

## ROOKSDOWN PARISH COUNCIL

**MINUTES OF A MEETING OF ROOKSDOWN PARISH COUNCIL (RPC)  
HELD IN THE ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN  
on 24 February 2020 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)  
(from item 20/34 and for 20/26.4)

1 member of the public.

**Action**

**20/21 To receive and accept apologies for absence**

Apologies were received from Cllr Mahoney (self-isolating), Payne and Morris (work commitments), Cllr Taylor (self-isolating). In Cllr Mahoney's absence Cllr Lovett chaired the meeting.

**20/22 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed**

None.

**20/23 To approve the minutes of the Rooksdown Parish Council meeting of 27 January and confidential minutes of 25 November**

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

**20/24 To discuss matters arising from the minutes**

All items complete except:

- 20/4 Apply to BDBC for bus shelters – Lovett/Clerk  
Awaiting response from Becky Poulter, BDBC. The Clerk also reported that in response to the Rooksdown Reporter article, 2 emails had been received requesting a shelter on Rooksdown Avenue opposite Vitellius Gardens (northbound). The Clerk had responded to these saying the site may be considered when the Peggs Way shelter had been installed and evaluated.
- 19/90 skatepark cleaning equipment – Clerk/Payne/Harris – Update from Cllr Bound

It is unlikely this will be considered until the new skatepark in the Memorial Gardens goes ahead and will therefore be removed from the action list.

- 20/12 LIF fencing update – Clerk/Payne - on agenda
- 19/152 car parks – Clerk

This is currently in the hands of the solicitors, where minor items in the lease are being resolved.

- 19/173 Local Electricity Bill – Harris – no action required
- 20/6 Actions agreed with the hospital – on agenda
- 20/7 Update on speeding issues – Mahoney

See Chairman's report.

- 20/7 Update on website – Clerk – on agenda

**20/25 To invite members of the public to address the meeting (up to 15 minutes in total)**

A member of the public addressed the council on the matter of improving biodiversity in Rooksdown by planting wildflowers in green areas that had no specific purpose, for example the banking round Rooksdown Park.

Members agreed that this would be beneficial and suggested that another suitable area would be the green space between Sheepwash Court and The Spinney. Cllr Botten believed that this had been designated for wildflowers when planning permission had been originally granted.

The Clerk suggested discussing this with Gordon Wade (BDBC) at the planned meeting to discuss fencing. He would report any conclusions to the member of the public. The Clerk was asked to arrange this.

**Clerk**

**20/26 To receive reports from:**

1. Chairman of Rooksdown Parish Council

See Appendix A.

2. Clerk to the Parish Council

The copies of the Rooksdown Reporter had all been collected and most had been delivered. Cllr How in particular had delivered a huge number.

Cllr Lovett suggested that, in view of the increase in the number of houses in Rooksdown and the fact that not all members were available to deliver the Reporter, it is time to review commercial delivery options. Otherwise members may be faced with delivering 4-500 copies each.

The Clerk was asked to put this on the next agenda.

**Clerk**

3. County Councillor – no report
4. Borough Councillor

The Borough Council's budget was due to be agreed on Thursday. There was no further information on election expenses for parish councils.

Under the new budget it was planned that borough councillors would be given a grant of £2000 each to be distributed according to rules similar to those for county councillors' personal grants.

Enforcement action on The Barn was being sought because of protective sheeting being ripped off by the recent high winds.

5. Rooksdown Community Association (RCA) – no report

Cllr Lovett suggested that the Sherborne Fields Residents Association should be added to this list.

**Clerk**

6. Police/PCSO/CSPO

PCSO Ryan Long had emailed to say that there had been an increase in Asian gold burglaries in the area and people were asked to take extra precautions. Apart from this Rooksdown has been fairly quiet recently.

20/27 **To approve payments**

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

Date	Description	Supplier	Amount
23/01/2020	Theme for website	Envato Pty Ltd	62.44
25/02/2020	Base salary	M Whittaker	767.18
25/02/2020	Salary balance	M Whittaker	40.60
20/01/2020	Printer ink for Chairman	Amazon	22.94
27/01/2020	Meeting supplies	Tesco	7.00
27/01/2020	Phone bill	giffgaff	6.00
25/02/2020	Finance training for Clerk	Hook parish council	20.00
25/02/2020	Rooksdown Reporter Feb	Lee Weller Design and Print	355.00
25/02/2020	Hall hire	RCA	30.00
25/02/2020	Office rent	RCA	15.00
25/02/2020	Handyman	RCA	650.00

Cllr Botten was asked to authorise the payments.

20/28 **To note bank reconciliations**

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

20/29 **Planning applications**

None.

20/30 **Actions resulting from the visit of hospital representatives in January – Clerk**

The Clerk had been informed by Elliot Nichols that the hospital will be making an announcement later in the week that relates to some of these matters and would like to defer a detailed response until after the announcement.

20/31 **To set up a Working Group on the commissioning and management of the Main Hall and agree tasks**

It was agreed to set up a group consisting of Cllrs Lovett, Mahoney, Mason and How together with Borough Cllr Bound and the Clerk, to report back to RPC at the next meeting. Cllr Lovett would chair the group. The Clerk was asked to set up the initial meeting as soon as possible.

Clerk

20/32 **To approve grievance and disciplinary policies, revised in the light of advice from the National Association of Local Councils**

The motion being proposed by Cllr Mason, seconded Cllr Harris, **IT WAS RESOLVED** unanimously to approve the grievance policy.

The motion being proposed by Cllr Jasti, seconded Cllr Mason **IT WAS RESOLVED** unanimously to approve the disciplinary policy.

20/33 **To approve revised councillor co-option application form**

The motion being proposed by Cllr How, seconded Cllr Mason, **IT WAS RESOLVED** unanimously to approve this document.

20/34 **LIF fencing update – Clerk/Payne**

The Clerk made the following points:

- The agreed priority list for fencing had been sent to Gordon Wade (GW) at BDBC.
- GW had replied with some small changes to the layout agreed by RPC:
  - Small extension to the fencing at Gillies Drive to go around the corner.
  - The fencing on The Avenue between Pumphouse Way and the gate leading to the school site would stop at the first chicane rather than continue to the gate because of “access issues”. It is not clear what this means.

- His team could only install fencing on land that belonged to, or would be transferred to, BDBC.
- The reasons for this were unclear as GWs team would be acting as contractors to RPC and therefore it was up to RPC to decide where the fencing should be installed.
- In further discussions with Sue Washington at BDBC it had been provisionally agreed that the fencing could be installed on non-BDBC land as long as RPC obtained permission and took responsibility for maintenance.

GW had requested a meeting, and it was agreed that this would be attended by the Clerk, Cllr Payne (if available), Cllr How. Cllr Bound would also be invited.

**Clerk**

20/35 **New website – agreement of arrangements for going live – Clerk**

The Clerk reported that the website was effectively finished and is ready to go live. This should be done as soon as possible to avoid parallel updating,

Cllr Botten suggested the following steps:

- Give members a week to QA the new site and report any required changes
- Set up a new hosting package with the current supplier
- Ask them to migrate the test site to the new package
- Go live.

**Clerk**

Cllr Mason asked for the images of members on the site to be recropped.

**Clerk**

Cllr Botten offered to organise the feed to the RPC Facebook page.

**Botten**

20/36 **Review of Xmas arrangements and suggest changes for next Xmas**

It was generally agreed that the 2019 Xmas tree arrangements should be repeated in 2020. The motion being proposed by Cllr Lovett, seconded Cllr Scott, **IT WAS RESOLVED** unanimously to allocate a budget of £1200 to the erection and illumination of a Xmas tree. Members agreed to discuss additional arrangements later in the year.

20/37 **To discuss activities related to the Local Council Elections in May**

The clerk explained that nomination forms to stand as a candidate are available from the Electoral Services Team. To apply for a form please telephone Electoral Services on 01256 845355, or email [electoral.services@basingstoke.gov.uk](mailto:electoral.services@basingstoke.gov.uk). These must be returned by 4pm on 8 April.

[Post meeting note: the Clerk has now received a Nomination Pack from BDBC Electoral Services and will supply a copy to any potential candidate on request.]

20/38 **Chairman's correspondence**

None.

20/39 **Clerk's correspondence**

None.

20/40 **To consider passing the following resolution:**

To, in accordance with the Public Bodies (Admission to Meetings) Act 1960, exclude the public and press for a discussion re staff matters, where publicity might be prejudicial to the special nature of the business.

Postponed to next meeting.

20/41 **Chairman to close meeting**

The Chairman closed the meeting at 2100.

Appendix A – Chairman’s report

**Chairman’s Report for Rookdown Parish Council meeting – February 2020**

Thanks to Cllr Lovett for chairing the Parish Council meeting in January whilst I was on holiday for 4 weeks in Malaysia, Thailand and Bali.

In line with UK Government advice on travelling back from Malaysia & Thailand (<https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public>), I need to avoid contact with other people ‘as you would with flu and been advised not to go in to any public areas’, required to ‘self-isolate’ at home for 14 days, to minimise the risk of spreading the Covid-19 virus. Not ideal, but the right thing to do as a precaution which means that I am unable to attend the February Rookdown Parish Council meeting on Monday 24 February 2020.

**My action from last Parish Council meeting:**

- 20/07 Cllr Mason asked if the Chairman could provide an update on speeding issues at the next Parish Council meeting.  
Update provided as part of this report.

**Since the last Parish Council meeting (and whilst on holiday) - attended the following meeting:**

- TW Update on Highways and Street Lighting - teleconference (Mark Glendenning, Homes England, Jo Murphy, Taylor Wimpey & Chair) 12 February 2020:
  - o To discuss update on highways & street lighting etc – details included in this report.

**Speeding issues update**

The latest data which has been collated from the Speed Camera which has been sited on the corner of the Park Prewett Road / Mill Road facing traffic coming from the hospital / Peggs Way (20 mph speed limit):

2019	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	TOTALS		
	4-Sep	5-Sep	6-Sep	7-Sep	8-Sep	9-Sep	10-Sep	11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep	18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep											
Total vehicles	610	690	803	746	661	617	625	612	647	665	721	705	614	615	634	665	641	752	615	703	762	635	661	668	720	627	626	2093										
>21mph	571	656	679	558	511	589	549	519	610	630	440	456	596	558	782	559	643	576	408	541	530	593	644	657	596	422	608	15433										
%	70%	69%	78%	75%	75%	72%	67%	76%	72%	73%	63%	65%	68%	66%	94%	65%	76%	77%	66%	69%	69%	71%	75%	75%	76%	67%	74%	72%										
24mph +	283	395	400	290	294	346	275	364	325	376	275	219	304	264	265	295	386	313	231	283	277	305	403	388	305	227	373	6347										
%	36%	39%	46%	39%	43%	42%	33%	45%	38%	43%	32%	31%	37%	32%	32%	34%	46%	42%	37%	36%	38%	37%	47%	43%	42%	38%	46%	39%										
Motorcyclists	38	38	40	35	37	43	40	39	43	38	39	36	35	37	30	37	41	42	35	38	35	40	45	42	38	34	38											

In December was approached to install the Camera in Sherborne Fields (30 mph speed limit).

Data collated from the Speed Camera sited on Trinity Way facing traffic from A340

	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUE
	25-Nov	26-Nov	27-Nov	28-Nov	29-Nov	30-Nov	1-Dec	2-Dec	3-Dec	4-Dec	5-Dec	6-Dec	7-Dec	8-Dec	9-Dec	10-Dec	11-Dec	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	17-Dec
Total vehicles	624	628	636	664	694	682	612	636	647	643	632	714	698	690	658	624	634	633	661	713	669	627	613
30 mph	27	30	24	44	31	32	41	27	33	21	22	22	28	25	30	29	28	29	35	30	28	29	29
31 mph	14	23	21	21	17	24	17	28	29	23	16	14	19	16	20	11	21	19	29	26	13	28	28
32 mph	9	10	9	12	15	15	13	15	20	9	13	14	14	8	15	10	17	8	13	17	9	12	
33 mph	9	6	7	11	25	10	13	12	9	12	9	11	11	5	10	1	6	9	11	9	8	12	15
34 mph	4	5	4	1	4	5	5	30	4	5	4	7	7	2	2	2	5	6	3	4	2	2	
35 mph	4	1	1	3	4	5	1	5	4	4	7	4	2	4	2	6	1	7	14	2	5	4	
36 mph	2	1	1	1	4	1	4	1	4	1	4	1	3	1	4	3	2	3	2	2	2	1	
37 mph	3	2	1	5	1	2	2	3	2	2	3	4	1	3	2	2	3	3	3	3	3	3	
38 mph	1	1	1	2	1	1	2	1	2	1	2	1	2	1	2	1	2	1	4	1	4	1	
39 mph	2	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
40 mph																							
41 mph		1	1																1	1	1	1	1
42 mph			1				1		1						2				1	1			
43 mph									1														
44 mph																				1			
45 mph																							1
46 mph			1																				1
47 mph										1													
48 mph																							
49 mph																							
50 mph																							
<b>Worst Speed</b>	35	46	41	35	48	41	34	49	39	47	39	31	41	19	35	46	30	34	44	49	46	44	44
% of the recorded no limit vehicles recorded	1.92%	0.95%	0.54%	1.28%	1.58%	1.47%	0.82%	2.56%	1.59%	2.09%	0.95%	1.54%	2.15%	0.67%	2.27%	0.96%	2.57%	0.69%	3.69%	5.27%	1.84%	1.91%	1.43%

Data collated from the Speed Camera sited on Trinity Way facing traffic towards A340

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
	9-Dec	10-Dec	11-Dec	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	17-Dec	18-Dec	19-Dec	20-Dec	21-Dec
Total vehicles	448	522	509	575	534	572	556	449	429	490	528	463	520
30 mph	20	29	21	23	30	41	32	16	20	19	22	30	32
31 mph	13	10	16	26	11	26	24	19	8	12	29	10	26
32 mph	13	12	17	17	8	23	18	7	7	8	12	11	11
33 mph	12	8	9	8	11	12	15	7	8	9	10	11	8
34 mph	4	7	4	9	3	8	8	3	1	1	1	1	2
35 mph	2	3	2	4	2	9	4	4	2	2	4	3	2
36 mph	1	1	1	1	1	4	2	1	1	2	3	3	3
37 mph													
38 mph	2	2	4	3	5								
39 mph	1	3			2	1	2						
40 mph													
41 mph							1			1	1	1	2
42 mph													
43 mph							1	1					
44 mph													
<b>Worst Speed</b>	38	39	38	41	38	41	40	37	31	41	40	41	38
% of the recorded no limit vehicles recorded	1.33%	1.73%	1.86%	1.76%	1.33%	2.27%	1.44%	2.93%	0.83%	1.23%	1.76%	2.93%	1.93%

I’ve approached the Road Policing Unit to undertake a further enforcement session in the core area of Rookdown. Just awaiting confirmation and will provide an update in a future Chairman report. I believe that the RPU are keen to come back to Rookdown again.

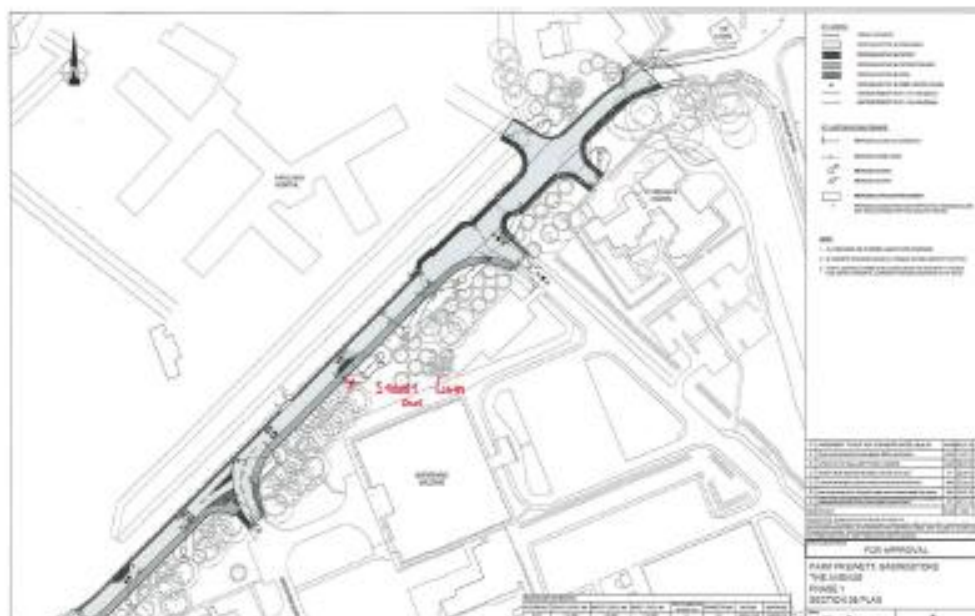
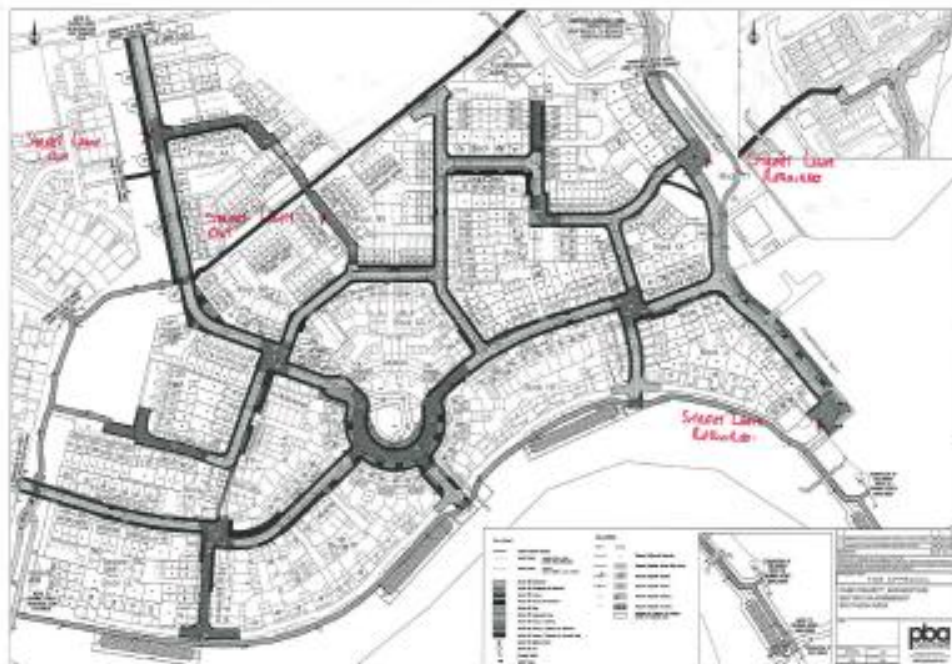
## TW Update on Highways and Street Lighting

### Southern Area Street Lighting

For information – Taylor Wimpey continue to be **fully responsible** for all the street 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 Taylor Wimpey 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 confirm that there is circa £20k of remedial work to be undertaken to the lighting in the Southern Area before they will be in a position to begin the handover.

Prior to going on holiday I had noticed that a number of the street lamps are not currently working – Peggs Way / Moths Grace, Dinwoodie Drive/The Avenue) and therefore requested Taylor Wimpey to undertake a full review of Street Lighting in the Southern Area.

Location of all defective lights shown on the plan below (instruction has now been raised by Taylor Wimpey to repair). The map also shows the location of the 2 street lamps which are required to be installed as part of the remedial works for adoption.



Taylor Wimpey confirm that they have now appointed a new supplier - Utili Light Limited - to carry out all future works to Street Lamps in the Southern Area until handover to HCC.

There are a number of street lighting issues on The Avenue which will need to be sorted as part of the adoption of the Southern Area / The Avenue.

- 1) Continual day-burning of the street lamps
- 2) Redundant NHS street lamps are still sited on the Avenue which need to be removed as part of the handover to HCC. Taylor Wimpey has been unable to establish whether they are 'live' or not and hence this is delaying their removal.

Taylor Wimpey had an onsite meeting planned with Utili Light Limited w/c 17 February to discuss all Street Light issues in Rooksdown but due to recent bad weather this has been delayed. Until the power disconnection of the old redundant columns is confirmed, no other remedial works can start on The Avenue.

Will provide an update in a future Chairman report.

**It is important that Residents 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). The phone number is Taylor Wimpey – Hook Office – 01256 760606.**

### 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 (in view of the state of the road):



There has been absolutely no maintenance over the last 18 months on 'The Avenue'.

Taylor Wimpey had given assurance in our last face to face meeting in October 2019 that a regular road sweep and maintenance of verges would be carried out following Taylor Wimpey's tendering of a ground maintenance contract for all legacy sites, including Limes Park.

Due to the continued delay and the frustration that I expressed on behalf of the residents of Rooksdown, Mark Glendenning wrote to the Taylor Wimpey's Managing Director and also the Technical Director to express his own frustration that no progress had been made on this since the meeting in October 2019. Since his intervention, the budget has now been approved and in train.

### Roundabout at the top of Pumphouse Way

Taylor Wimpey has confirmed that they will be rebuilding the Pumphouse Roundabout shortly.

The rebuild of the Pumphouse Way roundabout had been planned for mid-January but works stalled as a result of a dispute between Taylor Wimpey / Devines and the new owners of The Barn. As a result, the Treif kerbs stored at The Barn were not available and replacements have had to be reordered.

Will provide an update in a future Chairman report.



### Open space adoption

Another issue with the adoption of the Southern Area will be the open space adoption. This could be quite difficult. Taylor Wimpey is required to submit an application to BDBC for reserve matters in regards to landscaping details of the Public Open Space (POS) across the Southern Area which would include the As-Built drawings of the POS areas with details of planting etc.

Taylor Wimpey has advised Homes England that, subject to approval, there were a number of areas which could be adopted quickly as no change is required whereas some areas required works and new planting and where adoption would be subject to maintenance periods.

Transfer to BDBC may happen in three/four tranches depending on progress.

Will provide an update in a future Chairman report.

### Dinwoodie Drive – Verge / no left turn sign

As confirmed in January's Chairman Update – as this road is not yet adopted by HCC, this issue will need to be rectified by Taylor Wimpey. Have advised Mark Glendenning (Homes England) who in turn has passed on to Taylor Wimpey to ensure resolution to this damaged verge / signage.



### Lavender Copse / Persimmon homes area

Worked with Mark Glendenning (Homes England) to have 4 lamps fixed that had not been working for several months in the Lavender Copse / Persimmon homes area.

Mark Glendenning (Homes England) has also requested the snag list for the programme of remedial works which will form part of the work required by Hampshire County Council to get the Highway adopted. The timeline for this is hoped to happen in summer 2020 at the same time as remedial works are hoped to be completed on The Avenue (the road north of the Hospital) and to the roundabout at the top of Pumphouse Way (legacy Taylor Wimpey work).

Will provide an update in a future Chairman report.

*Paul Mahoney – February 2020*