

**MINUTES OF THE MEETING OF ROOKSDOWN PARISH COUNCIL
HELD IN THE COMMUNITY CENTRE, ROOKSDOWN, ON
MONDAY 27 OCTOBER 2014 COMMENCING AT 7:45PM**

Present: Cllrs Lovett (Chairman), Bound, Mason & Parkinson

In attendance: Mrs Jeffs (Clerk) & Ron Darley (Former Clerk (Retiring))

Also present: 1 member of the public, County Cllr Reid & Borough Cllr Cherrett

1. APOLOGIES FOR ABSENCE

Cllr Aylott, Mahoney & Nyengedza; (CSPO) Daniel White & Debbie Adlam (Rooksdown Community Association)

2. DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

Councillors were reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda

Cllr Parkinson declared a pecuniary interest in item 12 (a)

3. PUBLIC SESSION

None

4. APPROVAL OF THE MINUTES

The Minutes for the meeting held on 22 September 2014 were formally accepted as an accurate record and signed by the Chairman Cllr Lovett

5. COUNCIL VACANCY

It was noted that the requisite statutory notices have been posted following Cllr Chandler's resignation and if within 14 days an election is not requested by residents RPC will co-opt to fill the vacancy at its November meeting.

6. REPORTS RECIEVED

Councillor Stephen Reid report attached as appendix 1

Councillor Karen Cherrett report attached appendix 2

Police Dan White report attached appendix 3

In addition to the report received Cllr Cherrett informed the council that she has received 3 complaints about parking problems around the bus stop on Park Prewett Road making it difficult and unsafe for passengers to exit the bus.

If was agreed that Rooksdown Parish Council would draft a letter adding photos to Taylor Wimpy requesting road markings be added to the identified areas.

Action: Cllr Lovett

It was agreed that the Parish Council would place notes on cars requesting that they be more considerate of others when parking.

Action: Clerk

It was agreed that County Cllr Stephen Reid can report that Rooksdown Parish Council would like the speed limit to be reduced down to 20mph and signs added around the parish to inform motorists of this change.

7 TO RESOLVE TO AGREE THE PROPOSED INSTALLATION OF A TELEPHONE LINE IN THE COMMUNITY CENTRE FOR THE ROOKSDOWN PARISH CLERK

It was resolved to have BT install a telephone line in the parish office in the Community Centre for the parish clerk at the quoted price of £150.00 installation fee and £20 per month.

Action: Cllr Lovett

8. TO REVIEW, DISCUSS AND APPROVE THE NEW DRAFT AGENDA AND MINUTES DOCUMENTATION

It was agreed to approve the new agenda and minutes layout for the Parish meetings prepared by the new Clerk Lorraine Jeffs.

9. TO DISCUSS THE NEW ROOKSDOWN PARISH EMAIL ACCOUNT SYSTEM AND REQUEST THAT ALL COUNCILLORS USE THEM

It was identified that some Cllrs are having problems with their new email accounts and that Cllr Lovett would do screenshots of the Outlook system on the Clerks laptop to help resolve this matter. It was agreed that this problem should be completed by the November meeting.

Action: Cllr Lovett

10. EVENTS

(a) APPROVAL OF THE QUOTATION RECEIVED FOR THE TEMPORARY FENCING AT THE FIREWORK EVENT

It was agreed to pay the invoice quotation sent from True Traders for the temporary fencing for the firework event.

(b) TO RECIEVE AN UPDATE ON THE FIREWORK EVENT HELD ON 7 NOVEMBER

It was agreed that Cllr Mason would contact the people who have volunteered to provide their services in helping with the firework event and confirmed that the temporary fencing will be put up during the day. An informal pre-event meeting will be held on 3 November.

Action: Cllr Mason

11. TRAFFIC AND TRANSPORT

(a) DISCUSS AND AGREE A PREVENTION OF CARS PARKING ON THE PAVEMENT

County Cllr Stephen Reid addressed this in his report and confirmed at the meeting that it is legal for cars to park with two wheels on the pavement but there needs to be sufficient access for wheelchairs and pushchairs to be able to pass by safely.

(b) PREVENTION OF FLY TIPPING IN ACCESS ROAD TO THAMES WATER

This item was deferred until the next meeting

(c) REVIEW THE WILLIAM FORD TRAFFIC MANAGEMENT DOCUMENTATION ON SPEED LIMIT

It was agreed that Cllr Bound would review this information and report back at the next meeting.

Action: Cllr Bound

12. PLANNING MATTERS

(a) TO DISCUSS THE TRANSFER OF PEGGS WAY CAR PARKS

It was agreed to take ownership of the two car parks when they are not being used by Taylor Wimpey. After three years Holmes & Community Agency (HCA) will transfer the car parks to R.P.C and as owners R.P.C will be liable to undertake any up keep and maintenance work upon receiving ownership.

It was agreed that Cllr Lovett would draft a letter to H.C.A and send it to the office to be sent on behalf of the Parish Council.

Action: Cllr Lovett

(b) DISCUSSION OF PREVENTION METHODS OF PLANTS OVERGROWING ONTO THE PAVEMENT AT PRIVATE PROPERTIES

It was agreed the Cllr Lovett would contact the owner to request they cut back their overgrowing plantation.

Action: Cllr Lovett

13 PLANNING APPLICATIONS

(a) None

(b) The planning decisions stated on the agenda were duly noted.

14. FINANCIAL REPORT & PAYMENTS FOR APPROVAL

(a) Financial Reports (Documents A1 & A2) 2014/2015

A financial report & Bank Reconciliation at 27 October showing balances of £62,248.53 the 30 notice account and £415.67 up to & including CQ No 447 on the Treasurers' Account was noted by the chairman Cllr Lovett. Documents A1 & A2 hard copy attached (Appendix 4).

Payments for approval (Document A3)

It was resolved to approve the following payments:

Payment Ref	Payee	Service	Amount
		Direct Debit(s)	
DD 7/11	Carphone Warehouse	Clerk's Phone: 319113289	£10
		Cheques signed between meetings	
	NIL		
		New CQs for signature	
000435	Microsoft	Email service	£411.80
000436	Prontaprint	Newsletter printing invoice:15707	£545.00
000437 &8		Spoiled Cheque VOID	£0.00
000439	L Jeffs	October Mileage/admin expenses	£47.33
000440	Simon Bound	HFE Sign (Via Simon)	£67.58
000441		Spoiled Cheque VOID	£0.00
000442	L Jeffs	October Salary	£652.06
000443	R Darley	October Salary	£423.83
000444	HMRC	October PAYE/HNI	£98.15
000445	HCC	October Pensions Contributions	£134.62
000446	MJ Events Support	Security Cover for fireworks Event	£599.70
000447	Rooksdown Comm Ass	Hall Hire 27 Oct	£51.00
		Total	£3,041.07

(b) TO DISCUSS LISTING COMMUNITY ASSETS IN THE FUTURE AND WHAT THE IMPLICATIONS WOULD BE

This item was deferred until the next meeting

(c) TO DISCUSS AND AGREE THE METHOD FOR APPROVING TRANSACTIONS OF THE NEW ROOKSDOWN DEBT CARD

It was agreed to put a procedure in place before the debt card could be signed. The Clerk should speak with HALC and ask other Parish Councils who use a debt card for advice. The methods of security should be discussed with Cllr Mahoney and be reviewed to be approved at the next meeting.

Action: Clerk

15. RECIEVE A PROGRESS REPORT ON LIF APPLICATIONS

It was agreed that the clerk should be given a progress report by Cllr Mahoney on the LIF applications and that Cllr Mahoney and the Clerk should sign the LIF legal paperwork received.

16. CORRESPONDENCE

(a) DISCUSS AND REVIEW THE EMAIL RECEIVED REGARDING INSTALLATION OF RAILINGS AT PEGS WAY

It was agreed that Cllr Lovett would have an informal discussion with Mr Chris Cox at Taylor & Wimpey about installing rallings at Pegs Way.

17 CLERK REPORT

The Clerk handed a new Lloyds bank mandate form to councillors to complete and sign for additional signatures on the account.

The Clerk notified the council of the HALC courses and conferences that have been offered to them.

The Clerk informed the council of the meetings held 3 & 14 November with Taylor Wimpey and for councillor(s) to attend with Cllr Mahoney.

The emails received from volunteers to help at the firework event where handed to Cllr Mason.

The "Transparency Code" document received from HALC was distributed to councillors prior to the meeting and the Clerk informed them of this.

18. REVIEW THE FINAL DRAFT OF THE CLERK'S CONTRACT

It was agreed to approve the final draft of the clerk's contact which has been signed by Chairman Cllr Mahoney.

19. DATE/VENUE OF FUTURE MEETING(S)

The next Rooksdown Parish Council meeting will be held on 26 January 2015

There being no further business the meeting closed at 10:05

Signed..... Date.....

Appendix One

[Report from Stephen Reid for Rooksdown Parish Council October 2014 \(draft 2\)](#)

[Traffic calming / Lodge Junction](#)

A series of meetings has been held to discuss how best to manage the road works to bring the Avenue up to standard. There will be disruption to through traffic (which will be welcomed by many) but signing needs to be good to prevent people who are rushing to the hospital having to turn round and come back.

The Avenue works are to be conducted in 3 phases starting at the Rooksdown end (with the third phase being split into part a and part b).

[Rooksdown Lane](#)

I think this item is closed and I shall remove it from future reports.

[Aldermaston Road Triangle](#)

I understand that the Borough Council has accepted an offer for the development of this land. From what I hear, it is still predominantly one and two-bed properties, but less densely packed than the plan that was turned down. Any development will still need planning permission, of course.

[Rooksdown School \(updated since first draft\)](#)

The enabling works (site mitigation works, foundations and drainage) are progressing on programme with the main contract due to commence on 1 December as programmed.

I will be attending a site meeting in November to view progress.

I have had no further issues raised with me regarding the catchment areas.

[Mobile Library and Community Library idea](#)

As an aide memoire ... the Executive Member at Hampshire is willing to discuss ideas for a community library at Rooksdown. It looks as if usage of the mobile library has stayed very low in spite of its change of stopping location and the service is likely to be halted. Some people will be disappointed and the community library alternative is increasingly attractive.

[Road Adoptions](#)

I think Karen is dealing with adoptions in her report.

[Safer Neighbourhood meeting](#)

I attended the October Rooksdown meeting with our newly-dedicated-to-Rooksdown PCSO. The consensus was that Antisocial Behaviour should remain the main topic for Police attention in Rooksdown. I mentioned that there will be a lot of building work and road works in the area, giving rise to ASB temptations.

[Youth Club](#)

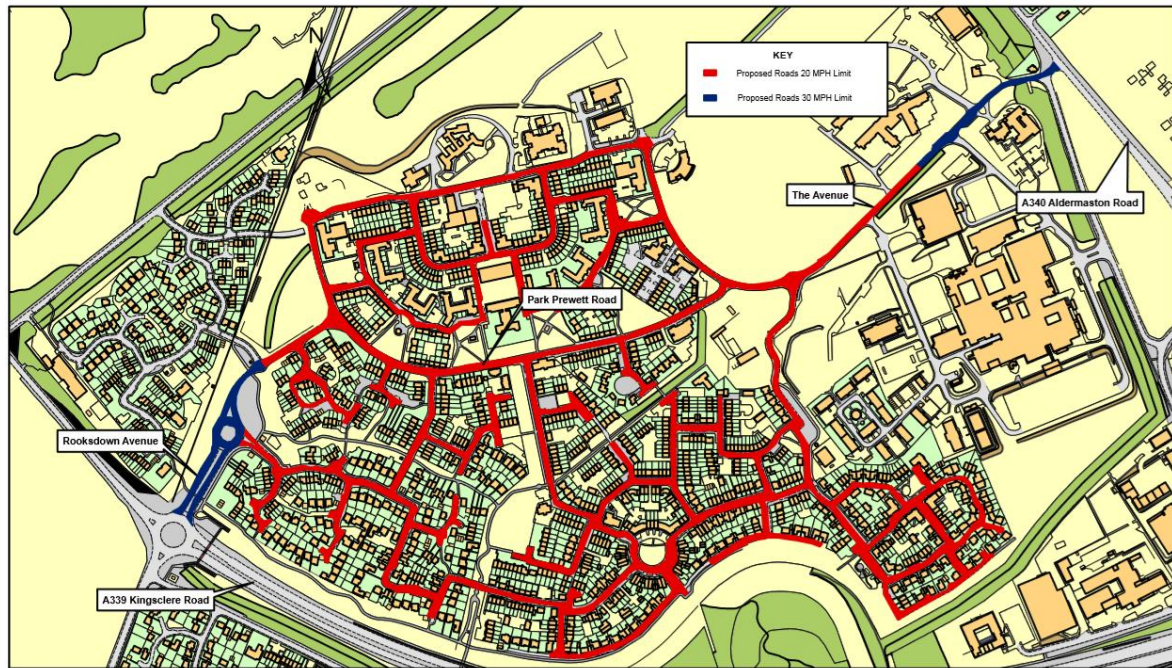
The money from my Councillor Grant was paid across successfully and the Youth Club informs me that its new 'comfy-seats' will be arriving soon.

[Speed limits \(new item since first draft\)](#)


Since producing the first draft of this report I have been consulted by HCC regarding proposed speed limits. The map below refers. In short, if implemented, Rooksdown will become in the main, a 20 mph zone.

It could be a two-edged sword. On the one hand it will be another discouragement for rat-running and, if obeyed, will be an aid to road safety. On the other hand some residents who drive may see it as an imposition on them that they do not support.

I thought it sensible to seek your views before responding.



PARK PREWETT SITE, BASINGSTOKE PROPOSED 20MPH ZONE AND 30MPH LIMITS

 Hampshire County Council	Scale: NTS	Drawn: BB	Revision:
	Date: 10/03/2014	Checked: AK	Drwg. No.
<small>This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. HCC 100019160 2010</small>			

Thank you

I understand that this will be the last meeting supported by Ron Darley. I thank him for his service to Rooksdown, his good advice and his unfailing courtesy

Cllr Reid, October 2014

Appendix 2

Update to Rooksdown Parish Council – 20th October 2014

Update from Borough Cllr Karen Cherrett

Open Space Master Plan

Detailed and quite frank discussions took place between BDBC leads, Simon and I last month in respect of feedback and progress on the Master Plan and LIF applications. The final plans, indicative costs and potential phasing is now being brought to the RPC, RCA and wider community between now and November for final agreement. In tandem we are pressing for the re-submission and progress of existing LIF applications (prioritising the skate-park and young person formal play area followed by further youth provision) with a view to getting sufficient funds to make a significant start on the open space in the spring of next year.

The Portfolio Holder has been petitioned and a further meeting with officers schedule for end October.

Pavilions – I am still awaiting notification for the date for this matter to be heard having been told by officers that August was only a provisional date for committee. Local residents wishing to speak will need to notify the committee in advance once the date has been announced. Keep a watchful eye on RPC announcements, BDBC web pages and community Facebook.

Trenchmead Gardens – resident concerns about hedges and trees overgrowing the footpath seem to have uncovered a deeper gap in adoptions which I have referred to the BDBC legal team for investigation.

The BDBC grounds team believe the area is still not adopted land and TW have agreed that this is a legacy issue dating back 14 + years when the site was constructed by McAlpine or McLean. It goes without saying that after this length of time, and without record of further legacy issues getting hold of records is a challenge.

TW have a document stating that all Open Space was transferred but this contradicts records at BDBC and neither are able to show original and detailed records for this path and space - we are trying to find out more from archives.

Both TW and BDBC are willing to tidy the space up but it appears that there has been in-appropriate landscape and planting in addition to that originally intended – most likely put there by residents and this planting would have to be removed before agreement of transfer and future upkeep. This is not a minor issue but we are pressing both parties for resolution now.

In the meantime a goodwill gesture may be made by TW to at least clear access to the path if this can be done within existing autumn maintenance schedules....weather also permitting

Cutting Drive – on-going resident concerns re the access and design of this area and issues it causes are being looked into by senior planners. Continuing use of adjacent land as a compound and storage for developer materials have been escalated by local residents to Taylor Wimpey and is now being addressed. However it is also clear that the drive itself is not adopted and never intended to be. The residents have collective title and responsibility for the land and will need consider how this is managed going forward.

Dangerous tree – Spinney

This tree has been reported to David Wilson Homes and is being actioned for removal by tree surgeon.

Community Centre snagging

As stated in my last report, the outstanding matters for the community centre hand-over have been escalated within BDBC and have received the following response acknowledging that the matters have not been properly attend to to-date but that they are now a priority for closure:

1. Fixing the door – a specialist contractor will visit before the end of the month, and that BDBC will confirm a more precise date with Simon Bound. Hopefully this visit will resolve the issue, but it will now be tracked to resolution.
2. Payment of restitution to the RCA – this will be issued at the end of next week (3rd week Sept.).
3. Lease – Property Services is now picking up this piece of work:
 - Head of Terms for the Lease will be sent to the RCA by end of 3rd week Sept (a standard draft Lease will be sent to them at the same time).
 - Aim to get Portfolio Holder, Cllr Izett's approval by the end of October.
 - Completion will depend on RCA's response and whether solicitors are appointed but could be resolved to completion in January.

I will continue to monitor and press these matters to closure.

Primary school – update by Cllr Reid although site clearance works is visibly progressing

Traffic Management – the preliminary works are now proceeding to schedule with consideration also of impact of works at M3 junction 6. Cllr Reid may have a more detailed update as the County Councillor.

Aldermaston Triangle – no update at this time.

David Wilson Homes – no update

See it, Report It, Stop 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.

Police – use 101 or ring the local station

Appendix 3

Community Safety Patrol Team- update for Rooksdown Parish Council

October 2014

As a Community Safety Patrol Officer (CSPO) I identify and tackle local issues, reduce crime, prevent antisocial behavior and deal with environmental crimes, to make residents feel safer and happier about their neighborhood. I work in close partnership with other agencies such as the Police, housing associations, fire service etc as well as local community groups.

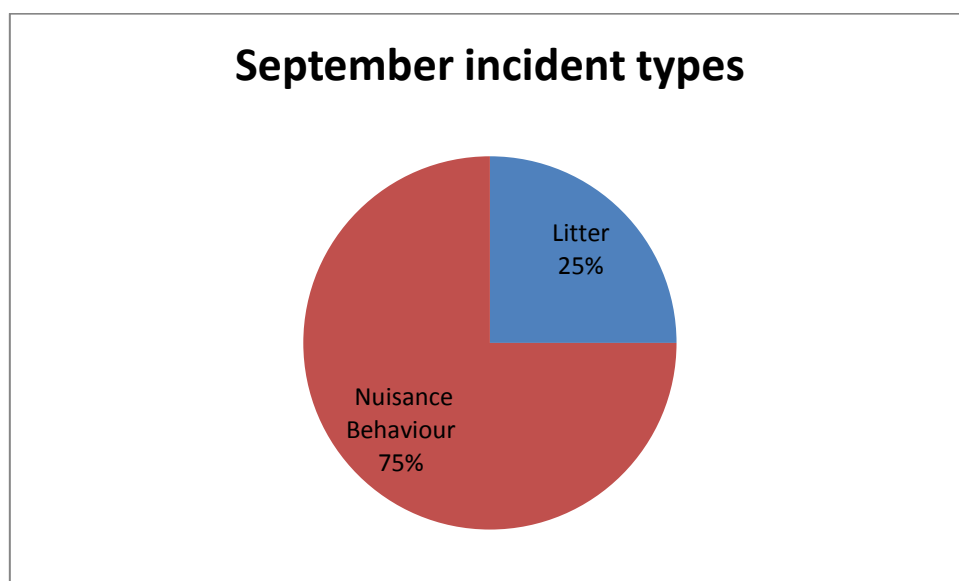
I work on a shift pattern basis between 10am-9pm (Mon-Thurs), 1pm-midnight (Fri & Sat) and midday-9pm (Sundays)

General

- Levels of ASB dealt with during my patrols and reports received directly from residents have significantly reduced over the past month.
- Nuisance behaviour is my highest incident type; however this is common in other areas of the borough.
- Main reported issue has been in relation to Owen Way and The Spinney, in relation to ASB, mainly bins being knocked over

September Stats

- Average time of incidents occurred at 19:28hrs during September



Incidents of note

- I identified Rooksdown Hall as being insecure again following dealing with youths trying to access the hall and intelligence to suggest persons entering the hall. I have been in touch with the empty buildings officer at BDBC who has put pressure on TW to re-secure the building. Works have now been completed.
- The pavilion, particularly the one nearest Norrie Court has continued to remain a hot spot for ASB and litter, and regular patrols are being made in this area, however it still remains quieter since parents of individuals have been spoken to. The pavilion has since been taped off, possibly due to structural concerns?
- Through the facebook page, I am aware of an increase in dog fouling incidents, however receive lack of direct complaints to BDBC. Advice to residents, if they have information on who may be responsible for not picking after their dog, to contact BDBC. I am keen to address this issue and can issue fixed penalty notices for this offence.
- Following reports of littering, near to the shop area, I have been making targeted patrols and dealing with individuals who are littering. There is a borough wide emphasis on this at the moment and a robust approach is being taken to tackle the littering problem.

Local Rooksdown CSPO, Daniel White, can be contacted on;

Tel- 01256 845 700

Email- daniel.white@basingstoke.gov.uk

