



## Rottingdean Parish Council (RPC) meeting

### Draft minutes for Monday 3 December 2018

**Parish Councillors present:** Sue John (Chair), Bob Webzell (Vice Chair), Heather Butler, John Bryant, Vicky Fenwick, Kerry Levins, Finella Mackenzie, Graham Sheppard.

Nicky Jackman (Parish Clerk), Kevin Kingston (Parish Clerk designate)

#### Public session

**Cllr Sue John (Chair)** welcomed an audience of around 25 residents to the December 2018 meeting of the Parish Council. She said those attending RPC meetings are welcome to speak for up to 3 minutes. If feasible responses will be made by Councillors during the meeting. Otherwise written responses are provided later.

Questions raised at the meeting (these were mainly associated with the St Aubyn's development unless stated):

#### Joe Shearing

1. Are RPC aware that residents objected to the St Aubyn's development because it's not sustainable development due to the proximity of the High Street?
2. Could RPC please provide residents with reasons why the application was considered sustainable?
3. What benefits will accrue which will outweigh the development?

#### Dylis Brown

1. Does RPC regard that its role is to represent the community. **Cllr John** responded and agreed that was its role.
2. Why has no note been made of the two petitions that requested the St Aubyn's field to be left as open space in its entirety? **Cllr John** responded that the answer to this question is long and complicated and she would respond at a later date.

#### Graham Tugwell

1. Did BHCC advise RPC of any site visits? **Cllr John** responded stating No.
2. Did any RPC councillors attend any site visits **Cllr John** responded stating No
3. Does RPC have any written records of site visits if so Mr Tugwell would like a copy. **Cllr John** responded stating that RPC does not have any written records of site visits.
4. Are there any written records of the proposals or meetings held between RPC and the ward City Councillors on the development. **Cllr John** responded stating that RPC have not met with the ward Councillors re the proposals.



**Kay Notley**

1. Isn't the St Aubyn's field a designated local green space? **Cllr John** stated a response would follow.
2. Has the planning brief for St Aubyn's been transferred to the Parish Council? **Cllr John** responded stating not at this stage.
3. Did the Parish Council consider that the whole field should be designated as local green space? **Cllr John** stated a response would follow.

**Lynn Stewart**

1. What do RPC understand by affordable housing? Do RPC have the government definition of affordable housing?
2. Will the affordable housing be affordable for local people?
3. What does it mean? Who will run the affordable housing? Has a housing association been identified and will it protect the village?  
**Cllr John** stated a response will follow.

**John Boon**

Has RPC considered or are they concerned about the environmental loss of trees, hedges, in Steyning Road including the Twitten and are RPC prepared to try and stop the destruction of this. **Cllr John** responded stated that as far as she was aware that the Planning Brief protected the Twitten and stated that trees there will not be removed only reduced in size.

**Neil Austin**

Neil Austin stated that the community were unhappy with the development and the actions of the Parish Council in respect of the development and stated that the residents feel that the Parish Council had absolved its responsibilities and its duty to represent the views of the community. Mr Austin also stated that RPC has also absolved itself of doing anything about the traffic and the number of HGVs in the High Street.

1. How will RPC ensure that no construction traffic will use the High Street during the construction period and how will this be enforced?
2. Who will be the single point of contact for the construction of the development? **Cllr John** responded stated that this isn't clear yet but as soon as the Parish Council are aware information will be provided.

**Sean Flanagan**

1. Are RPC for or against the development? **Cllr John** responded stating that the Parish Council's 6 page objection is detailed in the planning application that was discussed at BHCC Planning Committee and is detailed on the City Council's and the Parish Council's website.
2. Does RPC accept that the Planning Committee were influenced by the Parish Council. **Cllr John** responded stating No.
3. In the event of a legal challenge RPC will be asked if they are for or against the development if this happens will RPC support a motion to the City Council?
4. Does RPC's constitution allow for a referendum? The **Parish Clerk designate** responded stating that there would be a referendum on any neighbourhood plan but he is unaware of any instance whereby a referendum could be held on the decision to approve the planning



application for the St Aubyn's development but would take some advice and respond at a later date.

5. Sustainable development and affordable housing has had a huge impact on the application – am I correct in my understanding that there are 2 major reasons that RPC are torn between the Planning Brief and views of residents these being 1) dilapidation of the site and 2) affordable housing?
6. Could RPC provide me with the definition of affordable housing and sustainable development?

**Ann Allen**

1. Why did no RPC representative attend the recent meeting of SAFE? **Cllr John** responded that RPC had not been invited.
2. Will the hedges and trees in Steyning Road still be in place to ensure the safety and protection of people from windy conditions etc. i.e. people using mobile scooters? **Cllr John** referred Ms Allan to the answer provided earlier and also stated that due to a public safety incident in the Twitten a few years ago it was suggested that a reduction in height of the bushes in the Twitten would contribute to improved public safety. **Cllr John** also stated that the Parish Council are in discussions with the City Council in respect of air quality.

**Denise Hopper**

At the BHCC Planning Committee meeting on Oct.10th Heather Butler and John Bryant were asked whether the Parish Council were in favour of the Fairfax planning application. Heather Butler replied that they were 'cautiously in favour' giving two main reasons. First the need for Affordable Housing and the second the concern for the dilapidated state of St Aubyn's listed buildings which were becoming an 'eyesore'.

1. In the opinion of RPC is the dereliction of the site the fault of the site owners? If not who is responsible?
2. Have RPC ever written to Cothill Educational Trust or BHCC expressing concern about ongoing dilapidation since the school closure?
3. Have RPC requested any form of enforcement action to address the ongoing deterioration of the listed buildings?
4. Did RPC consider that the lack of maintenance might have been a deliberate ploy to force consideration to grant the planning application by Fairfax Homes?.
5. Are RPC aware that the latest 2018 National Planning Policy Framework states in section 191... 'Where there is evidence of deliberate neglect of, or damage to, a heritage asset, the deteriorated state of the heritage asset should not be taken into account in any decision and in section 194... Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting) should require clear and convincing justification.'

**Erica Partridge**

1. It says there will be a transfer of ownership to a body – what body?
2. Why has the construction period been changed from 2 years to 4 years?
3. We will be under assault from builders who will manage this ?



<p>4. Have there been any studies on the effect of the 4 years construction to shops and traders in the village?</p> <p><b>Colin Woffinden</b></p> <p>1. How many times has the Parish Councillors asked us what our opinions are about the planning application?</p> <p><b>Helena</b></p> <p>1. There will be too many houses for such a small village – why is there so many?</p> <p><b>Angela Hopwood</b></p> <p>1. What measures have been taken to reduce pollution in the High Street and on A259? <b>Cllr John</b> responded stating this would be covered later in the meeting.</p> <p><b>Cllr John</b> thanked everyone for their contributions before opening the Councillors discussion and informed the audience that the Parish Council will try to answer any questions not answered tonight within the month.</p>	
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**Councillor Session**

**1. Apologies for absence**

Councillor Jo Davies gave her apologies

**2. Declarations of interest in agenda items**

There were no declarations of interest

**3. Agreement to the minutes of RPC council meeting of 5 November 2018**

<p>The minutes of the last meeting were agreed by Council. The following clarifications were noted:</p> <p>1) Page 5/Paragraph 6.3 – delete the word ‘or’ to confirm that the Parish Council would purchase an automatic traffic counter and dedicated air quality analyser.</p> <p>2) Page 5/Paragraph 6.4 – the last sentence should read ‘a solution is potentially a new standalone lamp to be installed adjacent to Costa Coffee’.</p>	<p>Parish Clerk to note</p>
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**4. Matters arising from previous meeting**

<p>1. <b>Street lighting - Cllr Bryant</b> confirmed that 7 of the 8 light columns have been replaced and that the work will be completed before the end of the financial year.</p>	
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<p>2. <b>Bench guidelines - Councillor Shepherd</b> confirmed that guidelines for the placement of benches in the village are been investigated and confirmed that Plastic Free Rottingdean have thanked the Parish Council for supporting their initiative to make Rottingdean plastic free.</p>	
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**5. Proposed changes to Council agenda and advisory group reports**

	<b>Action</b>
<p>The <b>Parish Clerk</b> outlined suggested changes to the Council agenda preparation and the agreement to the 2019 agenda preparation timetable. These changes included the publication of advisory group reports with the Council agenda to ensure that the council improved transparency and openness with its residents and to ensure that the agenda were managed to an efficient and timely manner.</p> <p><b>The changes proposed were SECONDED and AGREED.</b></p>	<p>Parish Clerk and Parish Councillors</p>

**Finance**

**6. To receive the RFO monthly report**

	<b>Action</b>
<p><b>Cllr Bryant</b> presented the monthly finance report pointing out that:</p> <ul style="list-style-type: none"> <li>• £784.24 VAT had been reclaimed</li> <li>• Pete the Pond costs have risen from £900 to £1300 due to additional work carried out</li> </ul> <p><b>Report SECONDED and AGREED</b></p>	<p>Cllr Bryant</p>

**7. To agree outstanding payments/invoices**

	<b>Action</b>
<p><b>Cllr Bryant</b> informed the meeting that the following sums need to be approved:</p> <ol style="list-style-type: none"> <li>1) £1000 neighbourhood plan consultancy work</li> <li>2) £150 annual payment to Lewes District Citizens Advice for use of computer for Parish Clerk</li> <li>3) £126.75 for village green Christmas Tree</li> <li>4) £536 to Whiteway Centre for hall and room hire</li> <li>5) £207 payable to one digital for Beacon Hill annual report</li> <li>6) £13.86 for postage costs of Beacon Hill annual report</li> </ol> <p><b>All sums above were SECONDED and AGREED for payment</b></p>	<p>Cllr Bryant</p>

**8. RPC Budget Plan 2019/20**



	<b>Action</b>
<p>Cllr Bryant presented his draft budget for 2019/20 explaining that the precept has yet to be set but he will be meeting with City Council in new year.</p> <p>The draft 2019/20 budget was <b>SECONDED and AGREED</b> and thanks were recorded for Cllr Bryant for his hard work on preparing the budget.</p>	Cllr Bryant

**9. To agree applications for RPC grants and donations**

	<b>Action</b>
There were no applications for grants or donations	

**Major projects**

**10. To receive updates and progress reports on all major projects**

	<b>Action</b>
<p><b>Street lighting</b>  <b>Cllr Bryant</b> reported that new street lights will shortly be installed around The Green and Kipling Gardens by the City Council to replace the existing 6 different varieties of lights currently in place - this will complete phases 3 &amp;4 of the street lighting improvements in the village.</p> <p>There will also be a new light installed outside Costa Coffee and one lamppost will be moved from inside to outside of Rottingdean Grange.</p> <p>All new lighting columns will be painted in black and it is possible that lights will be dimmed late at night and early morning.</p> <p>The work should be complete by the end of the financial year and is likely to cause some disruption to traffic flow and around the eastern side of the village green.</p>	
<p><b>Public toilets</b>  The <b>Parish Clerk</b> reported that the City Council are carrying out a refurbishment of a number of public toilets across the city and it has been agreed that the Park Road toilets (with particular reference to improving accessibility) be will added to the list that we understand will go out to tender.</p>	
<p><b>Neighbourhood plan</b>  <b>Cllr John</b> reported that further progress has been made on preparing the Neighbourhood Plan including the pulling together of a single document, further pictures and maps to illustrate the plan and the fleshing out of non-policy chapters in readiness for</p>	



<p>meeting with City Council's planning service which will take place in December.</p> <p>It is hoped that the Neighbourhood Plan will be out to consultation early in the New Year.</p>	
<p><b>St Aubyn's</b>  <b>Cllr John</b> reported that SCAG members are leading negotiations with Fairfax properties in relation to being enjoined in the Section 106 agreement which will need to be signed off by the City Council.</p> <p>The Parish Council is awaiting receipt of satisfactory Head of Terms regarding the proposed transfer of the remainder of the field, the Chapel, the pavilion, the fountain and the memorial to the Parish Council as stewards of the same for the community.</p> <p>The transfer will involve payment of a substantial dedicated maintenance fund for these assets. Heads of Terms need to be agreed by the Parish Council before the Section 106 agreement can be signed. It is the intention of the Parish Council to consult Parishioners on suitable amenity use of the field once it has been made good post the construction period.</p>	

**Advisory Group reports**

**11. To receive report from Planning Sub Committee**

	<b>Action</b>
<p><b>Cllr Butler</b> presented the planning report, a copy of which is available on the council website and includes information about the land adjacent to <b>6 Falmer Avenue - BH2018/03394</b></p> <p><b>Cllr Butler</b> confirmed that RPC:</p> <ul style="list-style-type: none"> <li>• had no objection to planning application <b>BH2018/03456 – 44 Gorham Avenue;</b></li> <li>• were pleased to see a reduction in the number and size of the dormer windows and would request that they were made as discreet as possible, used dark paints and original tiles to minimise visual impact for planning application <b>BH2018/03199 – Lanterns, The Green.</b></li> <li>• reported that a new application for the <b>Lanterns, The Green BH2018/03230</b>.had been received for the replacement of existing windows to front, side and rear elevation, installation of roof lights to front and rear garage roof slopes and part replacement of existing roof.</li> </ul> <p><b>Cllr Butler</b> also confirmed that the BHCC Planning Committee meeting on 7 November 2018 refused the application for <b>4, The Park, Rottingdean (BH2018/02638).</b></p>	



<p>RPC objected to the scale and design of this proposed dwelling and the Planning Committee refused the application stating while the contemporary design is not resisted in principle, the proposed remodelling which is set close to neighbouring properties significantly increases the bulk of the proposed dwelling and would result in a cramped appearance to the detriment of the street scene.</p> <p><b>Local planning consultations</b> – there are two current planning consultations these are:</p> <ol style="list-style-type: none"> <li>1. SDNPA local list consultation ends on 14 December queries should be directed to <a href="mailto:locallistreview@southdowns.gov.uk">locallistreview@southdowns.gov.uk</a></li> <li>2. SDNPA Community infrastructure levy (CIL) bids – closes on 15 February 2019 the online application process can be found using this link <a href="http://www.projects.southdowns.gov.uk">www.projects.southdowns.gov.uk</a></li> </ol>	
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**12. To receive report from (BEAG) the Built Environment advisory group**

	<b>Action</b>
<p><b>Cllr Bryant</b> presented the BEAG advisory group report making particular reference to the following:</p> <ul style="list-style-type: none"> <li>• RPC are currently working on a joint project with BHCC to improve air quality in the High Street and these studies are likely to conclude with the City Council taking a report to the Environment, Transport and Sustainability Committee on 22 January 2019 for the introduction of an experimental traffic order. The order is likely to include measures to try and keep the traffic moving so that there is less stationary traffic particularly in the narrow part of the High Street.</li> <li>• In addition the Parish Council is working with the SAFE action group in respect of the A259 and continues to press the City Council for signage to try and stop HGVs coming through the High Street. Cllr Bryant continues to contact transport and haulage companies as and when necessary to inform them of the restrictions.</li> <li>• <b>Cllr Bryant</b> has contacted BHCC Conservation team about conservation issues at 33 High Street and loose cables at 49 High Street.</li> <li>• A further village audit for signage, dropped kerbs etc will be carried out in early 2019.</li> <li>• Signs to reduce speed by Kipling Gardens will be progressed by Cllr Levins &amp; Cllr Bryant.</li> <li>• <b>Cllr Bryant</b> (who is a member of the community speed action group) asked for volunteers to join the group. Any volunteers should contact Cllr Bryant.</li> </ul>	<p>Cllr Levins/Cllr Bryant</p>





