

Meeting held at Rogate Village Hall starting at 5.00pm.

Parish Councillors in attendance: Chairman Max Harwood (MH), Adrian Collins (AC), Laura Craven (LC), Elena McCloskey (EM), Zoe Maclehose (ZM) and Angie Simonds (AS).

There were no members of the public in attendance.

County Councillor: Kate O'Kelly (KOK)

Clerk: Debbie Harknett

District Councillor: Tim O'Kelly (TOK)

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- 1) **It was noted the meeting would not be recorded.**
- 2) **Apologies for absence** were received and accepted from Mike Galley (MG).
- 3) **There were no declarations of interest in items on the agenda.**
- 4) **The minutes of the last meeting held on 10th July 2023** were approved by the Council as a true record to be signed by Chairman.
- 5) **Representations from the Public:** none.
- 6) **Report from County Councillor** – KOK's report had been circulated prior to the meeting:
 - a) Highways – At July full council the Lib Dem group brought a motion on highway maintenance calling for a review of the dreadful pothole situation. The weather has been a challenge but they called for the contract to be reviewed so contractors are more able to make common sense repairs and a more flexible approach. Better maintenance means roads are less vulnerable to weather extremes.
 - b) Book a bus pilot demand responsive service on Petworth to Chichester stretch with plans to expand to northwest part of Chichester district. Opportunity to push for this to be expanded to areas where there is currently a poor or NO service www.westsussex.gov.uk/book-a-bus
 - c) Contract to support vulnerable adults with learning difficulties through advocacy has come to an end. The decision to end without replacement and without scrutiny of alternative supports has come to their attention; she is calling for it to be scrutinised at Sept Health & Social Care Committee meeting.
 - d) School meals – she has been approached by a Rogate parent who would like the contract for primary school meals fully reviewed with the question of quality and quantity raised as well as sustainability as none of the food is locally sourced. As it's a county wide issue critical to well-being of young people she will raise at WSCC. In response to questions KOK explained the contract had rolled over for 25 years.
- 7) **Report from District Councillor** – TOK's report had been circulated prior to the meeting:
 - a) Main issue at CDC July full council was the local plan which is a critically important document but which doesn't directly affect Rogate as it is within the SDNP.
 - b) Body worn cameras by some staff who have direct dealings with the public has been discussed with agreement to go ahead in certain circumstances. In response to questions, TOK explained this would provide a record of interaction with environmental officers, people entering houses, planning enforcement etc; wearing which encourages better behaviour of the wearer and those around them.
 - c) Economic development in the area - there are a number of opportunities – Lunch & Learn sustainability event 12/9/23 at the Enterprise Business Centre.
 - d) Let's go net zero – West Sussex has new team of green business champions, each bringing industry knowledge to help businesses learn about benefits of going green. There will be a year-long business engagement campaign including talks at business networks, online resources and events.
 - e) Grow digital is a series of free workshops, facilities networking and mentoring that will travel across West Sussex between September 2023 and April 2024. Programme aims to provide digital skills training to reduce costs & increase sales through in-person workshops, networking and mentoring support.
- 8) **Chairman's report** – MH's report had been circulated prior to the meeting:
 - a) How do we address the need to recruit more councillors? There was some discussion about this with ZM suggesting a parish alert.

- b) Clerk has applied to the Post Office to have the post box at the north end of Fyning Lane moved to the corner of Terwick Rise by the bus shelter. Current access to the box is difficult/muddy which is deterring people from using it. We have received a reply stating the request would be considered but if it wasn't moved within 25 weeks it wouldn't be moved.

Matters for discussion:

9) Emergency 'warm space' provision

- a) MH noted SSE are offering 'Resilient Community' grants which can be used for the purchase of generators. We have been working with Rogate Village Hall committee to apply for one of these grants to meet the cost of a generator, installation infrastructure and housing; a decision is due in the autumn. It is positive we are working with the hall committee.
- b) Clerk added that following last months meeting there was some discussion with the church who were willing to help provide a space, however, in light of the SSE grant the hall reconsidered their position as it the most suitable venue.

10) Rogate Youth Club – MH explained the club closed with a balance of about £10,000 which was due to be shared equally between the George Street Trust and Sussex Clubs for Young People (SCYP). However, they have been unable to pass any to SCYP as they have gone into administration. We have been approached by John Valler to see if we would hold the remaining funds (approx. £5,000) in accordance with their instructions –

funds received are to be ring fenced for the youth of Rogate and only used for parks and open spaces to support new or replacement play equipment. Alternatively, they may be used at the discretion of Rogate Parish Council to provide initial support funding if a new Youth Club is formed. Funds to be ring-fenced for extra funding not something that would be included in normal PC annual budgeting funding.

After discussion, LC's proposal of **resolution 'Rogate PC are happy to hold funds from Rogate Youth Club to be ring fenced for the youth of Rogate in accordance with their instructions'** was seconded by AS and unanimously approved.

11) Finance matters

- a) Monthly finance report to the Council – AC noted there is nothing of exception within the current expenditure.
- b) Non-cheque signatory to check reconciliation – ZM.
- c) Bank payments authorisation – AC and AS with AC offering to help AS should she have any issues.
- d) Clerk noted thanks from Rake Village Hall for covering the cost of their annual playground inspection.

Receipts noted:

HMRC	VAT refund – January-June	£153.44
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Payments approved:

Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£15.59
Rogate Village Hall	Hall hire	£69.00
Southern Water	Fyning Recreation ground supply	£21.36
Playsafety	Annual playground inspections	£427.20
Boston Seeds	Coronation bulbs	£539.00
Amott Tree Surgery	Terwick Woodland tree felled	£264.00

Committee/Working group reports:

12) Finance Committee

The Finance Committee meeting on Monday 25th September 2023 was noted.

13) Planning

- a) The comments from the Planning Working Group discussion of 19th June 2023 were received.
- b) The Planning Working Group discussion being held via zoom as necessary was noted.
- c) AC noted that new owners of Wenham Holt nursing home has closed the site pending the submission of a planning application to demolish and rebuild a bigger, modern care home. Though the site is in Hampshire the access is within Rogate Parish.

14) Open Spaces Committee

- a) The minutes of the Open Spaces Committee meeting of 22nd May 2023 were received.

- b) The Open Spaces Committee meeting on 25th September 2023 was noted.
- Update from Open Spaces Committee meeting of 24th July 2023:
- c) LC reported the bulbs have been ordered and should be delivered in September - they are mainly different varieties of daffodils though some different ones were requested for Rake. She will organise a working party for planting in the autumn. The bulb cost will be covered by the CDC Coronation grant with the aim for 'swathes of gold' at the entrances to the village – Haben, Parsonage, North Street and Fyning. It was agreed to purchase two brass commemorative plaques (one for the Dell bench as it already has one from Queens jubilee and one for bench at Oliver's Piece, Rake).
- d) LC reported she has arranged another working party for The Dell on Sunday.
- e) LC noted the annual grit bin level report is due – members are checking the levels so they can be replenished by WSCC if necessary.
- f) Terwick Woodland – LC noted that we are waiting for a response on planning and highways requirements for the temporary access before we can arrange for the previously agreed work to commence.
- g) Garbett's Wood – LC explained that having asked the Tree Warden to look at the wood it was discovered it was very badly overgrown and inaccessible. Clerk has been in contact with English Woodlands whose representative has been in hospital so work has slipped. He has promised it will now be cleared and the steps checked. MH explained that he has been approached by representatives of the school asking if we would help fund repairs to the steps their side if they organised a working party. It appears the Forest School hasn't been operational for a while but they want to use it again – it is good for the children and also helps attract new parents. Rev Doyle has spoken to Clerk about this and gained a provisional quote of £2,000. After discussion, it was agreed that first we need confirmation from the school is it going to be used then proper proposals can be considered which could include helping with other grants or alternative labour sources.

KOK arrived

- h) AC reported we have received the annual ROSPA playground inspection reports which have not raised any urgent repair requirements. He met with a knowledgeable 'Local Treasure' handyman Sam Kirby to look at options of preventative treatment to the wooden structures. AC explained we spend a lot of money on repairs but have never maintained in a preventative way to stop the wood decaying. The recommendation is to jet wash and treat all the wooden surfaces but, due to other commitments, Sam can only carry out the work in the evenings/weekends, which is when the play areas are most used. Access to power and water would be required – AC to talk to White Horse owner. The work would be carried out on an hourly basis but AC expected the cost to be approx. £1,000. After discussion, LC's proposal of **resolution 'to appoint Sam Kirby on an hourly basis to jet-wash and treat the wooden play equipment at an estimated cost of £1,000'** was seconded by AS and unanimously approved.
- i) AC also obtained a quote from Sam to replace the vandalized noticeboard in the village bus shelter. He explained it would be purpose made to fit the existing space and made with a thick cork surface with plywood backing at cost of £150. Having looked at alternatives, AC felt it was a reasonable price for a strong, external noticeboard so LC's proposal of **resolution 'to instruct Sam to replace the notice board in the village bus shelter at a cost of £150'** was seconded by ZM and unanimously approved.
- j) AC was pleased to report that following the re-allocation of WSCC Highways budget planned re-surfacing works at the B2070 at Hillbrow had been unexpectedly bought forward two years and they have really made a significant difference to the noise.

15) Drainage issues/operation watershed – Clerk noted that we are waiting for the revised dates – it was delayed because the diversion into Hampshire clashed with other road works in that county.

Village organisation reports:

16) Rogate and Rake Schools – MH noted a new Board of Governors is due to be appointed with a hand-over during the autumn term. Rogate has lost some children because of the change in the number of classes but are expecting a normal intake of new children in September.

17) Rogate and Rake Village Halls – no update.

18) Correspondence -

- a) Bank statements received – filed in finance file.
- b) Other information/emails – circulated as received.

- 19) Information for the Council** (for noting or inclusion on a future Agenda) – interesting new parish councillors – Clerk to again approach Rake Village Hall to see if we can hold a meeting there; AC to see if anything can be included in the ‘heard it in Rake’ Facebook message and to do an R&T advert targeted to the areas we would most like represented – probably anywhere other than Fyning Lane.
- 20) Date of next meeting** – the next **Full Parish Council Meeting** will be on **Monday 11th September 2023 at 5.00pm at Rogate Village Hall.**

There being no further business the meeting closed at 6.25pm.

Chairman:

Date: