



# Full Council Meeting Minutes Monday 12<sup>th</sup> November 2018

Parish Councillors in attendance: Vice-Chairman Elizabeth Brown (EB), Ann Arnold (AA), Fiona Dix (FD), Val Farren (VF), Rita Harrison-Roach (RHR), Max Harwood (MH), Nic Lobbenberg (NL), Sue May (SM), Elena McCloskey (EM) and Mairi Rennie (MR).

Clerk: Debbie Harknett

There were no members of the public in attendance.

Meeting started 7.30pm

1. **Recording of the meeting** – it was noted that the meeting would not be recorded.
  2. **Representations from the Public** – none.
  3. **Apologies for absence were received and accepted from:** Fred Fosberry (FF), Paddy Walker (PW), Steve Williamson (SW), and District/County Councillor Kate O'Kelly (KOK).
  4. **Declarations of interest** – MH/RHR expressed an interest in Rogate School; AA/RHR in the Youth Club.
  5. **Minutes of last meeting:** after changing 12c from Stedham to Trotton the minutes of the meeting held on 8 October 2018 were accepted by the Council as a true record and signed by the Chairman.
  6. **County & District Councillors Reports** – EB read KOK's report:  
**As West Sussex County Councillor:**
    - a) The bus consultation closes on 18 November. WSCC bus group meet on 20 November with the local NW steering group meeting on 27 November. The scrutiny committee will discuss bus subsidies on 6 December (public can attend) with the cabinet member for highways making his decision after this meeting. It is possible parishes/towns/districts/boroughs will be consulted about partnering with WSCC to help pay for non-commercial but valued services.
    - b) She led a cycling debate at the last full WSCC Council meeting where there was cross party support for more work across WSCC (including public health, environment and highways) to improve cycling infrastructure and increase the number of people cycling.
    - c) The government is consulting on proposed amendments to the planning system in relation to non-hydraulic fracking. The proposal is to allow this exploration to proceed under permitted development rules. This was debated at the last full meeting with cross party support for decision to be taken locally.
    - d) 'Your energy Sussex' supplier of 100% renewable energy will increasingly have more power generated locally from solar. Their aim is not to profit but help residents to switch from the big 6 and save money.
    - e) There were no Community Initiative Fund applications from the north west of the County. It's a good time for community groups to apply for March 2019 allocation as there's money left for this financial year.
    - f) No news on Velo South but WSCC have made a statement saying they are reviewing the situation and will be arranging a series of targeted parish meetings. She has requested they publicise them soon.**As Chichester District Councillor:**
    - g) The draft local plan (Chichester district outside SDNPA) will be debated on 20 November with public consultation in the new year (review of the LP adopted in 2015 with 650 new houses per year).
    - h) All Parishes meeting had a presentation on policing who have a recruitment drive.
    - i) The social prescribing trial is getting good feedback and is taking pressure from GPs so will be rolled out across the county.
    - j) Gatwick airport draft master plan has been published and explains how Gatwick intends to develop and grow into the early 2030s. 12-week consultation is open and she is attending a briefing later in the month.
    - k) The business enabling grant scheme has received 39 applications (8 from north of the district) and the scheme is still available [www.chichester.gov.uk/enablinggrantsscheme](http://www.chichester.gov.uk/enablinggrantsscheme)
- Drop in session Rogate Village Shop 10 December 2018 10.30-12.30.
7. **Chairman's report** – none but comments provided for some matters.
  8. **Finance report:**
    - a) Monthly finance report to council – none
    - b) It was noted that NL would check the bank reconciliation.
    - c) EB informed the meeting Rake Playground Project are planning an installation of equipment (expected to cost in excess of £35,000) at the rear of Rake village hall as there are currently no play facilities in

Rake. The Finance committee agreed a resolution to support Rake Playground Project to the maximum cost of £5,000+vat (including the £712 New Homes Bonus grant awarded on their behalf) with £2,000 from the current financial year and the remainder from next year. There would be a caveat that the equipment would be given to with no ongoing responsibility or contingent liability. After discussion, it was unanimously agreed to support the project as per the recommendation of the Finance Committee.

- d) EB read the terms of the New Homes Bonus agreement in relation to the restricted use of the funds which can only be used for the purpose they have been given - we have been awarded £712 for Rake Playground Project. If the project doesn't go ahead the grant would have to be returned unless an variance of project application is made and authorised by CDC's grant and concessions panel.
- e) EB noted the current precept is £30,925 and the finance committee are hoping to maintain this amount. After discussion, EB's proposal of **resolution 'to maintain the precept at £30,925 for 2019/20 but with consideration this could change if bus funding is required'** was seconded by FD and unanimously approved.

Receipts and payments approved:

Transfer from current to Community Land Trust account		£1,546.00
<b>Receipts:</b>		
National Community Fund	Community Land Trust grant	£1,600.00
<b>Payments:</b>		
Rogate & Terwick Village Hall	Hall hire	£63.00
Elizabeth Brown	Website cost re-imbursement	£26.90
Clerk/RFO	Salary/PAYE	Undisclosed
Rogate PCC	Burial grounds grant	£2,000.00
Terwick PCC	Burial grounds grant	£800.00
Petersfield CAB	Grant	£250.00
West Sussex County Council	Youth worker payroll April-Sept	£738.25
TJ Tree Care	Removal old swing at Rake Rec Ground	£300.00
Ralph Restorations	Hillbrow finger post	£1,480.00

## 9. Committee and Working Party Reports:

### Planning

- a) The minutes of the Planning Committee meeting on 8<sup>th</sup> October 2018 were received.

### Open Spaces

- b) It was noted that the Open Spaces Committee would meet on 26<sup>th</sup> November 2018 at 7.30pm.
- c) MH was pleased to report that 'Logs on Fire', a local company, have offered to carry out the coppicing at Terwick Woodland free of charge in return for the wood they cut down. He has contacted the Sussex & Surrey Coppicing group who have offered advice and the proposal fits in with their suggestions. He noted the brush will be laid in rows to rot; not burnt. After discussion, VF's proposal of **resolution 'to go ahead with Logs on Fire to coppice the chestnut in Terwick Wood subject to MH and the Clerk checking and agreeing the contract'** was seconded by AA and unanimously approved.
- d) MH noted the Open Spaces Committee agreed a new village centre bus shelter be installed and recommended an order is placed with the WSCC scheme as it may not be continued into next year.
- e) EB and FD have met with the owner of the property behind this bus shelter as she would like to reclaim some of her garden if possible. They suggested approximately 1 metre could be taken from the depth while the rest of the shelter would remain the same size with an overhang to provide additional cover.
- f) SM expressed concern for wheelchairs/pushchairs if the shelter was not as deep.
- g) It was agreed the appearance of the village centre shelter is important and FD's proposal of **resolution 'to place an order with WSCC for replacement bus shelter in Rogate Village centre programmed for February/March to allow time to agree its size and design as well as location with adjacent landowner'** was seconded by VF and unanimously approved.
- h) FD and MH to consult on design and as obtain clarity on the ownership of the land it stands on.

### Finance Committee

- i) The minutes of the Finance Committee meeting of 9 May 2018 were received.
- j) It was noted that the finance committee would meet on Monday 19<sup>th</sup> November 2018.
- k) The Clerk asked for items to be considered in next year's budget before next week's meeting.

## RATA

- l) A quote from Lewis Landscaping for £1,345 for works including tidying up the hedge at the cemetery, removing two trees, installing the planters & signs, and painting the railings in the village centre has been received. EB and FD met with him to discuss what was required.
- m) FD noted the railings are due to be painted brown so they blend in with the environment. This raised concern from SM and AA as they are white as a safety requirement to protect the pedestrians. RATA group to look at colour further and come back to the Council.
- n) Subject to agreement of paint colour, NL's proposal of **resolution 'to accept quote from Matt Lewis for RATA works'** was seconded by VF and unanimously approved.
- o) EB informed the meeting of a request from Hillbrow & Rake Community Speedwatch to meet the cost of Rake hall for a police training session and to purchase of 10 jackets (of various sizes) for the group.
- p) There was some disappointed that Rogate had not been invited to join the scheme. It was agreed FD to approach the group and see if some Rogate residents could join and thereby share the jackets and training. Suggest SW write an article for the R&T seeking volunteers. In response to EM's question it was noted there are no other funds available for the scheme as it is within our parish.
- q) RHR's proposal of **'resolution to agree to cover the cost of hiring Rake Village Hall for one afternoon for the briefing of volunteers by the Police and to agree the purchase of 10 reflective coats for the volunteers to a maximum cost of £250'** was seconded by AA and unanimously approved.
- r) The Department of Transport's response to a resident's letter about motorcycle noise was noted. It was agreed a community speedwatch could help mitigate by reducing speed; resident to be invited to join any Rogate speedwatch group.

## Drainage issues/Operation Watershed

- s) MR noted the flooding at St. Peter's is dreadful again.
- t) SW noted Hugo Platt had drainage issues again and the pumping station has been pumped out again.

## Buses

- u) EB read out notes from SW explaining the service is under threat of closure due to the reduction and possible withdrawal of funds by WSCC who may look to district/parish councils and SDNPA for financial support. An alternative would be for the Parish Council to establish a community bus scheme using volunteer drivers. Either way costs are significant and well beyond our current budget and would therefore require an increase in our precept – another example of cuts in services at county and district level having to be taken over and financed at parish level, probably less efficiently. Should firm proposals be forthcoming it would be for our December/January meeting – this discussion it is to canvas opinion. If we were to subsidise the local bus services how much additional precept would be acceptable £1/£2/£5 per household/year? If we were to organise a community bus could we afford the cost, maintenance and would we be able to recruit sufficient competent drivers? Either way we should recognise the majority of residents would pay for a service they would never use.
- v) MR noted the 91/92/93 route is used for school transport but the 54 that runs across the downs is not and is most vulnerable. Community buses can take users away from the normal service.
- w) EM noted new bus stops are being installed where the South Downs way crosses the road near Uppark and at Durleighmarsh.
- x) The Clerk explained parishes along the route of the 54 are being canvassed for their opinion as to whether or not they would consider financial support in order to prevent the loss of this service.
- y) After discussion that it is important to support the service it was unanimously agreed to consider financial support if required.

## 10. Rogate & Rake Schools

- a) A request has been received from Rogate School for financial support to install a new, larger sign at the bottom of School Lane as the existing one doesn't meet their current needs.
- b) There was a lot of discussion about the location, size and design before NL's proposed **resolution 'to support the purchase of a new sign for the school to a value of £300 subject to final plan/design'** which was seconded by EB and unanimously approved with MH & RHR abstaining.
- c) MH/RHR to discuss with school to see how fits with RATA scheme and bring a proposal to the meeting.
- d) RHR noted the school is now more welcoming and teachers and staff are happier.

### **11. Community Land Trust**

- a) MR informed the meeting they are making good progress and are due to meet again on 30 November when the group's draft terms will be agreed.
- b) James Bridgen is addressing a meeting in Chichester on 29 November and they are invited to attend.

### **12. Youth Club**

- a) AA informed the meeting WSCC are running the payroll for the youth worker and the youth club are her line manager. The expected cost is £1,800pa and they are wondering how the parish council would like to fund their support – to pay the bill direct to WSCC or make a grant to the Youth Club.
- b) After discussion, it was agreeing the PC would make a grant to the youth club. AA to let the Clerk have the costs to the current year end (October-March).

### **13. Request to use Fyning recreation ground for Forest summer school**

- a) Elaine Parkin has written a submission seeking permission from the Council to run a commercial enterprise on Fyning Common during the school holidays.
- b) EB read SW comments: he has some reservations - the total area involved is not defined; toilet facilities being a hole in the ground; equipment insurance; fires are not currently permitted and he would strongly advise it is kept that way even if the legislation is ambiguous; on average attendance and fees the enterprise would attract fees of £12k for the summer holidays alone.
- c) There were various questions and suggestions – subsidies for village children, required risk assessments and insurance and it was agreed a contract would define the area used while ensuring insurance etc are in place, size of any fire bowl agreed, supervision and anything else we require.
- d) EB noted there has been problems with the area in the past and suggested considering a trial period of a week over Easter or half term to see how it works.
- e) There was a lot of support for children learning about the outside though SM felt it hypercritical given the concerns about Dangstein as Forest School was one of their proposals. EB noted that was on a different scale and in relation to a planning application.
- f) There was a lot of discussion about the proposed toilet facilities and possible use of chemical toilet that could be removed – questions to be asked of Elaine.
- g) After discussion it was agreed to continue discussion about toilets, funding for local children, a contract and to support a trial of the scheme. FD & SM abstained from the decision.
- h) It was further agreed the Council making a charge was inappropriate for a public space but request for a donation of equipment for the area would be encouraged.

**14. The Police scam presentation** on December 6<sup>th</sup> 2018 at 7pm was noted with AA and VF volunteering to make tea and others to help with chairs/setting up.

**15. South Downs National Park** community infrastructure levy was noted - members to let FD have ideas.

### **16. Correspondence**

- a) Emails as previously circulated.
- b) Bank statements received – filed in finance file.

**17. Information for the Council** (for noting or inclusion on a future Agenda)

**18. Date of next meeting** – The next Full Council Meeting of the Parish Council will be on **Monday 10<sup>th</sup> December 2018** at 7.30pm at Rogate Village Hall Pavilion.

There being no further business the meeting closed at 9.24pm.

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