

ROOKSDOWN PARISH COUNCIL



MINUTES OF THE MEETING ROOKSDOWN PARISH COUNCIL held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN on MONDAY 25th APRIL 2016 AT 7.45 PM

	In Attendance	Apologies	Absent
Councillor Mahoney (Chairman)	✓		
Councillor Botten	✓		
Councillor Cook	✓ (8.15pm)		
Councillor Lovett (Vice Chairman)	✓		
Councillor Mason	✓		
Councillor Mrs Tarrant	✓	✓	
Councillor Mrs Wintle-Camp	(resigned)	✓	
Councillor Payne	✓		
Councillor Jenkins		✓	

Also in attendance: Mrs K Ross - Clerk, County Councillor Stephen Reid and Borough Councillor Simon Bound

- 034/16 To receive and accept apologies for absence**
Apologies were received from Councillor Mrs Wintle-Camp, Councillor Jenkins and Councillor Mrs Tarrant. The Council was also informed that Councillor Mrs Wintle-Camp had resigned as a Parish Councillor.
- 035/16 To receive and note any declarations of pecuniary interest relevant to the agenda**
Councillor Mahoney declared a pecuniary interest in Items 046/16 and 048/16
- 036/16 The Chairman to sign as a correct record the minutes of the Rooksdown Parish Council meeting held on 25th February 2016**
The Chairman signed as a correct record the minutes of the Rooksdown Parish Council meeting held on 25th February 2016
- 037/16 To receive an update on matters arising not covered on the agenda elsewhere**
Fireworks.
Councillor Mahoney confirmed that the School will not allow the Fireworks to be released from there. Councillor Mrs Tarrant and Councillor Jenkins will have an update at the next meeting
Parking
Councillor Mason raised the issue of dangerous parking along Mill Road. The Clerk confirmed that a leaflet regarding inappropriate parking had been submitted to her which has been subsequently checked by the Police for accuracy. This item will be discussed next month.
Commemorating Park Prewett
Ideas on how best to do this will be discussed next month.

038/16 **To open the meeting to members of the public**
Standing orders were suspended for this item
 There were no members of the public in attendance

039/16 **To receive reports from:**
Chairman to Rooksdown Parish Council
 Councillor Mahoney's report can be found as Appendix A
Clerk to the Parish Council
 The Clerk's report can be found as Appendix B
County Councillor
 County Councillor Reid's report can be found as Appendix C
Borough Councillor
 Borough Councillor Bound reported that he had applied for three TPOs to protect the areas that was thought weren't protected. The "new Spinney" area was already protected by Sheepwash Close and Downside Close. The trees behind Fairway House & Headway Place have been made a temporary TPO for six months whilst it is assessed for the permanent application
Rooksdown Community Centre
 There was nothing to report
CSPO/Police
 There was no report available

040/16 **To note the current financial situation and to sign the bank statements**
 The current financial situation was **NOTED** and the bank statements were reconciled and signed. The monthly report can be found as Appendix D.

041/16 **To consider and agree requests for Payments**
 The payments as listed in the table below were approved for payment

FOR	ITEM	AMOUNT	INVOICE NO	METHOD OF PAY
HMRC	Tax and Ni	£149.10	March	E Payment
HALC	Training	£108.00	12395	E Payment
Staff	Salary	£728.11	March	E Payment
Staff	APM Expenses	£112.50		E Payment
Staff	Pension	£8.13	April	DD
HMRC	Ni	£35.70	April	E Payment
Staff	Salary	£165.00	20168	E Payment
Staff	Salary	£165.00	20169	E Payment
HALC	NALC Affiliation	£188.00	0491	E Payment
HALC	HALC Affiliation	£491.00	0490	E Payment
HALC	HR consultancy fee	£180.00	0649	E Payment
Came & Co	Insurance	£476.46		E Payment
Viking	Stationery	£17.48	38432	E Payment
Viking	Printer	£281.84	856880	E Payment
Councillor	Expenses	£45.15		E Payment

042/16 **To consider grant requests from Rooksdown Community Association under Section 137 of the Local Government Act 1972 for Youth work**

RCA Grant request for £2500 for Youth work

It was

RESOLVED

that the Parish Council would, under its powers under Section 137 of the Local Government Act 1972, grant £2,500 from Rooksdown Community Association for Youth work. Proposed by Councillor Lovett and seconded by Councillor Mahoney. All members voted unanimously to accept this resolution.

RCA Grant request for Youth work for £2106 for 3 years

It was

RESOLVED

that the Parish Council would, under its powers under Section 137 of the Local Government Act 1972, grant £2,160 for 1 year from Rooksdown Community Association for Youth work with payment withheld until July 2016. Proposed by Councillor Lovett and seconded by Councillor Mahoney. All members voted unanimously to accept this resolution.

043/16 **To consider applying for a Litter Grant from BDBC**

It was

RESOLVED

that the Parish Council would not apply for the Litter Grant of £5,616.00 from Basingstoke and Deane Borough Council. Proposed by Councillor Lovett and seconded by Councillor Mahoney. All members voted unanimously to accept this resolution.

044/16 **To agree the use of a PO Box deliver service at an annual cost of £312**

It was

RESOLVED

that the Parish Council would agree to the use of a PO Box deliver service at the cost of £312 per annum. Proposed by Councillor Lovett and seconded by Councillor Payne. All members voted unanimously to accept this resolution.

045/16 **To agree the allocation of £5k for street furniture**

It was agreed that the Parish Council would process this via an LIF grant

Councillor Mahoney left the room at 8.50pm

046/16 **To agree to spend £100 as a leaving gift for RCA staff member**

It was

RESOLVED

that the Parish Council would spend £100 as a leaving gift for RCA staff member. Proposed by Councillor Lovett and seconded by Councillor Mason. All members voted unanimously to accept this resolution.

Councillor Mahoney returned to the meeting on 8.51pm

047/16 To agree maps/functionality for the website and to devolve the content to 2 Councillors

It was

RESOLVED

that the Parish Council maps/functionality for the website and to devolve the content to Councillor Lovett and Councillor Payne with a budget of up to £100. Proposed by Councillor Lovett and seconded by Councillor Cook. All members voted unanimously to accept this resolution.

048/16 To agree to fund the Chairman's request to fund CILCA qualification

It was

RESOLVED

that the Parish Council would fund Councillor Mahoney's CILCA qualification with the caveat that should Councillor Mahoney leave the Parish Council within 12 months of obtaining the qualification, either voluntarily or on request, the amount would be repaid to the Parish Council and that any retakes will be at Councillor Mahoney's own cost.

Proposed by Councillor Lovett and seconded by Councillor Mason. All members voted unanimously to accept this resolution.

049/16 To discuss the Allotments

It was

RESOLVED

that

- The Application Form, as shown in Appendix F, will be the recognised application form
- All applicants need to submit a completed Application Form before being added to the waiting list
- The Application Form will be the only recognised application
- Councillors Mason and Botten will be Allotment Officers
- Rent will be agreed as
 - Large plot: £60
 - Small plot: £30
 - Deposit refundable: £100
- The Clerk will be responsible for the day to day running of the Allotments
- Residents of Rooksdown would receive priority in the allocation of plots
- The Councillors/Allotment Officers and Clerk will have delegated powers to deal with all Allotment matters but not to include financial decisions
- Costings would be obtained for plastic sheds with the intention of the provision of a shed being included

050/16 To note the resignation of the Handyman

This was **NOTED**

051/16 To agree the skatepark proposal (previously distributed 1/4/16)

The proposal as attached as Appendix E was approved for submission

- 052/16** **To consider Planning Applications**
- 052.01/16** **Application 16/00614/FUL**
Land at Priestly Road
Residential development of 94 houses
Rooksdown Parish Council has no objection to this application
- 052.02/16** **T/00158/16/TCA**
20 Old Barn Mews, Basingstoke
Proposed works to trees in a conservation area notice of intent to t1 sweet chestnut - shorten back two low limbs overhanging garden by approx 2/3m
Rooksdown Parish Council has no objection to this application
- 053/16** **To agree timescales and process for getting the Old Hall open for Spring 2017**
It was
RESOLVED
that Councillors Mason, Lovett and Payne and the Parish Clerk would be on a committee to discuss all matters relating to the Old Hall.
Proposed by Councillor Mahoney and seconded by Councillor Botten. All members voted unanimously to accept this resolution.
- 054/16** **To consider request to share Speed Watch equipment**
It was agreed that the Parish Council would, in principle, allow the loaning out of the Speed Watch equipment.
- 055/16** **To agree that the Speed Watch Community Group can use the Speed Watch equipment**
It was
RESOLVED
that the Speed Watch Community Group could use the Speed Watch equipment as required. Proposed by Councillor Lovett and seconded by Councillor Mason.
- 056/16** **To confirm the date of the next meeting**
The date of the next meeting and AGM was agreed as 23rd May 2016

Appendix A

Chairman's Report for Rooksdown Parish Council Meeting – April 2016

This is what I have been working on since the last Parish Council meeting –

Rooksdown Reporter

Drafted & published V18 of the Rooksdown Reporter. Thanks to Councillors who delivered across the development whilst I was on holiday.

The Annual Parish Assembly

Thanks to the Councillors & members of the public for attending the Annual Parish Assembly. I suggest the publication of the main content in the next edition of the Rooksdown Reporter in May, with links to the website & other social media.

SpeedWatch

Whilst awaiting adoption of the core area of Rooksdown, the speed camera has been strategically placed at various locations around the development to gather some useful intelligence to help us work out where the worst places are for dangerous driving along with the main times to identify the best times for the Speed Watch Group to go out to be able to make the maximum impact.

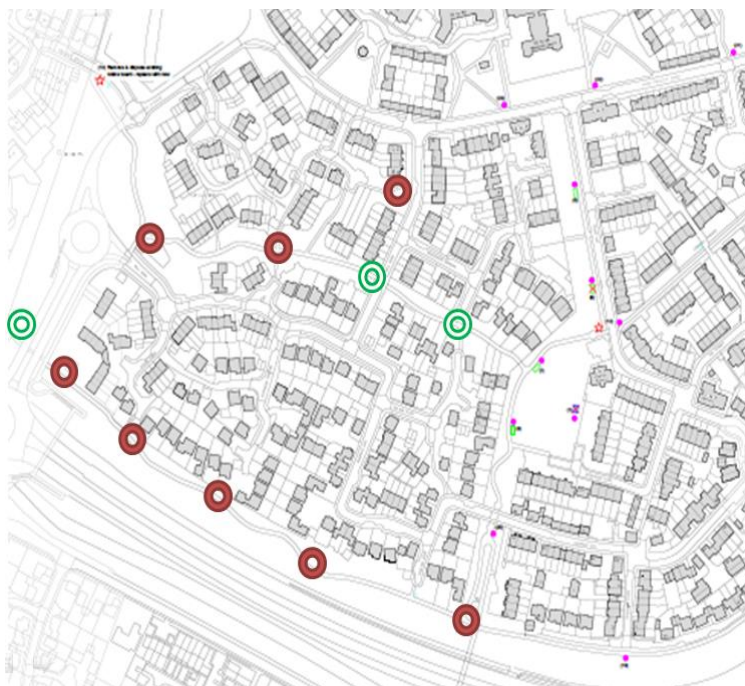
So what is the data telling us?

	Location 1	Location 2	Location 3	Location 4
Total number of cars/week	7000	4000	5000	3800
21mph +	82%	70%	50%	47%
24 mph +	53%	37%	25%	19%
Worst recorded speed	42 mph	41 mph	55 mph	40 mph

Street Furniture Project (LIF Award)

As previously advised, Burleys were appointed by B&DBC to deliver the street furniture project with a delivery date by the end of March.

Unfortunately, the project is unlikely to be finished until Friday 29 April. I have been in regular dialogue with B&DBC as there is a significant amount of remedial work needed to be done by Burleys to practically every installation.



Following a series of discussions with Terry Martin, Senior Landscape Architect B&DBC, we have assessed the implementation of the ongoing project and believe that there is a need in Rooksdown to install a further 10 bins as part of the overall scheme.

Terry has costed for the supply and installation of the 10 additional bins – £5,500.

I have submitted a request for the extension of the current LIF application by a further £5,500 to see whether this can be included in the current project.

We may need to submit a new LIF application

Agenda item - to agree in principle the sum of £5,500 to complete the street furniture project in case the LIF extension/new LIF application is declined.

Thanks to the Clerk for the work undertaken so far to establish who to contact with regards to the Costa/ CO-OP area to be able to install a 2nd bin and notice board in this busy area.

Resignation of Handyman

This will be covered in Clerk's report

Meeting with HCA/TW/Borough Councillor

Will send update separately

Road Adoptions

Meeting planned to get all interested parties around the table to agree a way forward to include Greenland Road – Street Trees and lighting outside the Commercial Area Phase 2

LIGHTING (impacting on adoption of core area)

TW confirm works are underway to sort the street lights at the roundabout at the top of Pumphouse Way/ Park Prewett Road.

1 street light has been hit on Canadian Way – can impact on adoption unless replaced. TW looking into options

Painting bottom 2 feet of a number of columns (weather permitting)

1 column hit; to be replaced (SL 8 – close to the Community Centre)

Illuminated signs outside Community Centre – choke to be replaced and fitted by Epsilon w/c 25 April.

Elsewhere, 1 street light is not working on Crondall Terrace.

WESTERN TRIANGLE – REMEDIAL WORKS TO HIGHWAY VERGES ON BOTH SIDES OF ROOKSDOWN AVENUE

Have chased TW to complete the remedial works to the highway verges on Rooksdown Avenue (outside the Western Triangle) and also to complete the landscaping work to the grounds surrounding the Western Triangle, following completion of the building work at the end of last year

WESTERN TRIANGLE

ROOKSDOWN AVENUE - VERGE



BARN AREA

Have chased TW to complete the landscaping work to the grounds surrounding the Barn Area, following completion of the building work there at the end of last year

BARN AREA



PHASE 3 WORKS – THE AVENUE

Have chased HCA & TW (in conjunction with HCC) to confirm the programme of how the hospital/Dinwoodie Drive work will be co-ordinated to give reassurance to the Parish that they are will both be completed at exactly the same time as the signalisation of the A340 / Lodge Junction.

Essentially, there will be a 'no right turn' into Dinwoodie Drive from the Avenue (however traffic will still be able to turn left into Dinwoodie Drive from The Avenue if coming from the A340). The turn out from Dinwoodie Drive to the Avenue will be a 'right turn only'. The Maternity block access road will allow vehicles to turn in and out in either direction from/to The Avenue but this road will be restricted to buses and emergency vehicles only.

TRENCHMEAD GARDENS



Taylor Wimpey have finally repaired the fencing at Trenchmead Gardens following direct intervention. Their first attempt was unacceptable



This has now been completed satisfactorily.



Peggs Way Car Parks

The legal process for ownership transfer of the car parks on Peggs Way is well underway (an action that was agreed in a previous Parish Council meeting in 2015). The Clerk is leading on this. April Shilstone, Acting Solicitor to the Council, Legal Services Team, Havant Borough Council and East Hampshire District Council has been appointed to represent the Parish Council

English Heritage - Blue Plaque for Old Hall

I've asked the Clerk to make enquiries about how we go about getting an English Heritage Blue Plaque for the Old Hall for when it opens in early 2017 (in relation to MP Maria Miller's recent enquiry).



CILCA qualification

Having already completed 'The Knowledge and Core Skills (Parts 1 & 2)' as part of my councillor development, I would like to enrol to undertake CILCA qualification in order to help me become more aware of the law and procedures for local councils and help the Parish Council work with the planning system. The qualification covers off core roles in Local Council Administration, Council activities, Law and Procedure for local councils, finances and community engagement.

This is covered as an agenda item during the meeting

Emails – Parish Council (since last PC meeting)

	March	April (to date)
Emails received	241	253
Emails sent	220	231

Paul Mahoney April 2016

Appendix B

Clerk's Report

- I have identified who the Landlord of the Limes park precinct and been in contact
The trees will be replanted and the new bin can be installed. Permission for a post box and notice board has been requested
- The PC is now compliant with regard to the Pension regulations and documentation received to confirm this
- Transfer of car parks to PC ownership is under way
- Snagging lists for the Allotments have been submitted to BDBC and forwarded onto the Developer
- £1,000 grant from the Police for the Speed Watch camera has been successful and has been credited to our account

Appendix C

County Councillor Reid's Report

Report from Stephen Reid for Rooksdown Parish Council April 2016

Wellington Terrace

I understand that the traffic order is being made banning all right turns into Wellington Terrace. I believe that to be safer.

Traffic calming / Lodge Junction / The Avenue

The road works are clearly making progress and I am sure we all look forward to seeing them completed. Then we need a seamless join into the junction realignments along The Avenue.

Aldermaston Road Triangle

The planning application has been submitted and registered. It is similar in layout to that displayed at the Bovis Homes consultation event last year which I attended, albeit the number of proposed dwellings has fallen slightly from 100 to 94 to address some of the design matters that were raised there and by the planning authority.

Rooksdown School

The case for two-form entry has been agreed from September. Now we need to ensure that the building extension is implemented (target summer 2019). And the drop-off point.

Road Adoptions

We are at the frustrating stage where adoptions seem to be possible but there is always one more issue to address. One concerned the quality of wiring in the street lights. Taylor Wimpey have advised 'job done'. HCC will inspect and if all is OK that is the last significant impediment removed.

Two 'open issues' relate to trees on the road leading to the Old Hall and the drains under the Community Centre car park. I believe that neither of these will be impediments to adoption.

A meeting has been arranged for Friday to discuss progress towards adoptions with the Homes and Community Agency. Hampshire will be represented by Jo Murphy who is the Senior Engineer with County Highways.

Superfast Broadband

Following upgrades to the latest cabinet, Rooksdown residents are telling me on the doorstep that they are looking forward to receiving their superfast broadband.

Build Quality

This continues to be an issue in Rooksdown. I have received a note (as has Councillor Bound) of a resident taking legal action. I am not mentioning individual addresses as residents wish for no publicity.

Councillor Grants

The payment from my devolved budget has been made to the Speed Watch initiative in Rooksdown.

Parking

Councillor Bound and I have had meetings with the hospital to discuss ways of keeping to a minimum the problem of hospital employees parking along The Avenue or in Rooksdown itself.

Regarding ill-disciplined parking on the 'squareabouts': Councillor Bound is talking to TW about yellow lining: we have been assured that they are permitted to put down lines before adoption if they want to.

Doctors' Surgery

I received a report that the surgery failed to open on Tuesday last week, but the surgery assures me that was a false story. The surgery has also told me that their new building is due to start in May: documents are with solicitors.

New Hospital

The CCG has not reported progress on its consultation. The Hospital Trust is pressing on with getting the necessary internal approvals and having its business case agreed.

Stephen Reid

Appendix D
Current Financial Situation

	Balance Brought Forward		55,334.62
	Interest		1.90
	VAT refund		643.85
	Dummer portion of SLCC membership		18.00
			55,998.37
DD	Talk Mobile	Mobile Phone	10.00
FPO	HMRC	Tax	150.90
FPO	Staff	Salary	680.00
FPO	Councillor	Expenses	26.00
FPO	RCA	Room hire	120.00
FPO	RCA	Room hire	34.00
FPO	S Wilde	Maintenance contract	385.00
FPO	Councillor	Expenses	17.11
FPO	S Wilde	Expenses	72.57
			1495.58
	Balance as at 29th February 2016		54,502.79
		Current Account	5,952.30
		Savings Account	48550.49

March Monthly Sheet

	Balance Brought Forward		54,502.79
	Interest		1.92
	HCC Grant		1,000.00
			55,504.71
FPO	Talk Mobile	Mobile Phone	10.00
522	Diane Malley	Payroll services	40.00
FPO	Councillor Lovett	Expenses	71.02
FPO	Staff	Salary	728.11
FPO	HMRC	Tax	149.10
FPO	HALC	Training	108.00
			1106.23
	Balance as at 31st March 2016		54,398.48
		Current Account	5,846.07
		Savings Account	48552.41

ROOKSDOWN PARISH COUNCIL						
SUMMARY RECEIPTS & PAYMENT ACCOUNT						
4th QUARTER ENDED 31 MARCH 2016						
						Figures shown
Annual Budget	Actual-v-Budget					exclusive of VAT
		<u>RECEIPTS</u>				
27330	100%	Precept				-
15	175%	Bank Interest				6.01
5431	103%	Other				1,661.85
		TOTAL RECEIPTS				1,667.86
		<u>PAYMENTS</u>				
15500	79%	Net Salaries & Allowances (Jan-Mar 0)				3,363.55
0		HCC - Pension Contributions (e'ers & e'ees)				-
0		Clerk's Expenses Net VAT (Jan-Mar 0)				-
4100	65%	Administration				181.53
0		Chairman's Allowance				-
750	9%	Repairs & Maintenance				64.25
500	97%	Insurance Premium				-
0		Grants & Donations:				-
10000	9%	Section 137				-
250	50%	Training				90.00
600	117%	Hall Hire				225.50
300	108%	Audit Fees				-
930	118%	Subscriptions				149.00
0		Publications (LCR)				-
4000	0%	Events				-
0		Other B				-
0		Miscellaneous				38.78
0		VAT on payments				30.65
36,930						
		TOTAL PAYMENTS				4,143.26
		BALANCE BROUGHT FORWARD on 01/01/16				56,873.88
		ADD Total Receipts (as above)				1,667.86
		LESS Total payments (as above)				4,143.26
		Balance Carried forward 31/03/16				54,398.48
These cumulative funds are represented by:						
		Current Account Balance				5846.07
		Less:Cheques drawn but not debited as at 31.03.16 nos.				-
		Deposit Account Balance				48552.41
						54,398.48

Appendix E

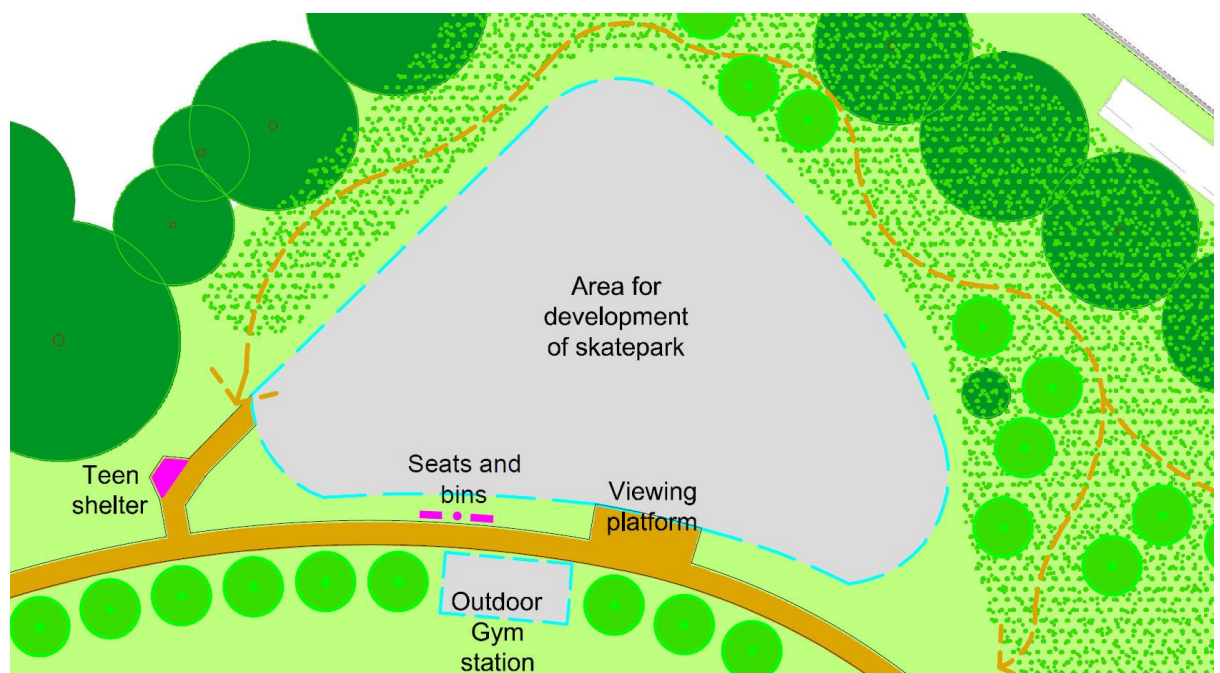
Rooksdown Parish Council Skatepark Brief

Design Space – 2016

At the current design stage, the Masterplan has changed since budgetary tender, the path moved and a much larger space has been retained for the Skatepark works, reaching almost to the end of the tree line in the direction of the Community Centre.

While the budgetary tender and LIF funding grant is based on a smaller plot historically, additional LIF funding can be applied for, therefore Rooksdown Parish Council feel that the tender should be based on square footage and not tendered to any particular budget.

We're keen to build something which fits the space well, without compromise.



Key needs

It is considered that bins, benches, viewing platform and teen shelter and lighting* are provided as part of the main park design/funding. Therefore, they need not form part of the park design tender from the Rooksdown LIF budget.

*We have requested that lighting options be provided by the skatepark designers to allow BDBC to consider all options for this part of the park lighting strategy.

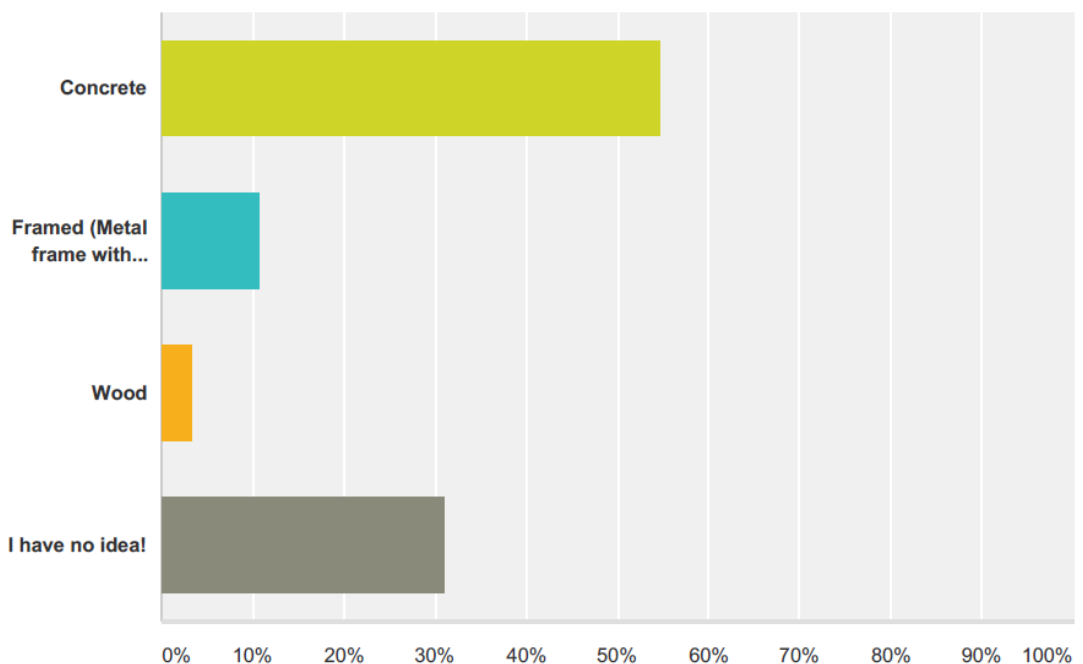
Medium

To be built out of concrete for the following reasons

- Reduced vandalism
- Reduced Noise
- Cheaper Maintenance
- Better park features
- Longevity
- Resident preference (see graph below):

Q7 What type of construction is the best for a skatepark, in your opinion?

Answered: 119 Skipped: 4



Features

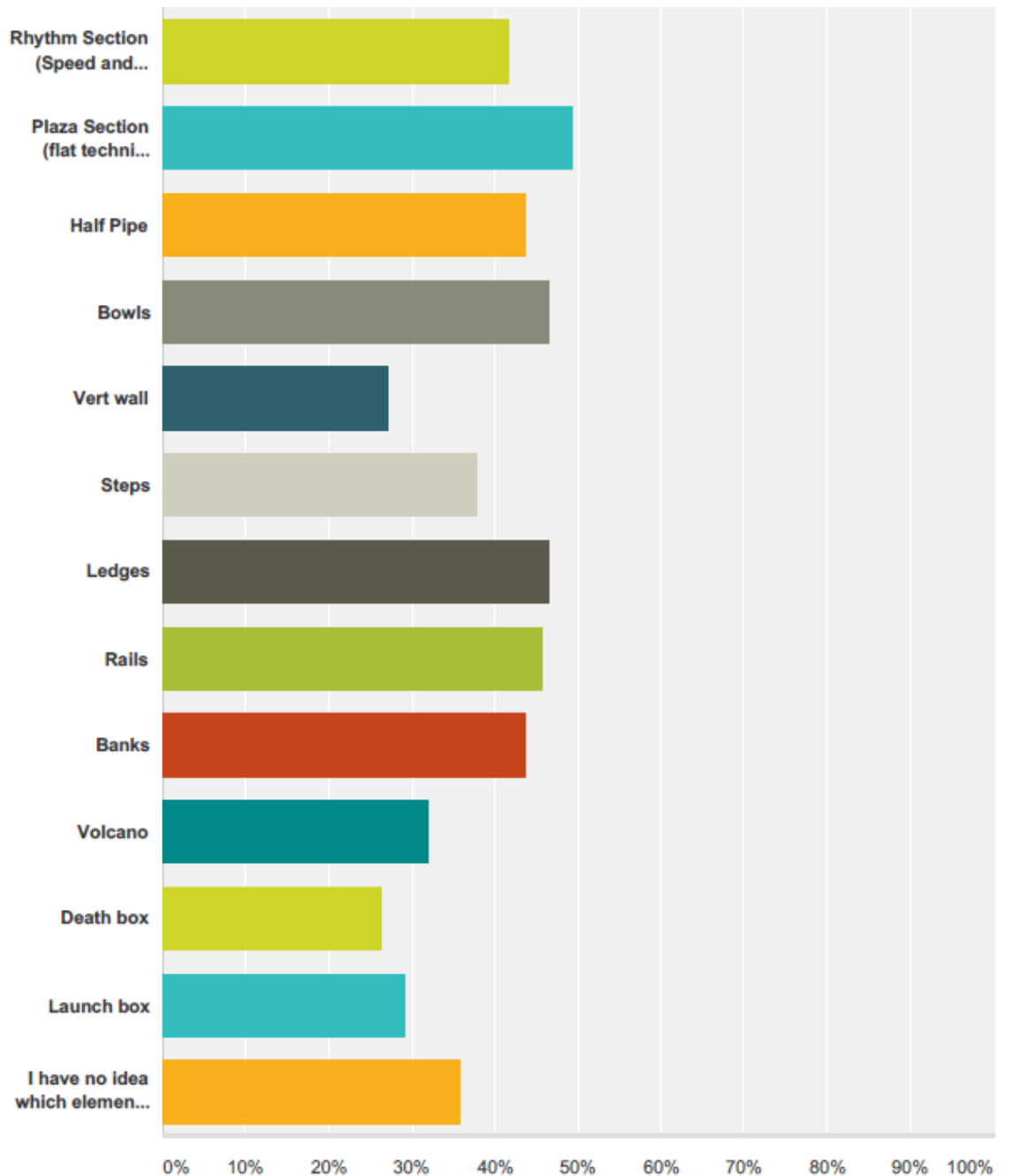
To include the following core features

- Anti-Graffiti Paint
- An **option** for lighting in the evening to reduce anti-social behaviour out of hours, and assist Police/Community Support Officers with regulating the space. This should be provided as part of the main park lighting strategy and therefore should not be covered by the LIF grant for the skatepark – but if integrated in the park it might need to be provided within the skatepark works. The options provided will be useful to evaluate options.
- If possible, we'd like to see a small isolated section with some mini-obstacles designed for younger children within the space. This will be dictated by the park flow (it must be safely positioned), and space available, but it would be a nice addition.

- Features in the park should take into account the most popular features on the survey response graph on the following page – whilst it is not possible to fit everything in, it will be useful on choosing certain features.

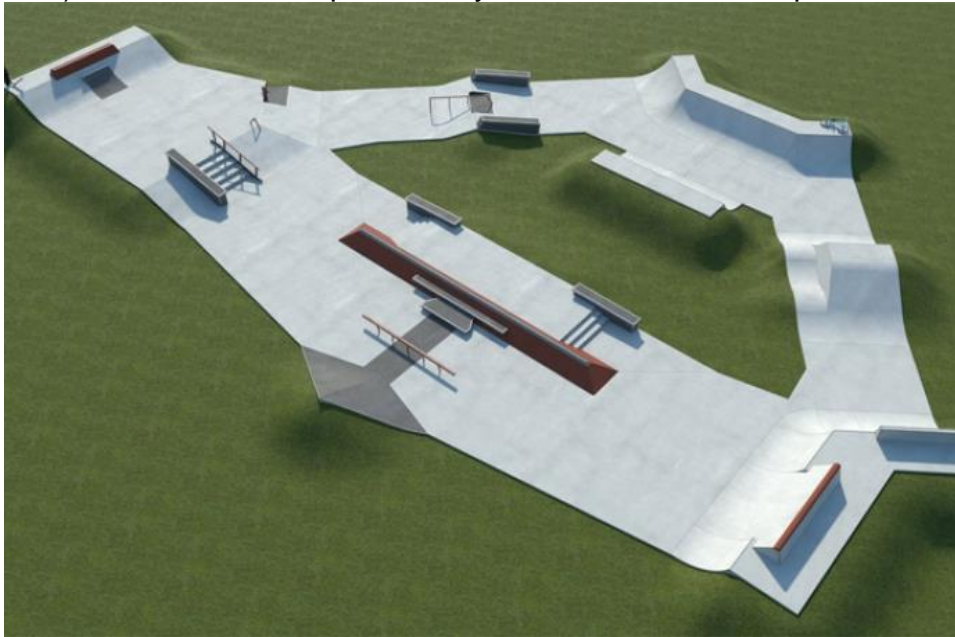
Q8 Which features do you want to see being included in the skatepark?

Answered: 103 Skipped: 20



An Example Design

Below you can see a rendering of Devizes skatepark. This skatepark was delivered to a reported budget of £160,000 (according to the company who provided it). It fits inside the space nicely, with some room to spare.



The Budget

We currently have £130,000 allocated from an LIF grant; however, Rooksdown has considerably more funding to draw down on for community usage.

As previously mentioned the space available should be first determined, and the design tender should be based on what can be done in the space, rather than allowing the budget to be a limiting factor. This will provide the best facility we can for the space, which is the best thing for Rooksdown in the long term – since the park will last for at least 30 years.

Appendix F
Allotment Application form



APPLICATION FOR AN ALLOTMENT

NAME.....

ADDRESS.....

.....

.....

.....

DAYTIME TELEPHONE

NO.....

EVENING TELEPHONE

NO.....

EMAIL

ADDRESS.....

PREFERRED CONTACT

METHOD.....

PLOT SIZE REQUIRED FULL HALF DON'T MIND

FOR OFFICIAL USE

DATE APPLICATION

RECEIVED.....

PLOT OFFERED DATE.....

PLOT NO.....

PLOT ACCEPTED/DECLINED