



Meeting held via 'Zoom' video conferencing due to the ongoing Covid-19 pandemic.

Parish Councillors in attendance: Chairman Max Harwood (MH), Laura Craven (LC), Adrian Collins (AC), Elena McCloskey (EM), Gerard McCloskey (GM), Mairi Rennie (MR), Deirdre Walking (DW) and Steve Williamson (SW).

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

There were no members of the public in attendance.

Clerk: Debbie Harknett

Meeting started at 7.30pm

**Chairman:** max.harwood@rogateparishcouncil.gov.uk  
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**Vice-chairman:** adrian.collins@rogateparishcouncil.gov.uk  
**Clerk:** (Debbie Harknett) clerk@rogateparishcouncil.gov.uk

- 1) **It was noted the meeting would not be recorded.**
- 2) **There were no apologies for absence as all Members were in attendance.**  
It was noted KOK would join the meeting as soon as she was able but had other meetings to join first.
- 3) **There were no declarations of interest.**
- 4) **The minutes of the last meeting held on 11th January 2021 were approved by the Council as a true record to be signed by the Chairman.**
- 5) **There were no members of the public present to make a representation.**
- 6) **County & District Councillor reports** – KOK's report had previously been circulated  
As County Councillor:
  - a) Covid – currently still in lockdown 3 though cases are falling locally as nationally. Latest WS data for 7 days to 2 February 1,795 new cases with 201 in Chichester District – 165.9/100,000.
  - b) Vaccine roll-out – as of Friday 4% of over 80s in north Chichester District have been vaccinated and 92% of 70–79-year-olds; overall 302,000 vaccinations done in WS. CDC is working closely with local NHS colleagues and are exploring alternative sites but getting site approval is complex and has to be approved by NHS England. Updates at [www.chichester.gov.uk/covidresidentsupport](http://www.chichester.gov.uk/covidresidentsupport)
  - c) KOK has started vaccinating, currently at Selsey but hoping to join Midhurst Riverbank team.
  - d) WSCC budget to be finalised at full council on Friday. Closure of child and family centres (including Petworth) are still on the table but Lib Dem group is seeking amendments to keep them open, at least during the pandemic and until community-based alternatives can be established. The Midhurst tip and rural bus services will not be cut this year.
  - e) Health and adult's scrutiny committee meeting looked at a variety of saving options but felt reducing support for prevention of physical and mental health at this time was short sighted.
  - f) As District Councillor:
    - g) Covid recovery grant schemes are open for applications from eligible retail, hospitality and leisure business in Chichester district [www.chichester.gov.uk/covidbusinesssupport](http://www.chichester.gov.uk/covidbusinesssupport)
    - h) Year of culture 2022 - CDC are planning a special programme of events for 2022 to celebrate and showcase the outstanding range of arts and culture on offer across the district. CDC have been chosen as one of five local authorities in England to take part in £2.5m tree planting project with Department of Environment, Food and Rural Affairs (DEFRA) which aims to increase tree cover in rural and urban areas. Trees and funding will be available to individuals, homeowners, schools, community groups, private landowners and tenant farmers. [www.chichester.gov.uk/article/34875/New-tree-planting-pilot-scheme-launched-in-the-Chichester-District](http://www.chichester.gov.uk/article/34875/New-tree-planting-pilot-scheme-launched-in-the-Chichester-District)
    - j) Corporate governance and audit committee has agreed an increased focus on environment, social and governance issues in corporate investments. Thanks to healthy, pre-Covid reserves CDC has more room to maneuver than many other local authorities.
- 7) **Chairman's report** – MH's report had been circulated prior to the meeting
  - a) Pub survey and feasibility study responses have been received. Work is underway to analyse the results and the outcome is not yet known though the expectation is a group will be established to work on saving the pub. The community group is due to meet on Thursday this week.

- b) The school are currently in a 6-week consultation period to add Compton to the existing Rogate and Rake Downland Federation. Compton is a small school which received a poor Ofsted report and is losing pupils; if they can't federate it is likely they will be closed. The proposal is supported by WSCC, the Diocese and Rogate PCC though would, unfortunately, result in a redundancy.
- In response to SW's question about Harting being a natural partner MH explained Harting started a consultation with Stedham but have deferred a decision unto the middle of the year.
- c) St. Peter's Road (to Terwick Church) – we have received a number of complaints about the poor condition – Clerk is in contact with KOK and Highways were due to inspect it in November.  
*Post meeting note Highways said they filled 12 potholes in November though Rev. Doyle has disputed this as he saw the workmen who were unable to complete the work because of the poor condition of the remainder of the road. It is due to be re-assessed by Highways.*
- d) SDNP have issued consultations on Camping and parking – given the recent camping planning applications do we want to respond and also to consider a policy for our planning committee. DW and GM volunteer to look at responses and LC at drafting a policy for our use.
- e) Reduction in councillor numbers – WS Boundary Committee are due to consider our application on 1<sup>st</sup> March; any approved change would not come into force until the next election.
- f) Annual Parish meeting is normally held in April but wasn't held last year because of the pandemic and will probably have to be postponed again.
- SW noted there should be a public meeting for the Neighbourhood Plan, should the opportunity arise perhaps the annual meeting could be combined.
  - Clerk to ask for reports in March to be prepared in case we need to arrange at short notice.
- Post meeting note: legislation for virtual meetings expires on 7 May and currently the Government is saying it won't be extended.*
- g) Habin Bridge repair has now been agreed with Historic England so WSCC are tendering.
- SW suggested the installation of a large concrete bollard before the edge of the balustrade as this would be hit before the wall and would be cheaper to replace than the Grade II listed wall.
  - MR noted three local ancient bridges – Grade II listed Haben and Durford; Grade I Trotton.

#### Matters to consider:

#### 8) Rogate community group survey update

MR reported the survey has been well received with an excellent response of 280 replies, mainly online and from the older population. Results suggest the most wanted thing in the village is the shop/post office.

#### 9) White Horse situation update – already covered

#### 10) New bank account

- a) GM reported the Finance Committee have looked at bank accounts that offer the availability for payments to be set up and approved via a dual authorisation process, something not offered by HSBC. Unity Bank is recommended for and by other Parish Councils but incurs a £6 monthly fee.
- b) In answer to a question SW explained the separate accounts for RATA and Neighbourhood Plan were because it was simpler for the old accounting system but are no longer necessary.
- c) After discussion, GM's proposal of **resolution 'to open a new current and deposit account with Unity Bank amalgamating the RATA and Neighbourhood Plan current accounts'** was seconded by SW and unanimously approved.

#### 11) Finance report and matters

- a) GM noted we are nearing the end of the financial year with expenditure in line with expectations. He noted the Operation Watershed funds will take our bank account over the FSCS £85,000 limit but it was considered a small risk as the money is just passing through and will be spent by the end of the current financial year.
- b) Non-cheque signatory to check reconciliation – EM would check.

#### Receipts and payments approved:

Receipts noted:		
HSBC	Bank interest	£0.05
HMRC	VAT refund	£1,900.87
Waitrose	Outdoor gym donation	£333.00

<b>Payments approved:</b>		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£14.39
Southern Water	Fyning recreation ground supply	£3.52

## **Committee reports:**

### **12) Planning Committee**

- a) The minutes of the Planning Committee meeting of 11<sup>th</sup> January 2021 were received.
- b) MH noted last weeks meeting discussed Smugglers Copse which is due to go before SDNP planning committee this week; DW has offered to speak on our behalf.

KOK arrived.

- c) DW noted the Planning Officers' report appears to misrepresent what the Planning Inspector said (at the dismissed enforcement appeal) about tranquillity, landscape and size; she will draft some comments and circulate for comment ahead of the meeting.
- d) GM asked if we could strengthen our influence on planning objections, issues and concerns about enforcement by involving the press parishioners would be alerted to what is happening.
- e) SW reminded members that our meetings are open to the public and the press are entitled to attend, we could also issue a press release.
- f) Clerk added that she received a holding response from John Saunders to our planning concerns letter on 27 January but a substantive answer has not yet been received.
- g) It was agreed enforcement is poor and when a development is started without permission any enforcement action stops until the application is decided. Retrospective applications are not grounds for refusal.
- h) Agreed to continue to share our concerns and involve Andrew Shaxson as the parish representative on SDNP. MH noted the CDC local group led by AS are due to meet next week.
- i) SW suggested we can include Gillian Keegan if the concerns are about procedure.

### **13) Open Spaces**

- a) The minutes of the Open Spaces Committee meeting of 7<sup>th</sup> December 2020 were received.
- b) MH noted the meeting on 25<sup>th</sup> January considered two rope swings at Fyning Recreation Ground. While it was agreed the small swings are not a concern another has been installed at Terwick that is 10/20ft above the ground which was considered unsafe and will be removed.
- c) MR noted the gate across the White Horse footpath has been removed.
- d) Some footpath forms are still being completed so the committee will review at the end of February.
- e) The Open Spaces Committee meeting on Monday 22<sup>nd</sup> March 2021 was noted.

### **14) As KOK had joined the meeting she clarified some matters:**

- a) The £2.5m tree scheme funds is Chichester's share. SW noted there was space to plant some in Rake - on wide verge opposite the garden centre there could be two rows of reasonable trees like beech or hazel; he will talk to MH so Open Spaces can investigate.
- b) WSCC budget will balance; it has to. They have obtained some new Government grants and are going to raise Council Tax by the maximum permitted amount.

### **15) Finance Committee**

- a) The Finance Committee meeting on Monday 22<sup>nd</sup> February 2021 was noted.
- b) The Parish Council Risk Register had been circulated prior to the meeting; there being no questions MH's proposal of **resolution 'to adopt the Parish Council Risk Register'** was seconded by AC and unanimously approved.

## **Working groups:**

### **16) RATA – AC's report had been circulated prior to the meeting**

- a) WSCC Highways programme of works for the coming financial year includes the Rake CHS project.
- b) Delivery of the second SID device has been delayed from its manufacturer in France by Brexit customs administration; it is now due to be delivered at the beginning of March. One device will be used for the 30mph sites and one for the 40mph ones.
- c) Analysis of Highways data at Rake SID site show traffic speed drops while the device is present but gradually reverts which is as expected; analysis has been shared with WSCC Highways.

**17) Neighbourhood plan** – SW’s report had been circulated prior to the meeting

- a) The consultation period closed on in December 2020 and 10 comments were sent to SDNPA who passed them to the Inspector.
- b) Mr John Slater BA (Hons) DMS MRTPI has been appointed as Planning Inspector. His initial queries have been answered by SW and Amy Tyler, SDNP. He will now consider these and produce a final report incorporating any recommended amendments. This will be put to the council for approval before going to referendum, hopefully in conjunction with the local elections in May. There will be a publicity campaign ahead of the referendum.
- c) Clerk will put all documents onto the website; comments to SW.

**18) Drainage issues/operation watershed** –

SW noted the contractors have started work at Sandhill farm following a site visit a couple of weeks ago with the property owners. Work should be completed and paid for in the current financial year.

**Village organisation reports:**

**19) Rogate and Rake Schools** – MR noted there are about 15 pupils (children of keyworkers) currently attending Rogate school. All children now have home access to a computer with 3 received from government and the rest being donated by the community.

**20) START (Community Land Trust)**

MR noted Neil Ryder is standing down. They are waiting for Stedham to decide if they have any suitable sites before any rural exception sites can be investigated .

**21) Rogate Village Hall** –

- a) MR noted they have applied for several grants and the loft has been cleared and insulated.
- b) EM reported the installation of the outdoor gym equipment was not the end of the project and they wanted to promote healthy living and exercise for the people of Rogate. She has learnt there are health and wellbeing community grants available and she would like to make an application to be able to appoint a gym instructor to hold weekly exercise classes around the gym and recreation ground. MH and GM offered to help.

**22) Correspondence** -

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

**23) Information for the Council** (for noting or inclusion on a future Agenda) –

- a) MR to follow up of the pub and Smugglers Copse. She will circulate the outcome of the survey when it is available.
- b) Clerk noted the new code of conduct will need to be considered, adopted and approved.

**24) Date of next meeting** –

The next Full Council Meeting of the Parish Council will be on **Monday 8<sup>th</sup> March 2021** at 7.30pm via Zoom video conferencing.

There being no further business the meeting closed at 8.56.

Chairman:

Max Harwood