

Rottingdean Parish Council

Final minutes for meeting held on Monday 6 November 2017

Parish Councillors present:

Butler, Bryant, Delow, John, Sheppard, Webzell & Parish Clerk

PUBLIC SESSION -7.30PM

Cllr Bob Webzell (RPC Chair) welcomed all to the November 2017 meeting of Rottingdean Parish Council (RPC) inviting 4 residents who were attending that evening to speak for a maximum 3 minutes each.

Kate Knockley asked about the term '**affordable housing**' used in relation to the planning application to redevelop the vacant St Aubyns School site.

Cllr Butler explained the term (which is defined in the National Planning Policy Framework) covers a variety of property ownership tenures so that units are provided for eligible (*) households whose needs are not met by the market.

The current St Aubyns application proposes a total 93 living units making provision for **29 of these to be sold as 'affordable' units**. Cllr Butler informed that 13 are proposed to offer 'shared equity' (partial ownership), and the remaining 16 would be for social rent.

See also <https://www.gov.uk/guidance/definitions-of-general-housing-terms>

(*) Eligibility is determined with regard to local incomes and local property prices. Units *remain at an affordable price for future eligible households* too. Rented properties may be owned by Local Authorities or private registered housing providers.)

Father Anthony Moore (St Margaret's Church) introduced himself as the vicar of St Margaret's, Rottingdean and representing the Parish Church Council (PCC). He said St Margaret's Church occasionally uses electronic church bells which are popular for events such as weddings. He said he is now asking if Parish Councillors are aware of any issues for St Margaret's introducing a ring of bells prior to all 10am Sunday services. He explained the bells would be rung for 10 to 12 minutes before each Sunday morning service. He added that the start of Advent might be an appropriate date for the bells to be introduced to call parishioners to Sunday morning services.

Cllr Webzell said the request from St Margaret's is on the agenda (see 9.16) for RPC' discussion that evening

John Bustard informed the meeting that the **A26 (Newhaven) is being closed** in both directions overnight (10pm to 6 am between 9 October to 21 December 2017) to allow for resurfacing works.

John advised he had written to the Highways Agency alerting the Agency to a risk of potential re-routing of HGVs (using the Newhaven Ferry Port) which could mean that the HGV restriction through Rottingdean is ignored.

Further information on the road closure is:

<http://www.newhaventowncouncil.gov.uk/news/a26-overnight-road-closures/>

Cllr Webzell thanked all for their contributions before opening the Councillor meeting.

Rottingdean Parish Council

Final minutes for meeting held on Monday 6 November 2017

PARISH COUNCILLOR DISCUSSION	
1.	Apologies for absence: had been received from Cllrs Wilson & Fitsall.
2.	Declarations of interest in agenda items: Cllr Butler declared a personal interest as a PCC member in the item on St Margaret's Church introducing a ring of bells before Sunday morning services.
3.	Agreement of minutes of last meeting: Corrections were noted and Cllr Webzell signed the minutes of the October 2017 meeting of the Parish Council. The agreed minutes would be on the RPC website.
4.	MATTERS ARISING from the minutes: Matters raised by Cllrs concerning repair of the Village Hall defibrillator, and a recommendation to contribute a grant for tools needed by the Beacon Hill volunteer group were to be covered in Cllrs' verbal reports to be made later that evening.
5.	PARISH COUNCIL FINANCE Report from Responsible Finance Officer (RFO)
5.1	Cllr Bryant , the RFO had circulated his monthly finance Report for the period to 31 October 2017. See. http://www.rottingdean-pc.gov.uk/financial_reports Cllr Bryant asked all to note that the second tranche of the Parish Council Tax Precept for 2017/18 had been received from the City Council. He further advised that £832.37 VAT will be reclaimed, and this will be reported at the February 2018 meeting. The half year RPC banking reconciliation had also been circulated. Cllr Webzell (RPC Chair) signed to confirm that the figures in the banking reconciliation are correct.
5.2	Cllr Bryant proposed the following amounts be resolved for payment: <ul style="list-style-type: none">• £47.25p workshop room hire• £25 RPC wreath to be laid on Remembrance Sunday Cllr John seconded payment of the above amounts receiving the agreement of all cllrs.
5.3	Other financial matters Cllr Bryant informed he intends to circulate to all councillors' forecasts of future Parish Council expenditure including that to be earmarked for RPC spending on infrastructure projects. Community Infrastructure Levy (CIL) Cllr Bryant said RPC need to consider and respond to proposed CIL developer charges as currently set out in a City Council Consultation document which has a closing date of 10 December 2017 .
5.4	Grant applications: Cllr Sheppard informed he had received applications from Beacon Hub for secateurs and tree hoppers (tools for removing difficult scrub). The requests had been examined by the RPC Village Community Advisory Group which is recommending to Council that 50% of the total costs are agreed to be grant funded by RPC. The proposal to contribute 50% - a total £623 towards tools for BHLNR was seconded by Cllr Butler and received the unanimous agreement of all.

Rottingdean Parish Council

Final minutes for meeting held on Monday 6 November 2017

6.	STRATEGY & COMMUNICATION
6.1	Cllr Webzell informed that a meeting of the RPC Strategy Advisory Group (SCAG) had considered several topics including policy for <i>good practice project-management</i> for executing local investment in improved infrastructure & facilities (such as street lighting – e.g. see 8 below). A draft policy paper provided by Cllr Wilson was amended and is anticipated to be available shortly for circulation with a view to adoption as agreed RPC policy.
6.2	Vacancy for a 9th Parish Councillor: Cllr Webzell explained the background to the vacancy. He said that following a locally published Notice requesting at least ten members of the Parish electorate come forward to request that an election be held, the City Council Returning Officer had confirmed that no parishioner requests for an election were received. There had now been an advertising and interview process culminating in a SCAG recommendation to co-opt Vicky Fenwick (a Rottingdean resident and the sole eligible candidate coming forward) to the Parish Council. All were in favour of the appointment being made. Cllr Vicky Fenwick's declaration of acceptance of office, & induction to RPC would now be taken forward.
6.3	Neighbourhood Plan (NP): Cllr John reported that the emerging policies to support the Rottingdean local plan had been appraised by Andrew Ashcroft (planning consultant). Andrew has identified a need for some additional policy development as well as a requirement to ensure that policy aspirations are conducive to practical implementation by planning officers. With the proposed further development by Andrew of the housing policy, the draft Neighbourhood Plan is nearing the point where the City Council could appraise Rottingdean's local proposed policies against broader City' planning. Cllr John reminded that there are no specific housing targets for Rottingdean but that the two major applications (St Aubyns and Meadow Vale) together with likely brownfield increases were likely to generate at least the equivalent of 1% annual growth for the next 15 years. Parish Councillors were unanimously in favour of continuing to use Andrew Ashcroft for final stages of work on Rottingdean' planning policies.
7.	PLANNING: Cllr Butler presented the monthly planning report confirming that the
7.1	RPC response to the LPA on the two-current St Aubyns applications is available on the RPC website at: https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2016&17/AgreedRPCresponseOct17St-Aubyns.pdf Cllr Butler updated on the arson attack which had seen the destruction of the former school nursery and other serious damage e.g. to trees. She said that the Developer had now taken considerable care to protect the site. It is being promoted in social media as-far-a-field as London as an 'urban exploration' site providing challenges of trespass and damage. CCTV and a contract with a security company for patrols and physical security is hoped now to curtail further vandalism.
7.2	Other planning proposals: Cllr Butler summarised other considerations of the sub-committee had that month covered

Rottingdean Parish Council

Final minutes for meeting held on Monday 6 November 2017

7.3	<p>82 Dean Court Road: RPC brought several concerns to the attention of the LPA.</p> <p>Also considered:</p> <p>18 Little Crescent BH2017/ 03083: Erection of single storey extension</p> <p>33 Gorham Avenue BH2017/ 03422: Erection of covered veranda to front elevation, erection of a two-storey side extension, & single storey rear extension; loft conversion & associated internal alterations.</p> <p>Planning policy consultations: RPC responded to <i>support</i> City Council proposals to update the LPA validation requirements – so that in applications where the scheme does not comply with the necessary policy requirements or developer contributions and this is being justified on economic viability grounds - a Viability Assessment is to be submitted with the application. See 5.3 above on BHCC consultations on CIL.</p>
8. 8.1 8.2 8.3	<p>8. THE BUILT ENVIRONMENT</p> <p>Traffic volumes</p> <p>8.1 Cllr Bryant reminded that the ‘Big Petition’ about the A259 Coast road had been presented to ESCC on 17 October 2017, and several Rottingdean parish councillors had attended the presentation. Cllr Bryant said that despite a number of County Councillors speaking to support the request for further studies of increasing traffic volumes to be undertaken, a vote was taken simply in favour of continuing to work alongside other authorities including BHCC on options seen for improved transport solutions. Cllr Bryant reflected that when the report from ESCC is considered by BHCC’s Transport & Environmental sustainability committee, he sees a need for the local position to be reviewed. He said that the results of the latest traffic measurement would shortly be available to inform next steps.</p> <p>8.2 Air quality: Cllr Bryant updated that signs had been installed at locations near to the AQMA in Rottingdean High St to encourage drivers to turn off their engines when held in stationary queues.</p> <p>Cllr Bryant remarked that a meeting scheduled with BHCC on 9 November to discuss air pollution meant that a period of over 12 months had elapsed since the last conversations held with parish and local ward councillors on the issue of tackling poor air quality in the High Street.</p> <p>8.3 Road & pedestrian safety</p> <p>Cllr Fitsall who was unable to attend the meeting had provided a written report on parking restrictions that had recently been introduced and would now be monitored for their impact on road safety. The full parking report is available on the website News page. https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2016&17/RPC-Parking-1117.pdf</p> <p>See Parish Notes which this month has focus on residents’ correspondence about a doubted effectiveness of DYLS for improving road & pedestrian safety. https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2016&17/k.-Parish-Notes-Nov-2017.pdf</p>

Rottingdean Parish Council

Final minutes for meeting held on Monday 6 November 2017

8.4	<p>RPC projects: Street lighting: Cllr Bryant had circulated a progress report on the fitting of the period style lanterns in the Conservation area, and commenting on the relative brightness of the LEDs. He explained that when all lanterns have been installed there would be a facility to dim the lighting between midnight and 6am. He would also investigate scope to shade lanterns that are adjacent to housing.</p> <p>Cllr Sheppard added that poor lighting on the corner of the Park Street remains a concern until the new street lighting -to be available shortly -is fully operational.</p> <p>Refurbishment of the Lower High Street area: a draft project plan is anticipated to be available shortly for circulation.</p>
9.	<p>VILLAGE COMMUNITY</p>
9.1	<p>Pond railings: Following recent vehicular damage to the metal railings around the Village Pond, RPC is liaising with BHCC civil infrastructure team for repairs and refurbishment to be carried out. BHCC had asked if RPC would like to make any changes to the posts and railings. Cllrs agreed that the pond railings should be restored to their original state.</p>
9.2	<p>Dementia Action Alliance: The training workshop on 16 November for making Rottingdean a more dementia-friendly village has sadly had to be cancelled due to a lack of support. Only 2 people responded.</p>
9.3	<p>Trees: Following the Friends of Kipling Gardens meeting and concerns over the state of the gardens and Green, Cllr Sheppard arranged to meet the BHCC arboriculturalist (Neil Brothers) along with Chris Davidson, Chair of Rottingdean Preservation Society (RPS). At this site meeting Neil recognised the concerns about the canopy and growth in the Gardens, the Green, and also surrounding the footpath between Dean Court Road and Falmer Road. Neil will generate a plan of what pruning could be permitted and suggest suitable contractors. This will also include the removal of the lights that do not work on the Village Green tree.</p>
9.4	<p>Kipling Gardens: RPC is liaising with BHCC concerning the cracked wall in Kipling Gardens. Temporary repairs are taking place soon which will include the erecting of scaffolding and temporary filling. A full repair will take place in the Spring when the conditions are good for flint and lime works.</p>
9.5	<p>Christmas Tree Festival: RPC is taking part in the St Margaret's Church Christmas Tree festival. The theme for the RPC tree is 'Rottingdean – my favourite things'. Cllr Sheppard asked for members to send him their favourite thing about Rottingdean. The cost of the wooden baubles will be £20 plus £20 for lights.</p>
9.6	<p>Tide clock: Cllr Sheppard met Cathy Taylor of PARC and Chris Davidson, Chair of RPS, to consider the site and design suggestions for a proposed Tide Clock for Rottingdean. A site is identified in the southeast corner of the West Street carpark</p>
9.7	<p>Well on the Green: Cllr Sheppard met family members of Alfred Oakley who died in March this year and who was responsible for building the well in 1978. His son Mark will re-varnish the wooden parts of the well and replace slates in keeping with the original look and he will also make a wooden tub to go on the well head with planted flowers provided by Alfred's wife Vera who will link with Helen Clark Chair of Rottingdean in Bloom. The family will arrange for a plaque to go in front of the wooden tub on the well.</p>
9.8	<p>Village Hall Defibrillator: Cllrs Sheppard & Bryant will put a system in place for an annual check of the defibrillator including changing batteries.</p>

Rottingdean Parish Council

Final minutes for meeting held on Monday 6 November 2017

	<p>Visit Rottingdean - Cllr Sue John reported on:</p>
9.9	<p>Fund raising to support trade & tourism activity: a surplus of chairs has been sold generating £1000 to support trade & visitor activity and there is now a single account which also receives subscription income from the Village Telephone Directory, and the monthly '200 Club'. The <i>Visit Rottingdean</i> group are intending to appoint a treasurer and expand signatories on the account.</p>
9.10	<p>Kingfisher Visitor Guide: <i>Visit Rottingdean</i> is seeking a grant for an entry in the Guide to promote Rottingdean under the 'Days Out section. The circulation of 10000 goes to hotels and serviced apartments in Brighton and Rottingdean which means that the Guide may be seen by up to 1.3m visitors a year. Both RPC & RPS have had input to the proposed script about what Rottingdean offers. Harold Williams has negotiated a 30% discount for the Rottingdean entry.</p>
9.11	<p>Grapevine magazine <i>Visit Rottingdean</i> is encouraging local businesses and attractions to take advantage of free line entry in this free magazine.</p>
9.12	<p>Bus tour: Harold Williams is continuing dialogue with Brighton & Hove Buses to try to promote expansion of <i>the Hop-on Hop-off</i> tourist bus to include Rottingdean.</p>
9.13	<p>Village Xmas tree Although COSTA Coffee had agreed to host the Xmas tree on their courtyard, Rottingdean in Bloom has elected to place it in the small square adjacent to the PO Sorting Office as has traditionally happened. They will be in charge of decorating the tree. <i>Visit Rottingdean</i> is in favour of supporting a grant application to RPC to improve lighting & decorations.</p>
9.14	<p>Fencing outside COSTA The local manager at COSTAS has referred RPC to a company called Goldex Investments in order to address the impact on the Conservation Area of the fencing recently erected in front of the Coffee shop.</p>
9.15	<p>Whiteway Lane: RPC had received an anonymous letter asking for leaves in Whiteway Lane to be cleared. Cllr Sheppard would check if the situation had been addressed and if not would contact the City Council Highways Department to request leaves are cleared.</p>
9.16	<p>St Margaret's Church bells: Councillors discussed Father Anthony's proposals to introduce Church bells for around 10 – 12 minutes before the Sunday morning services. All supported the proposals and welcomed the bells being rung starting from the first Sunday in Advent</p>
9.17	<p>Further Parish News items are on the RPC website Notice board. https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2016&17/k.-Parish-Notes-Nov-2017.pdf</p>
10.	<p>NATURAL ENVIRONMENT (NE) & SEAFRONT</p>
10.1	<p>Seafront toilets: Cllr Delow informed that a new boiler to reinstate the hot water supply has been promised for the seafront toilets.</p>
10.2	<p>Plans for the (Pebble dashers) volunteer group to clear shingle from the promenade are in hand for the New Year.</p>
10.3	<p>Seafront defibrillator: Cllr Delow informed that a defibrillator has been installed on the East side of Molly's café. He said that now that there are 4 defibrillators in the Village (sited at the Village Hall in Park St, at the Bowling Club, and Football Club too) it would be a good time to update Village signage, and also promote these potentially life-saving facilities in Rottingdean Village News.</p>

Rottingdean Parish Council

Final minutes for meeting held on Monday 6 November 2017

10.4	<p>Beach huts: Cllr Delow raised the issue of the tired condition of the beach huts at Rottingdean despite a refurbishment programme only 3 years ago. He highlighted that only about 4 of the 30 huts appear to be regularly used. He said he is aware that a life-time lease system whereby a long waiting list is operated by the City Council is being considered for change.</p>
10.5	<p>Beacon Hill Local Nature Reserve: Cllr Webzell had brought along the framed certificate and was delighted to inform that for the 7th year running, the Nature Reserve had won Gold in the <i>South & South East in Bloom</i> awards.</p>
10.6	<p>Picnic benches: Cllr Webzell informed that the City Council cannot fund replacement benches for the Nature Reserve. The two quotes so far obtained indicate a cost of around £2.5k to supply and install 2 tables and 4 benches. Cllr Webzell asked the meeting to consider whether in principle RPC should consider whether this is something RPC may want to support. Cllr Sheppard said there is possibly scope for benches to be donated.</p>
10.7	<p>With regard to a future overall approach to management of the Reserve, Cllr Webzell reminded that the inclusion of the former 'pitch n putt' course extending the Nature Reserve (from 1.8 hectares to 2.5) also has some further cost implications such as new signage and updating of public literature.</p> <p>Cllr Bryant said he is minded of the difficult precedent that could be set if the Parish Council meet costs that previously fell to the City Council and RPC needs to fully understand City Council' strategy for managing special open spaces like Beacon Hill.</p> <p>Cllr Bryant reminded that the management arrangements for the BHLNR currently form part of RPC Standing Orders that are agreed with BHCC.</p> <p>It was agreed to prepare a list of expenditure items for maintaining the Nature Reserve as part of a comprehensive review of the management arrangements for the Reserve - both with the City Council, and also with the South Downs National Park Authority too.</p>
11.	<p>The next RPC meeting is at 7.30pm on Monday 4 December 2017.</p> <p>Cllr Butler gave her apologies as she is unable to attend the December RPC meeting.</p> <p>The meeting closed at 9.15pm.</p>