

Minutes of Rogate & Rake Parish Meetings

Friday 19th and Saturday 20th July 2013

Neighbourhood Plan ('NP')

In attendance:

Elizabeth Brown ('EB')	Parish Council Chairperson
Sarah O'Brien-Twohig ('SOBT')	Parish Council Vice Chairperson

Circa 40 parishioners	Rogate Village Hall - Friday 19 th July
Circa 38 Parishioners	Rake Village Hall - Saturday 20 th July

Introductory Remarks

Paddy Walker ('PW') opened the meeting as interim Chairman of the Neighbourhood Plan, explaining that much had actually taken place behind the scenes since the previous NP on 22nd May.

Crucially, a formal governance framework had been negotiated and agreed between PW, the Rogate Parish Council ('RPC'), Andrew Triggs and Rob Paterson from the South Downs National Park Authority ('SDNPA') and Gordon McAra, the District's Councillor on the DPC. This document would appear on the NP website and was key to ensuring Rogate's NP governance was best-of-breed, demonstrably independent and free from conflict of interest and therefore less likely to be subject to challenge later in the NP process.

Governance and process

PW explained the purpose of the meetings to explain this governance framework, the committees and processes that it envisaged, the use of third parties in the NP exercise, the likely topics that the NP might cover and to look at the draft website which had been developed since the May meeting.

PW again highlighted the importance of the exercise's governance in order than the draft NP, once written, is not open to challenge for reasons of faulty process and that a key contribution from the weekend's meetings would be acceptance from attendees that they both understood and agreed with how the NP process would work.

PW then discussed the setting up of an independent Steering Committee comprised of 7-12 Parishioners, independent professionals and other value-adding individuals who would be appointed to contribute technical and oversight skills to the process. Studio LK (run by Lita Khazaka, formerly of the Prince's Trust) will help coordinate this body.

PW confirmed that a grant of £3,000 had been offered by SDNPA to offset some of her costs in order that the Rogate & Rake NP might be exemplar in how it executes on its Plan.

Issues Committee and NP topics

PW then explained how a NP Issues Committee would also be set up in order to take the lead on a number of specific local issues that the draft NP document will be covering. Specific topics will be tackled by separate teams chaired by a coordinator in order to write that part of the draft Plan. The Issues Committee will meet from time to time to consider overlapping issues of interest or to resolve bottlenecks. Both Committees will use the widest range of techniques to engage with the Community in order to identify, explore and resolve these issues that would then make up the NP.

PW commented that his role as interim Chairperson was to facilitate and help organise this process but that all of the NP's content would come from Parishioners, that no decisions on any topics had yet been made and that the process relied entirely on volunteers coming forward from the Parish.

Communication and consultation with the Community

The meetings considered in detail how best to engage with the broad Community. While the website and the on-line Questionnaire might be appropriate for certain Parishioners to solicit their feedback, it was recognised that much wider consultation would be required including:

- mail dropping the relatively small number of houses within the Parish
- using physical displays to be based in the Parish's public spaces
- surgeries/village hall meetings from the various Issues Committee leaders
- engagement with the public at events such as the forthcoming Village fete

Ann Arnold volunteered to allocate a back room at the Rogate shop as a possible public space ("the NP Hub") to display information on the NP, pages of the website for those unable to access them on-line and, in time, a lock-box to receive completed questionnaires and other feedback as appropriate. This was accepted by both meetings without any dissensions.

PW confirmed that the Questionnaire and its subsequent amendments would be reviewed in advance by SDNPA to remove any possible bias in the questions posed. He also confirmed that it would be possible to access all Minutes of NP Meetings throughout the process.

The following Parishioners volunteered to act as local coordinators for their area of the Parish in order to ensure that NP issues and materials received the widest possible circulation.

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| • Centre of Rogate Village | Nicky Gritten |
| • Haben | Justin Zawoda-Martin |
| • Fyning Lane | Mairi Rennie |
| • Parsonage/Hugo Platt | Carol Young |
| • Terwick Rise and Top Road | Roger Eade, Sarah O'Brien Twohig |
| • Rake Village | TBC |
| • Hill Brow and Knowles Meadow | TBC |

Other decisions and amendments

The meetings took various other decisions as follows:-

- Local Economy topic to be expanded to include tourism and employment;
- All Issues Committee Leaders to be aware that their topic should also cover disability;
- Consideration of fracking should be undertaken by the leader of the Environment topic;
- The Environment topic should be expanded to include land use;
- The NP process should take a table for the forthcoming Village Show (Sarah OBT to co-ordinate);
- PW to organise lockable post-boxes to be placed in the Rogate & Rake shops to accept completed questionnaires;
- EB to coordinate information display and lock-box with Rake Stores;
- PW to include a separate website page listing CDC and SDNTA Plans for the Rogate Parish;
- It was agreed by the meetings that the aim of the NP Committees would be to complete the draft Plan within twelve months;
- PW will task Farrow Creative to create an interactive map as a separate page on the website in order to identify and reveal possible developments sites within the Parish;
- PW to organise and provide a computer to be used in the Rogate shop store room;
- Steve Bennett to co-ordinate young volunteers to help man this computer for NP website/questionnaire purposes;
- The Plan should cover the Parish's utilities including gas and the provision of appropriate broadband;
- All Issues Committee Leaders to be made aware of the importance of education as a root driver for the NP;
- PW will investigate whether the Parish being split between Hampshire and West Sussex is a material issue in the provision of Council services;
- The website for the NP will be renamed www.rogateandrakeplan.co.uk;
- Line drawings of Rake to complement the existing Rogate drawings should be included on the website;
- An inclusive motif based on place names within the Parish will be created to be a key branding tool for the NP process (Greg Carter to provide appropriate art work);
- Mark Deuble volunteered to act as co-ordinator between the Rogate and Rake NP Committees and adjacent Parishes, also undertaking their own Plan;
- Elizabeth Brown would ensure that the Committees interact with the two schools within the Parish (both on the NP topics and also to engage with parents local to the Parish).

Both meetings closed with attendees providing their email addresses for the NP Database.

Both meetings had no dissensions on governance or the process to be followed or the draft topics to be covered by the NP exercise.

Next steps

PW listed various items (as below) before being able to send out an inaugural email/mailbox/postal communication to the wider Parish on how the NP was going to proceed.

- Finalising the website (and amendments suggested at these meetings) such that it was ready to go live (mid-August);

- Agreement and appointment of a Communications Sub-Committee to ensure widest consultation and distribution within the Parish (in hand following the weekend's meetings);
- Identification (although not yet necessarily appointment) of the Steering Committee (PW to liaise with EB and RPC by mid-August);
- Identification and agreement on NP topics and appointment of coordinators (Issues Committee, late August);
- Liaising with Studio LK to timetable a series of NP workshops in the early Autumn;
- Setting up of the NP 'Office' within the Rogate shop (late August).

At this point, expected to be in early September, a general mailing will alert Parishioners to the next stage of the NP process.

There being no further business, the meetings were closed.