



Agreed minutes
Rottingdean Parish Council meeting
Monday 4 June 2018

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

PUBLIC SESSION -7.30PM	RPC response
<p><i>Members of the public may speak for up to 3 minutes before the start of the main meeting. Councillors aim to respond during the evening, but if not feasible will respond later in writing.</i></p>	
<p>Cllr Sue John (RPC Chair) welcomed all to the June 2018 meeting of the Parish Council (RPC), inviting 9 residents in attendance to make representations to the public meeting.</p> <p>Sean Flanagan: reiterated to councillors his belief that there remains disagreement between the District Valuation Service & City Council planners on the land valuation used in the Economic Viability and financial case put forward by the St Aubyns applicants in the proposals for the vacant site. Sean reminded that only the executive summary of the Viability Assessment has been published despite his requesting the full report. Sean said he also maintains his request made to the Information Commissioners Office for supporting his claim that incorrect financial information is being used as justification for building on the field. Sean said ongoing disagreement may be a reason why nearly a year has passed since the applications to develop St Aubyns were submitted to the LPA.</p> <p>Sean also reminded that his intention – following a mediation process recommended by a Barrister – is to press for full reinstatement of the features of Cavendish. Sean said success with enforcing a restrictive covenant on Cavendish could provide precedent for enforcing other restrictive covenants in the Rottingdean Conservation Area such as one that he believes protects St Aubyns Field from being used for the building of flats.</p> <p>Harold Williams brought Councillors’ attention to a range of concerns he has for the Village. Those mentioned included poor condition of the road surface in West Street, plus various Conservation Area buildings: The Old Cottage & Trellis Café. He asked if rumours were true that the BHCC property charge on the Grade II Listed Trellis Café had been removed. Harold informed his recent conversation with the café owners had highlighted difficulty finding a contractor to remove the prolific ivy especially as birds are now nesting in it.</p>	<p><i>Cllr John informed the July 2018 BHCC planning committee meeting is likely to include consideration of the St Aubyns planning applications</i></p> <p><i>Cllr John responded the City Council legal property charge for the Trellis has been confirmed.</i></p> <p><i>Cllr John added that she wanted to congratulate Harold on the results of his many positive endeavours for the Village especially confirmation that the Brighton & Hove ‘Hop-on and Off visitor</i></p>



<p>Harold also reminded that Village signage is an outstanding issue- also raised by other residents at the recent AVM. He especially mentioned alternative directions needed to aid HGV drivers in avoiding driving through the High Street.</p> <p>Libby Darling (local environmentalist & Visit Rottingdean, Chair) said she wished to raise the profile of an initiative to make Rottingdean one of the first villages in the Country to become 'Unwrapped and plastic free'. Libby will be consulting further with Cllr Sheppard to discuss the potential support of the Parish Council.</p> <p>Roy Wales (Chair, Rottingdean Arts) wanted publicly to acknowledge appreciation for the work of Harold Williams over many years supporting the Rottingdean community.</p>	<p><i>bus service is now to stop in Rottingdean.</i></p> <p><i>Cllr Sheppard to liaise with Libby,</i></p>
<p>Cllr John thanked all for their contribution before opening the Councillors' discussion.</p>	

	COUNCILLOR SESSION -7.30PM	Agreed action /lead
1.	Apologies for absence: All councillors were present.	
2.	Declarations of interest in agenda items: Cllrs Butler Bryant and John informed of personal interests they have in Rottingdean Arts so would not be permitted to vote on an application for grant being considered that evening.	
3.	Agreement of minutes for Annual meeting of RPC Following correction, the Chair signed the minutes of the 2018 annual meeting of the Parish Council.	<i>Clerk to post minutes on website. Clerk to return to 'action' column format.</i>
4.	Matters arising from the previous meeting There were none that were not included on the evening's agenda.	<i>Clerk to ask RWC for 'voice - raising' equipment at all meetings.</i>
5.	FINANCE	Actions
5.1	<p>Cllr Bryant (RPC Responsible Finance Officer (RFO)) had circulated the end-of-year governance and financial statements, banking reconciliation, explanation of variances, and auditor recommendations following the 2017/18 audit carried out on 17 May 2018 by Peter Frost.</p> <p>Cllr Bryant said that the Auditor had made two comments in his report. The first on GDPR in which he suggested there may be a future amendment to the legislation whereby Councils may not have to appoint a DPO. The second was 2 points about the Council moving to Internet Banking; insurance cover against risks posed by cyber-crime and checking the robustness of anti-virus & firewall software being used.</p> <p>Cllr Bryant highlighted to Councillors that the annual return required an explanation when the level of RPC reserves is more than twice the annual council tax precept raised from Rottingdean residents.</p>	<p><i>Clerk to follow up meeting dates with BHCC Information Governance team for implementing GDPR.</i></p> <p><i>RFO to advise SCAG on update to RPC Standing Orders needed for move to online banking.</i></p> <p><i>Clerk to publish accounting</i></p>



<p>5.2</p> <p>5.3</p>	<p>In asking Cllrs to approve the 2017/18 accounts, Cllr Bryant said Cllrs need to formally acknowledge and agree that the funds in reserve are properly earmarked against RPC planned schemes (infrastructure projects), with delivery mechanisms that rely on agencies such as BHCC which often delays actual spend budgeted for by RPC.</p> <p>Cllr Bryant proposed that taking the above into account, Section 2 Page 5 be approved by Council and signed by the Chair. Seconded by Cllr Webzell who praised Cllr Bryant’s financial guidance over many years now, all agreed the approach recommended by the RFO. There was unanimous approval for the Chair to sign the 2017/18 Statements, & for publication by the Clerk.</p> <p>RFO’s monthly finance update: Cllr Bryant had circulated his financial report for the period to 31 May 2018. http://www.rottingdean-pc.gov.uk/financial_reports</p> <p>He proposed the following two sums be resolved that evening for payment:</p> <ul style="list-style-type: none"> • £ 142.78 Auditor fee (£10 less than last year) • £ 17.70 additional keys cut for Kipling Gardens. <p>Cllr John seconded payment with unanimous agreement of all Cllrs.</p> <p>Cllr Bryant said he is currently carrying out research to ensure that RPC is receiving the best interest rate return on its current reserves.</p>	<p><i>statements and information on Public Inspection rights on website during the period 11 June to 20 July 2018.</i></p>
<p>5.4</p>	<p>Community Infrastructure Levy (CIL): A public consultation on a Charging Schedule for a Community Infrastructure Levy (CIL) invited representations from RPC and Cllr Bryant had been examining the B&H Developer Contribution information and process for identifying schemes for CIL raised from Developers. Cllr Bryant will circulate to all Councillors his intended response to BHCC which identifies the priorities seen for Rottingdean’s infrastructure needs (RPC project list) plus links to the emerging Neighbourhood Plan policies for Rottingdean.</p>	
<p>5.5</p>	<p>Grants: Cllr Sheppard informed a grant application had been received by RPC requesting £1k towards the costs of running Rottingdean Arts (RA) festival during Summer 2018. He confirmed the published RPC criteria had been considered by VCAG members who recommend to Council that the award is made. In discussion it was confirmed that the Brighton Festival had been approached previously to use Rottingdean Terraces in its annual May programme. The different timing of events was thought one possible reason why this hadn’t happened. Cllrs also heard that this year the Rottingdean Arts Festival will be run at an overall loss. The proposal from VCAG was seconded by Cllr Delow and there was majority agreement for RPC to award the £1k funding. Having declared personal interests in RA, Cllrs Butler, Bryant & John did not vote.</p>	<p>Cllr Bryant RFO to advise SCAG on amendment to the RPC published Grants & Donations Policy to incorporate the correct terminology for Council’s considerations for making grants & donations.</p>



<p>5.6</p>	<p>Saltdean Lido: Following the May RPC meeting, a grant application for £1k had now been submitted by Saltdean Lido CIC. Cllrs again debated whether RPC may legitimately donate to the Saltdean Lido CIC & the local community fund-raising initiative for continuing essential renovations to the Lido buildings (needed to ensure the outdoor swimming pool amenity for the area can continue). Parish Cllrs were pleased to hear that pledges from others had meant that the £104k local crowd-funding target had been met within the deadline for Lottery funding. This should allow now for substantial sums from national sources.</p> <p>Cllrs heard that neighbouring local councils including Telscombe Town Council had been hosting events in aid of the Lido funding. Cllr Bryant pointed to a potential issue as the target for pledges has been passed, saying RPC may now need to await the National Lottery decision (later in June) before making its donation. Cllr Butler also pointed to an issue which had cropped up where grants are appropriate for ventures which provide tangible benefits as opposed to ‘promotional/pump-priming’ type activities.</p> <p>Cllr John added that while RPC would wish to be associated with the legacy of a successful community venture, it is a responsibility of Rottingdean Cllrs to be sure that an RPC donation benefits Rottingdean’s council tax precept payers.</p> <p>Cllr Davies said she thought there were clear health and well-being benefits for the whole community. Cllr Delow said he also supports an RPC donation as many across the Deans benefit both directly and indirectly from theirs and others’ use of the Lido facilities.</p> <p>Cllr Bryant abstained from an otherwise unanimous vote in favour of an <i>in-principle</i> RPC agreement to supporting a grant towards the Lido renovations.</p>	<p><i>Cllr Sheppard will follow up with Sally Horrox, Chair Saltdean Lido CIC on the National Lottery decision</i></p>
<p>6.</p>	<p>STRATEGY & COMMUNICATION ADVISORY GROUP</p> <p>Cllr John informed this Advisory Group had met during the month. Issues discussed included:</p> <p>GDPR: a meeting to be requested with BHCC’s Information Governance team – see also 5.1.</p> <p>Retirement of Clerk: a recruitment and transition plan to be circulated to all to meet the Clerk’s request to step down at the end of 2018. A new Clerk/RFO post to be filled by October 2018.</p> <p>Rottingdean Neighbourhood Plan: the RPC working group has brought together draft chapters of the emerging planning guidance for Rottingdean to enable Andrew Ashcroft (planning consultant) to undertake an overall critique of the document. BHCC will also be approached now with requests for certain aspects of technical material including maps. See also Item 5.5 on CIL.</p>	<p>Cllr John asked the Clerk to request the sound amplification system is used at all public meetings.</p> <p><i>Clerk to follow up BHCC support on implications for Cllrs of GDPR</i></p>



<p>Cllr Bryant has worked on information to signpost prospective Developers to CIL investment priorities for Rottingdean. (There is an increase to 25% local determination of CIL spending when a Neighbourhood Plan is formally adopted.)</p> <p>Major RPC investment in Parish infrastructure</p> <p>Cllr Bryant informed he is currently awaiting a BHCC start date for Phases 3 & 4 of the Conservation Area street lighting refurbishment. (This affects a remaining 5 lamp posts to be replaced at the top end of the Green & by the Church).</p> <p>Partnership working with the City Council</p> <p>Cllr Webzell updated on RPC attempts to engage the Senior Executive team at BHCC to reinstate face-to-face exchange between the two tiers of local government. While the CEO has offered meetings on specific departmental services & schemes, RPC see a wider strategic requirement to share aspirations and major project delivery for the Village. It was agreed if no progress could be made, the Chair would contact the new Council leader (plus local MP) to share RPC concern that the agreed partnership-working protocol had all but broken down over the last 12 months.</p>	<p><i>Cllr John to write formally to the new Council leader Dan Yates and local MP Lloyd Russell-Moyle to raise the issue of 2 tier partnership working.</i></p>
<p>7. PLANNING:</p> <p>Cllr Butler presented the June 2018 Planning Report. https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/f.-Planning-report-June-2018.pdf</p> <p>Residential development at Meadow Vale: A Government Inspector's (appeal) decision is not likely to be known before end July 2018.</p> <p>St Aubyns: Cllr Butler confirmed anticipation that the applications will be on the agenda for the BHCC July planning committee meeting. The Committee agenda when finalised can be found https://present.brighton-hove.gov.uk/ieListMeetings.aspx?Committeeld=118</p> <p>Recent householder proposals: Cllr Butler explained that RPC objected to two sets of proposals for No 4 The Park as the design is potentially very incongruous with other dwellings around The Park. She said the RPC planning sub-committee had been aware of a relatively high number of public representations submitted to the LPA on these proposals. Some in support & some not.</p> <p>The Trellis Café- Cllrs had recently established that the property charge taken out by BHCC remains in place to meet future public costs that could arise for ensuring adequate conservation of this Listed structure. http://www.brightonandhovenews.org/2018/03/23/rottingdean-tea-shop-ordered-to-remove-its-ivy-coat-very-carefully-by-hand/</p>	



8.	<p>BUILT ENVIRONMENT</p>	
8.1	<p>Traffic congestion/air pollution: Cllr Bryant informed the 2017 annualised air quality monitoring results are now awaited. He updated that a meeting is to take place with BHCC officers, local ward councillors and RPC on 21 June to look at traffic management options for the High Street (Air Quality Management area (AQMA)). Cllr Bryant reflected that parties remain generally at logger heads when it comes to the validity and effectiveness of the data available to evidence workable solutions to address increased transportation needs for the area.</p>	
	<p>National Clean Air day on 21 June 2018</p>	
8.2	<p>A public awareness-raising day is planned across the Country on 21 June 2018. See: https://www.cleanairday.org.uk/Pages/Category/get-involved-in-national-clean-air-day Cllr Fitsall had written a piece in RVN for the forthcoming clean air day & he had contacted local schools to alert them of the scope for becoming involved in promoting ordinary day-to-day behaviours which help to reduce pollution. There was wide ranging Councillor discussion about the sort of things RPC might do to especially persuade drivers about the adverse impact of idling engines. Cllrs agreed a budget of £300 should be set aside to develop information which could press home the air pollution hazards in the High St and how all could help mitigate them.</p>	
8.3	<p>Road & pedestrian safety: Cllrs discussed a further incident where a vehicle had collided with the wall of Court House. Several lines of enquiry had been made to try to establish how this might be prevented happening again – including whether the level of street lighting had been obscured by trees. The owner of the house had requested permission to prune back trees around Hogg Plat that are protected by Preservation Orders. Recommendations are also awaited from the accident prevention officer.</p>	
8.4	<p>Speeding: Cllr Fitsall said, following research with firms and other highways authorities, he intends to bring a range of practical options with costs to the next BEAG meeting which can be used to deter drivers from speeding.</p>	
8.5	<p>It was agreed that improvement of signage could be scoped as a minor RPC project. Cllr Webzell pointed out that a sign had been knocked awry at the top of Newlands Road junction with Steyning Road. He would use the online links with BHCC to report it.</p>	
9.	<p>VILLAGE COMMUNITY: Cllr Sheppard updated on:</p>	<p>VCAG agreed action</p>
9.1	<p>Business bins: The Head of CityClean has agreed to the re-siting of bins onto private property or within designated public refuse areas. Also, to expedite delivery of recycling bins to residents who have made requests.</p>	



<p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p> <p>9.7</p> <p>9.8</p> <p>9.9</p> <p>9.10</p> <p>9.11</p>	<p>Posts around the Green: Meetings have been held with 3 contractors for quotes to refurbish/ replace some 23 wooden posts around the Village Green. 6 of the 23 posts appear to be missing. The quotes to be looked at by the BEAG meeting later in June and then by full Council in July.</p> <p>Time Tide Clock: NPower has provided approximate costings to provide an electricity supply to the clock. There will be a working party meeting in June to clarify costings and to initiate a planning application.</p> <p>Police & Community Safety Local Action Team (LAT): Cllrs Sheppard and Davies attended the May 2018 LAT meeting. Items on the agenda included ‘bag it and bin it’ dog waste campaign, Neighbourhood Watch, The Youth Service’ and residents’ concerns about traffic, roads and speeding.</p> <p>Christmas Tree on the Green: Cllr Sheppard had a final pre-works meeting with the contractor. Agreed exact position of the electrical extension and the commencement of the works which will be as soon as possible after the Lions Fair on Saturday 16 June 2018.</p> <p>Crossing Patrol for Our Lady of Lourdes School: a further advert for a school crossing warden was placed in the June/July edition of the Village News.</p> <p>Rottingdean Village News: the June/ July edition updates Parish Council work with an article by Cllr Fitsall on the forthcoming National Clean Air day.</p> <p>Village benches: in addition to the donation of the “Vivienne Westwood” bench potentially to be placed in Golden Square, a further offer has recently been made a family wishing to donate a memorial bench. Cllr Fitsall wondered whether the Mayor of Brighton might be invited to a special unveiling of the Westwood bench.</p> <p>Cllr Fenwick reported the Visit Rottingdean working group had approached to explore whether a solution could be found to stop seagulls ransacking waste bins on the seafront. Cllrs felt a solution to be followed up with City Clean is more frequent emptying of the bins which are quickly filled by cardboard fish’n’chip cartons in the Summer.</p> <p>Cllr Fenwick reported that Visit Rottingdean group are keen to have confirmation of the installation of the two Bike-Share hubs in Rottingdean which is currently being consulted on. Information on the Ovingdean Green festival on 23 June, and Beacon Hub Summer event on 30 June is found at: https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/f.-Parish-Notes-June-2018.pdf</p>	<p><i>Cllr Sheppard to supply Cllr Bryant RFO information concerning ongoing maintenance costs of the clock tower</i></p> <p><i>VCAG to consider invitation to Mayor of Brighton,</i></p> <p><i>Village Defibrillator NB 6- monthly battery replacement is due in Sept 2018</i></p>
<p>10.</p> <p>10.1</p>	<p>NATURAL ENVIRONMENT & SEAFRONT</p> <p>Cllr Delow lead for the Natural Environment Advisory Group of RPC was pleased to report positive progress made to effect various repairs to the Seafront toilets. He remarked a new sponsor [Healthmatic] appears to be bringing much needed funding to City facilities. Cllr Delow was particularly pleased to see stainless steel being used for external doors, a new flushing system, hot water supplies re-established, and better storage for loo rolls. He will pursue toilet signage.</p>	



10.2	<p>Beacon Hill Local Nature Reserve mini project: Back in February, Cllr Webzell Cllr had broached with Councillors' opportunities following the enlargement of BHLNR by 40% in Sept 2017. Costings then were identified of some £6k for picnic tables, noticeboards, information laminates, new information flyers & wooden dispensers. Cllr Webzell had emphasised that members of the BH Working Group, and the Friends of BH, and Beacon Hub are fulfilling any workforce need. An approach is also being made to SDNPA to seek potential funding for these improvements.</p> <p>At the meeting Cllr Webzell was able to circulate samples of robust materials suitable for the outdoor public information Boards in the enlarged Reserve. He said the total cost of 6x lectern-style information boards is approx. £5k. There will also be further cost for updated leaflets.</p> <p>Cllr Bryant had originally pointed out he thought money could be saved by refurbishing existing picnic tables, and he is disappointed that vandalism had now meant both picnic tables were condemned by BHCC. At Cllr Bryant's request, Cllr Webzell will seek further quotes to ensure good value is achieved for the items proposed in this mini-project.</p>	
11.	<p>DATE OF NEXT MEETING: 2 July 2018.</p> <p>The meeting closed at 9.25pm</p>	