

ROTTINGDEAN PARISH COUNCIL (RPC) ANNUAL MEETING

Monday 14 May 2018 at 7.30 pm at the Whiteway Centre, Rottingdean

Agreed minutes

Parish Councillors present:

Bryant, Butler, Davies, Fenwick, John, Sheppard, Webzell, and the Clerk.

Three members of the public attended.	
PARISH COUNCIL ANNUAL BUSINESS	
1.	Introduction & apologies Cllr Webzell welcomed all to the annual meeting of RPC explaining that Council business that evening would agree arrangements & formalities for running of the Parish Council for the next 12 months. Apologies for non-attendance had been received from Cllrs Delow and Fitsall.
2.	ANNUAL BUSINESS
	Declarations to update the Public Register of Members' interests: The Clerk confirmed that these had been renewed by 7 of the 9 councillors and had been made public on the parish council website. The Clerk would request by email the 2 outstanding personal declarations.
Elections for positions of responsibility for 2018/19	
	Chair of Rottingdean Parish Council Cllr Butler took the vacant Chair to request nominations for the role of Chair to the Parish Council for the next 12 months. Cllr Sue John was proposed by Cllr Bryant and seconded by Cllr Webzell who said that Cllr John in his view represents the future of RPC. The election of Cllr Sue John as Chair of RPC was agreed unanimously. Cllr John in accepting the Chair's role said she is looking forward to taking on the role. She said in doing so she will be building on Bob's effective stewardship for the last 6 years. A period which has seen progress in many key areas including making RPC more productive in its partnership and team working arrangements. Cllr John mentioned examples of achievements for the Village during Bob's reign as Chair which range across: <ul style="list-style-type: none">- new Seafront toilets, disabled access, plus café built- harmonisation of street lighting in Rottingdean's Conservation area;- £40k earmarked to take forward modelling of traffic management options for addressing the poor air quality from excessive traffic in Rottingdean High Street;- significant central government grant funding secured to develop a Neighbourhood Plan for the Parish;- formal extension of the Beacon Hill Nature Reserve;- many years of Gold awards for its management. All milestones testament to Bob as an environmental champion, his wisdom & guidance that RPC has truly benefitted from. All gave a round of applause to mark their appreciation of Bob's personal support & leadership.
	Vice Chair of RPC The Chair requested nominations for the position of Vice Chair. Cllr Butler nominated Cllr Bob Webzell, and this was seconded by Cllr Sue John. There was unanimous agreement to elect Cllr Webzell as Vice Chair.
i.	Responsible Finance Office (RFO) and deputy: The Chair checked if Cllr John Bryant was prepared to continue in this as well as other demanding roles for RPC. Cllr Butler then proposed and Cllr Webzell seconded Cllr Bryant's nomination for RFO. Cllr Bryant's continuing role as RFO was agreed unanimously. Cllr Webzell's nomination for Deputy RFO, proposed by Cllr John & seconded by Cllr Davies - was also agreed unanimously.

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ii.	<p>Planning sub-committee chair</p> <p>There is a requirement to appoint a planning sub-committee to advise the main Parish Council on planning matters, and to identify and coordinate appropriate comments to support the Local Planning Authorities in reaching sound development control decisions on all applications affecting the Parish.</p> <p>Cllr Butler agreed –supported by the other members of the existing sub-committee to continue as Chair of the RPC Planning sub-committee, supported by 4 parish councillors:</p> <ul style="list-style-type: none">- John Bryant- Kieran Fitsall- Graham Sheppard- Jo Davies. <p>The Clerk confirmed that dates for fortnightly public face-to-face consultation opportunities with the RPC planning sub- committee would be published on the website & Notice board.</p>
iii.	<p>Chair for Beacon Hill Local Nature Reserve Working Group</p> <p>Cllr Webzell informed that the Beacon Hill Nature Reserve Committee comprises himself assisted by other members of the Natural Environment working group Cllrs Delow, John & Davies plus BHCC officers, park rangers & local wildlife experts.</p> <p>Cllr John proposed – seconded by Cllr Butler – that Cllr Webzell continues as Chair of the Beacon Hill Working Group. This received unanimous agreement.</p> <p>Both an AGM of the Beacon Hill Working Group, & a public meeting will be held in the Summer (14 September 2018 at the Whiteway Centre).</p>
Agreement of Cllrs to: -	
	<p>Advisory Groups: Parish Cllrs agreed that small teams to work through specific issues/topics remains an effective way to support the Council's decision-making and allows for individual councillors to build knowledge and relationships with residents & partners.</p> <p>The lead Cllrs for the next 12 months were agreed as:</p> <ul style="list-style-type: none">• Strategy & Communications (SCAG) – Cllr Webzell• Neighbourhood Planning (NP) - Cllr John• Planning -Cllr Butler• Village Community (VCAG) - Cllr Sheppard• Natural Environment & Seafront (NEAG) - Cllr Delow• Built Environment (BEAG) - Cllr Bryant• Finance & Standards - Cllr Bryant. <p>Membership changes in RPC Advisory Groups for 2018/19 are:</p> <ul style="list-style-type: none">- Cllr Fitsall to join SCAG;- Cllr Fenwick to represent RPC on 'Visit Rottingdean', plus take on a lead role for air pollution/public health issues- Cllrs John & Fitsall to step down from VCAG. <p>Terms of reference for the Advisory Groups are on the website with details of councillors holding positions of responsibility. See Page 9 of these minutes.</p>
	<p>Parish Council representatives to other bodies:</p> <p>Cllr Sheppard explained that RPC works alongside local groups including Rottingdean Preservation Society, and 'Visit Rottingdean'. This includes the Rottingdean and West Saltdean Police and Community Safety Local Area Team (RWSLAT).</p>

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	<p>Cllr Sheppard informed that Ward Cllr Mary Mears chairs the LAT which meets monthly to look at a wide range of community safety and policing issues. Cllrs Sheppard & Davies agreed to represent RPC at LAT meetings.</p>
	<p>Dates of RPC meetings RPC will meet 12 times a year on the first working Monday of each calendar month. The next AVM will be held on Thursday 18th April 2019 A schedule of meeting dates – including additional fortnightly (Thursday) planning consultation meetings - to be published on the RPC notice board & website.</p>
3.	<p>PUBLIC REPRESENTATIONS</p> <p>Cllr John (RPC Chair) opened the public session explaining that members of the public are invited to speak at RPC meetings for up to 3 minutes each.</p> <p>Sally Horrox (Chair of Saltdean Lido CIC) thanked councillors for the opportunity to update on the progress of fund-raising and to ask for RPC support. She informed that overall £6.8million is needed to renovate the Lido building, emphasising that the future of the pools is in doubt as they cannot survive without revenue from a café, rooms for hire and events in a refurbished building. Sally said the National Lottery Fund -in considering a bid to them for £4.19m- had responded that the local community must clearly demonstrate a commitment to the Lido refurbishment scheme. And by pledging [£104k] of locally raised money, this would then allow for the release of the £4.19m of national funding. Sally said £75.5k of the [£104k] had already been pledged.</p> <p>John Bustard (Rottingdean resident): added that he fully supported the goals of Saltdean Lido CIC and their approaching RPC asking for the contribution of Rottingdean residents to preserve such important local heritage plus the leisure and community facilities that benefit many throughout the ‘Deans’. He added that he aware that BHCC are investing £700k for a new library as part of the Lido complex.</p> <p>Ken Bodfish (Rottingdean resident): said he also strongly supported any request for Rottingdean’s parish councillors to agree to contribute proportionately from the Rottingdean Council tax precept. His belief is that RPC considering a formal grant application from the Saltdean-based CIC is <i>legitimate</i> - not least as candidate councillors for RPC are permitted to live anywhere within 2 miles of the administrative boundary of the Parish. Ken said this means that the Lido amenities lie within the Rottingdean Parish Council’ <i>area of interest</i>.</p> <p>The RPC Chair thanked Sally for attending saying the Lido crowd-funding would be discussed by councillors as part of that evening’s business.</p> <p>Cllr Sheppard informed he would be raising under a later item some points from Harold Williams (resident) who had not been able to attend that evening.</p>
	<p>PARISH COUNCILLOR MEETING</p>
4.	<p>Declarations of Cllr’s interests As a grant application from Rottingdean Preservation Society was to be considered that evening (Item 7.4) Cllrs John, Bryant, Butler, Sheppard declared personal associations with the Preservation Society.</p>
5.	<p>Minutes of last meeting on 9 April 2018 Following amendment to the details for the forthcoming Ovingdean Green Festival in late June, the minutes for the 9 April RPC were signed by the Chair.</p>
6.	<p>Matters arising: to be covered on the evening’s agenda.</p>

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7.	Parish Council Finance & grants
7.1	<p>Annual Governance Statement: Cllr Bryant (RFO) said councillors are asked to approve RPC's Annual Governance Statement for 2017/18.</p> <p>Cllr Sue John read through and asked Cllrs to substantiate each & every statement comprising the Annual return on the effectiveness of RPC governance and scrutiny processes during the previous 12-month period.</p> <p>The Council confirmed overall that to the best of their knowledge & belief, with respect to the accounting statements for the year ended 31 March, that Section 1, page 2, the Annual Governance statement of the Annual return is agreed. The Council also gave agreement for the Chair and Clerk to sign the RPC Annual Accounting Statements for 2017/18.</p> <p>Cllr Bryant RFO asked the Clerk to ensure that a reference to the above recommendation is provided by the draft minutes to include in the RPC Annual Accounting Statement. Cllr Bryant said the next step would be the audit later this month on 17 May 2018. Following independent audit, the final Accounting Statements, including the finance figures, will be considered at the RPC meeting on 4 June 2018 and later published on the website and notice board during June and July 2018.</p> <p>Cllr Sue John (RPC Chair) thanked Cllr Bryant for his continuing contribution and unstinting diligence as RPC's Finance Officer.</p>
7.2	<p>Monthly Finance report</p> <p>Cllr Bryant had circulated his Finance report for the period to 30 April 2018 https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/RPC-Treasurer-Report-30-Apr-18.pdf</p> <p>showing total RPC cash at bank and in hand is £156,678 .76.</p> <p>Cllr Bryant highlighted:</p> <ol style="list-style-type: none">this includes £87,062.69 currently held in a Cambridge & Counties savings account paying a higher rate of interest;that HMRC had requested that in future PAYE payments made by RPC should be made as Direct Debits (rather than by cheque as now).
7.3	<p>To resolve to pay the following amounts</p> <p>Cllr Bryant informed that RPC Insurance renewal is due on 1 June and sought approval to pay the premium of £261.50 which is identical to last year. This was agreed. Cllr Bryant proposed the following amounts be resolved for payment:</p> <ul style="list-style-type: none">£261.50 Annual RPC insurance£925 ex VAT to Sussex Surveyors for professional advice re the possible future costs of maintaining the St Aubyn's amenities should planning consent be granted on the current planning applications. <p>Cllr Butler seconded the recommendation for payments to be made. This received unanimous agreement.</p>
7.4	<p>RPC Grants & donations</p> <p>Cllr Sheppard (Chair of RPC Village Community Advisory Group(VCAG)) said there were two grant applications proposed for RPC to consider formally that evening.</p>

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7.4.1	<p>Cllr Sheppard wanted first to acknowledge a persuasive case made for supporting the Saltdean Lido Community Interest Company (CIC). This included Rottingdean residents at the meeting voicing clear support to RPC for contributing to the Lido Community <i>crowd funding</i> effort.</p> <p>Cllr Sheppard reminded that preliminary research - on funding schemes <i>outside</i> the parish geographic boundary- confirm scope for RPC to legitimately consider a formal application for grant (should one be submitted) as long as it is shown that the Rottingdean community benefit.</p> <p>Cllrs noted that the maximum annual limit on grants is limited to £6.98 multiplied by the number of eligible voters in the Parish. All agreed that a grant application from Saltdean Lido CIC -should one be made to RPC – would need to be considered by VCAG. A recommendation would then be for the agreement of full Council. Potentially at the next RPC meeting on 4 June.</p>
7.4.2	<p>Proposed grant applications considered by VCAG were seconded by Cllr Butler for</p> <p>-Rottingdean Preservation Society towards the cost of installing a chair lift in The Grange. It was noted that BHCC have granted permission and there are statutory duties for accessibility of public buildings. Parish Councillors agreed an RPC award of £1k to match the RPS donation;</p> <p>- 'Rottingdean in Bloom' under Helen Clark as Chair had applied for £1k and this grant was agreed unanimously by parish councillors</p>
8.	<p>RPC STRATEGY & COMMUNICATION</p> <p>8.1 The 2018 Rottingdean Annual Village Meeting had taken place on 19 April with some 50 in attendance. Cllr Sue John (Chair) drew attention to the priorities of residents expressed at the Village meeting. Details are found in the meeting minutes at: https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/final-DRAFTminutes-AVM-2018.pdf</p> <p>Cllr John reflected on the continuing focus of RPC Advisory groups for tackling key Village issues such as air pollution from excessive traffic; driver speeding; an increase in commuter parking; general signage, and the challenges for maintaining a vibrant high street. Cllr John advised that the draft Neighbourhood Plan for Rottingdean has policies seeking to protect and enhance community & visitor amenities as well as offering encouragement to developers to bring forward proposals that help with future housing, associated transport and employment needs. As Chair she would continue to prioritise community efforts to protect health facilities provided within Rottingdean.</p> <p>8.2 Neighbourhood Plan: Moving on to progress with publishing Rottingdean's own local plan, Cllr John advised that there will be a Working Group session in late May. She said chapters of the Plan needing some further input include the feedback awaited on air quality & traffic management policy. Plus, more on housing and design aspects of the emerging planning guidance. To maintain continuity, she is proposing that the planning expert employed by RPC to support the Working Group be commissioned to help with finalising the outstanding aspects of the document.</p>

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8.3	<p>Cllr John said the fee for this professional support would be approximately £2k. Cllr Bryant added that a budget had earlier been identified for this. Cllr John's proposal was seconded by Cllr Sheppard and received the unanimous support of all councillors.</p> <p>RPC Standing Orders & policies for 2018/19:</p> <p>Cllr John said she had been advised that there remain a few areas needing attention to bring RPC operational policies up-to-date for 2018/19. For example, an update to data protection and privacy policy for when GDPR requirements come into force. The Clerk was asked to approach BHCC for potential support with ensuring that RPC systems/practice are compliant. Cllr Bryant said he anticipated this topic being raised by the Auditor too.</p>
9.	<p>BUILT ENVIRONMENT</p>
9.1	<p>Air pollution: Cllr Bryant updated on the air quality monitoring results for 2017 which he received just after the Annual Village Meeting on 19 April 2018. The 2017 data on air quality in the High Street had shown the east side of the High Street had an annualised result of 41.ug/l (when the legal limit is 40ug/l). The Group working up proposals to help tackle the pollution in Rottingdean High Street had recently focussed public consultation arrangements. He said he foresaw risk of a process elongated by timescales determined by meetings of BHCC's ETS committee. He would share information with Cllr Fenwick who is taking on a lead role advising on air quality.</p>
9.2	<p>Cllr John said she thought that RPC should be pushing for public transport including a bus route from Rottingdean to the Universities/Lewes which could reduce numbers of private car journeys.</p>
9.3	<p>Traffic volumes: Cllr Bryant said the Action Group meeting with Ward Cllrs is taking place tomorrow in the Whiteway Centre He reminded that the Group had emanated from the 'Big Petition'. It would be likely to discuss the traffic assessment submitted by the Applicant last year to support the vacant St Aubyn's School site re-development. Cllrs Bryant and Butler would represent RPC at the A259 meeting.</p>
9.4	<p>Traffic & pedestrian safety: Cllr Bryant informed he has written to City Council highways safety officers requesting speed-activated lights to be trialled northbound through the Village – as they had been for a fortnight on a southbound stretch of Falmer Road.</p> <p>Cllr Sheppard said he was aware that Cllr Fitsall has contacted schools to take forward ideas for designing speed awareness posters.</p>
9.5	<p>A further idea to be considered by BEAG is signage, e.g. "Rottingdean welcomes careful drivers".</p>
9.6	<p>Cllr Sheppard raised issues brought to his attention by Harold Williams (who could not be present that evening), concerning</p> <ul style="list-style-type: none">- Inconsiderate parking at the Bowling Green;- yellow lines needed on the kerb area;- a bin blocking the pavement near The Plough;- illegal parking continuing in front of Lloyds Pharmacy;- deteriorating road surface in West St;- continuing worry about ivy growing over the Trellis Café. <p>Cllr Butler said she had contacted Ward Cllr Mary Mears to check the situation about the legal charge taken out by BHCC with regard to the Trellis Café.</p>

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11.3	RPC members expressed their sadness at the recent passing of Gerry Prince. Cllr Sheppard said that Gerry had contributed enormously to the life of the Parish and that thoughts are with his wife Sally, his family and friends.
12.	NATURAL ENVIRONMENT
12.1	Beacon Hill mini project: Council Webzell confirmed enthusiasm of the Beacon Hill Working Group and progress made towards a number of visitor enhancements in the Nature reserve. He mentioned that quotes are awaited on items such as new notice boards following the enlargement of the Reserve, plus anticipation that a timely application made to the SDNPA could potentially be a source of additional finance.
12.2	Lighting a beacon to commemorate 100 years since ending of WW1 Cllr Webzell said he can report that – while there are still issues to resolve - a contained area of the Nature Reserve is identified as a potential solution to the concerns for lighting a beacon in this sensitive environmental area. He said agreement to this had been given by Natural England and there will now be a meeting between the British Legion and the Park rangers to take forward plans for 11 November.
12.3	Upkeep of posts around the Green Cllr Sheppard is to explore costs for ensuring maintenance of the posts as it has become apparent that the City Council has no budget for this and the expectation is that Rottingdean will need to assume this task.
13.	Date of next meeting: was confirmed as Monday 4 June 2018.
	The meeting closed at 9.30 p.m.

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ROTTINGDEAN PARISH COUNCIL – May 2018

RPC CHAIR	Sue John	sue.john@rottingdean-pc.gov.uk
RPC VICE CHAIR	Bob Webzell	bob.webzell@rottingdean-pc.gov.uk
FINANCE & STANDARDS	John Bryant, Finance Officer Bob Webzell, Deputy Finance Officer	john.bryant@rottingdean-pc.gov.uk
[RPC governance & financial assurance]	Heather Butler, Vicky Fenwick & RPC Clerk	
PLANNING SUB-COMMITTEE	Heather Butler (Chair): John Bryant, Kieran Fitsall, Graham Sheppard, Jo Davies	heather.butler@rottingdean-pc.gov.uk

4 MAIN THEMATIC ADVISORY GROUPS Current leads:

STRATEGY & COMMUNICATIONS: Policy & Communications Neighbourhood Planning	Bob Webzell (Chair) Heather Butler John Bryant, Sue John Kieran Fitsall	bob.webzell.@rottingdean.pc.gov.uk
Sub groups: <ul style="list-style-type: none">- Major RPC Schemes- Neighbourhood Plan Working Group	Sue John (Chair) John Bryant, Heather Butler, Bob Webzell, Kieran Fitsall	sue.john@rottingdean-pc.gov.uk
BUILT ENVIRONMENT: Transport & air quality Street lighting & Village infrastructure Pedestrian/road safety, parking, access	John Bryant (Chair) Heather Butler Graham Sheppard Kieran Fitsall leads on parking/highways safety Anthony Delow Vicky Fenwick leads on air quality	john.bryant@rottingdean-pc.gov.uk kieran.fitsall@rottingdean-pc.gov.uk Vicky.fenwick@rottingdean-pc.gov.uk
NATURAL ENVIRONMENT: Beacon Hill Local Nature Reserve- South Downs National Park - Village Pond & Green-	Anthony Delow (Chair) Bob Webzell Sue John, Jo Davies	anthony.delow@rottingdean-pc.gov.uk
Sub groups: <ul style="list-style-type: none">- Seafont- Beacon Hill LNR	Anthony Delow leads on Seafont projects Bob Webzell BHLNR Working Group Chair	bob.webzell.@rottingdean.pc.gov.uk
VILLAGE COMMUNITY: Resilience, visitor facilities including events, Arts, library. Partnership working with other bodies including. Rottingdean Preservation Society, Churches, Whiteway Centre. PARC, Police & Community LAT etc.	Graham Sheppard (Chair) Heather Butler, Anthony Delow, Vicky Fenwick represents RPC on ' Visit Rottingdean '. Jo Davies & Graham Sheppard represent RPC at LAT meetings.	Graham.sheppard@rottingdean-pc.gov.uk Vicky.fenwick@rottingdean-pc.gov.uk Jo.davies@rottingdean-pc.gov.uk