



Parish Councillors in attendance: Chairman Steve Williamson (SW), Carolyn Butler (CB), Adrian Collins (AC), Fiona Dix (FD), Max Harwood (MH), Clare Jardine Paterson (CJP), Zoe MacLehose (ZM), Elena McCloskey (EM), Gerard McCloskey (GM) and Mairi Rennie (MR).

Clerk: Debbie Harknett

District/County Councillor: Kate O'Kelly (KOK)

Meeting started 7.30pm

<b>Chairman:</b> Steve Williamson <a href="mailto:steve@thestepsrake.co.uk">steve@thestepsrake.co.uk</a>	<b>Vice-Chairman:</b> Elizabeth Brown <a href="mailto:rakehanger3@gmail.com">rakehanger3@gmail.com</a>	Clerk: Debbie Harknett <a href="mailto:clerk@rogateparishcouncil.gov.uk">clerk@rogateparishcouncil.gov.uk</a>
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**PC Lukasz Kowalski** addressed the meeting to update Members on Sussex local police priorities – keeping communities safe and protecting vulnerable people. He noted 32 incidents were reported in the Rogate area in the last 60 days. He urged people to report all incidents, even if obtaining a response on 101 can take up to 45 minutes. The more people that use it and provide feedback the more likely the service is to improve. Without the knowledge of incidents, they can't investigate or help. If in doubt call 999 and they will direct call to most appropriate place. He provided information about Scams (which are the fastest growing crime in UK) and explained the police offer a service for marking property (garden equipment etc).

In response to concerns about speeding/noisy bikes on the A272 he urged these incidents to be reported via [www.operationcrackdown.org](http://www.operationcrackdown.org) – the more reports they receive the more likely they are to be able to bring one of the 2/3 traffic units to the area to investigate.

1. **Recording of the meeting** – none.
2. **Apologies for absence were received and accepted from:** Ann Arnold (AA), Elizabeth Brown (EB) and Val Farren (VF).
3. **Declarations of interest** – MH in Rogate School.
4. **Minutes of last meeting:** the minutes of the meeting held on 13<sup>th</sup> May 2019 were accepted by the Council as a true record and signed by the Chairman.
5. **Representations from the Public** – none.
6. **County & District Councillor reports** – KOK  
**As West Sussex County Councillor:**
  - a) Children's Services Ofsted report was debated at full council on 7 June. Government Commissioner has been appointed to oversee improvement plan, if not significantly improved in 3 months the responsibility for children's services may be taken away from WSCC.
  - b) Bees & Butterflies pollinator action plan has been published by WSCC which sets out how they can be protected with impending habitat loss, pesticides and climate change threatening their existence. Town and Parish Councils are invited to think about pollinators in their local area and get in touch of news of action. [www.westsussex.gov.uk/bees](http://www.westsussex.gov.uk/bees) to learn more.
  - c) WS Climate pledge asks everybody in the county to commit to making a series of simple changes to their everyday lives [www.westsussex.gov.uk/maketheclimatepledge](http://www.westsussex.gov.uk/maketheclimatepledge).
  - d) Buses – next local group meeting is on 25 June.
  - e) The Community Initiative Fund (CIF) application process was changed last year to incorporate crowd-funding. In response to feedback it is proposed to introduce a Micro fund for CLC grants for smaller-scale projects with no more than £750 for total project costs.
  - f) She had an interesting visit to the Materials Recovery Facility (MRF) at Ford.**As CDC District Councillor:**
  - a) Local Plan Review by new members and in response to all the representations. The plan for 650 houses to be built annually within CDC but outside the SDNP.
  - b) Southern gateway project is looking for a developer.
  - c) Seas the day (including history of Selsey fishing industry) opens at Novium Museum on 15 June.

- d) A new events strategy is being developed with a programme to entertain, educate and inspire residents and visitors. Consultation now open [www.chichester.gov.uk/letstalkevents](http://www.chichester.gov.uk/letstalkevents).
  - e) The Grange Leisure Centre assessment from Quest (UK quality scheme for sport and leisure) has achieved excellent results with the centre being placed in the top of five bands available.
  - f) Pilot scheme for smart bins being trailed in Selsey – bins with devices that monitor use and fill levels.
  - g) Current vacancy rates Chichester 8.2% (up), Petworth 1.17%, Midhurst 6.36% (up).
- Drop in session Rogate Village Shop 1<sup>st</sup> July from 10.30-12.30.
- h) FD questioned why so little of the new housing requirement is within the SDNP as it helps to maintain sustainable communities and putting all the homes within the remaining area is challenging for those communities which have no additional infrastructure – should we encourage more within the park? KOK explained while the majority of required homes within Chichester district are going to be outside the park there are currently 49 unallocated units. SW reminded the meeting additional properties in the Chichester-Emsworth corridor puts more traffic onto the A27 (for which there is no viable solution) so to avoid those traffic problems the A272 through the village will also see an increase. After discussion, it was agreed KOK to lobby for more sustainable approach to housing.

**7. Chairman’s report** – SW reported:

- a) The Chairman provided a brief guide to Council meetings
  - Council business is only conducted at full council or committee meetings where there is an agenda and minutes are taken. This means decisions are only made at these meetings.
  - Full council and committee meetings are open to the public and agenda/minutes are put on notice boards in Rake, Rogate, Fyning and the Parish Council website.
  - Working group meetings are generally not public meetings and need not be minuted.
  - As Chairman he will try to ensure everyone has the opportunity to contribute (without interruption) and the necessary facts are available.
  - As meetings are advertised in advance we stick to the agenda.
  - Councillors should ensure phones are turned off, circulated papers are read beforehand, the views of fellow Councillors are respected and decisions are treated as final unless new evidence is presented.
  - In order to protect rights of individuals we do not normally refer to members of the public by name in discussions and certainly not in the minutes.
- b) Sussex Day and Newcomers Event Sunday is being held on 16 June. EB will set up a stall for the Parish Council and would like support from other councillors; Stephen Berendt has also requested some tray bakes to be donated and help with parking duties.

**8. Finance report**

- a) Monthly finance report to the Council – SW went through project money held which includes £9,000 RATA funds (some of which will pay for the village bus shelter); Operation watershed work should be completed in the summer.
- b) Woodland management has £4,433 so the two trees at Fyning were discussed. MH reminded the meeting we obtained three quotes - £1,100, £2,400 and £3,000 – all would drop the wood and leave as wildlife habitat. After discussion, MH proposal of **resolution ‘to accept the £1,100 quote to pollard to 15ft the two dead pine trees at the top of Fyning Recreation ground’** was seconded by MR and unanimously approved. Work to be completed after nesting season.
- c) It was noted that FD would check the bank reconciliation.
- d) SW noted that while the new bus shelter payment can be approved it won’t be remitted until the work is completed.

Receipts and payments approved:

<b>Receipts to be noted:</b>		
HSBC	Bank interest	£1.76
HMRC	VAT refund	£1,544.69
<b>Payments to be approved:</b>		
Rogate Village Hall	Hall Hire – £21 over paid last month	£42.00
Elizabeth Brown	Website cost re-imburement	£26.84
Clerk/RFO	Salary/PAYE	Undisclosed
SALC	Training	£336.00
Debbie Harknett	Clerks expenses	£73.76

Crucial Environmental	Bus shelter roof removal	£264.00
Ben Law	Bus shelter	£6,660.00
Wallis White & Co	Internal audit	£285.60
Rake Village Hall	Hall hire for traffic meeting	£35.00
Farrow Creative	Neighbourhood Plan website hosting	£588.00

## 9. Committee and Working Party Reports:

### Planning Committee

- a) The minutes of the Planning Committee meeting on 13<sup>th</sup> May 2019 were received.

### Open Spaces (OSC)

- b) It was noted the Open Spaces Committee would meet on Monday 1<sup>st</sup> July 2019.  
c) MH reported he and the Clerk met with representatives from SSE who wish to move the overhead cables that run from Fyning Hill through Fyning Recreation ground to Foresters Cottage and lay them underground. As the village has been subject to a lot of power cuts and a woodland fire was been caused by a broken cable it is sensible. SSE are going to arrange an ecological report and get their archaeologist to look at the area. MR noted the area will recover.  
d) MH noted the playground inspections are due and the fence at the village hall playground needs some repairs.

### Finance Committee

- e) The minutes of the Finance Committee meeting of 29<sup>th</sup> April 2019 were received.  
f) It was noted the Finance Committee would meet on Monday 28<sup>th</sup> October 2019.

### Working groups:

- g) **RATA** – SW noted there was an item on BBC news about motorcycles and an action group trying to get sound monitoring cameras for the A32. RATA group to investigate joining with the group and possibly expanding to include the A272.  
h) In response to AC's question SW noted that Rake is included within the scheme.  
i) Meeting to be arranged.

### Grants & Projects

- j) EM reported she has been discussing grants with the hall committee and felt the most important thing to them was additional car parking as they currently only have 10 spaces – 5 of which are allocated to local residents. It was agreed parking is a big problem in the village and affects business, social groups, church, pub, events, school, shop and should be a village priority.  
k) EM had obtained grant information from national lottery & Biffa and felt the estimated cost of £60k for 35 spaces could be achieved by working together with the hall (who lack human resources) and other village organisations.  
l) SW explained many grants are not available to PC's as they are only open to charities.  
m) MH noted the hall has trustees that are separate from the hall management committee. SW to discuss with them.  
n) EM reminded the members of the idea for golf practice nets while FD suggest cricket nets could also be considered. Funding for these could be met by our New Homes Bonus allocation – applications are required before the end of July.

CB left with thanks.

### o) Standards & policy

AA and the Clerk have started to prepare a policy list.

**10. Rogate & Rake Schools** – KOK noted the recent Governors meeting said they are moving towards a federation though Rogate are probably further ahead with this than Rake but both schools are happy with the current situation.

**11. Community Land Trust** – MH passed around leaflets that have been prepared for their launch event at the weekend. She urged people to sign up – they are now incorporated and need public support.

**12. Youth Club** - nothing to report

**13. Neighbourhood Plan** – SW reported he has received a 66-page scoping report for the Strategic Environmental Assessment prepared by AECOM from Chris Paterson, SDNP. This will be submitted (under PCs name) for 5-week consultation period to three statutory consultees.

SW to circulate NP to new members and consider if we can plan anything ready for the next stage.

**14. Website –**

- a) SW reported these went down 4 weeks ago as our domain name registration expired. Unfortunately, the bill was sent to a previous email address we no longer access so it wasn't received and paid.
- b) The domain is managed by Fasthosts while Pagely manage the website and Rackspace the email.
- c) The finance meeting agreed to bring them together and move the website, hosting and email to a new provider but despite numerous phone calls the chosen company never responded to the Clerk. So, SW has been working to re-establish the old system to gain time before making a move. The website is now working again and the Clerk has updated it but the email is still not.

**15. Defibrillator** – FD reported we are trying to arrange a hand-over session with three new volunteers.

**16. Drainage issues/Operation Watershed** – SW reported the order for work at St Peters Church has been placed but he has no indication of timing. He is waiting for a price for additional works at Sandhill Farm before applying for a further Operation Watershed grant. He explained the history of the scheme and works previously completed to the new councillors.

**17. SDNPA Parish Representative - vote**

- a) Information on the candidates has previously been circulated by the Clerk. SW reminded members of the previous representatives.
- b) Each Councillor was provided with a ballot paper where 2 candidates could be selected.
- c) The Clerk counted and reported Alun Alesbury and Andrew Shaxson had achieved the most votes. She will complete the PC ballot paper and return to SDNP.

**18. Training** – AC and ZM are attending a session at Haslemere later in the week.

**19. Grants** – already covered under working groups.

**20. Soft sand review** – FD reported it is likely there will be an extension to the current site which could involve closing down the existing area and opening a new area 2/3 fields away. She felt we need to remain aware of the review and arrange a public meeting if necessary. KOK noted the review is no longer open for representation but she will lobby WSCC. It is likely it will come back to PC's following the consultation period. It was agreed we should be more concerned about West Heath Common as the access road runs through the village.

SW noted there are no quarries within the New Forest NP so why are they to be permitted within SDNP?

**21. Correspondence**

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

**22. Information for the Council** (for noting or inclusion on a future Agenda) – none.

**23. Date of next meeting** – The next Full Council Meeting of the Parish Council will be on **Monday 8<sup>th</sup> July 2019** at 7.30pm at Rogate Village Hall Pavilion.

There being no further business the meeting closed at 9.31pm

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