

**MINUTES OF THE MEETING OF ROOKSDOWN PARISH COUNCIL HELD IN ROOKSDOWN COMMUNITY
CENTRE ON MONDAY 20 MAY 2013 COMMENCING AT 19.45**

Present: Cllrs Aylott (WA), Biggs (TB), Cavalier (RC), Cordner (AC), Elliott (PE), Mahoney (PM)
Parkinson (JNP).Statham (CS) (Chairman),

In Attendance: 1 member of the public, 3 members of RCA.
B Cllr Cherrett
C. Cllr Reid
Parish Clerk

1. APOLOGIES

Apologies were received from Cllrs Payne (JDP), Biggs (TB), PC Holt, PCSO Nicklin.

2. ELECTION OF CHAIRMAN & DECLARATION OF OFFICE

01/14 It was
RESOLVED to elect Cllr Statham as Chairman for the municipal year: Proposed by Cllr Cavalier,
Seconded by Cllr Cordner. Cllr Statham, made his declaration as Chairman and took the
chair.

3. DECLARATION OF INTERESTS

Cllr Parkinson declared an interest in any discussion of the pegs Way/Easter Road car
parks. The Clerk declared an interest in the Item 13(b), (salary payment).

4. MINUTES

02/14 It was
RESOLVED to receive and confirm the accuracy of the minutes of the meeting held on 22 April 2013.

6. ELECTION OF VICE-CHAIRMAN

03/14 It was
RESOLVED to elect Cllr Cavalier as Vice-Chairman for the municipal year: proposed by Cllr Statham
Seconded by Cllr Cordner.

STANDING ORDER 5[a]vi

04/14 It was
RESOLVED to alter the order of business, and bring forward discussion of Agenda Item 8 prior to Item 7.

8. CO-OPTION OF NEW MEMBERS

Following publicity of RPC vacancies in the Rooksdown Reporter, two residents had put their
names forward for co-option, with brief personal history, which had been circulated to members..

05/14 It was
RESOLVED co-option of Mr Wayne Aylott and Mr Paul Mahoney to serve as Parish Councillors for the
remainder of the current council's term of office ie May 2016.

Both councillors signed a declaration of office and joined the meeting.

7. APPOINTMENT OF REPRESENTATIVES

06/14 It was
RESOLVED to appoint the following councillors to the following bodies (the Clerk will be ex officio on all
WPs):

- a. **Events (Joint) Working Party:** RPC members: Cllrs Cavalier & Cordner
- b. **Open Spaces Working Party:** Cllrs Statham (Chair),Cavalier,Payne (Alternate
Aylott)
- c. **Planning Working Party:** Cllr Cavalier (Chair), Elliott, Aylott.

- d. **Youth Working Party (currently inactive):** Cllr Biggs (Chair) Cavalier, Elliott, Payne.
- e. **RPC Representative on the Rooksdown Community Assn Committee:** Cllr Biggs.
- f. **PPH Joint WP:** Cllrs Statham & Aylott.

STANDING ORDER 5[a]vi

07/14
RESOLVED It was to alter the order of business, and bring forward Item 11 for discussion before Items 9 & 10.

11. REPORTS & FEEDBACK: BOROUGH & COUNTY COUNCILLORS, POLICE & RCA

B Cllr Cherrett's report is attached at Appendix A to these Minutes. In answer to a question (PM) KC outlined the history of the pavilions and the current position regarding planning applications to dismantle them, and that the outline planning applications following pre-planning discussions with BDBC is imminent.

Cllr Reid reported that 50% of traffic through Rooksdown is not generated by residents; this percentage is through traffic or to the hospital. A hospital representative is to attend the follow up meeting on the implications of the survey on 12 June.

Problems of queuing traffic at the junction of Rooksdown Avenue and the A339 were discussed and it was agreed to approach HCC regarding the possibility of arrows clarifying which lanes drivers should use.

It was agreed that PM would join the Clerk in meeting HCC officials on 11 June to discuss traveller deterrent measures on Rooksdown Lane.

The Chairman is to attend a meeting at BDBC on 21 May regarding the development of the Aldermaston Triangle land.

Rooksdown Community Association (Centre Manager Simon Bound reported (i) replacement planting has been carried out (ii) signage is still awaited (iii) direction signs to the Community centre are needed (Clerk to contact HCC) (iv) the Youth Club is flourishing (v) the formation of a conservation group is being considered (vi) planning has started for the Summer Fayre (14 July); volunteers needed; attractions are being considered. [RPC is interested in manning a stand, possibly alongside BDBC; Clerk to consider material for inclusion in the display] (vi) the resident who queried bus shelter provision and surfacing at the stop near the harness Court junction on hospital road has not been advised [surfacing will take place as adoption proceeds] (vii) 2 Youth Group grant applications to Children in Need have been submitted, the lesser value one will be withdrawn (viii) All interested parties are agreed that BDBC should be advised that the large green area/village green should be known officially as Rooksdown Park (SB to advise BDBC).

During discussion it was agreed that the Clerk write to BDBC about public perception of the standard of maintenance of the small "pocket parks" ie that the standard was better when the developer was responsible for maintenance.

PC Holt/PCSO Nicklin no report.

9. MATTERS FOR REPORT

A detailed list of outstanding matters, showing action taken/progress is at Appendix B.

10. PUBLIC PARTICIPATION

At 22:08 the meeting recessed into open forum and resumed at 22:15. A resident complained about poor lighting in the area close to the new shops. The Chairman explained that the developer has no legal obligation to provide operational lighting until the area is adopted. However they have provided lighting in many areas. It is hoped that all lights in the area will be working when adoption takes place in 2/3 weeks time. CS to e.mail T/W & NIJ to confirm that lighting snags in this area are on the list.

12. **Planning:**

a. New Applications:

08/14
RESOLVED It was to respond to planning applications/proposals as follows:

13/00054/HSE	7, Barron Place: Conversion of garage to living accommodation	No objection
13/00066/FUL	Diagnostic & Treatment Centre North Hampshire Hospital: Erection of two storey extension, comprising of decontamination unit with plant room above. Erection of single storey extension housing post-op recovery lounge with waiting area and consulting rooms	No objection

b. Planning Decisions:

BDB/77671	Supermarket, 14 Greenlands Road Display of 7no. window graphics, 1no. projecting sign and 4no. external and internal vinyl signs: GRANTED	Noted
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c. Amended Plans

BDB/77170	Reserved matters application for the scale, layout, appearance, access and landscaping for the erection of 238 no. dwellings with associated parking pursuant to outline planning permission BDB/73174: Submission of amended plans incorporating amended Phase 3 & Phase 5 layout plans (including visitor parking provision and amended bin collection points), amended LEAP fencing details; and the submission of a management and maintenance plan supporting statement. Extended date for comment Tuesday 28 May.	For discussion by Planning WP. The Clerk will run off A4 plans and test the viability of blowing them up to A3
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The Clerk was asked to secure a copy of the s106 agreement for this development.

13. **FINANCIAL REPORT & PAYMENTS FOR APPROVAL**

a. **Financial Reports 2013/2014**

A Financial Report & Bank Reconciliation at 13 May 2013 showing balances of £60,804.47 on the 30 Day Notice account and £81.38 up to & including CQ No 359 on the Treasurer's Account, was noted.

b. **Payments for Approval**

09/14
RESOLVED

It was to approve the following payments:

CQ No	Payee	Service	Amount
357	R Darley	Salary May 2013	£387.66
358	HMRC	PAYE May 2013	£97.00
359	HALC	Affiliation Fee/NALC Levy 2013/14	£575.00
360	Broker Network (Came & Co)	Insurance premium 2013/14	£462.57
		Total	£1,522.23

c. **Internal Audit report & Response**

It was agreed to defer consideration of the Internal Audit report until the June meeting.

14. **REQUESTS FOR GRANT FUNDING**

Three requests for grant funding had been received

10/14
RESOLVED

It was not to make a grant to Hampshire Self-Protection Ltd.

11/14
RESOLVED

It was to make a grant of £1,368.50 to Rooksdown Community Association towards the cost of a 3rd youth worker for the Youth Group for outreach work.

Consideration of an application for funding of Streetz activities was deferred.

15. MOTIONS BY COUNCILLORS

- a. Chairman:** That RPC formally supports the Taylor Wimpey Homes planning application for Park Prewett Hall (PPH). **Deferred.**
- b. Cllr Biggs:** To discuss the provision of additional notice boards in the parish. Deferred. Clerk to determine cost of A4 notice boards for display at bus stops etc.
- c. Chairman:** to discuss website development .

**12/14
RESOLVED**

It was to agree the cost of extending the facility to display the facebook group (20 dollars US).

- d. Cllr Payne:** To discuss car parking problems at the hospital. It was agreed that the Clerk would again approach the hospital concerning parking.

16. CORRESPONDENCE

A list of correspondence received up to 10 May 2013 was noted.

**13/14
RESOLVED**

It was that the Clerk would book the Chairman on a staff appraisal course in the Autumn

**14/14
RESOLVED**

It was that the Clerk will obtain details of a course in local council finance and circulate to members.

17. MATTERS RAISED BY COUNCILLORS

Cllr Aylott (WA) observed that the retrospective planning application for the developer's sales hoarding on Park Prewett Road had still not been validated/registered. WA will continue to monitor.

The Clerk: had tabled a notice of a meeting re broadband to be held at Hannington on Friday 31st May. It was agreed that an RPC representative would attend, preferably Cllr Payne; the Clerk as an alternate.

18. DATE OF NEXT MEETING

The next scheduled meeting will be held on Monday 24 June, commencing at 19:45. Further meetings will be held on 22 July, 23 September, 28 October & 25 November 2013. All meeting to be held in Rooksdown Community Centre.

The meeting closed at 23:22

Date.....

Chairman.....

Update to Rooksdown Parish Council – 20th May 2013

Update from Borough Cllr Karen Cherrett

Pavilions Management – the formal planning application has still not been submitted by the landowners, HCA, and developers (Taylor Wimpey) and progress on this matter is being chased so that we can identify a likely timeline for resolution.

Park Prewett Main Hall – BDBC has provided feedback to HCA and the developers on the pre-planning application for mixed use of the Main Hall. The overall response is positive and it is clear that the submitted designs have incorporated earlier feedback from the planning team. The remaining, and predictable concerns centre on:

- Compliance with previous development agreement in respect of securing the hall for community use
- Evidence that community use can be protected and substantiated longer term
- Parking adequacy for residential and visiting users
- Noise concerns from already established residential units in the area
- Proposal for use of dormer windows and single storey extensions

All of these concerns are considered resolvable if the developers choose to do so in the formal application.

There is also a need to ensure appropriate local consultation as the planning application progresses. The Parish meeting in April provided the first opportunity for this but the plans were not available. It is hoped that local residents can be invited to an outline design session soon to ensure they share their views on the future plans.

Parking Park Prewett Road – parking continues to be a concern – especially overflows from the hospital. Interested to understand if the local leafleting suggested by Parish Councillors and PCSO's has taken place and what impact it has had.

Resident enquiries – the following is a list of on-going enquiries raised by local residents:

- **Parcel Drive / Pumphouse Way** – the work to re-shape the bund has taken place and discussions continue between the residents, developers and BDBC re the satisfactory outcome. Still waiting on date to complete and open the play area.
- **Pegg's Way car park** – waiting update from Parish following recent developer meeting
- **Sheepwash and Downside Close** – still waiting to hear of progress within county team to reach a resolution on the siting of low rail / bollards or cutting back the current verge to enable more parking space

Bus gate / rising bollard and Moth's Grace / Crondall Terrace crossing point – the meeting on 24th April has provided further detail on the issues and expectations but not entirely moved us towards a conclusion.

Free school progress – we are actively chasing HCC to understand their position. No consultation has been started and yet the point of decision is getting closer. The officer leading progress has not yet responded to follow-up e-mails - it has all gone quiet again. This is in spite of HCC assuring us that they would undertake community consultation ahead of any decisions being made in May/June.

Report It

Residents are reminded that in adopted areas of Rooksdown they can report incidents of overgrown shrubbery on paths, fly-tipping etc. to the borough council:

By phone 01256 844844

By e-mail customer.service@basingstoke.gov.uk

On the Report It feature on the web site www.basingstoke.gov.uk

Where residents are members of local management companies they may want to contact the management agent first to understand what services are provided locally and by whom.

Planning updates – no update from last month

- Site selection within the SHLAA continues to progress within the process for determining the Local Development Framework. It is no surprise that site allocation affecting Rooksdown includes activity already scheduled e.g.
 - **Barn site** – planning application is progressing for 20 dwellings and the commercial use of the barn itself

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- **Old Golf Course** – in progress
- **Trumpet Junction** – potential for revised plans to come forward in the autumn of this year
- **Shop units** – planning application for luminous shop signage now progressing
- It will also draw attention to previous applications that may come forward again e.g.:
 - **Manydown** – awaiting outcome of the LDF process to see what if any plans will be advanced for the land
 - **Aldermaston Triangle** – this land went before committee last week and disposal for development was supported. The main issues will be heard as the land is marketed and the development brief and developer responses to it are understood.

ACTION LIST: POSITION AS AT 20 May 2013	WHO	TARGET DATE	COMPLETED	WIP STATUS ON FOLLOW-UP	Delete
ACTION			Linked		Delete
2 Email HCA and path area around Lavender Cottage play area	CST	31/03/2013	YES	Awaiting response	Delete
3 Email HCA and opening of lavender Cottage play area	CST	31/03/2013	YES	Awaiting response	Delete
4 Link PCSD to TW/HCA and raise issue of security of PPH	CST	31/03/2013	YES	Awaiting response	Delete
5 Arrange Emergency planning Meeting	RDA	03/04/2013		Request for date sent to CST JPA	Delete
6			Deleted		Delete
7 Following Communication Meeting with HCA and confirmation of moving to new Reporter confirm with editor start from May with copy date 20th April. & pages 50& advertising	RDA	05/04/2013	YES	Problems with May edition	Delete
8					Delete
9 Obtain confirmed installation date for Medicine to Rockdown signs	RDA	12/04/2013		Signs ordered direct. Installation by just a flow being investigated	Delete
10 Obtain update to road closure notice	RDA	12/04/2013		No work order yet issued. Craig will advise on progress/date	Delete
11 Write to RADBC re training request on planning rules as requested by RADBC	RDA	12/04/2013		Response to email to all Towns sent awaited.	Delete
12(i) Planning permission for car paths - complete and obtain planning number	RDA	12/04/2013		New plans will be submitted within next few days.	Delete
12(ii)			Deleted		Delete
13 Obtain confirmation of ready to move with land transfer on car parks	CST	12/04/2013		HCA want to move on car park land transfer before adoption process starts. HCC plan to start engaging list in the next month	Delete
14 Write to Co op re opening date and stone furniture eg bins, cycle rack etc	RDA	12/04/2013		Done, response received.	Delete
15 Rewrite to RADBC re allotments to Oir Charwell	RDA	12/04/2013	Yes	Response from Tim Boschi	Delete
16 Connect Forum re potential allotment land	RDA	12/04/2013	Done	Partner using map. Will discuss further when back from extended holiday.	Delete
17 Draw up contact page for new Reporter with SHD, JCCD	RDA	12/04/2013			Delete
18 Arrange further meeting with HCA/TW - some things getting stalled	CST	12/04/2013		Response re Section 7 submission. RD to challenge	Delete
19 Chase progress on powers of competency	RDA	15/04/2013		Will do after discussion of item 19000 in May Agenda	Delete
20 Arrange Communication Meeting with Meeting party	RDA	19/04/2013			Delete
21 Pay cheque to Mayors charity as per resolution 57/13	RDA	23/04/2013	Deleted		Delete
22 Additional notice boards - raised by Cliff Biggs. Needs costs and to be added to April Agenda for discussion (should have been on Memo re item 12 on Feb minutes)	RDA	22/04/2013	YES	Added to May Agenda. Quotes for identical boards & similar obtained.	Delete
23 Engage about odd job man funding from HCC	CST	22/04/2013			Delete
24 Stencil grit bins and new instructions	RDA/CST	30/04/2013		Instructions stapled to bins. Stencilling not yet done.	Delete
25 RDA's job description	RDA/CST	15/05/2013		Included in revised Contract of Employment sent to CST	Delete
26 RDA's contract	RDA/CST	15/05/2013		Final Contract sent to Chairmen.	Delete
27 RDA's appraisal	RDA/CST	15/05/2013		Information of appraisal training course sent to Chairmen	Delete
28 Neighbourhood planning discussions - query - add to June meeting as Agenda Item?				??	Delete
29 Contact TW/HCA on the pavement surface around the bus stop	CST	15/05/2013		Lighting comments with My comments sent to TW. They'll transfer those as soon as fixed and test costs provided.	Delete
30 Southern Area survey	CST/HC		Deleted	Lighting comments with My comments sent to TW. They'll transfer those as soon as fixed and test costs provided.	Delete

ACTION LIST: END OF YEAR ADMIN TASKS: POSTED AS AT 11/05/2013 22:01:13

ACTION	MHO	TARGET DATE	COMPLETED	WIP STATUS OR FOLLOW-UP	
1 Close end of year Accounts & Budgets I & E Account W Finance Dept	RGA	15/04/2013	Done	All action completed	Delete
2 Prepare expinal for 3 of year next year on year	RGA	15/04/2013	Done	All action completed	Delete
3 Prepare Bank for finalisation	RGA	15/04/2013	Done	All action completed	Delete
4 Update Assets Register	RGA	15/04/2013	Done	All action completed	Delete
5 Prepare & submit VAT claim to HMRC	RGA	15/04/2013	Done	All action completed	Delete
6 Prepare & submit PAYE return to HMRC	RGA	07/04/2013	Done	All action completed	Delete
7 Book Internal Audit	RVA	22/04/2013	Done	All action completed	Delete
8 Prepare any necessary internal audit	RVA	May 2013	Done	All action completed	Delete
9 Secure BIC approval for all papers to be submitted for audit by ESO	RGA	02/04/2013	Done	All action completed	Delete
10 Open new financial records for new financial year	RGA	09/04/2013	Done	All action completed	Delete
11 Download & activate HMRC payroll software for fiscal time 2013/2014	RGA	09/04/2013	Done	All action completed	Delete
12 Review and obtain approval of 3PC of all Central Documents	RGA	09/04/2013	Done	All action completed	Delete