



Agreed note of Rottingdean Parish Council meeting Monday 5 February 2018

Parish Councillors present:

Butler, Bryant, Fenwick, Fitsall, John, Sheppard, Webzell & Parish Clerk

PUBLIC SESSION - 7.30PM	RPC response /action
<p><i>Members of the public may speak for up to 3 minutes before the start of the Councillors' discussion. Councillors aim to respond during the evening, but if not feasible will respond later in writing.</i></p>	
<p>Cllr Webzell (Chair) welcomed all to the February 2018 meeting of the Parish Council (RPC) inviting the 5 residents in attendance to make representations to the public meeting.</p> <p>Traffic: John Bustard enquired if the data collected recently to quantify the peak- time traffic queue on the A259 allowed for clearer understanding of the impact of extended waiting-times (on the environment, local economy & people). He asked if the data had been shared with relevant agencies.</p> <p>Cllr Bryant confirmed the data had been sent to highways bodies including the City Council. He said the survey showed up to 343 vehicles recorded queuing in the stretch of the A259 between Greenways and Rottingdean. Cllr Bryant said previous methods used for surveying traffic volume had not captured stationary vehicles. He will publish the data.</p> <p>Vacant St Aubyns School: Dilys Brown asked if the enquiries made by Sean Flanagan at the last meeting about the St Aubyns Playing Field had been addressed.</p> <p>Rottingdean High Street: Siobhan/Karen voiced concern about the High St eyesore and hazards of large bins belonging to several traders. They also asked what measures are taken to ensure the continuing vibrancy of Rottingdean's small independent shops highlighting that the High Street nowadays seems dominated with financial services and online businesses where previously there had been shopping outlets (beauty services etc.) which attracted footfall and directly benefitted local people. An example was given from another locality where an optometrist outlet had been refused on the grounds that one already existed in a shopping area. Dilys added that the local <i>Visit Rottingdean</i> group trying to enliven the High St with things like attractive Xmas decorations.</p> <p>Cllrs responded that an avenue for residents and the parish council to influence the make-up of the High St is when a planning application needs to be made for 'Change of Use' (COU). But the planning rules apply only when there is a change from one distinct 'class' of use to another. Information (on the Government Planning Portal) about changing the use of buildings is found at https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use In Rottingdean a recent example of a formal 'COU' had been when the former Barclays Bank premises (used for financial services) were proposed to be used to retail food. A formal application had been made to the Local Planning Authority with opportunities for residents to submit views. Mostly, a basic change of <i>ownership</i> does not come under planning and so does not afford an opportunity to encourage or discourage one type of business over another. See also para 6.4 on policies in Rottingdean's emerging Neighbourhood Plan.</p>	<p><i>Cllr Bryant to publish traffic data</i></p> <p><i>Response appended to Jan '18 minutes (on RPC website)</i></p> <p><i>Bins in High St See Item 9 & 10 Feb '18 Parish Notes on RPC website</i></p>
<p>Cllr Webzell thanked all for their contributions before opening the Councillors' meeting. He informed there would be a short confidential discussion for councillors at the close of public business.</p>	



	COUNCILLOR SESSION -7.30PM	Agreed action
1.	Apologies for absence had been received from Cllr Delow.	
2.	Declarations of interest in agenda items. There were none.	
3.	Agreement of minutes of previous RPC meeting The minutes were signed by the Chair as representing an accurate summary of business conducted at the January Council meeting.	<i>Clerk to publish agreed minutes on RPC website</i>
4.	Matters arising from the previous meeting Cllr Sheppard asked if the Chair had had a response from Larissa Reid (Communities Director at BHCC) to the 11th January email requesting a senior-level meeting with the City Council. Cllr Webzell informed that RPC is expecting a reply this week.	<i>Await imminent reply from BHCC</i>
5.	FINANCE	
5.1	Report from Responsible Finance Officer (RFO) Cllr Bryant , the RFO had circulated his monthly finance Report for the period to 31 January 2018. 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. Total cash in hand is £151,767 with budgeted operational expenditure of £28k, plus £100k estimated for a range of infrastructure projects. Cllr Bryant had also circulated a 3rd quarter Bank reconciliation statement. Cllr Webzell signed the Banking statement The Clerk confirmed acknowledgement from BHCC of RPC's decision <i>not</i> to increase the Rottingdean Parish council tax precept for 2018/19.	<i>Clerk to publish Monthly Finance report on the RPC website</i>
5.2	In circulating financial information, Cllr Bryant proposed the following amounts to be resolved at the meeting for payment: <ul style="list-style-type: none"> • £17.21 postage for circulating BHLNR Annual report • £216 printing costs payable to One Digital. Cllr Butler seconded payment receiving full agreement.	
5.3	Grants: there were no items.	
6.	RPC STRATEGY & COMMUNICATION	
6.1	Parish Councillor vacancy: following an announcement in early January of the resignation of Cllr Wilson, formal Notice had been published that 10 or more parishioners could request – by 13 February - that an Election be held. If an election is not requested RPC will be able to put in place a process to fill a casual vacancy. Nominations would be sought with the expectation of appointing a ninth parish councillor by April 2018.	<i>Clerk to liaise with Returning Officer & advise if election is necessary.</i>
6.2	Report from Strategy & Communications Advisory Group Cllr Webzell had circulated a note of main recommendations from SCAG as discussed at their 22 January meeting; covering Accessibility <ul style="list-style-type: none"> • Access audit of Rottingdean: work to be progressed by VCAG taking account Harold's William's 2014 work; • RPC to encourage Rottingdean Whiteway Centre to consider making a grant application to install a hearing loop in the Main Hall; • RPC publications to follow good-practice formats to support the needs of visually-impaired. 	VCAG VCAG All



	COUNCILLOR SESSION -7.30PM	Agreed action
6.3	<p>Internal communication</p> <ul style="list-style-type: none"> All Cllrs to respond to circulations within stated time limits even if in support (i.e. nil response); Chair to allocate work/responses to appropriate Cllrs for matters raised with RPC with timeline to avoid lost threads raised by the public; Clerk to include an 'Action' column in main minutes to ensure identified issues & agreed actions in meetings are reviewed at next meeting with updates provided; Monthly <i>Parish Notes</i> to capture new correspondence /issues to be considered by councillors; <i>Rottingdean Village News</i> bi-monthly magazine to reflect articles/reports by different Cllrs on their respective lead themes / issues; Cllr Fenwick to coordinate contributions for RPC Annual Village Newsletter to be published by April 2018. 	<p><i>All</i></p> <p><i>Chair</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p> <p><i>SCAG</i></p> <p><i>VF</i></p>
	<p>Website: Clerk to liaise with Toolkit (website provider) on security and site issues including notifications.</p>	<p><i>Clerk</i></p>
	<p>Other Governance: RPC policies: all currently agreed policies to be sent to Clerk for publication on the website to include Grant Application form.</p>	<p><i>All lead Cllrs</i></p>
	<p>Lead councillors to ensure their respective policy areas are reviewed and necessary updates brought to full Council to ensure the Annual RPC Meeting on 14 May can report that RPC has met its obligations to <i>annually</i> review policies & Standing Orders.</p>	<p><i>As above</i></p>
	<p>Risk Assessment: Clerk to provide copy of recently completed (January 2018) RPC Risk Assessment, controls and mitigating procedures to all councillors as part of the annual Governance statement.</p>	<p><i>Clerk with all Cllrs to read.</i></p>
	<p>EMERGING NEIGHBOURHOOD PLAN (NP) Cllr Sue John reported that chapters for the Rottingdean NP have been further developed. While there remain:</p> <ul style="list-style-type: none"> - some questions from RPC's Planning Consultant on areas of policy; - discussion to be had on whether the available Strategic Environment Assessment (SEA) is required to support the planning guidance; - maps to be sourced for the emerging Plan, <p>the RPC Working Group has been able to visualise the general format that a published document could take.</p> <p>Cllr John said outstanding issues for the NP will be brought to full Council to consider. The aim is to hold a public referendum to adopt the Plan in Autumn.</p>	



	COUNCILLOR SESSION -7.30PM	Agreed action
6.4	<p>High Street issues</p> <p>In response to the concerns at the meeting for the future of the High Street, Cllr John said the draft Rottingdean Plan has policies to promote and protect the characteristic <i>smaller</i> units making up Rottingdean High Street. There should also be protections- when the Plan is adopted- so that failing business units cannot be changed to residential use until at least 2 years have lapsed.</p>	
7.	<p>PLANNING: Cllr Butler updated on latest proposals in the Parish for:</p> <ul style="list-style-type: none"> • 137 Marine Drive –remodelling of bungalow • 9 Northgate Close - single storey extension • Beacon Mill, Nevill Road – New 4-bedroom dwelling. • 26 Newlands Road - Alterations to provide additional parking. <p>Planning enforcement: Councillors are kept informed of ongoing investigations for the 67 Falmer Rd site.</p> <p>Appeal dismissed for: 61 High St – Conversion of store to one-bedroom dwelling.</p> <p>‘Meadow Vale’: The Public Inquiry to hear the appeal against the BHCC’s decision to refuse planning consent will open at Hove Town Hall on 24 April 2018.</p> <p>St Aubyns site: No information is available on the timing of the City Council’s determination of the current planning applications.</p> <p>Neighbourhood Planning: a Neighbourhood Planning consultancy service is now offered by the SDNPA.</p> <p>http://www.rottingdean-pc.gov.uk/planning_information</p>	<p><i>Clerk to publish monthly Planning report on the RPC website</i></p>
8.	<p>BUILT ENVIRONMENT</p>	
8.1	<p>Traffic volumes/air pollution: Cllr Bryant informed that the 2017 air quality results for the High Street are being analysed by BHCC’s inhouse expert. He said he is pursuing a meeting with BHCC to look at next steps for modelling traffic data to better understand possible transport management options that could be taken.</p>	
8.2	<p>Road & pedestrian safety</p> <p>Following the Vehicle Activated Speed signs installed in the Falmer Road for a 2-week period, the City Council is enquiring about next steps. Cllr Bryant said he has requested a sign to be installed by The Green to ascertain typical <i>northbound</i> vehicle speeds too. He confirmed that the findings on drivers exceeding the max speed limits will be discussed at the Police and Community Safety LAT meeting this Wednesday. He has also approached Rottingdean’s volunteers on joining up with Saltdean initiatives.</p>	
8.3	<p>RPC Infrastructure investment; Cllr Bryant said the RPC Built Environment Advisory Group (BEAG) had met on 18 January. An updated project list will be circulated shortly.</p> <p>Replacement street lighting in Conservation area: Cllr Bryant has asked the City Council for the invoice for work done by COLAS in 2017. He has been advised that due to contracting procedures COLAS may not be the selected contractor for completing phases 3 and 4 of the Scheme.</p> <p>Lower High St refurbishment: a site map is to be provided to the Planning Dept to allow a Site reference to be obtained for taking forward a planning application.</p>	<p><i>Updated project list to be published</i></p>



COUNCILLOR SESSION -7.30PM		Agreed action
	<p>Posts around Village Green: BHCC have warned that budgets may not allow for the repairs to be done this financial year. While consideration is still being given, parish councillors feel this may be a priority for the parish council to consider a financial contribution on order to expedite the work.</p> <p>Vicarage Lane: residents are increasingly concerned about the issue of a vehicle regularly being parked on the pavement after moving the planters.</p>	<p><i>To establish ownership with a view to enforcement</i></p>
9.	VILLAGE COMMUNITY Cllr Sheppard updated on:	<p><i>GS to propose to VC Advisory Group & RPC meeting to agree for the website</i></p>
9.1	Community resilience: Representatives from Rottingdean, Ovingdean & Saltdean have finalised contact information & advice for extreme conditions. This will be taken to the RPC Village Community Advisory Group (VCAG) & the next RPC meeting to agree publication on the RPC website. The next meeting of the Deans group is June.	
9.2	Village clock/ tide tower: The working group met with the Managing director of 'Good Directions' to exchange information re the proposed Clock/Tide tower and await initial drawings & a quotation. Sources of possible funding are among areas being pursued alongside a pre-planning application to BHCC.	
9.3	Accessibility Audit: initial work by Harold Williams on accessibility for wheelchair users will be incorporated into a wider Village accessibility audit to better meet the needs of those with a range of mobility, sensory and cognitive needs.	
9.4	Slippery & uneven pavements: are being actively pursued with BHCC.	
9.5	Tree pruning in and around the Green and Kipling Gardens is ongoing. The removal of bushes adjacent to the pavement running between Dean Court Road and The Green/Falmer Road is completed to make this area safer	
9.6	Tree lighting: Consideration is to be given to replacing the lights in the tree on The Green. Drawbacks are that fixing ties can harm trees & make pruning difficult.	
9.7	Christmas tree: a quote is being sought for extending the electrical supply to the Green where a tree could be located. A quote for other necessary electrical work is also being pursued.	
9.8	Beacon on the Beacon: The British Legion have informed they are hoping to light a beacon on November 11 th to commemorate the 100 th anniversary of the ending of WW1. It is not clear yet what is being proposed for this sensitive location.	
9.9	The Bowls Club: have provided an update on work taking place around the bowling green. This involves levelling parts of the border, disposing of spoil at various points around the site and building a small retaining wall. BHCC are kept informed.	
9.10	Waste bins: ongoing correspondence with City Clean on the removal of large waste bins from Park Road and adjacent to the Green. See also Parish Notes	
9.11	Bike Share: there are no immediate plans for a docking point (hub) in Rottingdean, however the scheme area was extended to allow users to leave bikes in part of Rottingdean for a charge of £2 rather than the usual £10 for bikes left outside the Scheme area. In considering new locations, BHCC look at both demand & the cost of servicing the hubs. The larger the area, the more bikes would be required to ensure good availability. As the Scheme develops there may be opportunities for additional docking points and bikes.	
9.12	Bike racks: the installation of bike racks in West Street car park with a hard-standing surface is complete.	



COUNCILLOR SESSION -7.30PM		Agreed action
9.13	<p>Defibrillator: BHCC regards effective Village signage as essential and will therefore pay for the installation of signs at the crossroads and outside St Aubyns. The instructions for using the equipment have been clarified. The batteries must be changed every 6 months starting in April. RPC need a system to trigger this essential maintenance.</p>	<p>Calendar system to be in place to trigger 6- monthly battery replacement.</p>
9.14	<p>Memorial at Well: Following the death of Alfred Oakley, who in 1978 rebuilt the Well on the Green, there will be a family gathering in early March to celebrate Alfred's life and a small plaque will be fixed to the Well.</p> <p><i>Visit Rottingdean</i></p>	
9.15	<p>Cllr John announced that the new Kingfisher tourist publication – which is distributed to hotels etc. has just been published to include a page dedicated to Rottingdean attractions. Cllr John reminded that representation is needed from VCAG for <i>Visit Rottingdean</i>.</p>	
10.	<p>Parish Notes: additional news items are in Monthly Parish Notes. See http://www.rottingdean-pc.gov.uk/noticeboard</p>	
10.1	<p>Cllr John highlighted The Deans Beach & Environment Volunteers are organising a beach cleaning festival on Sunday 6 May to include live art installations (mural), music & movement plus picnics. https://www.facebook.com/events/143583459660998</p>	
10.2	<p>Cllr John reminded that:</p> <ul style="list-style-type: none"> • The Rottingdean branch of Lloyds bank closes from 1 March 2018; • NatWest branch in Peacehaven closes on 12 June 2018. 	
11.	<p>NATURAL ENVIRONMENT & SEAFRONT</p>	<p><i>Cllr Webzell to resend BNLNR proposal for mini project. Cllrs to respond urgently with any comments</i></p>
11.1	<p>Cllr Webzell said that all are invited to the Annual Beacon Hill litter clean-up on Saturday 17 Feb between 10am and 12 to coincide with school half term.</p>	
11.2	<p>Cllr Webzell asked for Councillors' views on detailed papers circulated in November and January by the Natural Environment Advisory Group (NEAG) setting out issues and opportunities following the enlargement of BHLNR by 40% in September 2017. These identified costings of some £6,000 for picnic tables, noticeboards, information laminates, new information flyers and wooden dispensers. Cllr Webzell emphasised Members of the Beacon Hill Working Group, and the Friends of Beacon Hill and Beacon Hub are ready to work together with The Friends fulfilling the workforce need whenever possible. With the support of RPC, the team are prepared to approach SDNPA to seek match- funding for this mini -project. As it was clear that some had not received/considered the full details, both Cllrs Webzell and John said they would be disappointed if agreement in principle to this NEAG proposal had to wait to the March RPC meeting.</p> <p>Following discussion, Cllrs agreed for a project team to be created along the lines set out in the proposal documents. Any further questions & comments would be emailed to Cllr Webzell outside of the meeting.</p>	
12.	<p>NEXT MEETING on 5 March to be chaired by Cllr Sue John (Vice Chair RPC). The public meeting closed at 21.10.</p>	