



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

Parish Councillors in attendance: Chairman Max Harwood (MH), Adrian Collins (AC), Laura Craven (LC), Zoe Macle hose (ZM), Elena McCloskey (EM), Gerard McCloskey (GM) and Steve Williamson (SW).

Clerk: Debbie Harknett

There were no members of the public in attendance.

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) **Apologies for absence were received from** Mairi Rennie (MR) and Kate O'Kelly (KOK).
- 3) **There were no declarations of interest in items on the agenda.**
- 4) **The minutes of the last meeting** held on 14<sup>th</sup> June 2021 were approved by the Council as a true record to be signed by Chairman after amending item 22) to: Neil Ryder had confirmed a pub group with community support made a bid for the pub about 10 days ago but no update has been received.
- 5) **There were no members of the public present to make a representation.**
- 6) **County & District Councillor reports** – KOK's report had been circulated prior to the meeting:  
As County Councillor:
  - a) The future of County Local Committees was discussed at Governance committee and will be debated again at Full Council on 16 July. She made the point the forum was valued by residents and parish councillors as an opportunity for local decision to be made in an open and transparent way and suggested it could be more in a workshop style so members, officers, residents and parish councillors could sit together in small groups to discuss key issues affecting our local area.
  - b) Covid data - 245 new cases in Chichester; 2,028 in WS for 7 days to 6 July – numbers rising.
  - c) Lib Dem group have submitted motion to make speed limit policy more flexible and particularly looking at making it easier to change to 20mph where appropriate; debate deferred to October.
  - d) WSCC are committed to entering into an enhanced bus partnership with all bus companies that operate in WS which should give access to national funding to support bus services.As District Councillor:
  - e) As part of Government scheme to assist resettling refugees from troubled parts of the world three families will be re-settling in Chichester district during next few weeks.
  - f) CDC are launching another 8-week 'introduction to walking with poles' course after the first course proved popular. They are also training new walk leaders for Heart Smart walks.KOK's next drop-in at Rogate Stores 2<sup>nd</sup> August 10.30-12.30.
- 7) **Chairman's report** – MH's report had been circulated prior to the meeting:
  - a) Big thank you to SW and others involved in the Neighbourhood Plan with a fantastic result; a long campaign with a good ending.
  - b) Noted village fun day planned for 11 July was cancelled because of Covid restrictions.
  - c) Design Guide Supplementary Planning Document (SPD) Consultation – opportunity to comment on draft SPD. MR read document and doesn't consider we need to respond but that it will be useful planning reference tool in future. SW volunteered to read document as well.
  - d) Following consultation, the recommendation to accept the reduction in councillors from 13 to 9 has gone to CDC boundary committee who are due to meet on 20 July. If approved, the reduction will be effective from 2023 elections; so we still have vacancies.
  - e) The license for outdoor gym expires in October so lease is with the solicitors. We are seeking a coterminous date with the playground lease so we can renew both areas as one lease in future.
  - f) The Garden club are sadly no longer able to support the planter opposite Parsonage as they are concerned around traffic and problems with water access. Open Spaces to consider options.

**Matters for discussion:**

**8) Neighbourhood plan update –**

- a) Result of the referendum of the Rogate and Rake Neighbourhood Plan held on 1<sup>st</sup> July 2021 -

Question: 'Do you want the South Downs National Park Authority to use the neighbourhood development plan for the Parish of Rogate to help it decide planning applications in the neighbourhood area?' with 239 votes out of 1,226 on electoral roll:

Yes: 79% votes

No: 21% votes

there were no spoilt papers

- b) SW confirmed there are no further costs to be incurred so the funds balance (approximately £700) can be transferred to general funds.
  - c) There are three bound copies of the plan which he will pass to the Clerk, Planning Committee (ZM) and MR for the Heritage Centre. The plan is available online and can be downloaded.
  - d) AC noted the metal banner stakes purchased have been donated to Rake & Rogate village halls.
- 9) Forest school** – MH noted details of Elaine Parkin's proposed forest school had been circulated prior to the meeting along with the offer of a zoom discussion for which there was no uptake.
- a) There was some concern about toilet facilities; MH noted that a hole/infill was preferable to having chemical toilets and explained a 'wigwam' type screen will ensure childrens' privacy.
  - b) SW stated proposals for any sort of fire are against the village green designation.
  - c) After discussion, MH's proposal of **resolution 'to allow two trial Forest School days to go ahead on 9 and 16 August 2021 without permission for any sort of fire'** was seconded by LC and unanimously approved.
- 10) Council risk assessment requirements** - MH noted these are a requirement for insurance.
- a) In response to EM's question if a qualified person needs to do them and the need to appoint a third-party AC explained the person assessing has to be suitably experienced to assess safety/risk of an activity which does not necessitate holding formal qualification. He explained the need to understand the requirement of a 'suitable and sufficient' assessment which does not mean every activity needs a documented risk assessment.
  - b) ZM noted the requirement for activities like the litter pick; LC suggested the activity organiser should take responsibility for completing a risk assessment.
  - c) After discussion it was agreed MH/AC/ZM to establish working group. MH to ask insurers for advice on their requirements and see if they could suggest a PC that is already meeting them. AC to locate a standard risk register form (that is sensible, realistic and understandable) for the PC to adopt and apply to activities.
- 11) Future meetings**
- a) MH felt it would be nice to meet people face-to-face again and hoped for a return to 'in-person' meetings; in his experience hybrid meetings are not successful.
  - b) GM hoped planning meetings could continue via zoom; feelings ZM echoed as it provided flexibility for meeting times/duration - it is hard having planning meeting directly before full council meeting.
  - c) Clerk explained some councils have made a resolution to delegate decision making responsibilities to the Clerk which the Clerk undertakes after consultation with the PC. In effect instead of the planning committee making a decision they would make a recommendation which the Clerk would decide on. MH noted Open Spaces committee and Finance already tend to make recommendations to the full council. SW felt this was bizarre.
  - d) EM was more comfortable with zoom and government work at home guidance remains.
  - e) SW wished to wait a little longer to see how things settle before returning to face-to-face meetings.
  - f) After discussion, it was agreed to continue committee meetings on zoom but hold August main meeting to the hall and look at options for holding occasional meetings in Rake.
  - g) Agreed to try to keep planning on Monday evening if possible and if there were a specific planning matter a face-to-face meeting would be arranged.
- 12) Finance report and matters**
- a) HSBC have finally closed all the accounts and transferred deposit funds to Unity bank.
  - b) GM went through expenditure to date, quarter way through year, with nothing of concern raised.
  - c) Bank payments authorisation – MH and AC to approve this month's online payments.
  - d) MH noted request from village hall committee for a donation towards the purchase of a new, lighter and easier to manage strimmer which cost £389 and is primarily used for the playground and outdoor gym areas. After some discussion, MH's proposal of **resolution 'to donate £200 towards the cost of the hall strimmer'** was seconded by SW and unanimously approved.

**Receipts and payments approved:**

<b>Receipts noted:</b>		
HSBC	Bank interest	£0.03
<b>Payments approved:</b>		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£14.39
Wallis White & Co	Internal audit	£314.40
Playsafety Playgrounds	Annual inspection	£396.00
Steve Williamson	Refund neighbourhood plan printing	£84.76
Susi Batty/Rogate Village Hall	Donation towards cost of hall strimmer	£200.00

**Committee reports:****13) Planning Committee**

- a) The minutes of the Planning Committee meeting of 24<sup>th</sup> May 2021 were received.
- b) ZM noted the pre-application for SSE to retain the hardstanding at Bull Hill for a further 18 months while phase II works continue to Five Oaks. Concern was expressed at the environmental impact, the large amount of HGV traffic movements through the country lanes and the strength of public feeling generated to the previous site application – it is time the site was moved on further down the A272.

**14) Finance Committee** - The Finance Committee meeting on Monday 27<sup>th</sup> September 2021 was noted.

**15) Open Spaces**

- a) The Open Spaces Committee meeting on Monday 26<sup>th</sup> July 2021 was noted.
- b) MH noted a large tree branch down at Fyning Recreation Ground; he will see if the regular contractor is recovered from his operation and able to deal with it or use an alternative.
- c) SW noted the contractor previously used to cut the hedge at Bull Hill is no longer able to do it so alternative quotes need to be obtained.

**Working groups:****16) RATA** – AC’s report had been circulated prior to the meeting

- a) Rake CHS - a traffic regulation order has been issued notifying the proposed change in speed restriction to 30mph for length of existing 40mph on London Road, Rake; consultation period ends 15 July. The CHS is listed in latest WSCC highways delivery schedule for 2021/22 but no date.
- b) He met with WSCC Highways at Rogate Road, Hillbrow who have agreed (at their expense) to remove the short post currently used for SID and install a 3m post (with 40mph repeater sign) in more suitable location which will overcome the visibility/range issues caused by vehicles parking on verge in front of the SID. WSCC will also remove the two redundant ‘playground’ signs and install new ‘road junction’ and ‘deer’ warning signs.
- c) Highways agreed new location for SID operation for traffic heading west towards Rogate but require this to be mounted on a ‘slotted’ signpost that can be removed when SID is not operating.
- d) Local residents have formed ‘Rogate Road Residents Association’ (RRRA) with focus on traffic issues. They have offered to fully fund both the cost of the SID (purely for use on Rogate Road) and cost of installing the required slotted post.
- e) Because SID will be using new posts the previously issued ‘standard form of consent’ (SOFC) will be rescinded and new one issued. The latest WSCC consent contains new terms and conditions with a significant change in that SID can only operate for 2 weeks in any 3-month period. This change is not retrospective so won’t affect other approved SID locations in the parish.
- f) Evolis have quoted of £1,658.25 for same SID equipment previously purchased.
- g) AC’s proposal of **resolutions**:
  - **Parish Council (PC) accept the offer from Rogate Road Residents Association (RRRA) to donate funds to cover the full cost of procuring an additional Evolis Speed Indicator Device (SID) and associated traffic post installation for its operation for eastbound traffic on Rogate Road;**
  - **Upon receipt of sufficient donated funds from RRRA the PC procures a SID and the SID remains the property of and is controlled by the PC;**
  - **The new SID will be assigned for use on Rogate Road and operated with PC oversight by SID volunteers in accordance with the relevant WSCC Standard Form of Consent;**

- **The necessary licence, approvals and quotes are obtained for installing a slotted traffic post for operation of SID on Rogate Road;**

were seconded by GM and unanimously approved.

- h) A member of the public has been in correspondence with the PC concerning speed/noise on A272 and he has updated them on our initiatives and other relevant highways information. AC believes they are going to determine the level of support for a community led initiative.
- i) AC noted the installation of the new Rake bus shelter has been delayed because the volunteer leader injured his hand and needed an operation. When its built AC will move the old Hillbrow notice board in the shelter.

**17) Drainage issues/operation watershed** – MH reported a new application is being worked on for North Street following severe recent flooding. Last week, he and the Clerk met with KOK and a number of residents onsite to discuss and look at the issues. WSCC are now aware of all the blocked gullies and have scheduled their clearance. We are seeking advice on how best to obtain watershed funds for investigative work. We also received a report of flooding at rear of Hugo Platt from blocked ditch which we passed to the relevant people but have not received an update.

**18) Projects and grants** – no current projects

**Village organisation reports:**

**19) Rogate and Rake Schools** – MH noted they are doing well with numbers of children from the village increasing.

**20) START (Community Land Trust)** – MR's report had been circulated prior to the meeting. The NP has clarified parish planning possibilities for the next decade or so. Flying Bull site looks less probably but depends on the revised application. Other sites in Trotton and Stedham are being investigated.

**21) Rogate Village Hall** – MR's report had been circulated prior to the meeting.

- a) A new filter may help the heating system and save a costly repair for the moment.
- b) An application for a CDC restart grant has been successful.
- c) The pop-up pub continues and is well supported. GM suggested it could be a good place for the PC to have a presence/talk to people and suggested he and MH attend an event in September.
- d) Next year is the Queen's Platinum Jubilee and this is a chance for the hall and PC to plan a memorable event – any ideas?

**22) Youth Club** – MR's report had been circulated prior to the meeting. A new leader has been appointed, subject to the necessary enquiries, and has been introduced to the area's youth service co-ordinator. Finances are in order. Volunteer helpers are needed – please spread the word.

**23) White Horse** – MR's report had been circulated prior to the meeting.

START was the vehicle for implementing the moratorium on the sale of the pub; Ann Arnold used some Trust money to pay for a professional survey which reported the pub could be a viable business. A working party of businessmen/residents began work on a business plan in January. May 24<sup>th</sup> was the bid deadline. Rather than approach the community, the group has decided to wait for a pub company to buy the pub. A bid has apparently been made, but Harvey's response has been slow (possibly allowing for other bids). The working party has suggested the community invests in the pub company, if its bid is successful, in order to influence the pub's development.

**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** –

SW gave his apologies for August as a face-to-face meeting; AC is also unable to attend; as such the earlier decision to meet in Rogate village hall was rescinded and it was agreed the next **Full Parish Council Meeting** will be on **Monday 9<sup>th</sup> August 2021** at 7.30pm via **Zoom video conferencing**.

There being no further business the meeting closed at 9.13pm.

Chairman:

Max Harwood

Rogate Parish Council

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