



Meeting held at Rogate Village Hall starting at 5.00pm.

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

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

Clerk: Debbie Harknett

Chair: max.harwood@rogateparishcouncil.gov.uk

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Clerk: clerk@rogateparishcouncil.gov.uk

- 1) **It was noted the meeting would not be recorded.**
- 2) **Apologies for absence** were received and accepted from Mike Galley (MG) and noted from county councillor Kate O'Kelly (KOK) and district councillor Tim O'Kelly (TOK).
- 3) **There were no declarations of interest in items on the agenda.**
- 4) **The minutes of the last meeting** held on Monday 8th July 2024 were approved by the Council as a true record and signed by Chair.
- 5) **Representations from the public:** none at this time.

Reports from representatives of outside bodies:

- 6) **West Sussex County Councillor** – KOK's report had been circulated ahead of the meeting:
 - a) Leadership – Leigh Whitehouse, the new Chief Exec at WSCC is now in place.
 - b) Children and young people – WSCC children's services were inspected by Ofsted in July.
 - c) Foster carers - WSCC are joining forces to improve work to support foster carers and to create the country's largest local authority fostering partnership. With over 11,000 children in care across the Southeast and fewer than 3,000 local authority approved foster carers, there is an urgent need to recruit more people able to provide safe, loving, and local homes for vulnerable children. Local Authority Fostering Southeast is a new virtual fostering hub bringing together the expertise of 20 councils from across the region.
 - d) Water supply – Havant thicket reservoir with effluent water recycling is much needed and long overdue however, Southern Water (SW) are proposing to use tech better designed for drought countries. Campaign groups believe there is a better, more sustainable and more environmentally sensitive way of achieving this new reservoir. If proposal goes ahead SW will be investing millions to recycle water from sewage, diverting money from the long overdue investment into storm overflows.
 - e) Full council in July debated sepsis and how important it is to recognise this life-threatening condition.
 - f) Harting B2146 road closure – KOK had discussions with Highways Cabinet member about the proposed closure to allow Uppark to be connected to the main sewer in South Harting as it is long and disruptive for residents and businesses. As a result of concerns raised the timing has been shifted to September to help farmers to a degree but residents and local businesses will still be significantly affected.
 - Phase 1: B2146/B2141 junction to South Harting: 12 September to 2–8 October
 - Phase 2: B2146/B2141 junction to Uppark: 3 October to 8–15 November.
 - g) Clerk has asked KOK if there is any update on the planned resurfacing of Church Lane.
- 7) **Chichester District Councillor** – TOK's apologies were noted.
- 8) **Chair's report** – MH's report had been circulated prior to the meeting:
 - a) Thanks to AC & LC for the refurbished 'Rogate' village sign and repairs to the village hall playground.
 - b) Festival at the pub – MH asked if any concerns about noise been raised. There was some discussion but it was felt the event was successful and while there may have been some gossip the PC had not received any concerns.
 - c) Lupin Field – the National Trust have come up with a plan to cut and collect the grass as normal and at the moment they are not seeking any local involvement. Offers of more traditional methods of mowing appear to have been overlooked and there is some question around whether the spreading bellflower, a very rare plant, is present in the field.
 - d) OP added there had been two emails from the NT – the first (recalled) mentioned volunteers helping

collect/distribute seeds but the second didn't. Bellflower is a very rare flower but it tends to grow on disturbed ground so the lupin field seems an unlikely location. According to the NT there is nothing within the gift deed to state the land was a Lupin field – she is trying to obtain more details.

Matters for discussion:

9) Traffic matters:

- a) **Hillbrow 30mph TRO application** – AC noted the public consultation completed without any outstanding objections – WSCC expect to deliver in 4-8 weeks.
- b) **Rogate Village 20mph zone Community Highways Scheme (CHS)** – The MOP asked for an update on the scheme as he had read bits within recent minutes and wondered what progress had been made towards the suggested 2024/25 implementation. AC explained we are waiting for a design which will be shared with parishioners but noted the scheme will mainly rely on signage and road markings rather than physical changes.
- c) Following last month's meeting there was further discussion with the CHS design team about village gateways – they wanted exact locations, required them to be double sided and preferred both ends of the village to be the same ornate design. AC obtained a quote from Glasdon for the cost of these – c.£2,500 each; 2 each end of the village on A272; total cost for 4 is c.£10,000 with the c.£2,000 installation cost being met by WSCC as part of the scheme. Highway licences would still be required but being part of a CHS should make the application process simpler.
- d) The MOP noted that some existing signage is not very visible and/or tatty – AC advised the existing signage is being reviewed as part of the process.
- e) AC shared images of the required ornate design – 'ROGATE Please drive carefully' on the front and 'Thank you for driving carefully' on the rear with roundels of 20mph/40mph for Parsonage end and 30mph/national speed limit for Fyning end. He reminded members there is c£2,700 in RATA funds and we will make a renewed application for CIL funding though if necessary we could use some reserves and replace with funds allocated in next year's budget.
- f) After some discussion, AC's proposal of **resolution 'to offer to fund double sided ornate village gateways for each end of the village on the A272 as part of the Village 20mph CHS at a cost of c.£10,000'** was seconded by LC and unanimously agreed.
- g) AC will redraft our SDNP CIL application with additional detail now the CHS has been accepted.
- h) AC was pleased to report there are two new volunteers to help with the Speed Indicator Device signs at Rake and noted that the police have carried out 3 speed checks in the area in the last 6 months.
- i) The MOP offered to help with the village SID if the 20mph goes ahead and would try to find volunteers to help him.

The MOP left with thanks.

10) Tree Warden MH reported that Philip Lymbery, the person acting as our tree warden is leaving the village and unable to continue in this voluntary role and thanked him very much for his support. It was agreed to try to seek a replacement; Clerk to contact SDNP local representative and possibly include in a R&T article.

11) Land registration – MH was pleased to report that Fyning Recreation Ground registration is complete. However, he noted the registered address for all PC owned land is outdated so his proposal of **resolution 'to appoint Surrey Hill Solicitors to change the registered address for all PC land to Rogate Village Hall at an expected cost of c.£100'** was seconded by AC and unanimously approved.

12) Names within planning documents – ZM reported that we received a request to remove a name published within old parish council planning documents (agenda/minutes) which had been actioned so it seemed appropriate to review whether or not we should continue to publish them. Clerk added they are published with SDNP documents so there is not a data protection issue. After discussion, ZM's proposal of **resolution 'to no longer include name details within planning documents'** was seconded by AS and unanimously approved.

13) Finance matters –

- a) AC was pleased to report Moore's external auditors report for accounts year end 31 March 2024 raised no matters of concern. He noted there is an increase cost because fees are based on annual income and ours exceeded £100,000 last year because of Operation Watershed funds.
- b) AC noted that Unity Trust bank review their current accounts annually based on funds received into the account. Because of Operation Watershed funds we will move to a Tier 2 current account on 18th September and will be subject to a transaction fee of 15p in addition to the £6 monthly account fee.

These additional costs and the extra audit fee are more than covered by the interest received.

- c) AC went through budget/expenditure to date noting that we are ¼ way through the financial year and have spent 23% of our budget – the largest cost being insurance which is a non-discretionary cost.
- d) AC noted the bank reconciliation now includes the Lloyds commercial card. Non-bank signatory to check reconciliation – ZM.
- e) Bank payments authorisation – AC and MH.

Payments approved:		
Clerk/RFO	Salary/PAYE/NI/Pension	Undisclosed
Lloyds Bank	Monthly card charge	£3.00
Rogate Village Hall	Hall hire – May/June/July	£92.00
Moore	External audit	£504.00
Scottish Water	Fyning Recreation Ground – 3 months' supply	£20.74
Mulberry Local Authority	Councillor training	£60.00
Card payments:		
Zoom	Video conferencing monthly cost	£15.59
Microsoft	365 software annual cost	£59.99

Committee/Working group reports:

14) Finance Committee

The Finance Committee meeting on Monday 7th October 2024 was noted.

15) Planning

- a) The comments from the Planning Working Group discussions of 12th June and 7th July 2024 were received.
- b) It was noted that a zoom Planning Working Group discussion will be held as necessary.

16) Open Spaces Committee

- a) The minutes of the Open Spaces Committee meeting of 20th May were received.
 - b) The Open Spaces Committee meeting on 30th September 2024 was noted.
- Update from Open Spaces Committee –
- c) LC thanked AC for refurbishing the 'Rogate' sign in the village.
 - d) She then reported that she and AC had been around the Village Hall playground and outdoor gym with the RoSPA inspection report working out what could be done through self-help and what required a specialist contractor. Her husband has kindly replaced a missing slat from the gate and AC has infilled some tarmac and is in the process of making 8 replacement segments for the 'S' bench. AC will make a similar visit to the Hugo Platt playground with OP.
 - e) LC noted the rhododendron spraying is booked in for September and pine thinning for the autumn and reminded the meeting that costs incurred for the thinning should be covered by the sale of wood.
 - f) LC reported that the church have kindly offered to house a grit-spreader for the Parsonage volunteer in their shed. AC noted that in light of it having a proper storage facility he felt a better piece of equipment than the £150 originally discussed should be purchased as cheaper machines are not really suitable for grit. He recommended that if the PC were to procure a grit spreader a more robust device with stainless-steel blades with good user reviews at a cost of £520 plus VAT. There was much discussion about access to a shed with other equipment in, use of the equipment, ongoing responsibility and risk. Agreed OP to informally talk to shop to see if they would be interested in a grant/partnership.
 - g) MH noted we had received an update on footpaths from the warden and asked members to look at paths and obtain photos/locations where there are still problems.

17) Policy reviews –

- a) Bullying and harassment – having reviewed this policy OP's proposal of **resolution 'to accept the policy after amendment of the CDC Monitoring Offers details'** was seconded by LC and unanimously approved.

18) Projects and grants –

- a) Grants for village gateways – AC already mentioned the SDNP grant and asked EM to investigate any others that might be suitable.
- b) SDNPA – Rogate PC schedule for CIL infrastructure grant application projects – AC explained that we have a list of projects (referred to below) registered with SDNPA submitted more than 5 years ago without any information to support the applications. They appear to stem from our Neighbourhood

plan. It was agreed that some items have been covered in the separate and detailed CIL grant application for village gateways previously referred to (minute 9c). Others could be reconsidered in future PC planning. He suggested we withdraw the registered projects from the schedule of applications (listed below) and to reconsider these in future planning.

- Develop proposals to manage traffic flows and traffic speeds on the minor roads of the Parish including the identification of 'quiet lanes.
- Enhancement of wildlife habitats in and around the public open spaces, Village Greens and Local Green Spaces.
- Maintain and improve the Parish's network of public footpaths, cycle ways and bridle paths.
- Provision of facilities for children and youth.
- Traffic calming within the villages Rogate and Rake

19) Drainage issues/operation watershed – AS reported that she and MH attended a meeting with helpful local resident to further consider options. He had some good ideas involving an open gully and sleeping policemen to manage the water flow down the lane and to stop the road erosion. He is going to produce a map to allow us to pass to the Operation Watershed team and a contractor for further discussion. Clerk noted that AS has reported that all but one of existing gulleys appear to be totally blocked.

Village organisation reports:

20) Rogate and Rake Schools – none.

21) Rogate and Rake Village Halls – Clerk noted the hall do not have a date for the old YC room refurbishment but they are happy for us to order the furniture and start using the room as it is which gives us the opportunity to review our meeting time. After discussion, EM's proposal of **resolution 'to order old youth club room furniture to enable us to use the room and change full council meeting time to 5.30-7.30pm'** was seconded by AS and unanimously agreed.

22) Correspondence -

- a) Bank statements received – filed in finance file.
- b) Other information/emails – circulated as received.
- c) FOI request asking if we were informed verbally or in writing that the 20mph signs in Fyning Lane were legal and by whom. Information provided confirmed it was in writing but without sharing the Officer's name. The MOP's further response that they consider the signs official looking and illegal was noted; no further action will be taken.
- d) An anonymous complaint sent to Woodland Trust about Garbett's Woodland was copied to our MP, TOK, SDNP and others. It was ambiguous in that it could appear it was sent on our behalf (and it was considered as such by some of the recipients). We have clarified it was not sent on our behalf nor with our support. Woodland Trust are unable to respond to anonymous complainant. MH noted it is not our letter to respond to and anonymous correspondence is not considered valid by the council. The clerk noted we have been advised that should we confirm the author we will request that they avoid giving the impression they are acting on behalf of the Parish Council.
- e) MP – we have received a request to arrange a meeting with our new MP Andrew Griffith (Arundel and South Downs), possibly in collaboration with Milland PC so a MOP can raise a matter of their concern. After discussion, it was agreed that no meeting would be arranged for a single topic. It was noted he had written to all members of the council and it was agreed to find out/share details of his local surgeries and invite him to the Annual Parish Meeting next April.

23) Information for the Council (for noting or inclusion on a future Agenda) – to consider a Villager of the year award to be included on next agenda.

24) Date of next meeting – the **Full Parish Council Meeting** will be on **Monday 9th September 2024 at 5.30pm at Rogate Village Hall old Youth Club Room.**

There being no further business the meeting closed at 6.55 pm.

Chair:

Date: