

# ROGATE PARISH COUNCIL MEETING OF FULL COUNCIL

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*DRAFT minutes subject to approval*

## MINUTES OF THE MEETING OF ROGATE PARISH COUNCIL HELD ON Monday 10<sup>th</sup> February 2014 at 7.30pm In ROGATE VILLAGE HALL PAVILION

**Councillors Present:** Cllr Elizabeth Brown (EB) (Chairman); Cllr Sarah O'Brien-Twohig (SOBT) (Vice-Chairman); Cllr Fiona Dix (FD); Cllr Pauline Berrisford-Hill (PBH); Cllr Shon Sprackling (SS); Cllr P Button (PB); Cllr Steve Williamson (SW); Cllr Val Farren (VF); Cllr Peter Howland (PH); Cllr Ann Arnold (AA) and Cllr Greg Carter (GC)

**Councillors Not Present:** WSCC CC Gordon McAra (GM); CDC DC John Kingston (JK); Cllr Max Harwood (MH); and Cllr Murray Spalding (MS)

**Clerk Present:** Cathryn Woolley (CAW) (Clerk)

It should be noted that the members of the public who wanted to make a representation had not arrived for the start of the meeting, which is why Council brought forward item 5. Members of the public arrived during the course of item 5. It was agreed by Council, that item 5 should be heard in its entirety before allowing the public to make their representations to Council, which is why the numbering of the minutes are not in sequential order.

### **2. Apologies for absence**

29/14 Apologies received from Cllrs McAra; Kingston; Harwood and Spalding, which were all approved by Council.

### **3. Declaration of Interests**

30/14 There were no declarations of pecuniary or non-pecuniary interests in relation to any items included on the agenda for this meeting in accordance with **THE LOCALISM ACT 2011** and the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**.

### **4. Reports from County and District Councillor**

31/14 GM's email report dated 10.2.14 was referred to (see **Appendix D**).

32/14 EB confirmed that JK had nothing to report for tonight's meeting.

### **5. SDNP Dark Skies Project – presentation by the team leader, Dan Oakley**

**(15 mins)**

33/14 Council received a presentation from Dan Oakley (DO) of SDNPA with reference to Dark Skies Project. Some of the points DO made were highlighted in his report (**referred to at Appendix E–note report awaited**)

34/14 Action points following this report are as follows:-

**ACTION:** To receive additional leaflets/cards/posters to display and distribute in Parish

**EB**

**ACTION:** To receive précis from DO to write suitable article in next month's R&T News to encourage residents to complete survey and put a link to SDNP website (DO to provide). Also add a link to RPC website.

**EB &  
CAW**

### **1. Representations by the public**

35/14 The members of the public were then invited to make their representations. Joff Henley made some of the following points, as follows:-

- Live in community based at Langley, which is reached via Byway 1180 and he wanted to raise the specific issue of this track which connects to the houses at Langley. He understands this Byway to be privately owned, subject to maintenance by WSCC.
- He is trying to get it repaired or inspected as now one-half of it dog-users can't even walk along the said track. He reiterated its appalling condition and the fact that he understood this matter was being dealt with by RPC in conjunction with WSCC.
- He made reference that the former clerk had written a letter to WSCC in Dec 2012 and that the former clerk undertook to follow this up. In his opinion, nothing further had been reported. EB confirmed that she and he had been in communication towards the end of last year (August 2013). EB confirmed that she did have a meeting with Highways and Balfour Beatty (sub-contractors) to identify all problem areas in the Parish and she did take them out to Langley to show them Byway 1180. EB confirmed that she tried to speak to Mr Perks today, and instead spoke with his Deputy, Nick Scott who looked out the file and said there was nothing in the file to report since April/May. EB asked

for Mr Perks to contact her and made the specific point that the costs of repairing this road were negligible compared against the costs for providing emergency services such as an air ambulance. EB offered to write another letter.

- JH said that he had not received any copies of any letters and questioned if there are any other letters, if CDC have nothing on their files from May 2013. SS stated that both WSCC County Councillor Gordon McAra and District Councillor John Kingston are well aware of this particular road. JH requested that he be kept update and asked for a copy of the letter which is sent to WSCC.
- SW referred to GM's report about Operation Watershed. Two independent issues – flooding on tarmac road – and there is the addition Byway 1180. Reference was made to the potholes on the Byway and the fact that they flood. EB reconfirmed that she took Highways and Balfour Beatty down to show this area of flooding and was told that they would be doing something about it. Reference was made to the fact that WSCC have a statutory obligation to maintain the road for access.
- PBH mentioned that the road goes down to a farm and that there are 40 people working on the farm and they cannot get to work and have to drive all the way around.
- A second member of the public wanted to emphasise the health & safety liability consequences, if a resident of Langley had to have an ambulance and had a broken back for example.
- FD confirmed that she would like to take the project on under RATA as they have a particularly good relationship with highways.

#### 6. Presentation from Nina Williams SDNP re: long-term management of RPC Woodland areas (15 mins)

36/14 Council received a presentation from Nina Williams (NW), Forestry and Woodland Development Officer of SDNPA. Some of the points NW made were highlighted in her report (**see Appendix F - note report awaited from NW**)

37/14 Action points following this report are as follows:-

**ACTION:** NW to speak with colleague with regard to heath land restoration - to follow up this with NW

CAW

**ACTION:** To register the woodland areas with the rural land registry to obtain SBI Number.

**ACTION:** Apply for two grants referred to in NW's report.

**ACTION:** NW to ask if Dave Rogers could come and talk to RPC for free - to follow up this with NW.

CAW

#### 7. Minutes of last meeting

38/14 Council unanimously approved the minutes of the last full Council meeting on the **9 December 2013** as a true record, subject, to the below amendments:-

Minute 27/14: The date of the Star Party was 8.2.14;

Minute 26/14: FD and SO'BT understood this to be an action, not a formal resolution;

Minute 14/14: Nina Williams is from SDNP not Woodland Trust.

#### 8) Matters arising from previous minutes

39/14 EB confirmed that she wanted to deal with items 12.5 – 12.9 under this section of the meeting, as not Committee or Working Party reports.

12.5 Website – EB reminded Council that there are still profiles, which remain outstanding, Clerk to swap over to new clerk email address. **ACTION:** To sort emails and notify RPC once done.

CAW

12.6 Winter Management – GC produced paper and EB persuaded the R&T News to pay for the production and they have been distributed in R&T News. RPC thanked GC for preparing this emergency contact details card on behalf of RPC. **ACTION:** EB to get PBH a copy of the R&T News as she did not receive a copy.

EB

12.7 Neighbourhood Watch – update to carry forward until next meeting, as MS not present. **ACTION:** to add to next month's Agenda.

CAW

12.8 Historical documents - EB has taken documents to Central Records Office and has provided receipt to Clerk reminding Council that anyone who wishes to view documents can do so by attending the Central Records Office;

12.9 Projector – GC has purchased the projector and screen. RPC thanked GC for doing so.

#### 9) Chairman's Report (EB)

40/14 Below is a summary of the points discussed under the Chairman's report, as follows:-

- **All Parishes Meeting dated 1<sup>st</sup> May 2014** referred to email previously circulated about this. Council should send 2 representatives. EB asked Council if there was anything they would change about the format or conduct of meetings and it was noted that there was no need for food to be provided; SS mentioned that attending is useful so that you can benchmark selves against other parishes, see what they are doing etc.. EB asked if there were any specific questions or topics Council would like answered. Broadband is a topic that requires an update and what are the general management contingency plans, as a result, of the extremes of weather winter the country has been experiencing? **ACTION:** Clerk to email RPC's comments to relevant contact re: this topic.
- **Request for gas supply to Rogate;** - Council would like a letter to be sent to British Gas, asking if they could re-open the case to request that the parish of Rogate & Rake are supplied with pipe gas. GC referred to a past survey. **ACTION:** To write letter (CAW)
- **Power cuts in Rogate** – a discussion about power cuts in the parish took place but the consensus of opinion was that something is happening and so it was felt no further action was required, at this stage.
- **Generator for Village Hall** – EB spoke with Brian Allison and it is hoped that the village hall committee can raise funds to supply the village hall with a generator, so that residents could go there in times of emergency to cook; keep warm etc... The village hall committee are looking into finding funding. They have asked for RPC's

CAW

CAW

support. It was **unanimously agreed** for a letter of support to be sent, to support any funding/grant application.  
**ACTION: To write a letter of support; to liaise with EB for further instruction.**

- **Operation Watershed** – EB referred to the fact that she had asked Balfour Beatty to give some idea for the work they are undertaking and when but she had not had a reply yet. EB will be now being away for a month so if they do not get back to her before she goes; she has asked them to contact the Clerk. **ACTION: CAW to look out for any communication from Balfour Beatty re: proposed operation watershed works.** EB advised SW that the application for Bull Hill (second tranche) of this grant has now been applied for £2,000. SW asked EB why RPC have been given this money for operation watershed. Why are RPC holding funds? Why are Balfour Beatty not being paid direct. Who will formally sign off the works that Balfour Beatty undertake before payment is made. **ACTION: SW to contact Dan Sanders and to report back to receive in writing.**
- **Six monthly review of Clerk's employment.** A review meeting has been arranged for FD; SO'BT and EB dated 20<sup>th</sup> March 2014

CAW

CAW

SW

#### 10) **Finance RFO/Clerk's report (CAW)**

41/14 The following reports were referred to Council, as follows:-

- RFO's Monthly Finance Report to Council (**Appendix B**) was provided to Council. All payments were approved and comments noted. Three additional payments were approved, not listed on Appendix B, which were two payments to DCK Beavers Limited (£24.00 & £111.80) and also a cheque to Cllr Carter (GC) to reimburse the costs of the projector and screen (£290.99)
- Clerk's Monthly Report to Council (**Appendix C**) was provided to Council. All points were noted and the new homes project funds would be covered under item 11 of the Agenda by EB.

CAW

#### 11) **Grants/Funding**

42/14 **New Homes Bonus** – the information received suggests an indicative sum of £1,200 which RPC may be entitled to receive, to put towards a relevant project. SO'BT stated that she may have an idea, which she will refer to later on in the agenda.

**Bus Shelter Repair** - FD pointed out that in the last CLC meeting minutes there is potential funding available to repair bus shelters. **ACTION: Clerk to contact GM to explore possible funding for this purpose.**

CAW

**Youth Club** - EB explained that the grant gives to Youth Club for the youth club's wages and that the invoice that WSCC should send to RPC appeared to not have been received. The first thing the youth club received was a final demand notice, so they arranged to pay the invoice direct with WSCC and CAW checked with WSCC that this had been done. RPC to reimburse Youth Club. WSCC now have the correct details on file, so this should not happen again. **ACTION: Reimburse Youth Club – as per Clerk's Finance Report.**

CAW

**General** - SW confirmed that his task to report to Council with a list of possible funding opportunities is being prepared and he hopes to report on this fully at next month's meeting. **ACTION: SW to report and CAW to add to next Agenda.**

SW

#### 12) **Committees and Working Parties' reports**

43/14 Below is a summary of the committee and working party reports, as follows:-

##### 12.1 **Finance (SW)**

Confirmed that the Finance Committee have not met before last full Council meeting, but, was able to report that notification has been received that the Government had decided that those Councils who had belatedly tried to increase more than 2% were at risk and that they are prepared to apply referendums to larger town and parish council. Highlighting that the operative word is that it infers to imply to – "larger councils", not small parishes such as RPC.

##### 12.2 **Planning**

To receive minutes of planning meeting dated **13<sup>th</sup> January 2014 (RPC)**. SS confirmed that there was nothing to report – **unanimously agreed** to receive these minutes.

##### 12.3 **Open Spaces**

- To report back (including proposals to RPC) following meeting dated **27 January 2014**.
- PBH had spoken to Mackarness & Lunt Solicitors (M&L Sols), Petersfield who confirmed that if the title deeds are placed in one large envelope there would only be one charge as opposed to several independent charges for separate deed packets. **RESOLVED: It was unanimously agreed that CAW could ascertain costs for scheduling title deeds for RPC owned lands from M&L Sols Once rural land registry application completed the said RPC owned lands' title deeds are to be stored with M&L Sols, in one deeds packet.**
- SW will be nominated representative for agreeing the quote with Clerk. Council gave authority to accept quote provided less than £500 plus VAT. **ACTION: Clerk to confirm quote with SW who has discretion to decide whether to instruct solicitors, or not.**
- Once title deeds scheduled RPC can then consider instructing a Land Agent to deal with rural land registry registration – suggestion of Simon Ward may be able to assist RPC with this, free of charge.
- To receive minutes of open spaces committee dated **27<sup>th</sup> January 2014 (RPC)** – **amendments to be done and re-circulated**; FD will email changes to clerk re: names. **ACTION: FD to notify clerk of amendments via email and Clerk to make amendments then re-circulate amended minutes to RPC and add to next month's agenda to be received.**
- Question of any dangerous trees would hopefully be captured under the proposed woodland management plan. FD mentioned in respect of Garbetts' Wood Steps Project that the architect, Stuart Winter-Rimmer has not been

CAW

CAW  
& SW

CAW  
& FD

paid for his services. It was hoped that NW of SDNP would have funds within budget to pay architect, which FD will double-check, but, if not, it would be helpful to pay architect something as full planning is now. It was noted that RPC will only pay 50% re: planning application fee, due to concession available to parish councils.

#### 12.4 RATA

- FD referred to her report which was previously circulated (**Appendix F**)
- Suggested that the public representation of BOAT 1180 is dealt with by RATA and also to deal with parking for the school;
- Habin Hill - no specific contact with residents with regard to the vegetation at the top-end of Habin Hill. **ACTION: to discuss and revisit.**
- Queries were raised as to why RATA are trying to stop traffic going down Garbetts Lane. Reference was made to heavy traffic, such as international drivers following sat-navs who seem to end up travelling that road. It was confirmed that RATA were merely replying and exploring residents' concerns.

EB &  
FD

#### 13) Maintenance of assets of RPC Owned Lands

44/14 The below points are a summary of the matters discussed on this topic, as follows:-

##### 13.1 Bus Shelters

- With reference to earlier action mentioned that the Clerk is to refer to CLC North Community minutes and make contact with GM about sourcing funding for repairing bus shelters and to report back. **ACTION: Clerk – speak to GM.**

CAW

##### 13.2 Noticeboards

- Report back following trial set of minutes in bus shelter (**AA & SO'BT**) – no feedback as the minutes have not been in situ long enough. The notice-board from the shop would be removed and some estimates were provided to the Clerk last month for a replacement.

**RESOLVED:** Unanimously agreed for AA to let Clerk know which noticeboard to order to be placed on the wall outside of the shop and to utilise the residual Jubilee funds of £806 to finance the purchase.

AA &  
CAW

**ACTION:** AA to let Clerk know which noticeboard to order; it should hold 16 sheets.

**RESOLVED:** Unanimously agreed to await to hear from Fyning & Bordon Wood to see if they can provide a similar noticeboard.

**ACTION:** SS will establish if noticeboards should be insured.

**ACTION:** AA will also ask MH since his area of expertise is insurance

SS &  
AA

#### 14) Neighbourhood Plan: update

45/14 Some of the points discussed regarding the Neighbourhood Plan were as follows:-

- Village Meeting on Sunday with approximately 110 people in attendance. Paddy Walker did a good job to bring back enthusiasm to the residents of the Parish and to try and alleviate concerns from a number of people from North Street. The plans were developed to emphasize these as ideas to try and stimulate interest and to encourage people to come forward with their own ideas.
- 85% of village had received questionnaires. Encourage people to get the questionnaires filled in and these will be looked at by firm of accountants who will evaluate. If there are lots of written comments, then the questionnaires will be referred to one or two members of the Steering Committee.
- There were a number of negative comments which EB personally felt was down to residents misunderstanding matters. The fact that they were able to voice comments hopefully they felt that their comments were heard and understood. 15 questionnaires were returned to the shop today.
- EB confirmed that the questionnaires can be anonymous – individual's choice to feedback.
- SS confirmed that he had received negative feedback from North Street and wanted to confirm that he is on the steering committee but that he is taking a balanced view. However, he does want their concerns noted. EB confirmed that Marcus Batty had been invited to join the steering committee and it is hoped that this will help quell their concerns.
- SW confirmed that in terms of the physical plans of the housing – these are suggestions. Plans circulated were following documentation Studio LK produced after the 3 day workshop – these plans were ideas. These plans have gone out and caused some ripples, as a result, and these should be dealt with as and when they come along in a simple way. The aim of the questionnaire is to tease out ideas. Studio LK's plans were a result of members of the public ideas. Topic surgeries give everyone the chance to make comments and then further narrowing down will take place - it is clear that ideas will not please everyone.
- It was confirmed that Langley have not received these. **ACTION: SW to talk to Elizabeth Eavey**
- It was confirmed that more questionnaires are to be produced and to note that they can be found and filled in online.

SW

#### 15) Rogate Star Party on Saturday 8th February 2014 (SO'BT)

46/14 Some of the points confirmed were as follows:-

- Rogate Star Party success with 150 people in attendance.
- RPC noted pictures of a wooden observatory with a roll-up roof for the purpose of astronomy, which SO'BT is keen to try and raise funding for. SO'BT had spoken with Brian Allison who has confirmed that this could be placed at Village Hall. GM has indicated that he will help funding such as from the Big Society fund. New Homes Bonus funds may be relevant also.
- SO'BT asked if RPC would like to support it as a Rogate Community Sky Centre project and asked if she could invite???? to next full Council meeting. The project fits in perfectly with Dark Skies Project (SDNPA)
- SO'BT thanked FD and her husband for offering their telescope.

- RPC thanked SO'BT for party.
- SO'BT to create working party; FD to join; GC will also join. **ACTION:** To create working party for proposed 'Rogate Community Sky Centre' project.

SO'BT

16) **SDNPA: report & update**

- Update re SDNPA – nothing to report.

17) **SALC/NALC/SLCC: news & training**

47/14 Some of the points discussed include the following:-

- SALC Newsletter (copy previously circulated)
- NALC – PDF's to be sent to Cllrs who wish to see these. **ACTION:** to circulate PDF of NALC legal topic note. CAW
- Cost of Councillor Training – confirmed £60 including VAT.

**RESOLVED:**

It was **unanimously agreed** that two councilors can attend new/refresher councillor training this financial year and 2 councillors can attend next financial year (i.e.) April 2014. Any councilors interested to contact the Clerk.

18) **Fracking/energy**

48/14 Some of the points confirmed were as follows:-

- Kirdford goes to CDC (13.1.14) meeting only for Parishoners widely reported in Midhurst & Petworth Observer.
- Lynchmere/Fernhurst – Vice Chair of Lynchmere (Sandy Moore) emailed a legal response to SDNP, plus a 52 page scientific report commissioned which details conclusive seismic risk. **ACTION:** email PDF of report to SS. SO'BT
- - if anyone else wanted a copy to let SO'BT know.
- Report of local fracking meetings –at Fernhurst's meeting last Thursday; each member of Council had to say why their voting for or against. Voted against with one abstention.
- Concerns about lengthy paper filling exercise and costs of supporting reports which RPC may be required to complete if having to face the same process.
- Next public Meeting 13.2.14 at St George's Church being run by a member of public.
- SO'BT proposed the formation of a RPC Fracking Working Party as it is an ongoing topic. It was suggested to ask residents who have experience of working in the oil industry (perhaps one from Rogate and one from Rake). SO'BT asked if there was anyone else with legal skills/technical skills to assist with concerns about transport and air pollution site specific analysis. **ACTION:** To form RPC Fracking Working Party and to write article in R& News to see who would be interested. SO'BT
- EB made reference to Andrew Tyrrie's own opinion, which was that it would not go ahead to SDNP.
- SS confirmed that he will read some documentation first.
- It was confirmed that SO'BT was approached by young mums who are arranging a screening followed by a discussion of 'Gas Land', which sets out the apparent results of fracking.
- PB wanted to make sure that RPC are taking a balanced and impartial view. **It was unanimously agreed that RPC were taking a balanced view.**
- Reference was then made to leaflets received from the Arun & Rother Rivers Trust (ARRT). Highlighted a number of grants, which deals with restoration of River Rother, which flows through Rogate. SS actively works with all of the organisations listed on the leaflet already. SO'BT states that there are a number of possible grant opportunities, which could be explored. **ACTION:** There was unanimous agreement for SO'BT to arrange a short presentation from Eric Piper to discuss possible community projects and to ask Chair of Trotton/Chithurst to see if they would like to attend presentation. SO'BT

19) **Correspondence**

- Emails as previously circulated.
- Email from Mrs Stacey re: flooding at Hugo Platt dated 24.1.14. **ACTION:** To write to Housing Association Infinity to see who is to maintain the ditch causing flooding. CAW
- Bank Statements received – filed in finance file (checked by SW).

20) **DATE OF NEXT MEETING**

To confirm the date of the next full Council meeting is scheduled **Monday 10th March 2014 at 7.30pm at Rogate Village Hall Pavilion** (with the **Planning Committee Meeting** scheduled on the same date but at the earlier time of 7pm). **SO'BT will Chair that meeting.**