



Parish Councillors in attendance: Chairman Steve Williamson (SW), Ann Arnold (AA), Elizabeth Brown (EB), Fiona Dix (FD), Max Harwood (MH), Elena McCloskey (EM), Gerard McCloskey (GM), Mairi Rennie (MR) and County/District Councillor Kate O'Kelly (KOK).

Clerk: Debbie Harknett.

There were five members of the public (MOPs) in attendance.

Meeting started at 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>
<a href="http://www.rogateparishcouncil.gov.uk">www.rogateparishcouncil.gov.uk</a>		

- 1) **Recording of the meeting** – none.
- 2) **Apologies for absence were received and accepted from:** Carolyn Butler (CB), Adrian Collins (AC), Val Farren (VF) and Zoe MacLehose (ZM).
- 3) **Declarations of interest** – none.
- 4) **Minutes of last meeting:** after amending 6j) from Bilingshurst to Dorset the minutes of the meeting held on 10<sup>th</sup> February 2020 were accepted by the Council as a true record and signed by the Chairman.
- 5) **Representations from the Public** – A MOP addressed the council to express concern over siting proposals for the outdoor gym on the recreation ground. They explained they would like it sited away from the proposed area (between the playground and parking area) so it is not the first thing they see when they open their back door. While they appreciate it would be useful to the village there are alternative sites on the recreation ground that would be less intrusive to the houses backing onto the rec.
- 6) **County & District Councillor reports** – KOK reported:
  - As County Councillor:
    - a) Covid-19 best advice remains Public Health England; she shared advice from Neighborhood watch.
    - b) WSCC budget debate with significant challenges with increasing children's and adult service overspends. New budget agreed which includes a 3.99% rise in council tax for WSCC activities – approx. £50 for band D house. Budget has extra £1million allocated for road maintenance which remains the most pressing issue for residents but has a comparatively small budget.
    - c) Significant local issue with residents living just inside West Sussex now needing to pay to use Petersfield waste recycling site as its in Hampshire. She has raised at full council and with the cabinet member – needing to travel longer distances to recycle is not in keeping with WSCC climate change agenda and also significant risk of increased fly tipping. Cabinet member has agreed to enter negotiations to see if they can arrange payment for residents with certain postcodes to use Hampshire HWRS – nothing confirmed yet.
      - SW and MH noted flying tipping occurrences over weekend; Clerk to email details to KOK.
    - d) County Local Committee meeting at 7pm in Petworth on 17<sup>th</sup> March.
    - e) Rogate Downhill site – she has been liaising with the Clerk/Milland PC/Highways. Highways have agreed, in principle, to allow temporary hardening of the verges for parking until a permanent solution can be achieved.
    - f) Terwick Rise parking issue – she is liaising with local residents/Hyde about parking on grass verges.
    - g) Rother Valley Way – Petersfield to Nyewood cycle path – hoping for more progress over next few months; SDNPA has more time to prioritise development of scheme.
      - In response to FD's question there is no defined route yet only the old railway alignment where it is hoped land could be used as close as possible; she will keep us updated.
  - As District Councillor:
    - h) CDC budget debate with agreed £5 increase per band D household. Liberal Democrat amendments to ring fence capital reserve for climate change projects, revenue sum specifically to look at action to decrease pollution in quality air management areas and budget for in-house cycling expertise to work on delivering local cycling/walking infrastructure paths were not accepted.
    - i) Residents and businesses are encouraged to sponsor a tree in one of Chichester District's many parks and gardens. [www.chichester.gov.uk/biodiversity](http://www.chichester.gov.uk/biodiversity) / [parks@chichester.gov.uk](mailto:parks@chichester.gov.uk).

j) Pop-up shop scheme launched supporting small businesses using vacant council owned properties. Next drop session at Rogate Village Shop 30<sup>th</sup> March - 10.00-12.30.

**7) Chairman's report -**

- a) SW reminded members our next meeting on 6 April is a week earlier than normal due to Easter. It is followed by the Annual Parish Meeting on 16 April when different village organisations are invited to address the parish. Our annual parish council meeting is on 11 May. Any or all of these meetings may be in jeopardy due to coronavirus.
- b) The councillor vacancy has been re-advertised with a closing date of 31 March.
- c) SW noted we have finally had a substantive reply from Gillian Keegan about the bus subsidy. It confirms there is no legal basis to say a parish council can or cannot subsidise local bus services. Indeed, many do, and some town councils have formed bus companies to provide services. Equally, it is up to WSCC whether or not they subsidise services.

**8) Finance report -**

- a) Monthly report – SW noted we are very close to the end of the financial year; under/overspends have previously been reported. The website overspend occurred because of the requirement for a new platform and design. Operation Watershed and bus shelter overspends to come from reserves.
- b) It was noted that FD would check the bank reconciliation.

Receipts and payments approved:

<b>Transfer noted:</b>		
RATA to current		£209.09
<b>Receipts noted:</b>		
HSBC	Bank interest	£1.23
<b>Payments approved:</b>		
Rogate Village Hall	Hall hire	£22.00
Clerk/RFO	Salary/PAYE	Undisclosed
Elizabeth Brown	Website cost	£7.87
Julie Reed	Bus shelter cleaning-6 months	£90.00
Mick Butcher	Bus shelter cleaning-6 months	£90.00
Alan Goodwin	Ground maintenance at Hugo Platt	£90.00
Fred Fosberry	Bin emptying/cleaning-6 months	£90.00
Geoff Cornwell	Rake Recreation ground-6 months	£90.00
Sam Bailey	Village planters - 7 months	£102.20
Debbie Harknett	Clerks expenses – 3 months	£101.51
South East Water	Fyning Rec supply	£22.79
Steve Williamson	Shredding cost	£24.00
Glasdon UK	Grit bin for top road	£225.80

**Matters for discussion:**

**9) White Horse** - The Chairman reported he had received an email enquiry from a concerned parishioner asking what we are doing about the White Horse. FD and AA noted reports of people in discussion with the brewery but there was nothing concrete to report or that the PC could do at this time.

**10) Litter picking day – 28<sup>th</sup> March 2020** - ZM has organised things in advance of the day but would appreciate help with organisation and litter picking. In response to EM's question about coronavirus concerns it was noted gloves and pickers are provided.

**Committee reports:**

**11) Planning Committee** - minutes of the Planning Committee meeting on 10<sup>th</sup> February 2020 were received.

**12) Open Spaces (OSC)**

- a) It was noted the Open Spaces Committee would meet on 23<sup>rd</sup> March 2020.
- b) MH noted Kevin Dewitt, WSCC Ranger will be checking the village footpaths soon and that the Village Hall Trustees have said they will oppose the registration of any footpath across the recreation ground.

**13) Finance Committee**

- a) The minutes of the Finance Committee meeting on 4 November 2019 were received.
- b) It was noted the Finance Committee would meet on 2<sup>nd</sup> March 2020.

## Working group reports:

### 14) RATA (including Rake & Hillbrow Community Highways Scheme)

- a) AC's report on his positive meeting with Mike Dare, WSCC Highways had been circulated prior to the meeting. Seven suitable sites have been identified which meet the speed awareness indicators strict criteria – 2 in Rogate, 3 in Rake and 2 in Hillbrow though unfortunately not one in North Street, Rogate.
- b) Next stage is to obtain permission from SSE to use their lampposts and apply to WSCC for licences for the agreed sites.
- c) Decision to purchase the equipment will be made when necessary permissions have been obtained.
- d) FD noted she has got a volunteer from Fyning Lane and hopes to recruit somebody from Rogate village.
- e) In response to AA's question about three quotes FD explained they were previously given to a RATA meeting with the chosen supplier (as recommended by Harting PC and approved by WSCC). It was agreed three quotes to be provided to full council prior to acceptance of any quote.

### 15) Grants & Projects

EM had circulated various quotes and information on the outdoor gym; she summarised progress to date:

- a) There is a clear, positive response from residents with 87 of 88 responses supporting the project.
- b) Support of the Rogate Village Hall (RVH) Committee and Trustees has been secured.
- c) She, GM, Chair and member of the RVH committee met two suppliers onsite to look at locations. They have agreed a location (between the playground and parking area) which is visible and close to the playground to entice parents and encourage use. The basketball court was rejected as too far away and it would result in the loss of a current facility.
- d) Quotes, terms and other information have been received from Caloo £14,288.70 (inc VAT), Fresh Air Fitness £14,343.36 (inc VAT) and Sunshine Gym £12,546 (plus VAT).
- e) All three suppliers will offer maintenance contracts – approx. cost £450-500 pa but may require regular reports of the equipment between their annual inspection.
- f) Both Caloo and FAF offer help with fundraising through third party specialists on a success fee basis. Caloo associate charge 10% of received funds while FAF associate do not charge as FAF have already absorbed this fee. The specialists aim to get 100% grant funding while it is difficult for PC's to get 75% - more likely to be able to get 25-50%.
- g) Rogate PC will need a lease agreement with RVH making RPC responsible for the site, equipment, insurance and maintenance as well as a peppercorn rent – like with the children's playground.
- h) Options for purchasing the equipment are Rogate PC to provide all necessary funds to purchase the equipment (and reclaim VAT); RPC work in partnership with RVH to apply for external funding in RVHs name as they are a charity; RPC and RVH engage with START to source funding.
- i) EM noted the PC have funds in reserves (which is people's money) and, as its a project wanted by residents, we should consider funding.

SW thanked EM for huge amount of work which was echoed throughout. There was a lot of discussion

- j) Site – when the playground was designed the suggested gym location was deliberately kept clear for family picnic tables; concern not to upset local residents so need to maintain space between properties and equipment; basketball court could potentially be used for other equipment in the future; suggestion of equipment trail; more linear arrangement; nearer basketball court more private; appears to be bunging up one end of recreation ground; visual impact of wooden playground against metal equipment; potential impact on fete; more attractive when not set out as equipment block; suggestion there should be a long-term plan for the recreation ground.
- k) After discussion, SW explained everybody has the right to a different opinion but as RVH own the land it is ultimately their choice. Of four potential sites the basketball court has been removed. Which leaves either to the right or left of the playground or next to the basketball court as it is thought there is insufficient room behind the playground because of the football pitch.
- l) The council supported the installation of equipment but want further discussion with the hall about the chosen location. SW to contact hall chairman to discuss further/arrange a site visit with them.
- m) Supplier – after discussion and consideration of cost, information, company location, payment terms and help provided to date, it was agreed FAF were the preferred supplier at the moment.
- n) Fundraising – after discussion the council did not support the use of a fundraiser but hoped FAF may reduce their quote if we were not using one.
- o) VE75 grant – SW's proposal of **resolution 'RPC to apply for CDC £250 VE75 grant for school project/street party, bunting, church tea, heritage centre event and tree planting'** was seconded by AA and unanimously approved.

16) **Parking working group** – no update.

17) **Standards & policy** – SW explained the finance committee had approved the following updated policies which had been circulated prior to the meeting. His proposal of **resolution ‘to accept updated policies for a) Finance regulations, b) register of assets; c) banking procedures and d) internal financial controls and risk assessment review’** was seconded by GM and unanimously approved.

18) **Neighborhood plan** - SW reported he has received a revised sustainability appraisal from Aecom (the consultants appointed by SDNPA). It deals with the majority of issues raised so we can move forward; there are a few historic documentation issues to resolve which he has in hand. His proposal of **resolution to submit a request to SDNPA to amend the R&RNDP area to match the revised parish area following the boundary change in Nyewood’** was seconded by EB and unanimously approved. Then his proposal of **resolution ‘to agree to submit the R&RNDP submission document with supporting consultation statement and basic conditions statement’** was seconded by EB and unanimously approved.

19) **Drainage Issues/Operation Watershed** – EB noted the bottom of Bull Hill was flooded while AA was pleased to report positive comments of the flooding prevention works along Terwick Lane to the church.

20) **Climate change** – no update.

#### **Village organisation updates:**

21) **Rogate and Rake Schools** – Neil Ryder, Chairman of Rogate School Governors, addressed the meeting to explain the proposal to join the schools together into a Downland village schools Federation (detailed information circulated prior to the meeting) following the 18-month partnership between the two schools which is working for the schools and children. There is a six-week consultation period for parents, staff and others impacted by the changes to respond to the proposal and he sought support of the Parish Council. SW’s proposal of **resolution ‘to support the merging of Rogate and Rake Church of England primary schools into the Downland village schools federation and to fully support the federation formal statement of intent’** was seconded by AA and unanimously approved.

#### **22) START - Community Benefit Society**

- a) Neil Ryder reported they submitted 20 potential sites to SDNP and have received some informal guidance – not many are viable. They are trying to approach landowners with but no success as yet. Meeting with SDNP clarified views of areas outside the settlement areas and mixed development sites with some thoughts as to flexibility they may be able to offer landowners to tempt them.
- b) He noted the benefit society would like to get involved with obtaining funding for the playground as they want to engage with the community.
- c) MR noted she is concerned that community benefit funding remains in the national budget when it is announced.

23) **Youth Club** – AA reported it has been very poorly attended this term. They are carrying out a questionnaire to decide on the future or activities for other age groups they could use the room for.

#### **General:**

#### **24) Correspondence**

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

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

26) **Date of next meeting** – The next Full Council Meeting of the Parish Council will be on **Monday 6 April 2020** at 7.30pm at Rogate Village Hall Pavilion.

There being no further business the meeting closed at 9.28pm.