



Parish Councillors in attendance: Chairman Steve Williamson (SW), Elizabeth Brown (EB), Fiona Dix (FD), Val Farren (VF), Max Harwood (MH), Sue May (SM), Ann Arnold (AA), and Mairi Rennie (MR).

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

Clerk: Debbie Harknett

There were two members of the public (MOP) in attendance.

Meeting started 7.30pm

Chairman: Steve Williamson
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Vice-Chairman: Elizabeth Brown
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Clerk: Debbie Harknett
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1. **Recording of the meeting** – none.
2. **Apologies for absence were received and accepted from:** Rita Harrison-Roach (RHR), Nic Lobbenberg (NL), Elena McCloskey (EM) and Paddy Walker (PW).
3. **Declarations of interest** – SW in Rake Village Hall/Playground and MH in Rogate School.
4. **Minutes of last meeting:** the minutes of the meeting held on 11th March 2019 were accepted by the Council as a true record and signed by the Chairman.
5. **Representations from the Public** – The Chairman invited the MOP to address the Council later when discussing traffic calming to which they agreed.
6. **County & District Councillors Reports –**
As West Sussex County Councillor:
 - a) The full council met on 5/4/19 and considered
 - Climate emergency with lots of speeches - agreed not an emergency yet but urgent. Future CC reports to include a climate change angle.
 - Youth cabinet discussed 16/17 suffrage – council now in favour but cannot change the law.
 - b) Soft sand extraction from West Sussex (9 sites–4 within Midhurst Division) had an enormous amount of responses. KOK met with WSCC Officers on 13/3/19. From July WSCC/SDNPA will publish results of consultation and decide next steps.
 - c) Buses – planned £500k cut reduced to £300k cut - 54,91,92 and 93 largely retained for the next financial year including a new early morning service for the 54 leaving Chichester at 6am. Last returning bus leaving Chichester at 5.50pm is being withdrawn. The 7.34am bus from South Harting is being retained.
 - d) Local bus group meet regularly – one priority is promotion of all our local buses – the more we use them, the easier it will be for us to make the case to retain them.
 - e) KOK has asked Stagecoach to provide paper timetables to put in all local shops. She is on WSCC TFG (task & finish group) looking at mitigation to the cuts (meeting 10/4/19). One agenda item is to develop framework for partnership so that parishes have option of contribution to save their local bus services rather than lose them. The local group have already been discussing a 'per household' amount. One parish will need to lead on this in terms of setting up the partnership with WSCC.
 - SW questioned the morality/legality of asking council tax payers to pay RPC for services they have were already paying WSCC to provide as part of its legal responsibility. KOK explained without the hope of a £10k contribution from other users the 54 would have been cut from 6 days to 3 days from last April.
 - FD asked about sharing of services and discussing options with Stagecoach to reduce the £10k; KOK explained the group has a transport specialist who is working with WSCC to consider options.
 - MR added the use of public transport is critical to help prevent climate change.
 - f) Midhurst Cycle Bypass – productive meeting with Officers at WSCC last week reviewing the feasibility study on the Midhurst cycle bypass. She will be working with Midhurst Area Cycling group and Officers from SDNPA and WSCC to take things forward. The Holmbush-Easebourne route is progressing.
 - g) Electronic Vehicle TFG looking at county strategy with first meeting 4th April – looking at the different challenges of switching the fleet to EVs in cities, towns and villages. 37% of WS emissions come from transport. 30% of WS households do not have off-street parking.
 - h) KOK noted FD's report of an overgrown hedge over footpath between Heath Mount/Hatch Lane.

As CDC District Councillor

- i) Novium museum has received a £10k Arts Council England grant to run this year's Roman Week.
- j) Shippams Exhibition at Midhurst Museum (brief history of Chichester Shippams from inception till the factory closed in 2002) open until 23 April. Novium to arrange an annual exhibition North of the Downs.
- k) Hollywood Rome – opened on 6th April. Ancient Rome and original cinema archive, props and costumes.
- l) Let's talk panel was set up 4 months ago - panel members first to hear CDC consultations and surveys - anyone interested www.chichester.gov.uk/letstalkpanel
- m) Health Protection carried out inspection of working practices of 6 hand car washes in district and found no significant issues.
- n) High Streets - meeting with Leader and Chief Exec with WSCC and BID (business improvement developers) and retailers concluded need more City Centre events. Appointed a new Events Officer.
- o) Current vacancy rates Chichester 7.3%, Petworth 1.17%, Midhurst 5.45%.
- p) Recycling – CDC keen to encourage more people to take advantage of the garden recycling service – they now have 15,400 residents with a green bin. www.chichester.gov.uk/gardenwaste £53/year
- q) Business waste and recycling service – Have increased their recycling offer to business waste customers – price freeze for 19/20. www.chichester.gov.uk/businesswasteandrecycling

Drop in session Rogate Village Shop 24th June from 10.30-12.30.

7. Chairman's report – SW reported:

- a) Parish Council election there were nine nominations for our thirteen Councillor vacancies and so there is no need for an election on 2 May and all nine candidates are automatically elected. Eight of the nine are existing Councillors and we will welcome Zoe Maclehose at our meeting on 13 May.
- b) Sadly, it means four existing Councillors have not put their names forward – Paddy, Rita, Sue and Nic. He thanked each of them for their contributions over the past four years and wished them well in their future ventures.
- c) All new Councillors must complete and return the expenses claim form (even if nil) and return to CDC by 30 May – failure is an offence. Clerk to let Members know when 'notice of election' was issued.
- d) SW informed the meeting we have been asked by a Parishioner to reconsider submitting an application for a 20mph through the village. EB clarified the request asking the PC to support and noted the matter has also been brought to KOK's attention. It was agreed though the speed of traffic in North Lane can be dangerous it would have to be a highways project and they have already spent a lot of money on the RATA scheme. Also, only one TRO (traffic reduction order) is made by WSCC each year so it is unlikely to be successful but the Council would keep the idea in mind.
- e) A MOP addressed the council to explain the Rake & Hillbrow Traffic Group is pursuing a reduction in the current 40mph speed limit in Rake as part of Community Highways Scheme which can include a TRO. Their speedwatch scheme has 14 volunteers and he explained about locations, the speed measuring device, results and traffic data feeds for the road. They are looking at other schemes and will hold a public meeting on 16 May to consult with the community and an aim to submit an application before the 21 July application closing date.
- f) Another MOP added that a 30mph is normal for a 'village' which is defined by a school, pub and house frontages – Rake meets these requirements but the 40mph remains from before the A3 bypass was built and the old A3 is now down-graded to a B road.
- g) KOK has offered her support for the project and in response to SW's question the PC were thanked for their support in purchasing the speedwatch jackets and paying for the hall for meetings/training and it was noted they would also try to get the support of the MP.

Two MOP's left with thanks.

- h) Annual Parish meeting 7pm Thursday 11 April 2019 – SW asked Members to make every effort to attend and encourage others. VF and EB volunteered to make teas and coffee at the beginning.
- i) SW congratulated FD on organising a successful litter picking weekend and it was hoped that it could become an annual event. FD hoped there would be an article in the local papers.

8. Finance report – SW reported:

- a) We are at the end of the financial year with an £4k overspend which was anticipated due to the un-budgeted cost of the new swing at Hugo Platt and youth club leader.
- b) It was noted that FD would check the bank reconciliation.
- c) Rake playground project SW explained the receipt and payment as per the agenda. We previously agreed a £5,000 grant (including £721 New Homes bonus) split between last year's and this year's

budget to fund an item for the project. Biffa Waste has awarded the group a large grant (as part of their Community Environmental Scheme) but require 10% of the project to be paid to them before they return 90% so we have been asked to make this payment. The project has raised some funds from which they have given us £2,753.54 to take our £5,000 grant to the required £7,753.54.

- d) SW read a report from the Playground Project Manager explaining there are two matters to consider:
- Rake has had no playground facilities for over 25 years so a group of parents got together to look at options and established the Rake Playground Project group. They raised money/obtained grants with the aim of installing equipment at Rake Village Hall – there is no other accessible site.
 - Planning permission has been granted.
 - Fundraising has taken place over the last 6 months with £11,000 raised and a £75,000 award from Biffa’s environmental grant. The submitted grant application used net figures so the award is missing the VAT amount (the project group are unable to reclaim VAT) leaving a £15,000 shortfall.
 - There is the issue of ongoing maintenance, inspections and insurance which are usually covered by a local council.
 - They asked Liss PC to consider placing the order on their behalf for the VAT issue and to help with ongoing costs but they declined explaining they have other big financial commitments at this time.
 - The group are now asking if Rogate PC would consider taking on the playground in a similar way as to other sites in the village by leasing the land from Rake Village Hall and purchasing the equipment. Both Hugo Platt and Rogate Village hall playground equipment is owned, insured, inspected and maintained by the PC but the sites are not owned – they are leased.
 - This could provide the opportunity for the council to reclaim the VAT as they would place the order and own the equipment but this would need to be checked.
 - The playground working group are committed to continue to contribute towards maintenance costs via continued fundraising.
- e) SW offered to withdraw from the meeting but was invited to stay to answer questions.
- f) The Council discussed various issues and concerns:
- They would have liked to see a plan and know more about the longevity of the proposed equipment.
 - Rake hall is actually in Liss parish but 80% of Rake residents are in Rogate parish and currently they have no play facilities. Unfortunately, the parish boundary is also the county and district boundary so it can’t be changed. We have approximately 1,500 householders in the parish with a 1/3 in Rake which means Rake probably has about 600 households - 500 in Rogate and 100 in Liss.
 - The current playgrounds are a big financial responsibility and RAP money didn’t last long in terms of ongoing maintenance but new equipment should come with guarantees so repairs shouldn’t be any issue for quite a few years but it could eventually require an increase in precept.
 - Time restraints for placing an order added pressure making the decision frustrating. If an order is not placed in April the supplier costs will increase but if placed without being able to reclaim VAT they will have to omit a piece of equipment from the scheme as would be £15,000 short of funds.
 - Suggestions including us placing the order and take responsibility for a limited time of 5 years initially and to look at cost sharing with Liss.
- g) After much discussion, appreciation of what the group has achieved, an acknowledgement of need and support for the project it was agreed more detail was required before such a decision about ongoing responsibility could be made. SW to arrange meeting with Liss PC to consider cost sharing; EB and AA to attend if possible. Clerk to distribute plan to Councillors.

Receipts and payments approved:

Receipts to be noted:		
HSBC	Bank interest	£16.89
South Downs National Park	Bus shelter grant	£2,750.00
Rake Village Hall playground	Donation to make up 10% needed for Biffa grant	£2,753.54
Payments to be approved:		
Elizabeth Brown	Website cost re-imburement	£26.46
Clerk/RFO	Salary/PAYE	Undisclosed
Rogate Village Hall	Hall Hire – £21 over paid last month	nil
Youth Club	Payroll admin fee	£24.24
Biffa	Rake playground-10% for Biffa grant	£7,753.54

Financial Conduct Authority	CLT registration	£120.00
AED Locator	Defibrillator monitoring	£58.80
National CLT Network	Group Membership	£75.00

9. Committee and Working Party Reports: Planning

a) The minutes of the Planning Committee meeting on 11th March 2019 were received.

Open Spaces

b) The minutes of the Open Spaces Committee meeting on 28th January 2019 were received.

c) MH noted due to insufficient interest the Forest School trial day will not be happening this week.

Finance Committee

d) It was noted that the finance committee would meet on Monday 29th April 2019.

e) **RATA SW** noted we received a request for village entry signs by Durford Wood carpark in order to slow vehicles as they pass those houses and enter Hillbrow. If the Council were to pursue this then they RATA could look into it along with the other roads into Hillbrow.

f) **Drainage issues/Operation Watershed** – SW noted the Terwick scheme is almost there and should be implemented before the summer.

g) **Buses** – had been covered by KOK earlier in the meeting.

10. Rogate & Rake Schools – MH reported a brilliant and enjoyable joint (Rogate & Rake) STEM (science, technology, engineering and maths) day and FD noted the MP, Gillian Keegan also had a successful school visit.

11. Community Land Trust MR noted START (Stedham, Trotton and Rogate Trust) has now been registered as a company and with the Financial Conduct Authority.

12. Youth Club - nothing to report

13. Neighbourhood Plan - Chris Paterson has reported that the consultants Aecom have been appointed to undertake the Strategic Environmental Assessment but he has not been able to agree a timetable – he is chasing. There is additional information on the site selection process that he has requested and SW is in the process of providing it.

14. WSCC soft sand review consultation – SW informed the meeting he submitted our comments and included the point that the New Forest National Park has quarry sites within its boundary.

15. Defibrillator – The Clerk notes the current custodian has given notice that he will stop looking after this at the end of April so we need to find a replacement. When the remote monitoring people were informed the outstanding invoice came to light – they had been using the out of date email address.

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) – Training and grants.

18. Date of next meeting – The next Full Council Meeting of the Parish Council will be on **Monday 13th May 2019** at 7.30pm at Rogate Village Hall Pavilion.

There being no further business the meeting closed at 9.24pm

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