

ROOKSDOWN PARISH COUNCIL

MINUTES OF A MEETING OF ROOKSDOWN PARISH COUNCIL (RPC)
held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN
on 24 September 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

Action

- 18/193 To receive and accept apologies for absence**
Apologies were received and accepted from Cllr Harris.
- 18/194 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed**
None.
- 18/195 To approve the minutes of the Rooksdowm Parish Council meeting of 23 July, including the separate minutes of the closed item**
The motion being proposed by Cllr Lovett, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the minutes.
- 18/196 To discuss matters arising from the minutes**
All actions are complete except:
- 18/118 Review office arrangements with RCA – Clerk is still awaiting letter from RCA. Will chase up **Clerk**
 - 18/126 Grievance policy – on agenda (18/205)
 - 18/163, 18/187 LIF applications – submitted, but further discussion required (on agenda).
 - 18/182 Apply to BDBC for bus shelters - ongoing **Lovett**
 - 18/186 Car park notices – on agenda
 - 18/188 Training courses – booked, but room booking for 15 November needs confirming **Clerk**
- 18/197 To note draft minutes from the Data Control Committee (DCC) of 29 August**
Duly noted.

18/198 To invite members of the public to address the meeting (up to 15 minutes in total)

None.

18/199 To receive reports from:

- Chairman of Rooksdown Parish Council – see Appendix A
 - Chairman took an action to sort the speedwatch data for the past few months and discuss with Road traffic police.
- Clerk to the Parish Council
 - Nothing to report.
- County Councillor
 - Cllr Taylor had sent his apologies as he had a prior engagement. He also passed on a general report from the leader of HCC.
- Borough Councillor
 - School
 - Ofsted report had found the school Good in all areas except Personal Development and Behaviour, which was rated as Outstanding
 - There had been some issues with developer lorries accessing the school site, but these were being sorted
 - Pumphouse Way yellow lines will probably go in by the end of the year
 - Park Prewett Road yellow lines may need some adjustment
 - The Lands Trust has withdrawn the planning application for the construction of the path in the Spinney (see minute 18/167.1) and is now planning to undertake soft landscaping work that doesn't require planning 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 again. The current staffing changes are not yet complete, but he hopes to provide a representative to the next meeting.
- CPSO – Martin Lee (CSPO) had met with the Chairman and Vice-chairman to discuss initiatives to combat litter around the skatepark. He hopes to attend the next RPC meeting to discuss these in detail.

Mahoney

18/200 To approve payments

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

27/07/2018	Phone	giffgaff	-5.00
25/09/2018	Internal audit fee	Do the Numbers	-240.00
28/08/2018	Salary	M Whittaker	-599.78
25/09/2018	Salary	M Whittaker	-599.78
25/09/2018	Extra hours	M Whittaker	-46.00
24/09/2018	Extra hours	M Whittaker	-66.40
25/09/2018	Mileage	M Whittaker	-59.40
25/09/2018	Office rent	RCA	-15.00
25/09/2018	Meeting room hire	RCA	-24.00
25/09/2018	Handyman July/August	RCA	-800.00
25/09/2018	Handyman 8/8-12/9/18	RCA	-930.00

25/09/2018	Hall hire	RCA	-30.00
25/09/2018	Office rent	RCA	-15.00
27/08/2018	Phone	giffgaff	-5.00
25/09/2018	PAYE	HMRC	-639.54
03/08/2018	Data Protection Registration fee	ICO	-35.00

18/201 To note bank reconciliations

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

18/202 To consider and approve car park notice and usage – Clerk

After some discussion, the motion being proposed by Cllr Mahoney, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to approve the wording for the car park notices. This would be sent to Homes England, who had agreed to make and install the notices when the car parks were handed over.

Clerk

The motion being proposed by Cllr Payne, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously not to install a height barrier but to review this decision should the need arise.

18/203 To consider making a submission to the borough Electoral Review - Chairman

The motion being proposed by Cllr Mahoney, seconded Cllr Lovett, **IT WAS RESOLVED** unanimously to make the following comment on the Review:

Clerk

“We support the joining of Rooksdown with Sherborne St John. The name of the new ward – Sherborne St John & Rooksdown – gives suitable prominence to Rooksdown and recognises its different character to that of Sherborne St John. It is important to the Rooksdown Community that its name appears in the ward title in this way.”

18/204 Planning applications

1. [17/00818/OUT](#) Residential development of approximately 3,200 homes...All matters are reserved except the primary means of vehicular access onto the A339, B3400 and Roman Road. | Manydown Land Off Roman Road and Worting Road Basingstoke Hampshire. Due 25 Sept

The motion being proposed by Cllr Lovett, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to object on the following grounds:

- Cycling and walking access

The junction design will result in poor access from Rooksdown across the A339 to the new country park, as expressed in the submission made by Cycle Basingstoke dated 30 August 2018. The only safe cycle/walking route across the junction will be on the eastern side of the eastern roundabout, requiring an impractical detour for residents of the western part of Rooksdown to get to the park, lying as it does to the west of the new north/south road.

- Number of lanes

Although we feel that the double roundabout solution is a vast improvement, the plan shows an increase in the number of lanes exiting from Rooksdown Avenue from 2 to 4. We feel that this results in too much land being taken for the road, and the road being brought too close to the housing. This in turn results in loss of trees, vegetation, greenspace, walking space, loss of amenity to the residents, and the unnecessary destruction of the street scene on the entrance to Rooksdown. We strongly suggest that 3 lanes leaving Rooksdown

Avenue would be preferable, with access onto the roundabout being controlled by traffic signals.

2. [18/02541/ROC](#) Variation of condition nos. 1, 2 and 3 of 17/02383/RES to reduce the number of self-build dwellings from 12 to 5 | Land at Trumpet Junction Park Prewett Aldermaston Road Basingstoke Hampshire. Due 27 Sept

The motion being proposed by Cllr Mahoney, seconded Cllr Payne, **IT WAS RESOLVED** unanimously to make no comment on the application.

3. [18/02603/ROC](#) Variation of condition no. 1 of planning consent 13/02322/FUL to replace 2 no. retail units with 1 no. unit to provide community floorspace | Area J And S Land At Park Prewett Hospital (Park Village) Aldermaston Road Basingstoke RG24 9RD

Cllr Lovett asked for it to be noted that he was a Trustee of the applicant, Rooksdown Community Association but had no pecuniary interest.

The motion being proposed by Cllr Lovett, seconded Cllr How, **IT WAS RESOLVED** unanimously to support the application.

4. **Applications not on the agenda**

None.

18/205 To discuss and agree HR policy and procedural amendments – Cllr Payne

Cllr Payne explained that some of the HR documents did not have the correct references and need modification. He agreed to work with the Clerk to resolve this and report to the next meeting.

18/206 To provide update on GDPR matters and to note the following documents as approved by the DCC

- **Data Protection Policy**
- **Privacy Policy**
- **Privacy notice – staff etc**
- **Privacy Notice – general**
- **Data Consent Form**

Duly noted.

Cllr Lovett reported that the Clerk would be producing the rest of the documents before the end of the year, including a guidance documents to show councillors what practical steps they need to take.

18/207 To review the current status of LIF applications and make decisions accordingly

It had become apparent that the LIF applications agreed at the last meeting were unlikely to succeed without modification. The officer responsible at BDBC had offered to meet councillors on site to ensure all parties had a common understanding of the issues. It was also suggested that Gordon Wade, BDBC Grounds Maintenance Manager should attend the meeting. The Clerk agreed to identify a suitable date.

Clerk

18/208 To discuss next edition of the Rooksdown Reporter – Chairman

The content of the next edition of the Rooksdown Reporter was discussed. The Chairman agreed to co-ordinate the input and asked for all copy to be sent to him by 15 October.

**Mahoney
All**

- 18/209 To receive a briefing on the Main Hall – Cllr Lovett**
Cllr Lovett summarised the need for RPC to decide how the Main Hall should be managed on handover, and encouraged all councillors to attend the meeting on 1 October.
- 18/210 Allotment update – Clerk**
It appeared that progress was finally being made. The Clerk had heard from BDBC earlier in the day, and the proposal was now that the developer should transfer the allotments directly to RPC.
The Clerk reminded the council that RPC had agreed to take the allotments with no commuted sum for maintenance on the basis that no legal costs would accrue to RPC. The Clerk was asked to pursue this with BDBC, and ask specifically that legal advice associated with the conveyance would be available from BDBC. **Clerk**
- 18/211 To discuss how to make Rooksdown appear festive at Christmas – Chairman**
Despite the relatively late start to make arrangements for Christmas 2018, it was suggested that a Christmas tree could be placed outside the Community Centre to gauge feasibility and public reaction. As this area was owned by BDBC, the Chairman offered to speak to Gordon Wade, BDBC Grounds Maintenance Manager, to try to obtain permission to do this. **Mahoney**
The Clerk would research suitable suppliers of decorations. **Clerk**
The motion being proposed by Cllr Mahoney seconded Cllr Harris, **IT WAS RESOLVED** unanimously to assign a budget of £1250 for Christmas decorations.
- 18/212 To discuss co-option to fill the vacancy for a councillor**
The only applicant for this had withdrawn and therefore there was nothing to discuss.
- 18/213 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.
As this item was to discuss co-option, the motion had become superfluous.
- 18/214 Chairman and Clerk's correspondence**
The Clerk had received an email for Paul Rouse, a spinal injury sufferer who was having difficulty using the bus stop at the top of Peggs way as there was no seating. As Cllr Lovett had not yet finalised the applications to BDBC for bus shelters (minute 18/182), he would ask whether a suitable shelter or seat could be provided. **Lovett**
- 18/215 Chairman to close meeting**
The Chairman closed the meeting at 2220.

Appendix A - Chairman's Report

Thanks to Cllr Lovett for chairing the meeting in July. Hope you have had a great Summer break?

20mph zone extension

A meeting will be convened in late 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.



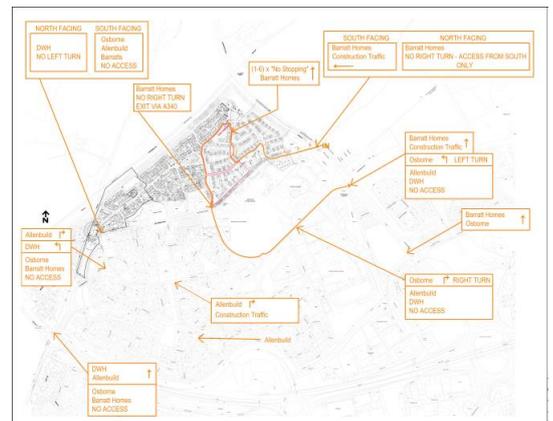
In the meantime, the SpeedWatch camera has been up July, August & September at 2 different locations across the development, capturing speed data which will inform the above meeting. Will share the results in a future Parish Council meeting.

Attended the following meetings with Cllr Bound, Borough Councillor:

- **Park Prewett Core Area – Adoption of Southern Area – TW, Homes England, HCC August 24, September 7.**
Some good progress being made here ... with Minutes attached overleaf for transparency (**Annex 1**) Mark Glendenning (Homes England) commented that the progress that has been made is down to the engagement we have with the stakeholders here.
- **Gillies Meadow – David Wilson Homes (Hungerford) – Phase 1 September 21** (Cllr How also present)
Martin attended meeting & will circulate the minutes in the next few days.
- **Gillies Meadow – Barratt David Wilson Southern Counties (BDW) – Phase 2a September 21** (Cllr How also present)
Martin attended meeting & will circulate the minutes in the next few days.
Key call outs ...
 - *Access for construction traffic expected to be granted A340 through Ambulance station*
 - *Newsletter produced to be circulated to residents*
- **RPC Management Meeting (Chair, Vice Chair & Clerk) September 17**
 - Review of agenda items for the Parish Council meeting
 - Priorities for the next few weeks / month / quarter
 - AOB
 - Presentation from Martin Lee, CSPO re initiative 'Rooksdown Field – 2 minute Park Clean'

Proposed **consortia/contractor delivery signage** across Park Prewett

This looks rather complicated but it captures the key junctions and directions.



Paul Mahoney – September 2018

ANNEX 1

Park Prewett Core Area – Adoption of Southern Area – TW, Homes England, HCC & RPC

Latest position/Actions in red text – as at Friday 7th September

1. Devines will complete the outstanding 6-7 gully 'fixes' required by end of next week (they are on site) and TW will re-survey these and provide HCC with a clean CCTV survey w/c 3rd September.

CCTV survey is with Nigel – he will send will go over to HCC today. **Action: NP**

2. Devines are also on site completing the final snag items identified recently by Mark Hannah. This work will be completed next week, including cutting back overhanging shrubs where they affect the highway. Nigel confirmed the landscape contractor (Apex) will issue letters notifying occupiers affected.

Devines works are signed off – JM to request Mark Hannah to provide formal sign-off. JM confirmed subject to CCTV survey and completing cutback of soft landscaping, all works complete and ready for dedication.

Action: JM

MG raised concerns over Allenbuild works and impact on adoption. JM advised that works to amend the crossover to the cycle path around the Squirrel Wood site would require s278 agreement or licence. MG to follow up with Bryan Hare at Allenbuild urgently. **Action MG**

Street lighting – NP has written to Ian Hurford at HCC requesting a quote from SSE/HCC for payment to adopt the street lights as is. JM to follow up with Ian (and Julie Higgins). TW hope the figure is acceptable (if not TW/Epsilon will have to carry out the works). **Action: JM to follow up.**

3. Jo confirmed HCC's expectation that this would resolve all outstanding issues.
4. The s38 plan has been revised to include house numbers. PBA are working on minor amendments to the plan including pulling back area near the squareabout affected by the missing light (as a pre-caution). PBA to circulate once amended/final plan confirmed.

Drawings – HCC solicitor has requested revised colour for easement areas on the s38 plan. NP to provide and circulate to all. **Action: NP**

5. The Title info requested by Sheena Sayer, Solicitor for HCC has been provided (Park Prewett is large title and LR only provide paper copy plans which is always c. 5 months out of date...but this is unavoidable).

All recognised that HCA title is large (75 pages) and complicatedbut large number of entries are not relevant to this area. Sheena (HCC) and Gina (TW) are due to have a conference call on Wednesday (12th) about title matters. NP and MG suggest Arminder (HCA) may be able to also assist with title queries. NP to follow up with Gina on timing of this call. MG happy to 'attend' if available.

6. Jo to speak to Sheena today to request issue of Deed of Dedication to be circulated to Gina and Arminder.

JM advised that a draft deed was reviewed by them and is now back with Sheena – and should be circulated shortly. **Action: HCC**

7. Mark G to book follow up Lync/conference call for 9.00am on Friday 7th September (Paul will be on leave but Simon will hopefully be available).

MG to arrange follow up call on 20th September (Thursday) at 4.30pm to review progress. **Action: MG**

8. The Avenue works are underway this weekend ('bus gate' to be re-open on Monday 3rd Sept – see separate correspondence). TW/HE/HCC solicitors to correspond on re-issue of the Deed.

Bus gate open and H&C works to Avenue completed. HCC's Solicitor Amanda Pearce is now on leave for two weeks. HCC to progress re-issue of the s38 agreement once returns from leave. **Action HCC.**

AOB:

Pumphouse Way roundabout being reconstructed with Trief kerbs – to design agreed by HCC. Adoption of this would follow with section of Pumphouse Way

SB requested update on sale of Barn. NP advised disposal progressing as far as he knew but will send details. **Action: NP**

Appendix B – Report from Rooksdown Community Association



RCA Report for Rooksdown Parish Council

21/09/18

Annual General Meeting

The Annual General Meeting was held on 18th September 2018.

Under the CIO, it requires all trustees to retire from office at the first annual general meeting. Faith Marks resigned from the post of trustee. All other trustees were reappointed

Retail units

Planning Application for change of use has been submitted but the signage needs a separate application.

Shop front and back doors are programmed to be fitted on 8th October

We are still discussing the final usage, but one unit is likely to become the Community office and the other used for community activities

BAT Walk – 22nd September 2018

The hanging bat sculpture will not be here for 22nd September. Bats will shortly be hibernating. This has been postponed until the Spring

Caretaker position.

We have not been successful in finding an applicant at present.

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