



Parish Councillors in attendance: Chairman Steve Williamson (SW), Ann Arnold (AA), Elizabeth Brown (EB), Adrian Collins (AC), Fiona Dix (FD), Max Harwood (MH), Zoe MacLehose (ZM), Elena McCloskey (EM), Gerard McCloskey (GM) and Mairi Rennie (MR)

Minute taker: Trish Walker

There were two members of the public in attendance.

Meeting started 7.30pm

Chairman: Steve Williamson steve@thestepsrake.co.uk	Vice-Chairman: Elizabeth Brown rakehanger3@gmail.com	Clerk: Debbie Harknett clerk@rogateparishcouncil.gov.uk
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1. **Recording of the meeting** – none.
2. **Apologies for absence were received and accepted from:** Debbie Harknett (Clerk), Val Farren (VF) Carolyn Butler (CB) and Clare Jardine Paterson (CJP)
3. **Declarations of interest** – MH in Rogate School and the CLT, MR in CLT
4. **Minutes of last meeting:** following an amendment to item 9(n) to change the initials from EB to EM, the minutes of the meeting held on 12th August 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** – Kate O’Kelly the County and District Councillor was unable to attend; she will send a report which will be circulated to the councillors following the meeting.
7. **Chairman’s report** – SW reported:
The noticeboard in Rake that had fallen down has been re-erected but is not operating properly. As the Stores are no longer open it has been suggested the board be placed outside of the Flying Bull. SW will contact the landlord to discuss.
8. **Finance report**
 - a) SW reported expenditure to date is in accordance with the budget other than costs relating to the loss of the website domain name, this is in the region of £796.
 - b) It was noted that FD would check the bank reconciliation.

Receipts and payments approved:

Receipts noted:		
HSBC	Bank interest	£1.82
Payments approved:		
Rogate Village Hall	Hall Hire	£42.00
Elizabeth Brown	Website cost re-imburement	£28.92
Clerk/RFO	Salary/PAYE	Undisclosed
Southern Water	Fyning Recreation ground supply	£24.75
Debbie Harknett	Clerks expenses	£160.74
R.J. Playground Services	Playground repairs	£1,608.00
West Sussex County Council	Bus shelter materials	£3,418.49
Rogate Stores	Refreshments for bus shelter team	£131.45

**9. Committee and Working Party Reports:
Planning Committee**

- a) The minutes of the Planning Committee meeting on 12th August 2019 were received.

Open Spaces (OSC)

- b) The minutes of the Open Spaces Committee on 1st July 2019 were received.
- c) It was noted the Open Spaces Committee would meet on Monday 25 November 2019.
- d) MH reported on the meeting of 19 August 2019. The damaged roller log has been removed and the playground contractor will be providing a price for a replacement. MH confirmed this was a popular piece of play equipment.

Finance Committee

- e) It was noted the Finance Committee would meet on Monday 28th October 2019.

Working groups:

- f) **RATA** – AC confirmed that the Rake and Hill Brow Community Highway Scheme application had been endorsed and submitted to WSCC. The application will be scored by a scrutiny panel, the timescale for a decision is unknown.

Grants & Projects

- g) Fitness Equipment - EM provided an update on the outdoor fitness equipment which had been discussed at a previous meeting. The location of the equipment was of concern as the ideal would be to benefit the whole parish, but felt some locations were too remote or under-utilised to warrant the installation in that area.

After some discussion the meeting agreed that there two possible concepts:

- i. to create a trail of equipment that could form part of a walk/ jogging route and would include Fyning Recreation Ground and Rake Recreation Ground;
- ii. to concentrate the equipment at Rogate Recreation Ground.

It was agreed to undertake a survey on an A5 leaflet in the Rogate & Terwick News, the website, shop and school. This would ask the view of parishioners about options.

SW, AC and FD agreed to design the leaflet for distribution.

AC also offered to draw up an illustrated map of the potential sites and pathways if a trail was agreed.

It was noted that Rogate village hall committee should be consulted at an early stage.

- h) Hugo Platt Fence - EM had received quotes from the Clerk for the replacement of the fencing at Hugo Platt and these should be reviewed once the Clerk had returned.
- i) **Standards & policy** – following a minor wording amendment the meeting agreed to adopt the Health and Safety Policy. All were in favour.

10. Drainage Issues/Operation Watershed

SW confirmed there was still no date for the start of the Church scheme.

11. Neighbourhood Plan

SW reported there had been no further communication from the SDNP since the consultation period closed. He detailed the next steps and confirmed there were still many further stages to reach.

12. Rogate & Rake Schools

MH confirmed that numbers at Rogate school were slightly lower this year, but this may be as a result of a low birth year.

13. Community Land Trust

MR reported that the group would now be called the Community Benefit Society (CBS), and urged community members to sign up. It was noted that the local pub had closed and it is hoped that CBS may be able to help it in some way.

- 14. Youth Club** – AA confirmed there was currently no leader and numbers were low, averaging about 6 per session. The Club was due to start again in the next week following the summer break. The situation will need to be reviewed.

15. Buses

- a) The new flags have been installed at the bus stops, although there is currently a problem with the Fyning Lane one as it is not visible.

- b) The Bus Group is due to meet at the end of the month.
- c) It was noted that KOK had confirmed that the number 54 bus was not now at risk of closure.

16. Registration of Council owned land

The Parish Council owns four parcels of land, two of which are registered with Land Registry – Oliver’s Piece and Terwick Woodland. The other two, Fyning and Rake Grounds, are not registered. It was agreed it would be sensible to register these two pieces of land. The following **resolution** was agreed: **‘the Council should employ MacDonald Oates to register the land at Fyning recreation ground and Rake recreation ground at an estimated cost of £1,000’.**

17. Soft sand review – FD noted there was no further information and raised concerns about the apparent lack of consultation particularly in relation to West Heath. The meeting agreed that a progress report should be requested from SDNP.

18. Correspondence

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

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

20. Date of next meeting – The next Full Council Meeting of the Parish Council will be on **Monday 14th October 2019** at 7.30pm at Rogate Village Hall Pavilion.

There being no further business the meeting closed at 8.45pm.

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