



Meeting held at Rogate Village Hall starting at 5.00pm.

Parish Councillors in attendance: Chairman Max Harwood (MH), Adrian Collins (AC), Laura Craven (LC) and Zoe Maclehose (ZM). Clerk: Debbie Harknett

There was one member of the public (MOP) in attendance.

County Councillor: Kate O'Kelly (KOK)

District Councillor: Tim O'Kelly (TOK)

Chairman: max.harwood@rogateparishcouncil.gov.uk
www.rogateparishcouncil.gov.uk

Vice-chairman: adrian.collins@rogateparishcouncil.gov.uk
Clerk: clerk@rogateparishcouncil.gov.uk

It was noted the meeting was being held a week later than originally scheduled because the hall's heating system wasn't working last week it had been rescheduled.

- 1) **It was noted the meeting would not be recorded.**
- 2) **Apologies for absence** were received and accepted from Mike Galley (MG), Elena McCloskey (EM) and Angie Simonds (AS).
- 3) **There were no declarations of interest in items on the agenda.**
- 4) **Council vacancies:**
 - a) MH was very sad to inform the meeting that David Seddon has decided to step-down from the council due to ill health; the council wished him well and hopes he quickly makes a full recovery.
 - b) The Clerk noted we are hoping for an application from somebody in Parsonage but there will still be another vacancy and reminded members to think about possible candidates.
- 5) **The minutes of the last meeting** held on 11th December 2023 were approved by the Council as a true record and were signed by Chairman.
- 6) **Representations from the Public:**
 - a) The MOP thanked the council for the North Street Operation Watershed drainage works stating they were very impressed with the contractor, Landbuild and that they appear to have solved the flooding.
 - b) The MOP noted the hall generator has now been delivered and he is helping them find a suitable location for its safe storage (for both when in use and not).

Reports from representatives of outside bodies

- 7) **West Sussex County Councillor – KOK's report had been circulated prior to the meeting:**
 - a) Highways – it's a challenging time for residents experiencing dreadful road conditions caused by potholes and flooding. Please keep reporting issues and let her know any specific concerns.
 - b) Heath and Adult Social Care Committee (HASC) – Sussex partnership announcement to cut dementia services memory assessment and complex beds from Jan-March 2024 (clearly pushed through related to their financial position) came as a shock. No impact assessment has been done in relation to impact on WSCC adult services. She has raised this and the committee chair has agreed to take as an urgent item at their next HASC meeting. Access to dentistry is also a substantive item (not just in West Sussex) and the solution needs to be at national level.
 - c) Education – there's a proposal to close a Chichester primary school in order to expand St Anthony's to increase county SEND provision which is controversial for the children attending the school.
 - d) Otters in West Sussex – the National Trust hosted a meeting near Stedham where there is a community of otters and some pups were run over on the A272. They are hoping to get a shelf put in the culvert so the otters can cross safely.
 - e) LC noted the erosion of public services is really worrying and we are not a poor area though there are poor people living in the area.
 - f) MH noted that some potholes in Fyning Lane had been repaired but some were left.KOK left with thanks.
- 8) **Chichester District Councillor – TOK's report had been circulated prior to the meeting:**
 - a) Meetings - they have changed the way policies are determined to ensure greater public participation. Previously panel meetings just involved council members but the majority have now been made public. These include the Boundary review; Chichester district parking forum; development plan &

infrastructure; economic development; environment; housing, communities, culture & sport. Meetings will take place in person apart from the boundary review panel; all will be broadcast on the council website.

- b) The Social prescribing team aims to help with non-medical issues that may have an adverse impact on people's health. Referrals by GP or self-referral through www.chichester.gov.uk/socialprescribing. A similar service is available for young people aged 13-19.
- c) When new election boundaries come into force (from the next general election) they will no longer align as well within Chichester district though there has always been differences of area. Rogate will be within the Arundel & South Downs parliamentary constituency.
- d) The clerk noted that we have requested the All-Parishes meeting on 19th February an item on protecting social housing and reminded TOK the next meeting with Hyde is on 24th January.

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

- a) The main topic of conversation has been the unwelcome return of potholes in Fyning Lane. He is aware of at least 3 ruined tyres last week and multiple people, including the parish council have filed reports. We have also received several emails about the state of the road to Terwick Church.
- b) The village hall generator has arrived and is currently being stored while they upgrade the electrics and move it to its final resting place which is no mean feat as it weighs 183kg.
- c) MH noted there has recently been some vandalism in the village. We have reported damage to the playground gate to the police and have urged the school and village hall to do the same where they have had items damaged. We have also invited the PSCO to our annual parish meeting. TOK suggested involving Pam Busby at CDC who may be able to offer guidance.

TOK left with thanks.

ZM arrived.

Matters for discussion:

10) Rogate Village Community Highways Scheme

- a) This was considered by WSCC as part of this year's programme for proposed highways improvement works. The process is a 'prioritised approach' where community requests are considered by assessment against a pre-determined scoring matrix and the resulting scores are prioritised to establish a forward programme for this work stream. The application for a 20mph zone in Rogate Village made by a MOP has been successful – we were informed just before Christmas.
- b) The expected timeframes are that the potential scheme should be designed in 2024/25 with potential construction 2025/26. However, progression will be subject to factors such as feasibility assessments, detailed design, final budget allocations and program approval. Some schemes of a more complex nature, which involve a greater degree of public consultation or legal orders may need to be constructed in subsequent years.
- c) The MOP thanked the PC, KOK and everybody involved for supporting the application to get it to this stage and he was congratulated on his success.
- d) There was much discussion about the next stages, working together and involvement with the community. The importance of support for the scheme and the opportunity to answer questions was discussed and to start with the MOP is going to write an article for the R&T. It was agreed to include at the APM, to talk to local groups and hold a public meeting in due course.
- e) There was some discussion about village gateways. AC explained we had been unsuccessful in our bid for a SDNP CIL grant but he is going to revisit the application in light of the CHS success.

The MOP left with thanks.

11) Council address information –

- a) MH reminded members if they want their home address removed they need to complete a new register of interests that are available from the Clerk.
- b) The Clerk has contacted the village hall - the old YC room is not available for PC sole use (and is likely to incur commercial rent if it were) but they are willing to consider us having priority use. Estimates to completely refurbish the space are approx. £9,000 but at the moment this cost is not their priority. She has provided them some information on possible grants.
- c) The hall have kindly offered to install a post-box to enable us to use the address. The Clerk has explained that its more than just collecting post (of which there is very little) – it is accepting the address as the registered address of the Parish Council. They are holding a meeting tonight when it is hoped their committee will agree. In anticipation of that agreement, LC's proposal of **resolution 'to accept the village hall's kind offer that the PC establish a post box (including purchase of a**

suitable box) at the hall and use it as the public address for the Council' was seconded by ZM and unanimously approved.

- 12) Defibrillator for Terwick Rise** – MH noted a defibrillator requires a power source for the light and to stop it freezing so the bus shelter is not suitable. After discussion, it was decided there was no other viable location so it was agreed to thank the MOP for their kind offer but decline.
- 13) Hillbrow TRO application update** – AC noted it is progressing with public consultation the next stage.
- 14) Rake Tennis Club** grant application had been circulated prior to the meeting. They have requested a £1,000 grant towards their tennis court resurfacing cost of approx. £16,000. Most of the cost will be met by their funds though they are also making grant applications to EHDC and Liss PC. They do not charge for using the courts which are available to local residents. After discussion and in view of our £600 grant to Rogate Tennis Club in 2021, LC's proposal of **resolution 'to award Rake Tennis Club a grant of £600 towards resurfacing'** was seconded by AC and unanimously agreed.
- 15) Salt spreading on Parsonage Estate** – MH reported we have received a request from a Parsonage resident for the loan of push-along fertiliser/salt spreader during the winter months to enable him to clear paths for elderly residents. He approached WSCC but they are unable to help. AC explained we do not have any spreaders and they need to be very high quality/heavy to prevent them rusting and we also have to be aware of potential H&S issues. However, he noted that we have a spare grit bin which could be placed in another location on the estate to save grit needing to be carried as far. After discussion, AC's proposal of **resolution 'to put additional grit bin on Parsonage Estate, after discussion with the resident and seeking appropriate highway permissions'** was seconded by LC and unanimously agreed.
- AC noted the broken grit bin at Fyning Lane had been forgotten by Highways and is due to be removed this week.

16) Finance matters

- a) Monthly finance report to the Council – AC we have spent 71% of our budget with a few months remaining which is no shock. The interest received was mainly as a result of the Operation Watershed funds that were held for some months.
- b) Non-cheque signatory to check reconciliation – ZM.
- c) Bank payments authorisation – MH and AC.

Receipts noted:		
Unity Trust Bank	Deposit account interest – 3 months	£502.28
Payments approved:		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£15.59
Rogate Village Hall	Hall hire	£23.00
Unity Trust Bank	Account charge – 3 months	£18.00
Henry Warren Hall	Hall hire	£15.00

Committee/Working group reports:

17) Finance Committee

The Finance Committee meeting on Monday 25th March 2024 was noted.

18) Planning

- a) The comments from the Planning Working Group discussion of 20th November 2023 were received.
- b) The Planning Working Group discussion being held via zoom on 16th January 2024 was noted.

19) Open Spaces Committee

- a) The Open Spaces Committee meeting on 22nd January 2024 was noted.
Update from Open Spaces Committee:
- b) AC has inspected the outdoor gym and it is showing signs of wear and rusting; we are contacting the supplier under the guarantee.
- c) There was some vandalism damage to the Recreation playground gate – a MOP as effected a temporary repair; AC volunteered to do something more permanent.
- d) ZM was thanked for cleaning Terwick bus shelter. LC has added a 'take your rubbish home' poster in hope it will be kept tidy and will try to find an updated bus timetable. It was agreed to see if the books left are swapped and if not remove them.

- e) Annual litter pick – after discussion it was unanimously agreed 16th March 2024 – LC will make the necessary arrangements with CDC and publicise.

20) Policy reviews

- a) Recording of public meetings
and
 - b) Grant award policy & procedures – MH had reviewed these and his proposal of **resolution ‘to accept the reviewed ‘recording of public meetings’ and ‘grant award policy and procedures’** was seconded by LC and unanimously approved.
 - c) Press and media – ZM had reviewed this and her proposal of **resolution ‘to accept the reviewed press and media policy’** was seconded by LC and unanimously approved.
- It was noted the following policies would be reviewed at a future meeting:
- d) Data protection – AS
 - e) Risk register – AC
 - f) Transparency code - MH

21) Projects and grants – SDNP CIL application discussed under Rogate CHS scheme.

22) Drainage issues/operation watershed – ideas for a possible scheme at Fyning Lane are ongoing and it was noted there is a burst water main near April/Laurel Cottages.

Village organisation reports:

23) Rogate and Rake Schools – there was nothing to update.

24) Rogate and Rake Village Halls – there was nothing to update.

25) Correspondence -

- a) Bank statements received – filed in finance file.
- b) Other information/emails – circulated as received.
- c) AC reminded the meeting that PC emails need to be managed to keep within storage limits and old ones deleted but it is easy to delete the whole lot by mistake as there is no additional warning in place.
- d) AC reported the SID batteries are failing and sometimes only last a couple of days which is proving difficult with volunteers managing them. His proposal of **resolution ‘to purchase 8 new SID batteries’ was seconded by MH and unanimously approved.**

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

27) Date of next meeting – the next **Full Parish Council Meeting** will be on **Monday 12th February 2024 at 5.00pm at Rogate Village Hall.**

There being no further business the meeting closed at 6.40pm.

Chairman:

Date: