



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 Mairi Rennie (MR).

Minute taker: Trish Walker

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

There were two 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 and accepted** from Steve Williamson (SW) and the Clerk, Debbie Harknett.
- 3) **There were no declarations of interest in items on the agenda.**
- 4) **The minutes of the last meeting** held on **9th August 2021** were approved by the Council as a true record to be signed by Chairman.
- 5) **Public representation –**
 - a) The members of public had investigated some ideas about the potential Jubilee celebrations in June 2022 and spoke to the council about their findings. As celebrations are likely to clash with the Rogate fete it may need to be postponed for that year. It seems there are people in the parish who are willing to help with events, but there isn't anyone who is willing or in a position to be able to lead the project. They therefore felt the Parish Council should have a prominent role to help organise the event. There are various ideas ranging from community picnics to church services, and a potential to join with the parish of Trotton with Chithurst.
 - b) After some discussion of the issues it was agreed a meeting of all interested parties should be held on Wednesday 22nd September at 6pm in the pavilion. The purpose of this meeting would be to pull together some plans having taken account of the views from all areas of the parish and to establish if there was a suitable project leader.
 - c) The results of this meeting will then be brought to the next Council meeting for full discussion and consideration of any proposals.
- 6) **County & District Councillor reports –** KOK's report had been circulated prior to the meeting:
As County Councillor:
 - a) Covid data - 332 new cases in Chichester; 2,300 in WS for 7 days to 4th September.
 - b) Refugees – West Sussex is a county that welcomes refugees. The Vulnerable Persons Resettlement Scheme have made a case to both WSCC and CDC to welcome and house more refugees in the county.
 - c) Bus consultation – this is underway and is due to close on 14th September. A member of the Council noted this was a very tight timescale given the summer break period.
 - d) West Sussex Transport Plan – this consultation is intending to address the challenges in relation to emissions and climate change, population growth, changing needs, rural isolation, public health, traffic congestion and road safety. The consultation closes at midnight on 8th October.
As District Councillor:
 - e) Tree Chichester District – DEFRA have funded a Tree Scheme to increase tree planting across the district. Residents, parish councils, businesses and community groups are encouraged to apply for bundles of free trees.
- KOK's next drop-in at The Grange, Midhurst on Monday 11th October 10.30-12.30.
- 7) **Chairman's report –** MH's report had been circulated prior to the meeting:
 - a) Thanks were given to all helping with the Big Green week project.

- b) The CDC All-Parish Meeting had been attended by Cllr. Andrew Shaxson, Harting PC who had provided a summary of the meeting, this had been circulated to the members.
- c) A request has been lodged for the return of the Rogate milestone which has recently been discovered by Stedham PC and is stored in a barn at Petworth House.
- d) A member of the public has asked about placing a TPO on a beech tree on the boundary of East Lodge (just outside the conservation area). While this is not appropriate (as the tree is not considered to be under threat) we can ask CDC to include on their list of large trees of interest.
- e) There is concern over three trees behind the bus shelter at the junction of Fyning Lane which are thought to have dutch elm disease. The owners have been contacted.
- f) ZM reported a damaged tree overhanging the A272 near the bus stop at Fyning. MH urged members to report on the Love Sussex website, more reports will help ensure a faster reaction from WSCC.
- g) A number of comments have been received about overgrown hedges in both School Lane and North Street. Previously it was deemed to be out of the hedge cutting season, but it is hoped that the necessary work will now be carried out.
- h) The draft gym lease has now been received but has yet to be checked.
- i) Work to the Rake bus shelter has been delayed as the West Sussex Volunteers are supporting the effort to provide refugee accommodation.

Matters for discussion:

8) Meetings – The Council meeting due to be held on 11th October 2021 will take place in Rogate Village Hall at 5pm. The November meeting will also take place at the hall with a 5pm start time.

9) Forest School – MH had visited the second session and felt it was well managed. It was agreed that, if a further request was made to run the Forest School next year, that it should be agreed.

10) Installation of steps/ramp at Oliver's Piece

- a) A letter had been received from a member of public requesting an improvement to the steps at Oliver's Piece; AC volunteered to work with SW to look at project.
- b) AC raised some concerns about the gorse in the area and felt this was more of a priority as it obscures the view from the bench. He also noted the steps were actually kerbstones embedded in the ground and that the provision of a handrail would most likely provide a solution to the issue.
- c) It was agreed these comments would be shared with SW and that the gorse issue would be discussed at the next Open Spaces meeting.

11) Big Green Week - 18-26 September

- a) MR and LC have been working on PC displays in the Church including a nice display of village photographs with captions and there will be an arrangement of flowers from around the parish.
- b) There will be a coffee morning at the Church on Saturday 18th September.
- c) Details of the Milland on 26th September 2021 have been circulated.

12) Consultations to consider

- a) **SDNP Design Guide Supplementary Planning Document (SPD) Consultation** (closing date 6 September) – thanks were given to SW and MR for collating the response which was submitted by the Clerk. It was noted there was no conflict with the Neighbourhood Plan.
- b) **CDC New Homes bonus parish allocation** (closing date end August) – Thanks were given to SW for the response which was submitted by the Clerk.
- c) **WSCC Transport consultation** (closing date 8 October) – GM confirmed the link for the webinar giving details of the consultation did not work, however a recording has now been made available, AC outlined some areas he had submitted, in a personal capacity, to the consultation. It was agreed these elements could be used as a basis for the PC response and GM will look at this.

13) Finance report and matters

- a) MH noted conclusion of annual external audit had been completed with no matters of concern raised.
- b) GM confirmed the next Finance meeting is planned for 4th October. Although it appeared there were no projects requiring funding in the next financial year, members were urged to provide requests before this meeting. There may be costs associated with the Jubilee which is to be

discussed at the next council meeting. It was noted that staff salaries will be overspent by the year end, but that was expected.

- c) Non-cheque signatory – the reconciliation will be signed in due course when a non-cheque signatory is available.
- d) Bank payments authorisation – MH and AC to approve this month's online payments.

Receipts and payments approved:

Payments approved:		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£14.39
Moore	External audit	£480.00
Debbie Harknett	Clerk's expenses	£64.50
Elan City	SID purchase	£1,989.90

Committee reports:

14) Planning Committee -

- a) The minutes of the Planning Committee meeting of 3rd August 2021 were received.
- b) The Planning Committee meeting on 27th September was noted.

15) Finance Committee –

The Finance Committee meeting on Monday 4th October 2021 was noted.

16) Open Spaces

- a) The Open Spaces Committee meeting on Monday 27th September 2021 was noted.
- b) The new volunteer, Sean Farren, was now looking after the grass at Hugo Platt playground.
- c) Planter opposite Parsonage Estate – the members considered the options to replace the damaged planter. It was agreed that another one would be desirable and that it should be placed on the opposite side of the road to the original one, by the bench. It was agreed this possibility should be investigated and it was noted that consent would be required from WSCC Highways.
- d) Annual playground inspections – we are still waiting for the repair quotes.

Working groups:

17) RATA – AC's report had been circulated prior to the meeting

- a) Village entrance gates/ideas – there are proposals for 'village gateway' type structures for three potential sites at Rake, Rogate and on the A272 at Fyning. The Rake gateway is already included in the Highways Scheme so that will be self-funding. The members were all in support of the village gateways as traffic calming measures and felt that each locality should be able to agree individual designs rather than having to adopt a common parish design. Further costs and information will be brought to a future council meeting.
- b) There was no update on Rake's Community Highways Scheme.
- c) SID for Rogate Road, Hillbrow is now installed and in operation. Quotes are awaited for the installation of a removal post on the opposite side of the road.
- d) Police liaison – Trotton with Chithurst PC are organising a meeting with the Area Police Inspector with responsibility for traffic and will invite Rogate PC to join the meeting when it is organised.

18) Drainage issues/operation watershed – WSCC are due to clear and jet the drains at North Street after which we hope there will be more information available on their condition..

19) Projects and grants – There was no information to report.

Village organisation reports:

20) Rogate and Rake Schools – There was nothing to report as the school had only just returned following the summer holidays.

21) START (Community Land Trust) – MR noted their AGM on Thursday 23 September 6pm at the hall and hoped members would support.

22) Rogate & Rake Village Halls – MH confirmed that both halls were being well utilised, which was very positive.

23) Youth Club – MR confirmed they were trying to organise a meeting to see what young people wanted from a Youth Club. The Clerk has contacted the YC to try to organise a discussion about future plans/costs as there is a possibility that a professional organisation could be contracted to run the club, but this may cost up to £10k a year.

24) White Horse – MR noted there was no further progress in this but was hopeful the SDNPA may be able to put some pressure on the sellers in order to protect a listed building.

25) Correspondence -

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

26) Information for the Council (for noting or inclusion on a future Agenda) – Jubilee 2022

27) Date of next meeting – the next Full Parish Council Meeting will be on **Monday 11th October 2021 at 5.00pm at Rogate Village Hall.**

There being no further business the meeting closed at 9.25pm.

Chairman:

Max Harwood