



Rottingdean Parish Council meeting Monday 5 March 2018

Parish Councillors present:
Butler, Bryant, Delow, Fenwick, Fitsall, John, Sheppard, &F Parish Clerk

PUBLIC SESSION -7.30PM	Lead & agreed action
<p><i>Members of the public are invited to speak for up to 3 minutes before the start of the RPC' meeting. Councillors aim to respond during the evening, but if not feasible will respond later in writing.</i></p>	
<p>Cllr Sue John (Vice Chair) welcomed all to the March 2018 meeting of the Parish Council (RPC) inviting the 5 residents in attendance to make any representations to the public meeting.</p> <p>John Bustard asked about the process for reporting instances where public areas are obstructed by overgrown vegetation /hedges from private property?</p> <p>Cllrs advised that the City Council as highways authority have certain powers to deal with overhanging trees and branches and other obstructions to free passage of the public highway. See https://www.brighton-hove.gov.uk/content/parking-and-travel/roads-and-highways/highway-obstructions-0 Issues may be reported to highwayobstructions@brighton-hove.gov.uk</p> <p>Traffic, John acknowledged that Cllr Bryant had sent through the data on the length of peak time A259 queues - noting that the capacity problems for the main Coast road have a direct impact on Rottingdean High Street. John Bustard asked whether Parish Councillors receive timely information about works/events that are likely to affect Rottingdean High Street suggesting that traffic diversion signs for drivers coming from the A27 could help in such instances.</p> <p>Cllr Bryant said he would update later in the evening on RPC progress to raise the profile of Coast road issues.</p> <p>Cllr Fitsall said that the https://roadworks.org/ website has information on all road works although this does not absolve local authorities from giving timely public notice.</p> <p>Cllr Sue John added that RPC Standing Orders (agreed formally with the City Council) set out information-sharing protocols for the parish to be informed about issues that affect Rottingdean. A breakdown in these arrangements is currently being pursued by RPC as there are concerns about increasing lack of exchange between the two local government tiers including at a strategic level too. See also item 4.</p> <p>Dylis Brown said she appreciated efforts of the RPC planning sub-committee to raise concerns with the City Council about numerous changes that are made over time to development proposals (such that it becomes impossible for lay people to see what may ultimately result from the planning consent process). See also Item 7.</p>	



<p>Following concerns voiced by residents at the last RPC meeting around loss of traditional High St shops, Lynne Stewart asked for clarification of Planning Use Classes. The Clerk said it may be helpful if a link is provided in the minutes to online planning guidance on the Change of Use regulations. See Item 4.3.</p> <p>Ken Bodfish congratulated RPC for the detailed work highlighting pavement problems around the Village. He was also pleased to see that Drone operations had been curtailed by effective use of the planning system to protect an especially peaceful location in the National Park. He advised ongoing vigilance as there could still be applications made for single events to fly drones.</p> <p>Cllr Sheppard acknowledging that processes had not been followed fully by the organisation seeking to fly drones in the Balsdean Hidden Valley area of the Park, nonetheless recognised that one-off events e.g. at Longhill School could be appropriate. See Parish Notes: https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/c.-Parish-Notes-March-2018.pdf</p>	
<p>Cllr John thanked all for their contributions that evening.</p>	

	COUNCILLOR MEETING -7.30PM	Agreed action /lead
1.	Apologies for absence had been received from Cllr Webzell.	
2.	Declarations of interest in agenda items: None declared	
3.	Agreement of minutes RPC meeting held on 5 Feb 2018. The Clerk would add a link to online planning advice about 'Change of Use'. The minutes were agreed & signed.	<i>Clerk</i>
4.	Actions & matters arising from the previous meeting	<i>Cllr John to raise with CEO</i>
4.1	Cllr Sheppard enquired if Larissa Reed (BHCC Communities & Neighbourhoods Director) had responded to RPC requests for a meeting. The Clerk said she was not aware of a response yet.	
4.2	Cllr Sheppard asked if the guidance & proforma for applying to RPC for a financial grant could be separately accessible on the website as it isn't obvious where the information is found. The Clerk suggested the information is included in the main RPC Home page of the website as providing grants is a key function.	
4.3	'Change of Use' policy in the Neighbourhood Plan: Cllr John updated that following professional advice, RPC's original hopes to specify a 2 -year minimum period <i>before</i> an empty retail outlet could be considered for a change to residential use may not align with national requirements.	
4.4	Cllr Bryant had provided a note to explain the A259 traffic data which is now on the RPC website.	
4.5	Cllr Sheppard would update later on the issue of large waste bins belonging to High St premises.	
5.	RPC FINANCE	
5.1	RFO's monthly finance report: Cllr Bryant had circulated his report for the period to 28 Feb 2018. See https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/RPC-Finance-Report-28-Feb-18.pdf He said there is nothing of exception to highlight.	



<p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Cllr Bryant said he has received a BHCC invoice for Phases 1 & 2 of the replacement Street lighting. The invoice for £16416.70 is some £238 less than the original estimate. Phase 3 and 4 are hoped to start shortly.</p> <p>Cllr John said RPC receipt of the City Council invoice allowed for the Preservation Society (RPS) to be contacted for their agreed financial contribution to this Conservation Area scheme.</p> <p>Audit timetable: Cllr Bryant had also circulated a timeline for activities required to meet Auditor requirements this year.</p> <p>Scam invoices: Cllrs and the Clerk had recently identified that the parish council email system seemed to be letting through messages about false invoices. The Clerk would report this to RPC's IT toolkit provider.</p>	<p><i>Clerk to report scam email to RPC's IT toolkit provider</i></p>
<p>5.4</p>	<p>Outstanding payments</p> <p>Cllr Bryant proposed the following amounts to be resolved at the meeting for payment:</p> <ul style="list-style-type: none"> • £34 printing consumables for Parish Clerk • £16,416.70 to BHCC for first two phases of replacement street lighting in Rottingdean Conservation Area. <p>Cllr Delow seconded payment receiving Cllrs' full agreement.</p>	
<p>5.5</p>	<p>Grant applications</p> <p>Cllr Sheppard advised RPC had received a request from Visit Rottingdean for next year's entry to the Kingfisher Visitor Guide. VCAG had considered the discount offered for early sign up but had agreed to await feedback about the impact of the Publication this year before agreeing to fund a 2019 Rottingdean entry.</p>	<p><i>Cllr Sheppard to advise Visit Rottingdean of RPC decision</i></p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>RPC STRATEGY & COMMUNICATIONS</p> <p>Vacancy for 9th Councillor: The Clerk said there had been no parishioner requests for an election to be held. An advert had been published with a closing date of Friday 16 March 2018.</p> <p>RPC Annual Village Newsletter: a draft newsletter had been circulated by Cllr Fenwick who had attempted an updated format for this annual circulation. Cllrs thought it important to retain a narrative style keeping the traditional 4-page (green) Newsletter. Lead Cllrs were asked to submit feedback on final drafts no later than 12 March to meet the printer's deadlines and to ensure all Rottingdean households receive a copy in time for the Village meeting.</p> <p>Annual Village Meeting on 19 April: Notice of this meeting and Agenda (following the structure of the Newsletter) is available on the RPC website https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/AGREED-AVM-Agenda-19-April-2018-SJJ.pdf It was agreed that the opportunity would be taken to canvass residents on issues the parish council are currently seeking to address for the Village- see Item 8.3.</p>	<p><i>Clerk to send Newsletter and invite to AVM to Larissa Reed, & the 3 local ward Cllrs.</i></p> <p><i>Cllr Butler to devise questionnaire for residents to complete at the AVM.</i></p>



<p>6.4</p> <p>6.5</p> <p>6.6</p>	<p>RPC Annual meeting on Monday 14 May: Cllr Bryant reminded that the Annual Statement of effective governance of the parish council is required to be completed and signed by the Chair at the 14 May meeting. There is a requirement to confirm that RPC Standing Orders and Parish Council policies remain effective and up-to-date. Part of annual business conducted at this meeting is all councillors annually declaring personal & pecuniary interests held within the Parish.</p> <p>Rottingdean Village News Following discussion of the recent format of the Parish Council (one-page) article in this bi-monthly magazine, it was agreed to move to a format which allowed for a Cllr to provide a more in-depth half page article on a selected topic. The April edition would cover the Village meeting & RPC annual newsletter.</p> <p>Neighbourhood Plan: Cllr John reported on continuing dialogue with the RPC's planning consultant to guide the formulation of bespoke planning policies for Rottingdean. An important aspect is that the draft Parish policies may be aligned and not in conflict with the City Plan.</p>	<p><i>Clerk to circulate details of policy leads & links to published documents.</i></p>
<p>7.</p>	<p>PLANNING: Cllr Butler remarked that the onset of Spring had seen a higher numbers of February applications for planning consent. She updated on latest proposals for Rottingdean, covering:</p> <ul style="list-style-type: none"> • 4 The Park (BH2018/00474) Objection made by RPC • 10 Meadow Close (BH2018/ 0477) • 67 Falmer Road (BH2018/00329) • Beacon Mill, Nevill Road (BH2018/ • Longhill School BN2 7FR (BH2018/ • 9 Northgate Close (BH2018/ <p>Fuller details of each application may be found in the RPC Planning report: https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/c.Planning-Report5-Mar2018.pdf</p> <p>Cllr Butler, Chair of RPC planning sub-committee informed she has written to the Head of BHCC Planning raising issues where applicants seek consents, but then request numerous changes so that over time the incremental changes to plans override original decisions/conditions. Also, where consent is sought but the submission does not correctly reflect the reality of the building.</p> <p>On 67 Falmer Road: Checks by the City Council Enforcement department on potential breach of conditions attached to an approved consent have led to a further application see BH2018/00329 above.</p> <p>Proposed Major Developments</p> <p>'Meadow Vale': a 3-day inquiry to hear the appeal against the BHCC's decision to refuse planning consent will open at Hove Town Hall on 24 April 2018. The City Council are no longer</p>	



	<p>contesting the appeal. Nonetheless there remain important third-party views to be put to the Government Inspector including by the Deans Preservation Group on the rare ecology of this site.</p> <p>St Aubyns: No update on the timing of the City Council's determination of the current planning applications.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p>	<p>BUILT ENVIRONMENT</p> <p>Vehicle pollution: Cllr Bryant informed that a joint RPC meeting with the City Council on 2 March had been postponed due to the snow. A meeting is now scheduled to take place on 22 March to look at recent air pollution levels, plus consideration of suggested management systems to be modelled, with further monitoring of traffic movement being proposed.</p> <p>Capacity of the A259: studies requested by the recent <i>Big Petition</i> are to be explored at a proposed meeting of the 3 highways authorities (ESCC, LDC & BHCC). RPC has pressed also to attend the meeting; requesting input to terms of reference for work; and assurance around the accuracy of baseline data being used.</p> <p>Road & pedestrian safety: Cllr Bryant summarised ongoing efforts to address those drivers who exceed maximum speed limits. Cllr Bryant said the City Council is not keen to site Vehicle Activated Speed signs by The Green in Rottingdean due to their use in other problem areas in Brighton & Hove. Cllr Bryant outlined some of the local options that could be considered in a campaign against individuals who drive too fast in Rottingdean, including:</p> <ul style="list-style-type: none"> • Road- side volunteers using speed guns; • Signs: "<i>Please drive carefully through our Village</i>" (Light- up signs cost approx. £2k) • Involving schools & children designing posters etc • Reporting drivers via <i>Operation Crackdown</i> • Siting of planters to create chicane-type systems <p>It was agreed that these proposals would be put to residents at the Annual Village Meeting on Thursday 19 April 2018. Cllr Butler agreed to devise a questionnaire.</p> <p>Pavements: individual red pavier bricks rather than tarmac are characteristic in the Conservation area. A detailed survey has been completed by RPC identifying all problem areas including bricks that are loose, broken, or slippery. RPC has requested the City Council act to mitigate the problems for pedestrians. See Item 9.3 and Parish Notes https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/c.-Parish-Notes-March-2018.pdf</p>	<p><i>Cllr Butler to include speeding campaign options in AVM questions to residents.</i></p>



<p>8.6</p> <p>8.7</p>	<p>Future RPC investment in Parish infrastructure: Cllr Bryant has circulated an updated set of schemes including possible proposals to tackle speeding – see above. He stressed the importance of the public and councillors contributing comments to aid parish council investment planning.</p> <p>Street lighting project - see item 5.2 above.</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p>	<p>VILLAGE COMMUNITY</p> <p>Community resilience: Representatives from Rottingdean, Ovingdean & Saltdean have prepared local advice for helping residents locate sources of information and for coping in adverse conditions such as transport problems/ extreme weather. The next meeting of the Deans Resilience Group is in June.</p> <p>Accessibility VCAG have begun populating a template recording accessibility for different groups of people including those with mobility needs, sensory impairments, dementia and other specific needs including autism. The aim of the document being to both provide a reference point and to also create a positive culture across the Parish to encourage change and awareness that all members of the community could follow.</p> <p>Pavements: – Stuart Wilson – BHCC Highways engineer and Eduardo Costa – Area Manager from BHCC City Clean came to Rottingdean and were shown where there are concerns about slippery pavements. BHCC are to clean the pavement between Dean Court Road and The Green plus investigate the possibility of scarifying the areas affected.</p> <p>St Margaret’s Church Tower – Father Anthony has received an inspection report by the Church’s newly-appointed architect which has revealed some serious problems with the tower. He does not feel it right to approach the Village for the £100,000 necessary to complete the works to the tower, however, the Church will be applying to grant awarding bodies to seek funding. At the same time, he feels it right to alert the community to this situation welcoming ideas on potential funding sources.</p> <p>Our Lady of Lourdes School – Cllr Sheppard had been invited by the Head teacher and PTA to visit the School with the object of improving community links. They are conscious that there tends to be a negative view of the school focussed on traffic and parking issues at the beginning and end of the school day, which they are keen to improve. There has been a long-term vacancy for a Lollipop person and Cllr Sheppard offered for them to advertise in RVN. The school has recently upgraded their classroom and play facilities.</p> <p>Business bins - since the last meeting Cllr Sheppard has been in email dialogue with various BHCC departments. The Denes Rest home has been contacted again about the unsightly bins outside their building but BHCC enforcement team have said that there is no legislation they can use to resolve the issue.</p>	<p>VCAG to finalise advice & send Clerk content for the RPC website.</p> <p>GS to follow up pavement work with BHCC.</p> <p>VCAG – to consider other possible ways to resolve the waste bin situation.</p>



<p>9.7</p> <p>9.8</p> <p>9.9</p> <p>9.10</p>	<p>Rottingdean in Bloom: Cllr Sheppard had attended the recent AGM. Helen Clark is the new chair and they will be focussing on hanging baskets, fewer but larger planters and also engaging residents for a Village Spring-clean.</p> <p>Christmas: VCAG is supportive of idea of a tree on the Green. Contact has been made with other community groups including the Preservation Society, 'In Bloom', the Legion and the churches to gauge their support. BHCC have also been contacted to ask how permission can be granted to extend the electricity. An initial quote for works has been obtained to give an indication of cost and to consider safety measures etc.</p> <p>Well on the Green Cllr Sheppard represented RPC at a family gathering in memory of Alfred Oakley who died last March. Alfred built the well in 1978 and his family have placed a plaque and a small planter with flowers at the head of the well. They thanked RPC for supporting this and GS thanked them for the refurbishing work that they have carried out on the well.</p> <p>Posts around Village Green: In the absence of Cllr Webzell, Cllr Sheppard reminded that refurbishment of the wooden posts remains to be undertaken.</p>	<p><i>VCAG & BEAG to produce paper outlining support, costs, permissions etc.</i></p> <p><i>Cllr Webzell to update on return</i></p>
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>NATURAL ENVIRONMENT & SEAFRONT</p> <p>Local Nature Reserve: proposals (potential mini project)</p> <p>Following discussion at the last meeting, Cllr John confirmed Cllr Webzell had contacted the South Downs National Park Authority to explore possibilities for their contributing funds to a range of enhancements for the Nature Reserve such as up-to-date information leaflets /holders/ seating/picnic facilities etc.</p> <p>Cllr Bryant said he is in favour of a more rustic design for furniture on Beacon Hill and the priority should be replacing seating as the tables still seem reasonably sound.</p> <p>Seafront & Village pond</p> <p>Cllr Delow informed he is continuing to support Seaford Cllrs with their plans to install similar seafront toilets to the ones in Rottingdean.</p> <p>Cllr Delow said he will take forward an enquiry made by a contractor for using nets to control invasive signal crayfish in the Village pond.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>NEXT MEETINGS (in The Whiteway Centre) are:</p> <p>7.30 pm Monday 9 April- Monthly RPC meeting in the GB room</p> <p>7.30pm Thursday 19 April - Annual Village Meeting in Main hall</p> <p>7.30pm Monday 14 May Annual RPC meeting in Youth hall</p>	<p><i>Clerk to post Notice of AVM & Agenda</i></p>