

Rottingdean Parish Council

Agreed minutes for meeting held on Monday 4 December 2017

Parish Councillors present:

Bryant, Delow, Fenwick, Fitsall, John, Sheppard, Wilson. Webzell & Parish Clerk

PUBLIC SESSION -7.30PM

Cllr Bob Webzell (RPC Chair) welcomed all to the December 2017 meeting of Rottingdean Parish Council (RPC) inviting 4 residents attending that evening to speak for up to 3 minutes each. He advised that Councillors aim if practicable to respond to residents' representations during the evening, or would respond outside the session.

Cllr Webzell announced there would be a short *private* session for all councillors and the Clerk to discuss a confidential matter after the close of the public meeting.

Harold Williams (resident) presented representations to parish councillors on:

- Maintenance of historically important buildings in Rottingdean Conservation Area
- Safety and accessibility of central Village areas.

Harold said Number 33 High Street, and the Trellis Café (which he is aware are under the same ownership) are prominent eyesores in Rottingdean's historic High Street. He said ivy, which has grown over the whole of the Café, is undermining the ancient building' structure. Harold urged councillors to press for remedial works to be started on these statutorily-protected buildings.

Harold went on to describe areas of the Village which need attention not least on grounds of 'accessibility'; saying:

- The painted white lines outside *The Plough* need scaling back to allow safe pedestrian/ wheel chair access to the Pub and to the pathway around the Village Pond. Harold reminded he had raised this last May.
- The pavement from Bazehill Road to Kipling Gardens is very uneven caused by tree roots undermining the surface.
- More effective enforcement of parking restrictions in the central Village is needed
 - at the Dean Court Road junction;
 - opposite the pond;
 - by the Lloyd's Pharmacy forecourt.

Harold read a personal statement:

"I am not seeking sympathy but when my quality of life in the Village has almost come to a halt as none of the pubs are able to cope with my wheelchair confinement and this also applies to most of the shops. Residents therefore need someone on the Parish Council to champion the disabled. This is especially so as the general population ages."

Cllr Wilson remarked there is already a compulsory work order enacted some time ago for No 33 High Street - so the City Council must be chased now to begin the works to bring this listed dwelling up to a reasonable standard of repair.

Cllr Fitsall advised that to change the parking outside the Plough will require publication of a further Traffic Regulation Order (TRO).

Cllr Webzell responded that he strongly sympathised with Harold on the issues he raises and said RPC will consider the suggestions including for a parish council champion -although ensuring equality of provision is a cross-cutting duty of *all* parish council' practice and considerations. See also Cllr John's response noted at 6.3.

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James Chamberlain-Webber (resident) raised further concern for an aging population due to lack of medical facilities available in the centre of the Village. He commented that previously hopes had been raised for the redevelopment of the St Aubyns site allowing for new GP premises and he urged Councillors to press prospective developers and the Planning Authority to make provision for more accessible local health services for aging Rottingdean residents.

Cllr John (RPC Vice Chair) said the issue was on the evening's agenda. See 4.1 & 9.1

Ken Bodfish (resident) said he 100% endorsed comments made about a need to improve access for the disabled in the Village. He believed the Parish Council should be taking this seriously and could use its influence in its planning role.

See also item 6.3 on RPC policies in the emerging Neighbourhood Plan.

Ken said he wanted to congratulate Cllr Bryant on successfully achieving the replacement of street lighting in the Conservation Area. He thought the 'period-style' lamp posts to be excellent.

John Bustard (resident) commenting on recent vehicle counts undertaken on the A259, remarked that he believes a key factor for supporting major investment in transport solutions is the impact of delays & extended journey times on the local economy. Measuring journey times could be considered in future local exercises to provide the evidence for strategic investment. In this regard, John commented on the significant negative impact on the network from the recent accident involving a skip lorry and BMW car. See also Parish Notes at

<https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2016&17/I.-Parish-News-Dec-2017.pdf>

John Bustard commented that the positioning of the traffic island by Rottingdean Post Office means stationary buses currently stop both lanes of traffic.

Cllr Wilson gave his view that the traffic light phasing at this junction needs attention.

Cllr Bryant said later in the evening he would update on research with the objective for improving air quality in this location.

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

PARISH COUNCILLOR DISCUSSION

1.	Apologies for absence: had been received from Cllr Butler.
2.	Declarations of interest in agenda items: There were none.
3.	Cllr Webzell said following the announcement made at the previous meeting on the agreed co-option of a ninth parish councillor for Rottingdean, he was delighted to warmly welcome the new Councillor, Vicky Fenwick at her first meeting of the Parish Council. Cllr Fenwick will specifically contribute on issues for sustaining an inclusive village community, as well as broad policy and governance issues for the 'proper' administration of RPC as a first tier of local government.
4.	Agreement of minutes of last meeting: Corrections were noted and Cllr Webzell signed the minutes of the November 2017 meeting of the Parish Council. The minutes are published on the RPC website. https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2016&17/MINUTES/n.-FINAL-minutes-for6-Nov2017.pdf
4.1	MATTERS ARISING from the minutes

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	<p>Local GP services: concerns for local GP services had been raised with the Clinical Commissioning Group (CCG) and the Integrated Health team at the City Council. A reply is awaited from the City Council Director responsible for public health and wellbeing. City Cllr Lynda Hyde had helpfully provided information available to her that there are no plans to close the Meadow View surgery, but the reduction in available doctors is being monitored. Cllrs are aware there is a nationwide general issue for doctors continuing in local practices, and for setting up new ones.</p> <p>Church service bell-ringing: Councillors remarked on the delightful bells started last weekend for summoning parishioners to St Margaret's Church services.</p> <p>Community Infrastructure Levy (CIL): Cllr Bryant reminded that RPC need to respond by 10 December in order to welcome the proposed CIL developer charges as proposed in a recent City Council Consultation.</p> <p>Tourist Bus: Brighton & Hove Bus Company has informed that a stop in Rottingdean for a <i>hop-on-hop-off</i> service cannot be accommodated in the current routing schedule.</p>
5.	<p>PARISH COUNCIL FINANCE Report from Responsible Finance Officer (RFO)</p>
5.1	<p>Cllr Bryant, the RFO had circulated his monthly finance Report for the period to 30 November 2017. See http://www.rottingdean-pc.gov.uk/financial_reports He advised the meeting that there is nothing out of the ordinary to report; overall RPC spending is within agreed budgets. He informed that the RPC business account with Cambridge & Counties has increased the interest it pays to 1.8%.</p>
5.2	<p>In circulating financial information, Cllr Bryant had proposed the following amounts to be resolved at the meeting for payment:</p> <ul style="list-style-type: none">• £42.41 Clerk's printing/telephone expenses• £39.34 purchase of wooden shapes to decorate RPC Xmas tree• £350 plus VAT for East Sussex County Council charges for traffic count• £850 plus VAT for Consultant working on Neighbourhood Plan (NP) <p>Cllr Wilson enquired if the above Consultant fee can be met from grant received from Central Government? Cllr Webzell confirmed this is the case.</p> <p>Cllr Webzell asked the RFO and Cllrs if the annual contractor' fee for pond maintenance could be included in the evening's considerations. It was agreed by all that this £900 annual cost should be included in the amounts to be resolved for payment. Cllr John seconded payment of all amounts with agreement of all.</p>
5.3	<p>2018/19 Council tax precept planning</p> <p>Cllr Bryant had circulated information regarding considerations that Cllrs will be required to undertake for setting the 2018/19 Council tax precept for Rottingdean. The information had included a comparison of the Rottingdean' annual precept of £28.85 (for a Band D property) with the national average £61. 03 levied by other parish councils. Cllr Bryant reminded that the regulations allow only for an increase in council tax where there is a fully justified and agreed budget. He said <i>operationally</i> RPC spends about 50% of the current precept raised, with the remainder earmarked for a range of infrastructure projects. He said experience continues to show that forecasts of spending profile are notoriously difficult for RPC's projects. There are early indications that next year could also see potential change for the control of local spending should RPC take on a delegated role (from</p>

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5.4	<p>the City Council) for managing open spaces including local assets such as Kipling Gardens and tennis courts. Cllr John said she thought RPC should be mindful of risk of a potential deficit situation in 2 or 3 years' time.</p> <p>Cllr Bryant agreed there could be future risks for the Parish should there be assumptions being made by BHCC on the future raising of budgets for RPC taking on additional responsibilities.</p> <p>Cllr Bryant said he will provide information on the tax base for the January 2018 RPC meeting, advising a final decision on setting the 2018/19 parish precept needs to be taken at the February meeting.</p> <p>2018/19 audit: Cllr Bryant informed that the same auditor has been appointed to scrutinise RPC's Annual Accounts and Governance Plan which includes the RPC risk register. Cllrs will be required shortly to formally review all risk assessments.</p>
5.5	<p>Grant applications: Cllr Sheppard informed that <i>Visit Rottingdean</i> is seeking a grant for an entry in the Kingfisher Visitor Guide. The circulation of 10000 covers hotels & 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 had negotiated a 30% discount for the entry. A page on Rottingdean under the 'Days Out section would cost £739. RPC is being requested to contribute 40% (approximately £300).</p> <p>Cllr Wilson remarked there are several Brighton visitor websites, so it would be important to evaluate the impact of this annually published Guide. All agreed that RPC award this year's grant of 40% of the cost of a trial entry in order to assess the promotional benefits to the Village over the next 12 months.</p>
6.	<p>STRATEGY & COMMUNICATION</p> <p>6.1 Cllr Webzell reported there had not been an advisory group meeting during November. He reminded that there would be a private session for Cllrs at the end of the evening to discuss a confidential matter.</p> <p>6.2 RPC adoption of good-practice project management</p> <p>Progress had been made on adopting recognised good-practice for putting RPC's investment proposals on sound 'project' footings. Points to be clarified in a final published document were identified as:</p> <ul style="list-style-type: none"> -The overall investment strategy of RPC are the priorities of the draft NP; -The management practices would apply to investments of at least £10k; -The practices to include preparing an initial Outline Business Case which when agreed (for each investment task) by full Council would move to the preparation of a Project Plan (with appropriate monitoring arrangements.) - The term '<i>lead</i>' councillor to be used as opposed to '<i>Chair</i>' for any working/ advisory group taking forward a project- based investment. <p>The Clerk noted the current title of the draft document on ability to <i>separate 'decision making/independent progress monitoring' from 'delivery' is a good-practice principle which</i> is suited to large-scale public investment and a pragmatic approach is likely to be needed within a small organisation like RPC.</p> <p>Cllr Sheppard echoed similar concern that the paper as it stood could risk delaying day-to-day <i>delivery</i> decisions while meetings of RPC Groups are awaited.</p>

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6.3	<p>Cllr Wilson said the objective must be to allow for <i>fleet of foot</i> working flexibility and avoid creating unnecessary bureaucracy.</p> <p>Subject to comments on the current draft being incorporated, Cllrs voted to publish the project management paper. Cllr Sheppard abstained from voting.</p> <p>Neighbourhood Plan (NP): Cllr John reported that the policies to support the Rottingdean local plan had been appraised by Andrew Ashcroft (planning consultant) and are nearing the point where they can be shared with residents, and the City Council to allow for appraisal of Rottingdean's aspirations against City' Planning.</p> <p>Cllr John reminded that the NP policy to encourage appropriate commercial enterprise in the Village also encourages business to make adaptations for the disabled.</p>															
6.4	<p>Future of vacant St Aubyns site: Cllr John informed that should the current applications be granted consent; the proposal is that RPC will be a party to any Section 106 Developer funding agreement for the maintenance of the recreational and other facilities that the current developer Fairfax Properties wish to gift to Rottingdean. There will need to be extensive negotiations on financial amounts and the legal basis for any potential new duty placed on RPC.</p>															
7.	<p>7.1 PLANNING: Cllr Fitsall presented the monthly planning report in the absence of Cllr Butler that evening. The full report is accessed https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2016&17/l.-Planning-report-Dec-2017.pdf</p> <p>7.2 'Meadow Vale': an inquiry will open at Hove Town Hall on 24 April 2018 for a Government inspector to determine the appeal made against the LPAs decision to refuse consent. RPC objected at length to many cumulative and detrimental effects seen by residents from the loss of this green space</p> <p>Other proposed developments in the Parish:</p> <table border="1" data-bbox="300 1328 1481 1529"> <tr> <td data-bbox="300 1328 512 1361">BH2017/03422</td> <td data-bbox="512 1328 855 1361">33 Gorham Avenue</td> <td data-bbox="855 1328 1481 1361">Appeals:</td> </tr> <tr> <td data-bbox="300 1361 512 1395">BH2017/03479</td> <td data-bbox="512 1361 855 1395">17 West St,</td> <td data-bbox="855 1361 1481 1395">BH2017/ 01404</td> </tr> <tr> <td data-bbox="300 1395 512 1462"></td> <td data-bbox="512 1395 855 1462"></td> <td data-bbox="855 1395 1481 1462">61 High St - Conversion of store to one-bedroom dwelling an appeal has been made.</td> </tr> <tr> <td data-bbox="300 1462 512 1496">BH2017/03529</td> <td data-bbox="512 1462 855 1496">43 High St,</td> <td data-bbox="855 1462 1481 1496"></td> </tr> <tr> <td data-bbox="300 1496 512 1529">BH2017/03641</td> <td data-bbox="512 1496 855 1529">25 The Rotyngs</td> <td data-bbox="855 1496 1481 1529"></td> </tr> </table>	BH2017/03422	33 Gorham Avenue	Appeals:	BH2017/03479	17 West St,	BH2017/ 01404			61 High St - Conversion of store to one-bedroom dwelling an appeal has been made.	BH2017/03529	43 High St,		BH2017/03641	25 The Rotyngs	
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8.	<p>8.1 THE BUILT ENVIRONMENT</p> <p>Traffic volumes & air quality: Cllr Bryant updated that the 'Big Petition' on the A259 Coast road which had first been presented to East Sussex County Council had been considered by BHCC's Environmental, Transport & Sustainability (ETS) committee on 28 November. Cllr Bryant said some acceptance of the issues was evidenced by the ETS Chair announcing that there is a need seen to explore the issues for sustainable growth along the Coast, and for Lewes and East Sussex LAs to incorporate proposals when making their submissions to Central Government national highways improvement programmes.</p> <p>RPC is to meet with the City Council next week to take forward the long-promised traffic modelling to better understand the potential impact of various traffic management options such as chicane type approaches for the High Street.</p> <p>8.2 Cllr Bryant had also pursued incorrect figures which are routinely quoted in</p>															

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8.3	<p>planning applications to BHCC. As well as highlighting to local politicians the knock- on effect of inadequate 'A -road' capacity on the junction at the High Street.</p> <p>Road & pedestrian safety</p> <p>Cllr Bryant informed that 20mph light-up signs will be installed next week on Falmer Road which will count the number of drivers exceeding the speed limit. He alluded to recent correspondence from a resident pointing out that the damage caused to brickwork from an accident on the stretch of road by Winton Cottages reinforced the need for more effective enforcement of the 20mph limit.</p>
8.4	<p>RPC projects: Street lighting: Cllr Bryant said he is still awaiting City Council invoices for the work to install the period style lanterns in the Conservation area Plus work to remove the old lamp posts, and any related signage changes. Cllr Bryant is also following up the relative brightness of the LEDs and the promised facility for dimming the lighting between midnight and 6am. Cllrs congratulated Cllr Bryant for his dogged determination for seeing this project finally delivered, as well as the achievements for obtaining up-to-date data on increasing traffic levels.</p> <p>Rottingdean Lower High Street: Cllr Bryant updated on progress made towards delivering an RPC objective to refurbish this area to foster trade and encourage economic activity in all of the High Street. He said options been worked up and shared with local Ward Cllrs who are supportive and stress the importance of assisting traders. Next steps are exploratory discussions with local traders.</p>
9.	<p>VILLAGE COMMUNITY Cllr Sheppard provided a verbal update covering:</p> <p>9.1 Meadow Parade GP Practice: a local petition has been organised to try to ensure that services at the Meadow Parade Surgery continue. There is a meeting with the local MP Lloyd Russell-Moyle to ask for his continued support. Cllr Sheppard had attended the Patient Participation Group where questions were raised on the future of the Practice and particularly a growing need to attract new GPs to the Parish. Cllr Wilson remarked in seeking local solutions it is important to understand why traditional GP practices are increasingly less attractive propositions for delivery of primary care health services</p> <p>9.2 Telephone box at Meadow Parade: – BT has confirmed that the redundant BT phone box on Meadow Parade will be removed by September 2018.</p> <p>9.3 Closure of Lloyds Bank: customers of Lloyds Bank have been informed that the Rottingdean branch will close in March 2018. As this has implications for residents and businesses, Cllrs said they are hopeful that the Post Office may in the future be able to offer more banking services.</p> <p>9.4 Heating in The Grange: recent problems are resolved.</p> <p>9.5 Coast Cycle Route: concerns had been raised about cyclists travelling eastwards being directed past the front of the White Horse on the pavement adjacent to two bus stops. The City Council Road Safety Projects officer has responded that cycling is not encouraged there but there is currently a lack of signage at this location. The land south of the White Horse is privately owned however and not part of the public highway. BHCC therefore do not have the option to continue the main cycle route above the cliff, south of the White Horse although this may appear a safer option. Improved signage & road lining are to be added to a waiting list of works to be viewed against City priorities.</p>

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9.6	Trees – Cllr Sheppard and the Chair of RPS have liaised with City Council Arboriculturalists about cutting back of trees on the Green and in Kipling Gardens. Shortage of personnel has caused delay for tree pruning.
9.7	Waste bins – Cllr Sheppard has followed up concerns about the large bins outside the Deans Rest home & the bin in Park Road belonging to Mrs B's café. <i>City Clean</i> have responded that crew have been asked to put the bins back to their original position inside the boundaries of the rest home. The issue of the Park Road bin has been passed to the enforcement team.
9.8	Tide Clock – Further to discussions between RPC, PARC and the Preservation Society, Cllr Sheppard visited Littlehampton to see an example of a town centre clock tower since this is possibly a suitable design for a tide clock to be located in Rottingdean's West Street carpark. PARC has agreed to act as lead for a project but cannot alone be a majority funder.
9.9	Marjorie Hampton – Tribute was paid to Marjorie who sadly died last month. Marjorie has contributed enormously to village life including organising the Village Fair for many years, raising money for Christian Aid and holding a monthly Discussion Group at her home.
9.10	Lighting of Village Beacon – As there have been requests for returning to traditions for lighting beacons to mark historic/civic events, Cllr Sheppard has been in dialogue with the Royal British Legion for over a year considering removable, more environmentally-friendly containers for lighting beacons on Beacon Hill. As the Legion doubt they have resources for this, Cllr Sheppard enquired whether the Parish Council is minded to support reintroduction of lighted beacons. In discussion of options- including other possible sites- there was concern voiced by councillors for the environment & wildlife in BHLNR. Concerns which are echoed by the South Downs National Park Authority, and <i>Natural England too</i> . While Cllrs suggested other local bodies (including <i>Blind Veterans</i>) might also be consulted, Parish Cllrs are <i>not</i> enthusiastic to see such an environmentally important location used nowadays for this activity.
9.11	St Margaret's Church 4th Christmas Tree Festival had taken place on the first weekend of December. RPC had sponsored a tree and decorated it with a theme, 'Favourite Things of Rottingdean': For example, <i>fairs, museum, telescope, wind farm, drama, tree festival, Beacon Hill, undercliff walk, allotments, and toilets</i> . See item 10.1 below.
9.12	Further Parish News items are on the RPC website Notice board. https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2016&17/l.-Parish-News-Dec-2017.pdf
10.	NATURAL ENVIRONMENT & SEAFRONT
10.1	Rottingdean seafront: Cllr Delow informed he had been approached recently by a neighbouring council interested in learning from RPC how to go about a project for building public toilets on the seafront at Seaford. Cllr Bryant had also been able to provide costings helpful to Seaford Town Council of the £300k joint capital investment that has been made by RPC and BHCC for the accessible facilities.
10.2	Cllr Delow informed he had been able to assist a resident suffering a delay in receiving a recycling service.
10.3	Beacon Hill Local Nature Reserve: Cllr Webzell updated that there were some

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	<p>shortly anticipated costs for publication of the 2017 Annual Wildlife report. He said that the Natural Environment Advisory Group of RPC would convene a meeting to look at several issues and expenditure needs of BHLNR. A paper outlining various funding decisions that are needed had been circulated by Cllr Webzell in his role as Chair of the Beacon Hill Working group.</p>
11.	<p>Date of next meeting</p> <p>The next RPC meeting is at 7.30pm on Monday 8 January 2018.</p> <p>The meeting closed at 9.25pm.</p>