

ROOKSDOWN PARISH COUNCIL

MINUTES OF A MEETING OF ROOKSDOWN PARISH COUNCIL (RPC)
held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN
on 23 July 2018 at 1930

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

Clerk:

Martin Whittaker

In attendance:

Simon Bound, Borough Councillor (arrived during item 18/191)

Action

18/171 To receive and accept apologies for absence

Apologies were received and accepted from Cllrs Mahoney and Harris.

18/172 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed

None.

18/173 To approve the minutes of the Rooksdown Parish Council meeting of 25 June

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

18/174 To discuss matters arising from the minutes

All actions are complete except:

- 118/114
 - Clerk to arrange for councillor name badges - now ordered
 - Councillor training – on agenda
- 18/116 Organise Hall WG. Cllr Lovett asked for all members to submit availability. **All**
- 18/118 Review office arrangements with RCA – Clerk is awaiting letter from RCA **Clerk**
- 18/124 Publications scheme – on agenda
- 18/126 Grievance policy – Clerk is awaiting advice **Clerk**
- 18/129 Grants criteria – on agenda
- 18/163 LIF applications – on agenda

18/175 To invite members of the public to address the meeting (up to 15 minutes in total)

None.

18/176 To receive reports from:

- Chairman of Rooksdown Parish Council – see Appendix A
- Clerk to the Parish Council
 - Monthly meetings have taken place with Taylor Wimpey, Barratt and with David Wilson Homes to resolve issues connected with new developments. Minutes have been distributed to members.
- County Councillor
 - Cllr Taylor had sent his apologies as he was at a Criminal Justice System Briefing Meeting.
- Borough Councillor
 - Cllr Bound was at the same event as Cllr Taylor but joined the meeting during item 18/191. His verbal report is included here for convenience:
 - The issues with some bins not being emptied were continuing. BDBC was fully aware of this and was showing on its website a list of roads that had not been dealt with but that would be emptied the next day. If not on the lists, unemptied bins should be reported to BDBC within 24 hours.
 - The Lands Trust is in the process of withdrawing its planning application for the path in the Spinney, but continuing with path and conservation work that did not require permission.
- Rooksdown Community Association
 - Cllr Lovett had provided a briefing on behalf of the RCA, attached as Appendix B.
- PCSO – The Clerk had been in contact with Inspector Richard Lane, Neighbourhood Inspector. The local neighbourhood police team is currently being reorganised. By September he should be in a position to agree regular representation at RPC meetings.

18/177 To agree budget of £2500 for printing of Rooksdown Reporter and other newsletters

A revised budget was required to cover the Rooksdown Reporter and to cover publications such as welcome packs for the new housing in Rooksdown.

The motion being proposed by Cllr Lovett, seconded Cllr How, **IT WAS RESOLVED** unanimously to increase the budget for the current financial year to £2500.

18/178 To approve payments

The motion being proposed by Cllr Payne, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the payments listed below. Cllr Botten was asked to authorisation the payments.

Date	Description	Supplier	Amount
24/07/2018	Rooksdown Reporter	FinelImages printing	422.00
24/07/2018	Standard pay	M Whittaker	599.78
24/07/2018	Overtime pay	M Whittaker	97.00
27/06/2018	Phone	giffgaff	5.00
09/07/2018	SLCC Membership	SLCC	138.00
09/07/2018	Book: Local Council Admin	SLCC	78.40
24/07/2018	Hall hire	RCA	30.00
24/07/2018	Office rent	RCA	15.00

18/179 To approve revised bank reconciliation procedure – Clerk

The motion being proposed by Cllr Lovett, seconded Cllr Botten, **IT WAS RESOLVED** unanimously to approve the revised procedure.

18/180 To note bank reconciliations

The reconciliations were verified and signed by Cllr Botten and duly noted.

18/181 To discuss participation in the Parish Lengthsman Scheme

There being no further progress on this, the item would be removed from future agendas.

18/182 To discuss and agree locations for bus shelters

New bus shelters would be provided by BDBC at no charge to the parish provided the proposed locations met BDBC's criteria. Various locations were discussed and it was agreed the priority sites were:

- Outbound towards A339:
 - Outside 47 Vitellius Gardens
 - Rooksdown Avenue, between Mill Road and RoMan Road roundabout
- Inbound from A339
 - Next to Darley House

The motion being proposed by Cllr Lovett, seconded Cllr Mason, **IT WAS RESOLVED** unanimously that Cllr Lovett should apply to BDBC for these shelters.

Lovett

18/183 To approve Publications Scheme

The motion being proposed by Cllr Lovett, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to approve the Publications Scheme, and also to add councillors email addresses to the website.

Clerk

18/184 To approve revised Grants Criteria

The motion being proposed by Cllr How, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the revised Grants Criteria.

18/185 Planning applications

1. [18/01751/FUL](#) **Weybrook Park Golf Club Rooksdown Lane Basingstoke Hampshire RG24 9NT. Amendment to Planning Permission 15/02409/FUL with changes to holes 1,2,3,4 & 5 involving additional mounding and earthworks to match style on newly completed holes 6 to 8 and 10 to 18. Amendment to period imposed to import fill to be increased from 2 years to 27 months (Part Retrospective). Due 27 July**

As the changes appeared not to affect Rooksdown residents, the motion being proposed by Cllr Payne, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to offer no comment.

2. [18/01882/VLA](#) **Land North Of Park Prewett Aldermaston Road Basingstoke Hampshire. Variation of Section 106 agreement dated 15/10/14 relating to 13/00579/OUT to allow amendments to clause 19 to accommodate a mortgagee in possession release clause. Due 27 July.**

As this was a technical variation that did not affect residents of Rooksdown, the motion being proposed by Cllr Mason, seconded Cllr Botten, **IT WAS RESOLVED** unanimously to offer no comment.

3. **Applications not on the agenda**

None.

18/186 To discuss rules to govern the car parks at Peggs Way and Easter Square that are shortly to be handed over to RPC

The Vice-chairman explained that RPC needed to decide on such rules to enable signs to be made before the car park was handed over. The car parks would be governed by existing covenants covering the land, including:

- No revenue should be generated by the use of the land
- No commercial vehicles or camper vans are allowed

It was concluded that the following governing principles should apply:

- Parking for Rooksdown residents and visitors only
- No vehicles over an agreed size (to be determined)
- No untaxed vehicles
- Maximum stay 14 days, no return within 24 hours
- No sleeping in vehicles overnight.

The Clerk was asked to seek advice from the current owners, Taylor Wimpey, and BDBC to see how these principles could be turned into effective rules.

Clerk

18/187 To agree LIF projects and allocate responsibilities – Chairman

After discussion it was agreed that the projects listed below would be suitable for LIF funding, with a lead councillor being allocated to each:

- Benches and street furniture – Cllr Mahoney
- Memorial garden/pocket parks - Cllr Lovett
- Welcome to Rooksdown signs – Cllr Mahoney
- Replacement of knee-high fencing - Cllr Payne
- Kickabout area - Cllr Hendon

Mahoney

Lovett

Mahoney

Payne

Hendon

Each lead councillor was asked to provide a draft of the details required on the Expression of Interest form on the BDBC website to the Clerk by 17 August. The clerk would then collate the information and submit it to BDBC.

Clerk

The Vice-chairman also pointed out that each project would require a contribution of at least 10% from RPC. If any members did not believe that such a contribution would be appropriate they should make this clear as soon as possible, to avoid having to withdraw an application on which considerable work had been done.

18/188 To agree training arrangements for councillors

The most suitable dates were 1 and 15 November. The Clerk was asked to set up the training courses with HALC.

Clerk

18/189 To agree, in line with minute 125/17, the rate of pay for Parish Council work done by the handyman employed by the RCA and review the number of contracted hours

The motion being proposed by Cllr Lovett, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to agree that the handyman should be paid £20 per hour for up to 10 hours work per week, to be reviewed in January 2019.

18/190 Allotment update – Clerk

Transfer of the allotments to RPC had been delayed by BDBC's determination that a "commuted sum" of £46K was due from Persimmon on transfer, and Persimmon's insistence that there was no such requirement.

BDBC has now received new legal advice that no such sum is due. This means that the only thing now preventing transfer are the detailed conditions, eg what kind of transfer, who pays what fees etc. These would be discussed by members under item 18/191.

18/191 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 Payne, seconded Cllr Hendon, **IT WAS RESOLVED** unanimously to approve the motion.

18/192 Chairman and Clerk's correspondence

None.

18/193 Chairman to close meeting

The Chairman closed the meeting at 2155.

Appendix A

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

Item 18/171 - To receive and accept apologies for absence

Due to holidays, I will not be attending the July Parish Council meeting. Cllr Lovett will Chair the meeting in my absence.

20mph zone extension

A meeting will be convened in late September / early October with 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..

SpeedWatch session



#RooksdownSpeedwatch

49 speeders recorded and reported
to the local Police following a
SpeedWatch session this morning
Worst recorded speed **33 mph** by 3 vehicles
in a 20 mph zone
Thursday 5 July 2018

The camera is currently up on Park Prewett Road capturing 24/7 data to be used in the meeting with HCC.

The Statistics:

166 vehicles in total in 3 hours
111 (67%) travelling at 21mph+
49 (30%) travelling at 24mph+

Attended the following meetings with Cllr Bound, Borough Councillor:

- **Park Prewett Core Area – Adoption of Southern Area – TW, Homes England, HCC**
Some good progress being made here ... with Minutes attached overleaf (Appendix A 1)
- **Gillies Meadow – David Wilson Homes (Hungerford) – Phase 1**
Martin attended meeting & will circulate the minutes in the next few days
- **Gillies Meadow – Barratt David Wilson Southern Counties (BDW) – Phase 2a**
Martin attended meeting & will circulate the minutes in the next few days
- **RPC Management Meeting –**
 - Invited Paul Lovett to this regular monthly meeting with Martin
 - Review of agenda items for the Parish Council meeting
 - Priorities for the next few weeks / month / quarter
 - AOB

Green Spaces - Rooksdown

Thanks to the new Landscape Maintenance Team for the work cutting back the tree at the entrance to Rooksdown off the A339, raised by Cllr Mason in the last meeting.

Have a great Summer break. See you soon.

Thursday 13th July 2018

Venue: Rooksdown Community Centre

Attendees:

Simon Bound (SB)	Borough Councillor
Mark Glendenning (MG)	HCA
Jo Murphy (JM)	HCC
Paul Mahoney (PM)	RPC Chairman
Nigel Phillips (NP)	Taylor Wimpey
Adrian Morgan (AM)	BDBC

Circulation:

All above

Martin Whittaker (MW)	Clerk to Rooksdown Parish Council
Angela Anderson (AA)	Senior Engineer – Section 38, HCC
Mark Hannah (MH)	Highway Inspection / s38
Steve Smith	Persimmon Homes

MINUTES / ACTIONS ARISING

	ITEM	Resp.
1.	<p>Southern Farmlands Area – Highway Adoption</p> <p>NP confirmed latest position of highway snagging works:</p> <ul style="list-style-type: none"> • Tactile paving works completing today • Bollards finishing Monday/Tuesday • Plane-off of road surface and tarmac surfacing programmed for next Friday • Mark Hannah, HCC Inspector - sign-off inspection booked for Tuesday (all Mark's additional works not on the list have been completed) • Epsilon works on SLCs completed Thursday – TW to issue revised inspection certs to HCC and then SSE to re-inspect (within 10 workings days). NP expected some minor issues with painting but minimal. • SLC missing on the square-a-bout on Pumphouse Way – night time survey carried out last week – NP still to check results. If missing SL is required (to reach correct Lux levels) adoption area will be pulled back. • Kassel kerbs (or Trief kerbs) required for middle of Pumphouse Way Roundabout: Mark Hannah and Angela Anderson have agreed use of Kassel kerbs but JM to inspect what has been ordered by TW. JM may require alternative as safety concerns should any driver hit the kerbs. • PM suggested Kassel kerbs required for the 'no-left turn' our of Dinwoodie Drive – NP and JM to consider. • NP confirmed landscaping (cut back of planting) - will be dealt with at the last minute. TW to issue letter to affected residents. NP to provide copy of this to PM. 	<p></p> <p>NP</p> <p>NP</p> <p>JM/NP</p> <p>JM</p> <p>NP</p>

	ITEM	Resp.
	<ul style="list-style-type: none"> Gully runs CCTV inspections to be carried out next week (or following week) – Divines to provide to Angela (HCC would take a risk based approach – if no defects on first section of channels then may not require inspection of all. NP to circulate update on inspection in two weeks time. Drawing required with House Numbers – PBA producing – NP to put numbers on. Angela to check the drawing ‘as built’ - NP to send CAD version. SLC next to Barn - still outstanding – not within proposed adoption area. Angela has instructed solicitor – lead is Amanda Pearce (Sheena Sawyer dealing with adoption deed). JM meeting with TW’s solicitor (Gina) on all TW sites next week. Sheena Sawyer requested a cost undertaking from TW’s solicitor on 13th June – no response to-date. NP to follow up. <p>All agreed – subject to gully inspection – push to get southern roads adopted this year.</p> <p>Pumphouse (PH) Way & PH Way roundabout</p> <p>Agreed yellow lining of Pumphouse Way from ‘black and white’ roundabout on east side of the road to the start of the square a bout and on the west side of the road to the first Persimmon house (immediately adjacent to the Barn entrance</p> <p>AM advised this would be on the basis of an ‘experimental order’ – put in quickly with public consultation for 6 months to run after works. Any objections would be reviewed after the six months.</p> <p>The Avenue adoption/dedication</p> <p>Dedication plan approved and new engrossed agreement expected from HCC in a couple of weeks.</p> <p>NP to confirm works order to H&C has been issued. H&C to advise on impact and timing of works which affect bus routing / Stagecoach.</p> <p>Persimmon Phase (DfM site) - highway dedication</p> <p>JM advised Steve Smith (and Karl) at Persimmon are aware of need to snag highways – they have given undertaking on HCC costs. Angela is talking to Persimmon but no snagging list yet as this would last only 3 months so Angela to inspect/audit once more confident in the TW ‘southern area’ road adoption.</p>	NP NP JM AM
3.	<p>Southern Area POS</p> <p>No progress - NP to pick up once highways adopted</p>	
4	<p>Improvements to RPC car parks and Transfer</p> <p>RPC to issue details of signboard requirements. NP would order only when confirmed.</p>	PM
5.	<p>Future of Man Co.</p> <p>Shareholders of ManCo. now checked – none issued. NP has confirmed with Eversheds that declarations need to be issued along with briefing note. NP to forward the forms for closure of the Man Co.</p>	NP
	<p>Date of next meeting</p> <p>24th August at 9.00am – conference call – MG to circulate details/meeting request.</p>	

Appendix B



Date: 17th July 2018

In attendance:-

Michelle Biggs
Paul Lovett
Simon Bound
Lucinda Streeter

1. Minutes from previous meetings

May minutes were approved and signed. June minutes to be circulated.

2. Caretakers Role

Caretaker roll advertised, and rate of pay agreed

3. New Community Space/Retail Units/Buildings Update

Legal completion has taken place. The addresses for the two units are 17 Greenlands Road and 19 Greenlands Road. Potential layouts and usage, under floor heating were all discussed. Simon was tasked to get quotes regarding the cost of securing the retail units, signage, and any required applications for the retail units.

4. Bat Walk – 22nd September 2018 time to be confirmed

The decorated bats will need to be hung in the trees beforehand. The bat detectors will be used.

5. AGM

The first AGM of the Charity will be held on 18th September, prior to the normal monthly meeting.

Upcoming Dates:

Christmas Fair – Saturday 24th November 2018

Children's Christmas Party – Sunday 9th December 2018

Summer Fair – 7th July 2019

AGM – 17th September 2019