



Full Council Meeting MINUTES

Monday 12 October 2015

Councillors in attendance: Steve Williamson (Chairman) (SW) – Ann Arnold (AA), Elizabeth Brown (EB) , Fiona Dix (FD), Val Farren (VF), Max Harwood (MH), Peter Howland (PH), Sue May (SM), Sarah O'Brien Twohig (SOBT), Debbie Pattinson (DP), Mairi Rennie (MR).
Clerk: Kevin Jones (KJ)

Meeting started 7.35pm

1) Representations from the Public – Mr Paddy Cox addressed the council on the topic of the draft Neighbourhood Plan –version 19. In his opinion the Neighbourhood Plan was deeply flawed in that it failed to perform the function of allowing the community to have a voice in where any development will take place. Decision making had been left to developers and the planning authority leaving the community only the power to comment on the plans of others. Mr Cox regarded the current Neighbourhood Plan contained a number of contradictions and was a wasted opportunity for the community to have input in meeting local needs for housing and employment.

The Chairman thanked Mr Cox for his comments and hoped that the revisions in the current draft (version 20) addressed his concerns.

2) Apologies for Absence: Received and accepted from Greg Carter, Emma Yellop.

3) Declarations of Interest – None

4) Minutes of Last Meeting: The minutes of the last meeting held on the **14 September 2015** were accepted by the council and signed by the Chairman. (Appendix A).

5) District & County Councillors Reports – District Councillor Gillian Keegan updated the council on changes contemplated in car parking charges and the management of district council leisure facilities. She was also able to advise on the possible availability of grant money to aid the improvements to Rake Village Hall providing at least 50% was raised elsewhere.

6) Chairman's Report (SW)

a) South Downs National Park Authority – Local Plan Consultation – Public consultation will run until the 28 October. The final plan will be published in autumn 2016 followed by further consultation and adoption in 2017. The working party (SW,MR,EB) has reviewed the documents and proposes the following resolution:

Rogate Parish Council agrees and commends the policies and principles in the SDNPA Draft Local Plan but is concerned about their effective enforcement especially should they be challenged at Public Enquiries. In addition, the council considers the document to be complex, overly-long and repetitive in many places.

Proposed: (SW) Seconded: (EB) – carried unanimously.

b) Register of Members Interests Forms:

These must be completed and originals sent to the Clerk by the end of this week.

7) Finance Report (SW)

Payments Received	Detail	Amount (£)	Heading
Chichester District Council	Precept & Precept Support	15,106.00	
HSBC Bank	Interest	4.80	

Payments to be Approved

Payee	Detail	Amount (£)	Heading
Clerk/RFO	Salary/PAYE	Not Disclosed	
Elizabeth Brown	Website expenses	22.72	
Rogate Village Hall Committee	Hall Hire	100.00	
Farrow Creative	Neighbourhood Plan Website	132.00	
PKF Littlejohn LLP	External Audit Fees	360.00	
Playsafety Ltd	Playground Inspection	170.40	
Mick Butcher	Bus Shelter Cleaning 6 Mnths	90.00	
Julie Reed	Bus Shelter Cleaning 6 Mnths	90.00	
Fred Fosberry	Bin Cleaning 6 Mnths	90.00	
Rogate & Terwick News	Subscription	125.00	
Petersfield Citizens Advice Bureau	Grant	250.00	
Rogate Parochial Church Council	Burial Grounds Grant	1,100.00	
Terwick Parochial Church Council	Burial Grounds Grant	275.00	
Elizabeth Brown	Expenses	15.00	

8) Grants/Funding

- Neighbourhood Plan - £3,348 available
- RATA - £1,264 remains in account from last year plus £4,000 from the 2015/16 budget.
- RAP - £5,477 remains for future maintenance
- Garbits - £4,700 remains to be spent
- Operation Watershed - £6,768 remaining for other drainage works in 2015/16.
- **Income** £15,106 Precept and Support Grant from Chichester District Council representing the last of two instalments.
- **Expenditure:** Generally in line with the budget although there are some expected under-runs that are being monitored.

9) Committee and Working Party Reports

9.1 Finance -

The Finance Committee meeting minutes of the **4 June 2015** were received.

9.2 Planning

The Planning Committee meeting minutes of the **14 September 2015** were received.

9.3 Open Spaces Committee

Olivers' Piece Commemorative Bench – (EB) reported this had been found wantonly vandalised within a very short time of installation and repairs were in hand. (EB) to contact the local newspapers. It was suggested that the scrub be cleared either side of the access steps.

9.4 RATA - (FD) reported: She was trying to maintain positive momentum recently evidenced but still awaited the detailed statement of costs from WSCC Highways Dept.

9.5 Parsonage Estate Drainage – (SM) reported: Hyde Martlet had now dug out the drainage ditch to an extent that may result in the creation of a “pond” – exposing adjacent gardens to flooding.

Affinity Sutton is failing to do the work on land for which they are responsible.

Southern Water claim to have carried out work (including the fitting of a pressure relief valve) but there is no visible evidence and they have been unable to say when this was done.

Gillian Keegan advised that she could get Chichester District Council involved again but would need the outstanding issues specified.

10) Maintenance of assets of RPC Owned Lands – The grounds maintenance (to a high standard) of the Hugo Platt play area is currently being carried out on a voluntary basis at no cost to the council. The council expressed its thanks.

It was resolved: “That the council reimburse the voluntary grounds maintenance of the Hugo Platt play area to the extent of £15.00 per month.”

Proposed: (EB) – seconded (SW) – carried unanimously.

11) Neighbourhood Plan (SW) – Version 20 of the Rogate and Rake Neighbourhood Plan has been circulated to all councillors.

The process started in May 2013 with a Governance Document and a large Steering Committee of volunteers was formed and individual Topic Heads identified. During the 28 months there have been a number of public meetings and workshops, a formal “Enquiry by Design” process, an extensive questionnaire to all households. An evidence base has been established along with a website containing all the public documents. Parishioners have been kept informed through mail-box drops, e-mails, posters and media items. At various stages the processes and findings have been externally reviewed. Version 20 represents the completion of the work of the Steering Committee.

The Plan’s Vision

The Rogate and Rake Neighbourhood Plan seeks to create a more sustainable, vibrant and cohesive community for the benefit of all people living in, working in, and visiting the parish; to safeguard and improve the quality and character of the natural and built environment.

The Process Going Forward:

- The parish council adopts the draft Neighbourhood Plan as a “Pre-Submission Document.”
- A six-week consultation period starts during which the parish council consults with parishioners and interested statutory bodies such as the District and County Councils.
- The parish council considers responses and revises the Neighbourhood Plan as it considers appropriate.
- The Neighbourhood Plan then becomes the “Submission Document” and is sent to the SDNPA.
- The SDNPA reviews the Neighbourhood Plan internally and employs an independent inspector to check and review the policies.
- The SDNPA organises a referendum which will be a yes/no vote on the Neighbourhood Plan.

Consequently, there remains further opportunity for everyone to comment on the Neighbourhood Plan prior to its submission and the referendum. The Council therefore encourages everyone who wishes to comment on Version 20 of the Neighbourhood Plan to do so by writing to or e-mailing the clerk: clerk@rogateparishcouncil.gov.uk

The council discussed public accessibility of the Neighbourhood Plan and efforts to improve public understanding of its scope and purpose. It was agreed that 20 copies would be printed to be held in Rogate shop and by the clerk, available for those with no access to email or internet.

The following resolutions were proposed:

1.) The council receives the draft Rogate and Rake Neighbourhood Plan (Version 20) and wishes to thank the project manager, the steering committee, the “topic heads”, the SDNPA, and all others who have contributed to and commented on the Plan.

2.) The council agrees to adopt the draft Rogate and Rake Neighbourhood Plan (Version 20) and initiate a six week period of consultations with parishioners and statutory bodies.

Proposed by: (SW), seconded by: (EB) carried with two abstentions (PH) & (DP).

12) Review of Parsonage Estate – (SM) reported the views of estate residents opposed any further residential development but would support improved parking facilities for residents and parents accessing Rogate Primary School. (MH) commented that Hyde Martlet usually have a management committee for each development and that it is possible for a resident to join this committee and/or form a residents association. **Action: (SM)**

13) Rogate School Crossing Patrol

(FD) reported that West Sussex County Council was advertising for a School Crossing Patrol Officer. The school is actively promoting car sharing arrangements to minimise parking problems.

14) Rogate Village Hall Defibrillator

(KJ) reported that the defibrillator was now out of commission owing to the lack of routine testing and contact pads past their use by date. The council asked the clerk to establish the testing requirements and the cost of replacement pads. **Action: (KJ)**

15) Correspondence

- E-mails as previously circulated
- Bank statements received – filed in finance file

16) Information for Council (for noting or inclusion on a future Agenda)

17) Date of Next Meeting

The next **Full Council Meeting** will be on **Monday 9 November 2015** at **7.30pm** at **Rogate Village Hall Pavilion.**

Meeting closed at 9.15pm

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