

ROOKSDOWN PARISH COUNCIL

MINUTES OF A MEETING OF ROOKSDOWN PARISH COUNCIL (RPC) HELD IN THE ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN on 28 October 2019 at 1930

	In Attendance	Apologies	Absent
Cllr Paul Mahoney (Chairman)	✓		
Cllr Paul Lovett (Vice-chairman)		✓	
Cllr Tim Botten	✓		
Cllr Pujitha Jasti		✓	
Cllr Scott Mason	✓		
Cllr Norman Morris		✓	
Cllr Jon Payne		✓	
Cllr Doug How	✓		
Cllr Dan Harris		✓	

Clerk:

Martin Whittaker

In attendance:

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

Action

19/136 To receive and accept apologies for absence

Apologies were received from Cllr Jasti (illness), Morris, Payne, Harris and Lovett (work commitments), and HCC Cllr Taylor (illness).

19/137 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed

None.

19/138 To approve the minutes of the Rooksdown Parish Council meeting of 23 September

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

19/139 To discuss matters arising from the minutes

- 18/182 and 18/214 Apply to BDBC for bus shelters – Cllr Lovett. On agenda.
- 19/7 Improvements to pedestrian crossings for the school. On agenda.
- 19/81 contact the originator of the skatepark improvement request and to get an estimate of costs from supplier for various types of extension – Cllr Payne

In his absence the Clerk summarised his discussions with Cllr Payne:

- In June a resident asked for the addition of a flatground space, which we discussed at the June meeting.
- Cllr Payne has spoken to the suppliers and reported, from which it appears:
 - It is not possible to put any concrete between the soundproof board and the skatepark – there must be 2 metres gap between the edge and any other obstacles. The only way to add anything

there would be to move the soundproof panelling back 3 or 4 metres, which would be very expensive and would require planning permission.

- It would be possible to replace the rubber edge protection around the children's mini ramp section with concrete and extend along away from the school in that direction. This seems to be a bit wasteful given the cost of the rubber protection however it does seem one of the more sensible options as it would remain within the existing footprint of the park (by and large).
 - It would be possible to change the width of the steps to increase the size of the bank and therefore the usability of the opposite quarter pipe, but probably fairly expensive considering the amount of change.
 - Although no pricing is yet available, the basic cost of concrete and tooling mobilisation is at least £3k before any work is done. Therefore any of the above would be very expensive.
 - In Cllr Payne's words: "I'm not sure any of this is particularly sensible – we have a wonderful skatepark, which we know could never be perfect due to budget constraints. Perhaps we need to accept that it is what it is".
- Cllr Bound suggested that when the Multi-Use Games Area (MUGA) is built it might be possible to add a flat area for skateboard use. It was agreed that no further action would be taken for the moment, but it may be possible to revisit it in future, when the effect of the new Basingstoke skatepark is known. The Clerk would write to the resident to explain the situation.

Clerk

- 19/90 skatepark cleaning equipment – Clerk/Payne/Harris

Cllr Bound has raised the matter with the appropriate director of BDBC and is awaiting an answer.

- 19/121 construction traffic signs – Cllr Lovett – no progress reported.
- 19/121 streetlights and crime rates

PCSO Long was unable to attend the meeting but had sent the following written response:

"I wouldn't say it has gone up because of the lights being off, however people (residents) are associating it with this. We had issues with car door handles being tried and vehicles being broken into before the lights were turned off at night. Car door handles and theft from vehicles are occurring because valuables such as laptops and money are being left inside with the car unlocked".

19/140 To invite members of the public to address the meeting (up to 15 minutes in total)

None.

19/141 To receive reports from:

1. Chairman of Rooksdown Parish Council

See Chairman's Report at Appendix A.

2. Clerk to the Parish Council

Alex Whitfield, the Chief Executive Officer of Hampshire Hospitals NHS Foundation Trust has accepted an invitation to address the January RPC meeting.

3. County Councillor - no report
4. Borough Councillor

Nothing significant to report.

5. Rooksdown Community Association (RCA)

RCA is in the process of instructing architects for the community units.

6. Police/PCSO/CSPO – no report.

19/142 **To note outcome of external audit**

Duly noted.

19/143 **To receive quarterly finance report**

The Clerk reported that, since no grant applications had been received, the grants budget would be underspent. This could best be handled by moving the unspent budget to reserves and not precepting for it next year.

19/144 **To approve payments**

The motion being proposed by Cllr Scott, seconded Cllr Botten, **IT WAS RESOLVED** unanimously to approve the payments as follows:

Date	Description	Supplier	Amount
27/09/2019	Phone	giffgaff	6.00
27/10/2019	Phone	giffgaff	6.00
29/10/2019	Oct salary	M Whittaker	767.18
29/10/2019	Oct salary balance	M Whittaker	22.72
29/10/2019	Incinerator, tree guards, maintenance	Goslings Garden and Fencing Services	696.00
29/10/2019	Hall hire	RCA	30.00
29/10/2019	Hall hire	RCA	18.00
29/10/2019	Office facilities	RCA	15.00
29/10/2019	Handyman	RCA	780.00

Cllr Mahoney was asked to authorise the payments.

19/145 **To note bank reconciliations**

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

19/146 **To consider a price increase for provision of payroll in the next financial year**

RPC's payroll service provider had announced an increase from £60 to £120 pa, due to the fact that RPC had been undercharged in previous years.

The motion being proposed by Cllr Mahoney, seconded Cllr Botten, **IT WAS RESOLVED** unanimously to continue at the new price but review as necessary.

19/147 **Planning applications**

1. [19/02816/DEM](#) | Demolition of Associated Services Building | Associated Services Building Aldermaston Road Basingstoke Hampshire

The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to make no comment.

2. Applications not on agenda

None.

19/148 **To determine locations and budget for bus shelters – Cllr Lovett**

In Cllr Lovett's absence this was carried over to the next meeting.

Lovett

19/149 **To receive a report from the meeting with Hampshire County Council on school crossings**

A meeting had been held with HCC and BDBC about improving the safety of pedestrian access to the school. The main conclusions of this were:

- The school had applied for a School Crossing Patrol (SCP) and had not met the criteria.
- It may be practical for an SCP to be funded locally: HCC will research the cost.

- It is not clear whether the school will meet the criteria for an SCP even when it is full: HCC will see if this can be forecast.
- BDBC will look into the addition of single yellow lines between Elder Road and the Condor Way roundabout to give clearer sight lines.
- HCC has not yet considered the Speedwatch data provided by RPC but will be asked to do so.

19/150 To resolve outstanding allotment matters – Cllr Mason

A plotholder had volunteered to act as site liaison between other plotholders and the Clerk. This would mean that suggestions and complaints could be passed to RPC without inspections having to be made.

The motion being proposed by Cllr Mason, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to appoint the above plotholder to act as allotment site liaison.

Clerk

Five plotholders had been warned about the state of their plots. The Clerk had, as the Allotment Rules allow, threatened each with eviction. As a result, four had complied with the Rules and one had given up the plot. As a result of this the Clerk would change the combination and send to all plot holders, relevant councillors and the maintenance team.

Clerk

1. To delegate decisions on the eviction of tenants for breaches of the Rules to the Clerk as Proper Officer of the council.

The motion being proposed by Cllr Mason, seconded Cllr Mahoney, **IT WAS RESOLVED** unanimously to delegate such decisions

19/151 To receive a LIF fencing update and take appropriate actions – Cllr Payne

Members considered the sample received from BDBC but could not agree as to its suitability. The Clerk will check:

- Where it has been installed in the Basingstoke area
- What alternative designs might be available, and what price difference there might be.

Clerk

The Clerk was also to contact Cllr Payne, the lead on this project, together with Cllrs Mahoney and Bound, to check their availability for a meeting to finalise the locations to be fenced.

Clerk

19/152 To receive an update on Car park in Peggs Way and allocate budget for transfer

The Clerk informed the meeting that all parties were now ready to transfer. A meeting had been held with Taylor Wimpey to agree the work that needed doing before handover. Homes England had agreed to insert a covenant to prevent large or inappropriate vehicles from parking. This would give RPC a legal basis for future enforcement action.

The Clerk had obtained 3 estimates for the legal work:

- Company A: £340-650 + VAT plus £70 disbursements
- B: £695 + VAT + £55
- C: £595 + VAT + £43

The motion being proposed by Cllr Mahoney seconded Cllr How, **IT WAS RESOLVED** unanimously to allocate £1000 budget for the Clerk to proceed with the legal work to take ownership of the car parks.

Clerk

19/153 To approve policies, procedures and other documents - Clerk

1. Financial Regulations - revised
2. Co-option Procedure - revised
3. Code of conduct - revised
4. Reserves Policy - revised
5. Risk Management - updated
6. Uncontentious Planning Application Procedure - new
7. Health and Safety Policy – rewritten

The Clerk explained that the co-option form had been taken out of the co-option procedure and would be updated separately.

The motion being proposed by Cllr Mahoney, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve the above documents.

19/154 **To discuss the content, publication and distribution of the Rooksdown Reporter**

Members concluded that the best course of action was to produce a special edition of the Reporter in time for Christmas and a more comprehensive edition on the new year.

The motion being proposed by Cllr Mahoney seconded Cllr Scott, **IT WAS RESOLVED** unanimously to allocate a budget of £250 for a Rooksdown Reporter special edition.

19/155 **To receive an update on the Christmas Tree and discuss how Rooksdown Parish Council should support the Rooksdown Christmas Tree lighting party 30 November**

The Clerk reported that orders had been placed for the ground socket (£150) and lighting (£600). Confirmation was awaited for the tree at ~£400. Erection will be week beginning 25/11 and lights will be fitted on the morning of 30/11.

Michelle Biggs asked on behalf of the RCA that the council provide advent calendars for attendees of the Christmas party. As these had already been purchased by the RCA, this would take the form of reimbursement of the RCA.

The motion being proposed by Cllr Mahoney seconded Cllr Mason, **IT WAS RESOLVED** unanimously to reimburse RCA up to £300 for the purchase of advent calendars.

19/156 **Preparations for winter**

The Clerk was asked to ask the handyman to refill the grit bins, check stock levels and restock accordingly.

The motion being proposed by Cllr Mahoney seconded Cllr Botten, **IT WAS RESOLVED** unanimously to allocate a budget of £500 for the purchase of salt.

19/157 **Chairman's correspondence**

None.

19/158 **Clerk's correspondence**

The Clerk had received:

- An email requesting the council writes to the local MP to ask them to support the Local Electricity Bill, enabling community energy groups to sell locally-generated power to the Grid without excessive regulation. The Clerk was asked to put this on the agenda for the next meeting and copy the information to Cllr Bound.
- A letter from Victim support requesting a grant of £100 – to be put on the next agenda.

Clerk

Clerk

Clerk

19/159 **Chairman to close meeting**

The Chairman closed the meeting at 2140.

Chairman’s Report for Rooksdown Parish Council meeting – October 2019

Thanks for Cllr Lovett for chairing the Parish Council meeting in September whilst I was on holiday abroad.

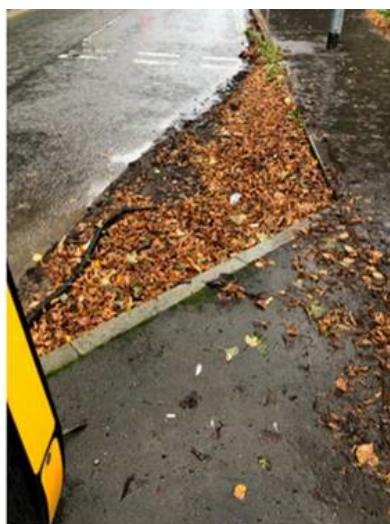
In October - attended the following meetings:

- **Taylor Wimpey / Homes England (Chair, Cllr How & Clerk) – 18th October 2019.**
 - To discuss issues with lighting in the Southern Area, the state of the Avenue, Pumphouse Roundabout, POS handover to BDBC & outstanding adoption issues. [Main details below].
 - Minutes from meeting available via the Clerk.
- **Meeting - Road Safety at Castle Hill Primary (Chair, Cllrs How & Payne & Clerk) – 22nd October 2019.**
 - Meeting with Glen Parkinson, Strategic Development Officer – for Children’s Services Dept & Adrian Morgan – Senior Engineer, BDBC
 - Progress meeting since March 2019 Parish Council meeting.
 - Minutes from meeting available via the Clerk.
- **Peggs Way - Car Park Maintenance meeting with Taylor Wimpey (Chair & Clerk) – 24th October 2019.**
 - To discuss/agree maintenance required to the car parks on Peggs Way & Easter Square before handover.
 - Minutes from meeting available via the Clerk.

Meeting with Taylor Wimpey / Homes England:

The Avenue

With The Avenue being one of the only two main entrance points in to Rooksdown, I have been trying since May 2019 to get Taylor Wimpey / Homes England to undertake some general maintenance on The Avenue:



There has been absolutely no maintenance over the last 18 months.

42 emails later and countless phone calls [and having to raise the issue to Director level], Taylor Wimpey has arranged for The Avenue to be swept and the weeds in the main road/pavement to be removed & have promised to get their contractor to come back in the next few weeks to sweep again (including the footpaths) once the leaves have fallen from the trees.

Given that it will be at least a further 12 – 18 months before The Avenue is adopted by Hampshire County Council, Taylor Wimpey has now set up a maintenance schedule for the ongoing sweeping of the road, litter picking & weed treatment and are going to investigate whether BDBC can sweep on their regular visits to the rest of Rooksdown.

I've also reached out to BDBC to tidy the verge on the North Side and Taylor Wimpey will undertake the maintenance of the vegetation – as per below:



Lighting in the Southern Area

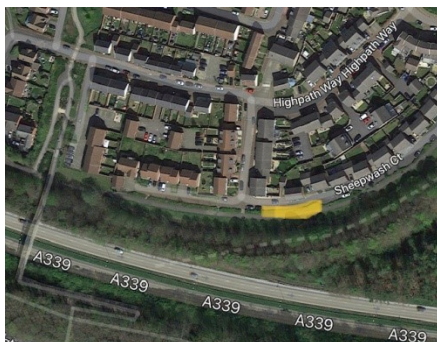
For information – Taylor Wimpey continue to be fully responsible for the lighting in the Southern Area. Back in 2018 it had been agreed that rather than hold up the highway dedication pending the inspection by SSE and then the delay for the required remedial works, the 'dedication' (adoption) of the Southern Area would go ahead on the basis that 'accrual' of the street lights (under Hampshire's PFI contract with SSE) would follow satisfactory completion of any remedial works (or following payment of a commuted sum by TW direct to SSE so SSE would complete any outstanding works). Also, Taylor Wimpey neglected to install 3 lights in Pumphouse Way but HCC has agreed that only 2 of these are now required. Taylor Wimpey confirms that there are circa £20k of remedial works to be undertaken to the lighting in the Southern Area before they will be in a position to begin the handover.

Lighting (near green bridge)

I have had regular communication since April from residents in Sheepwash Court – concerned about the lack of lighting on the path that leads down from the green bridge, running parallel to the Spinney / A339.

A couple of the lamp posts had been damaged back in April (assumed vandalism) and needed to be made safe. Taylor Wimpey was very slow to instruct the disconnection and slow to get replacements installed. Reconnection has also been delayed.

6 months later and after at least 40 emails & regular chasing by phone, as an interim solution, Taylor Wimpey has provided PIR solar lighting to the 2 broken lamp posts (which is a less than satisfactory solution for the situation).



Orders have been placed for the reconnection of these lamps.

I'm hoping these lamp posts to be fully functional within the next 3 – 4 weeks.

Other lighting

I conducted a review of the lighting in the Southern Area on 17 October and found the following lights to be not working:

Basswood Drive (x1), The Avenue (x2), Pumphouse Way (x1), Moths Grace (x1), Mailing Way (x1)
& the path from the green bridge opposite Sheepwash Court (x1).

The light bulbs for the above lamp posts are to be replaced within the next week.

It is important that we ensure that any lights in the Southern Area that are not working are reported direct to Taylor Wimpey (until lighting is handed over to Hampshire as part of adoption of the Southern Area).

Roundabout at the top of Pumphouse Way

Taylor Wimpey has confirmed that they will be rebuilding the Pumphouse Roundabout at the beginning of 2020 in preparation for adoption of this area.

Taylor Wimpey is looking at February half term – acknowledging the work may impact bus and construction traffic from Barratt David Wilson Homes site. Further details to follow.



that

Given the ongoing inconvenience caused to residents in Rooksdown caused by Taylor Wimpey I have asked them to sponsor the Rooksdown Christmas Tree.

Awaiting response.

Paul Mahoney – October 2019