at parish and town councils and the roles & responsibilities of being a councillor and also initial thoughts/steers on strategic priorities for the Council & the beginnings of a vision document for the Parish Council. We will develop this training & our vision in the coming months.

Thanks to Martin for arranging the training.

### **Cllr Harris**

I am delighted to announce that Cllr Harris has been successful in his aspiration to join the Royal Navy and on behalf of the Parish Council I would like to offer our congratulations.

Cllr Harris is soon to begin his training with the Navy, however he has shown great commitment and determination to maintain his position as a Councillor on Rooksdown Parish Council & will attend future meetings as and when he can.

We wish him well in his training and future career in the Navy.

*Paul Mahoney – November 2018*





For news about all the projects we are currently working on, we look forward to seeing you at a forthcoming Parish Council meeting.

There's no meeting planned in December this year. Dates for meetings in early 2019 can be found below, on the Parish Notice Boards around the Parish and, of course, on our Parish Council Website.

**PARISH COUNCIL MEETINGS IN EARLY 2019**

Monday 28<sup>th</sup> January

Monday 25<sup>th</sup> February

Monday 25<sup>th</sup> March

Monday 22<sup>nd</sup> April

I very much look forward to meeting you at the Christmas Fair on Saturday 24<sup>th</sup> November ... which has always been a great event for Rooksdawn. Thanks to the Community Association for all their efforts in pulling this event together!

All the very best

**Cllr. Paul Mahoney**

Chairman - Rooksdawn Parish Council



**WE WANT YOU**



**There are currently two vacancies on the Parish Council**

Rooksdawn Parish Council consists of nine members of the public and meets we come to each Parish Council meeting at the Community Centre on the 4th Monday of the month, spending an average of around six hours each month advising and helping to run Rooksdawn Community.

Parish Councils are the lowest tier of local government and allow residents a direct say in what happens in their local community. This is especially important where the community is changing as fast as Rooksdawn.

If you would like to help shape our community why not contact the Parish Clerk, Martin Whittaker, for a chat? 07928 129122 or [parish.clerk@rooksdawn.org.uk](mailto:parish.clerk@rooksdawn.org.uk).

**Being a Parish Councillor is a very worthwhile & rewarding community service.**

**Help Make Rooksdawn Even Better!**



**PLEASE RESPECT THE 20 mph LIMIT**

*If you do so, then so will the people behind you*



**Rooksdown Parish Council**

Empowering our community

**Response to the Planning Application 17/00818/OUT:**

**MANYDOWN**

In a rapidly growing community such as Rooksdown, one of the main jobs of the Parish Council is commenting on planning applications. Last year we dealt with 15, ranging from simple house extensions to major housing developments.

One of the biggest planning applications affecting Rooksdown at the moment concerns the 3200 houses being planned for the Manydown development to the south. For us, the most important aspect is the new junction between the A339 and Rooksdown Avenue and how this affects access to Rooksdown. During the formal consultation in September the Parish Council objected to the current proposals because:

- The new double roundabout will make cycle and walking across the junction very difficult
- The southbound access onto the junction from Rooksdown Avenue will be increased from 2 to four lanes. This seems unnecessary for the number of vehicles and will result in an unacceptable loss of trees, vegetation, greenspace and walking space between the current junction and the houses.

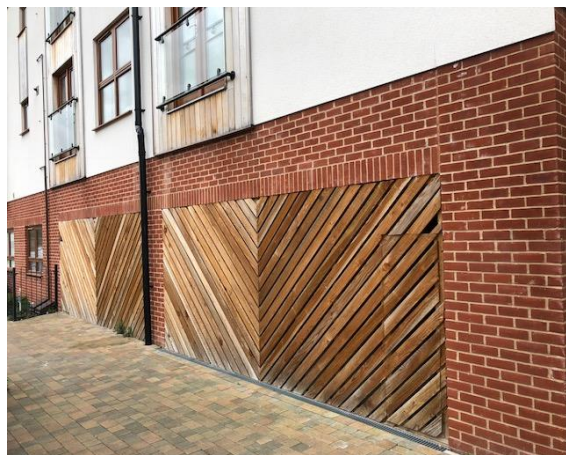


We await the Manydown Project Team's response.

### **Community units ... more community space in Rooksdawn**

You may be wondering what is going on at the units along Greenlands Road ...

The Rooksdawn Community Association has been able to purchase these two units with a loan from the Parish Council.



Subject to planning permission, one of the units will become the new community office, freeing up much needed space in the community centre, the other unit is going to become a modern new space for the Community Association to host a range of activities that we don't currently have space to do in the Community Centre. For example: coffee morning for various groups, book club and various other groups and events. Please keep in mind that the fit out of these units is not going to be quick as we have to wait for money from developer contributions linked to the build out rate of new homes, so keep a lookout when you are passing.

### **DOG POOP and LITTER**

Can we remind all residents to clean up after their dogs and themselves?

There has been an increase in litter and dog mess being left around the streets, paths and public green open spaces.

There are plenty of bins for litter and everyone is reminded that all bins can be used for dog mess. There really is no excuse!

Offenders for dog mess can be reported to the Dog Warden on 01256 844 844 or you can report it online at [www.basingstoke.gov.uk](http://www.basingstoke.gov.uk)

**Help keep Rooksdawn a great place to live.**

