



Meeting held via zoom video conferencing (due to ongoing covid pandemic) starting at 5.30pm.

Parish Councillors in attendance: Chairman Max Harwood (MH), Adrian Collins (AC), Laura Craven (LC), Mike Galley (MG), Zoe Maclehorse (ZM), Elena McCloskey (EM), Gerard McCloskey (GM), Mairi Rennie (MR) and Steve Williamson (SW).

Clerk: Debbie Harknett

There was three members of the public in attendance.

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

Chairman: max.harwood@rogateparishcouncil.gov.uk
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Clerk: (Debbie Harknett) clerk@rogateparishcouncil.gov.uk

1) It was noted the meeting would not be recorded.

2) Parish Council vacancy

- a) MH introduced Mike Galley (who attended last month's meeting) explaining we have received an application for him to join the council. With his details having been circulated LC's proposal of **resolution 'to co-opt Mike Galley to Rogate Parish Council'** was seconded by AC and approved with a majority in favour but with an abstention from SW who felt he didn't know him
- b) MH welcomed MG to the Council; Clerk will arrange for acceptance of office to be signed.

3) There were no apologies for absence as all members were present.

4) There were no declarations of interest in items on the agenda.

5) The minutes of the last meeting held on 8th November 2021 were approved by the Council as a true record to be signed by Chairman.

6) Public representation - Rogate and Terwick Housing Association (R&THA) transfer of engagements

- a) MH explained (as mentioned last month) R&THA (who own East Lodge and eight properties at Hugo Platt) propose to 'transfer the engagements' to Petersfield Housing Association (PHA). The parish council, as a shareholder, have been approached by other shareholders, residents & villagers who would like assurance that all options have been considered. R&THA came into existence as a result of a number of people in Rogate giving sizeable donations and land to provide both sheltered and social housing for and in the village. The concerns raised are around PHA continuing to recognise the local relationship once the transfer has taken place. At present we are asking R&THA to delay the transfer to ensure that a conversation is held around this issue. We don't have a transfer timetable but believe it may be January 2022. We all want what is best for current and future tenants.
- b) Peter Moss (PM), Chairman of R&THA, addressed the meeting to provide some background - R&THA was established in 1968 with East Lodge (EL) being built in the 1970's and Hugo Platt (HP) (in Partnership with Downland Housing) in 1990's. PHA have managed East Lodge on their behalf for the last 5 years with Hugo Platt longer. R&THA have agreed in principle to a 'transfer of engagements' all assets and liabilities to PHA which is a small HA with approximately 320 units as opposed to many housing with 10,000's.

GM arrived.

- c) R&THA took the view the association can no longer operate on a voluntary basis as the social housing sector has become increasingly affected by regulations and requirements. PHA have implemented regulations to date but R&THA do not have the ability (with volunteers) to be aware of all these ever-changing requirements whereas PHA employ somebody whose role it is. They no longer feel capable of running the association and consider it should be done by a proper organisation. There would be a financial benefit for compliance (both the cladding and heating will soon need to be replaced at EL) and accounts which would be swept up by the transfer.
- d) If there is a vacancy the association loses the income and struggle to manage. In the past many EL tenants came from the local community but, in the last 5 years, this has stopped – their waiting list ran out of people to offer units to. PHA uses both the East Hampshire and Chichester housing waiting lists. The properties are already not just catering for the local community.
- e) The R&THA board are happy PHA is the best partner and have a lot of experience working with them though they accept it will not be managed on such a personal level as it is now. The National Housing Association also think it is the way forward.
- f) MR noted discussion had been ongoing but we were unaware. PM explained they are under no

obligation to consult with shareholders in the same way as tenants. There was an item in R&T a year ago which did not raise any questions. Covid made it a difficult time to hold meetings. Shareholders will be required to vote on the proposals.

- g) EM asked who the shareholders are and how they feel about the proposals to which PM explained the PC are the only corporate shareholder while others are original committee members, some occupiers and the current committee; they are looking into our request and think the register can be viewed.
- h) MH noted there was a meeting in the church organised by East Lodge residents and attended by quite a few people including the board who answered questions and gave re-assurance about the future of their tenancies.
- i) In response to MH's question about the feeling that East Lodge was built by the community and its spirit should be maintained PM explained while villagers did put money in the bulk of the development was paid by grants and loans.
- j) Another MOP, Bob Trembath (BT) explained lawyers are dealing with the nitty gritty of the merge and R&THA have not been in a position to share the agreement but it is now in a position to do so.
- k) SW questioned what was in the proposals for PHA to take on properties with potential problems and what protection is there to not close and sell the sites in the future. PM explained PHA is also a non-for-profit organisation but it is their business so they would share their expertise. Funds would also transfer to PHA so they would have money for necessary repairs. If PHA had enough it is their legal obligation to rehouse all tenants. SW felt the number of tenants could be reduced over time and asked what safeguards are in place to ensure the EL facility remains and isn't developed. PM explained the site has planning permission as sheltered housing and has to be maintained as such – to change it would require planning approval.
- l) In response to EM's question PM noted the rents are government controlled and can't be increased.
- m) AC asked why they thought there was nobody on the waiting list to which PM offered various reasons – people don't necessarily want to live in a village preferring access to shops and facilities and the service charge (which covers the cost of heating and the manager) is quite high. Tenants have to be self-sufficient and if applicants leave it until they require care they become ineligible.
- n) MR didn't doubt the board were acting in good faith and understood the difficulties of getting volunteers but questioned if the solution for both East Lodge and Hugo Platt should be the same. START has been looking at affordable housing and neither they nor R&THA appear to have realised they shared the same aims. If affordable homes are needed in the village why would a similar body be giving away properties. Before a final decision is made can R&THA investigate merging with START to keep the freeholds and then offer either PHA or Hastoe (whom START have already been working with) a long (125-year) lease.

KOK arrived.

- o) PM explained property can't be sold or money removed from R&THA so it has to be given away.
- p) Neil Ryder (NR) START asked if R&THA has spoken to PHA about the option of them having a long lease rather than the freehold. PM said it is not commercially viable without the funds they would gain from transferring all the assets as they would still have all the liabilities. There is currently a surplus of approx. £40k pa to meet the requirement to maintain all the properties and re-invest in the buildings. Questions were asked if it were possible to do repairs from funds held (approx. £100,000) before the commencement of a lease rather than giving away the freehold. PM explained there are insufficient funds for cladding works.
- q) In response to EM's question PM explained they did not have a draft agreement to share – it is a confidential document shareholders will vote on but not to agree while negotiating. He confirmed there is currently no date for the meeting but it is likely to be in the new year.
- r) PM finished by saying they consider the proposed transfer to a professional organisation is best for the tenants (which are their first priority) as they don't have the skills and expertise required.

PM, BT and NR left with thanks.

7) County & District Councillor reports – KOK's report had been circulated prior to the meeting:

As County Councillor

- a) Covid data is high-902 new cases in Chichester; 5,868 in WS for 7 days to 4 Dec with 877 in hospital.
- b) Test and trace support scheme extended to 31 March 2022 and other financial support information at www.chichester.gov.uk/helpwithfinances
- c) EV charging points – residents/community groups can let the county know where they would like points to be located and FAQ at www.connectedkerb.com/west-sussex-chargepoint-network.

- d) Motion to persuade Council to have a 20mph more flexible speed policy to be debated on 17 Dec.
- e) All member public health briefing highlighted covid work they are doing which included amount they do looking at all aspects of public health from individual factors and wider determinants of health. They want to do more work on air pollution and continue work on smoking. Ultimately, they are most interested in life expectancy and healthy life expectancy (both were flattening before the pandemic). WS male life expectancy is 80.9; female is 84.2 which is slightly higher than SE region and England. Smoking cessation www.westsussexwellbeing.org.uk/topics/smoking/services-for-west-sussex

As District Councillor:

- f) Environment – Lib Dem group 10-point motion to put more pressure on Southern Water re sewage discharges and calling for real time boards so residents know current water state was agreed.
 - g) Supporting the vulnerable new fund (part of national £500m) is being worked on with WSCC who have received £4.8m to support low income and financially vulnerable households across WS. Expectation of fund is to deliver support to households most in need with practical support in paying for food, energy and water bills. However, fund is sufficient flexible to allow it to be used in a variety of ways to support households facing financial hardship over the winter period www.westsussex.gov.uk/fire-emergencies-and-crime/coronavirus-covid-19-advice-and-information/request-advice-and-support/community-support-hub/
 - h) Trees – more than 8,000 will be planted this winter as one of 5 rural areas in DEFRA funded scheme.
- Questions
- i) MH asked if the information of financial support can be widely shared – agreed to spread the word and sent to schools, vicars, website, parish magazine and display on our boards.

8) Chairman's report – MH's report had been circulated prior to the meeting:

- a) WSCC verge project – we gave our support to ERA but it did not progress to an application.
- b) We have been contacted by somebody from SDNP about the possibility of planting a small number of selected trees in the verge in front of Parsonage Estate. We have requested a plan of the proposed planting so we can make an application to WSCC for permission.

Matters for discussion:

9) Consultation – West Sussex Fire and Rescue (closing date 21 January 2022) AC had scan read the document and didn't consider there was anything necessary to comment on.

10) Jubilee 2022

- a) MR noted Peter Brown is organising Rogate event; SW/AC were unaware of any Rake plans.
- b) Clerk noted CDC have suggested there may be a £250 grant available on a first-come first-served basis. MR suggested applying for the grant to make a cabinet for the flower show trophies which are currently stored in Rogate Village Hall loft.

11) LC's proposal of resolution 'to confirm nomination to re-appoint Stephanie Garwood as Parish Council trustee to the George Street Trust' was seconded by MR and unanimously approved. SW requested she be invited to attend a PC meeting to tell us about the trust.

12) Rogate and Terwick Housing Association (East Lodge/Hugo Platt) transfer of business

- a) GM suggested we request a copy of the shareholders register and site of the draft agreement as by the time it has been completed there will be no time to challenge. The proposal needs to be put into the public domain.
- b) MH believed R&THA board had the best interests of the association at heart but the proposal was lost on page 2 of last year's accounts and was not easy to spot.
- c) MR explained there are enough shareholders to call a special general meeting if necessary but it would be preferably to keep the discussion friendly.
- d) MH reminded the meeting the PC as a whole is the shareholder. If the shareholder register is forthcoming the PC could write to every shareholder to raise the profile of proposals – agreed approval of letter via email. A final decision on voting would need to be approved by the council. He invited members to join the discussions – so far he, MR and the Clerk have been involved. GM and MG volunteered with agreement that questions need to be asked and people informed.
- e) SW's comment to put all effort needed to reach a better solution was echoed throughout.

13) To approve the budget/precept for 2022-23 GM reminded the meeting a £37,070 precept total was approved at the October meeting with budget detail circulated ahead of this meeting. With no questions, MH's proposal of **resolution 'to confirm total precept of £37,070 for 2022-23 as agreed in October**

2021 meeting' was seconded by GM and unanimously approved to be submitted to CDC.

14) Finance report and matters

- a) GM went through budget progress to date and it was agreed to transfer the £683 NP surplus to equipment purchase.
- b) Non-cheque signatory would not check the bank this month.
- c) Bank payments authorisation – SW and AC to approve this month’s online payments.

Receipts and payments approved:

Receipts noted:		
HMRC	VAT refund	£797.01
Payments approved:		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£14.39
Rogate Village Hall	Room hire	£22.00
Southern Water	Fyning water supply	£9.29
Debbie Harknett	Clerks’ expenses	£81.42
Roger Fitter	Woodland management advice	£125.00
Society Local Council Clerks	Annual membership	£171.00
Max Harwood	Chairman’s expenses	£100.00
Notice Board Company (UK) Ltd	Noticeboard for shop	£1,048.90
Wilbur Associates	Installation of SID slotted post at Hillbrow	£1,312.51
High Weald Furniture Ltd	Fyning Rec information board	£888.00
Andrew Stead	Oliver’s Piece steps and rail	£352.72

Committee reports:

15) Planning Committee -

- a) The minutes of the Planning Committee meeting of 18th October 2021 were received.
- b) The zoom Planning Committee meeting on 14th December 2021 was noted.

16) Finance Committee –

- a) The minutes of the Finance Committee meeting of 4th October 2021 were received.
- b) The zoom Finance Committee meeting on Monday 25th April 2022 was noted.

17) Open Spaces

- a) The minutes of the Open Spaces Committee meeting of 27 September 2021 were received.
- b) The zoom Open Spaces Committee meeting on Monday 24th January 2022 was noted.
- c) AC noted he has taken delivery of the Fyning Recreation Ground information board which is well constructed in oak. LC has approached the school; both she and MG offered to help AC install.
- d) Clerk gave thanks to SW who has volunteered to help install the new noticeboard at Rogate shop.

Working groups:

18) RATA – AC’s report had been circulated prior to the meeting

- a) The Community Highways Scheme works in Rake are now complete with new speed restriction of 30mph implemented. Village gateways were included in the scheme as a self-funded traffic calming measure. It is felt the gateways on the northern end (by Rake School) would not have the desired impact and only one on the southern approach is there an appropriate position to emphasise the reduction of the speed limit to 30mph. The county highways ‘Rake’ sign near Hatch Lane/London Road junction on 50mph stretch has little or no impact and is hardly visible when overgrown in the summer. It is felt this should be integrated into a village gateway positioned between the 30mph sign and Oliver’s Piece facing incoming traffic. The owner of Rake Holt who ‘sponsors’ the maintenance of Oliver’s Piece grass area has been consulted and is very willing to include trimming around and cleaning the sign as part of the garden maintenance.
- b) AC reminded members there is £5,000 in RATA’s budget before proposing **resolution ‘subject to WSCC Highways S115 consent being obtained expenditure not exceeding £1,000 is agreed for the purchase and installation of a single village gateway at the southern end of Rake village between Oliver’s Piece and the 30mph sign to incorporate the Rake Highways sign’** which was seconded by SW and unanimously approved.
- c) Village gateway and SIDs – as previously reported consent for a pair of village gateways on the Rogate Road verge immediately in front of the 40mph speed restriction signs has been obtained.

The gateways approved by WSCC are c£500 each with cheapest quote for their installation of £350 from WS volunteers (£250 materials £100 donation). The cost of gateway signs supplied by V-signs is £65.00. RRRRA have already agreed to make a donation of £1,000 to the PC to cover the full cost of the Glasdon made gateways. AC's proposal of **resolution 'the Parish Council acknowledge the donations made by RRRRA in support of traffic calming measures and agrees that it will meet the £415 cost of installing village gateways and their signs on the Rogate Road as consented by WSCC Highways'** was seconded by EM and unanimously approved.

- d) AC noted the slotted post for operation of the SID at Rogate Road was installed on 3 Dec by WSCC approved contractors Wilbur Associates and the foundation was so woefully short of the manufacturers specification it is being reinstalled later this week. Payment will not be made until we are satisfied with the work.
- e) SW questioned the cost of the post installation so AC explained it has to be done by a WSCC authorised contractor who can certify the installation and provide all the necessary paperwork. The full cost had been met by Rogate Road Residents Association.
- f) As agreed at the last council meeting, he has submitted an enquiry to WSCC Highways requesting an explanation as to why the 30mph speed restriction zone on the A272 in Rogate does not include the easterly approach which has a 40mph restriction.
- g) MH thanked AC for all his work for the CHS; sentiments that were echoed throughout.

19) Drainage issues/operation watershed – Clerk noted she chased WSCC for an update on North Street investigative works and reported problems with bad sand run-off at Habin to the farmer and Highways. KOK and AC left with thanks.

20) Projects and grants – EM noted she will share a Biffa newsletter as it contains some project ideas.

Village organisation reports:

21) Rogate and Rake Schools – GM noted approximately 70% of the children have joined the choir.

22) START (Community Land Trust) – MR noted they have taken details of a possible site to Hastoe to investigate the costs/viability.

23) Rogate Village Hall – MR noted she has resigned as secretary (Richard Hatfield has taken over) but she will remain on the committee until their centenary in 2024. The Eco group have planted bulbs and wildflowers at the eastern edge of the recreation ground.

24) Youth Club – MR noted Ann Arnold together with John and Richard Valler have negotiated a contract with the Sussex Clubs for young people. The club's relationship with the hall is ambiguous and the contract is being reviewed so delayed progress on the club re-opening which is planned for Easter.

25) White Horse – MH noted rumours of a price reduction from £399,000 but it is not considered viable to the community group unless it is under £350,000 and the building continues to deteriorate. Harvey CEO responded to his letter stating the White Horse is subject to social media activity and they are going to repair the roof, though December is a difficult time of the year to sell a pub. He didn't respond to MH's offer to meet. A proposed meeting with SDNP planning was postponed as a number of staff have Covid.

26) Correspondence -

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

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

28) Date of next meeting – after some discussion and consideration of the risk about the ongoing covid situation it was agreed to hold the January meeting via zoom. SW noted that while a decision could be challenged there is a right to do so with any decision. Therefore, next **Full Parish Council Meeting** will be on **Monday 10th January 2022 at 5.00pm via zoom video conferencing.**

There being no further business the meeting closed at 7.15pm.

Chairman:

Max Harwood