



**Rottingdean Parish Council meeting
Agreed minutes for Monday 2 July 2018**

Parish Councillors present: John, Fenwick, Fitsall, Sheppard, Webzell & RPC Clerk

| | RPC response |
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| <p>Cllr Sue John (RPC Chair) welcomed all to the July 2018 meeting of the Parish Council (RPC), inviting 4 residents in attendance to make representations to the public meeting.</p> <p>Ken Bodfish (resident) commented he is pleased that voice-raising equipment is now in use at the public meetings in the Whiteway Centre.</p> <p>Meadow Parade Surgery: Ken asked for confirmation that the agenda that evening would include discussion of future provision of a primary health care service for Rottingdean residents in the light of the impending closure of premises on Meadow Parade, Rottingdean.</p> <p>John Bustard (resident) observed that there did not appear to have been advance notice from the two highways authorities of resurfacing plans necessitating 2 nights closure of Falmer Road. He said signage had been sited near to the Amex Stadium but none at the Woodingdean end. John explained concern emanates from the potential therefore for additional (diverted) traffic to use Rottingdean High St.</p> <p>Dylis Brown (SAFE) alerted councillors to SAFE's intended 'representations to be made in response to the public consultation on City Plan Part 2 which runs from 5 July to 13 September. (Part 2 of the Local Plan has policies for the City & identification of potential sites to meet the City's future need for development.)</p> <p>Dylis informed that the Proposals do not list the former St Aubyns School playing field as a 'green space' in the City Plan. SAFE will be raising this omission in the context of the RPC recommendation in 2015 that the school playing field would be protected by such a designation.</p> <p>Cllr John responded that Rottingdean's emerging local plan makes draft provision for sites in the Parish to be 'green spaces' to facilitate protection from development. Parish Cllrs have not been party to decisions to exclude the St Aubyns Field in a City' list of proposed protected spaces. Cllr John said RPC is to use the opportunity to contribute through the formal consultation process for the City Plan.</p> | <p>Cllr John confirmed that a letter in late 2017 to the CCG had not been replied to, & there would be continued Council debate that evening on how RPC could challenge a proposed change to locating the available doctors for the area. See also 9.1</p> <p>Cllr John said that lack of effective communication with Rottingdean residents would be a key issue for a forthcoming meeting with the City Council Leader, Dan Yates. See 6.4</p> <p>See also Items 6.7 and Planning Report at 7.7 on <i>RPC attendance at City Stakeholder event for the Part 2 Consultation.</i></p> |



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| <p>Cllr John added that had BHCC continued strategic liaison meetings with RPC, these would have given more opportunity for sharing of local concerns and priorities for development.</p> <p>Lynne Stewart (resident) reminded councillors of residents' representations at the April 2018 Annual Village Meeting on a need seen for more effective Village signage to key sites of interest.</p> <p>Lynne added that she had recently witnessed a motorist emerging from Old Place Mews turning the wrong way – as there isn't a visible sign that the High St is a one-way system around The Green.</p> <p>Cllr John thanked all for their contribution before opening the Councillors' discussion.</p> | <p>RPC investment in signage to be discussed as part of the evening's agenda. See Built Environment item.</p> |
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| | PUBLIC SESSION -7.30PM | Agreed action /lead |
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| 1. | <p>Apologies for absence: had been received from Cllrs Bryant, Butler, Davies, & Delow.</p> <p>Resignation of Cllr Delow: Cllr Sue John (RPC Chair) informed she sadly had news from Anthony Delow that he needed to resign as parish councillor due to family illness. Everyone wanted to pass on their very best wishes to Anthony & his family; remarking he would always remain associated with taking forward seafront amenities –especially major achievements such as the toilets, improved access, and the ongoing liaison with a multitude of Authorities with interests in both coastal & environmental issues.</p> | <p><i>Clerk to notify City Council Returning Officer of Cllr Delow's resignation so proper Notice is given of timetable for formal process.</i></p> |
| 2. | <p>Declarations of interest in agenda items There were none declared.</p> | |
| 3. | <p>Agreement of minutes for Annual meeting of RPC Following a corrected finance figure, the Chair signed the minutes of the June 2018 meeting of RPC.</p> | <p><i>Clerk to post final minutes on website.</i></p> |



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| 4. | <p>Matters arising from previous meeting</p> <p>Cllr Sheppard updated he is awaiting the outcome of the National Lottery decision on funding refurbishment of Saltdean Lido.</p> <p>Cllr Fenwick reminded that Cllr Delow (before him knowing about a need to resign from RPC) had been pursuing the issue of overflowing waste bins on the Seafront. Cllr Sheppard said he would take on a request to City Clean to increase the frequency of waste collections during the busy Summer period.</p> | <p><i>Cllr Sheppard to update on progress to increase BHCC seafront waste bin collections.</i></p> |
| 5. | <p>FINANCE</p> | |
| 5.1 | <p>Cllr Webzell (Deputy Responsible Finance Officer) – in the absence of Cllr Bryant- presented the RFO’s draft report on Parish Council finances up to 28 June 2018. See http://www.rottingdean-pc.gov.uk/financial_reports</p> <p>Cllr Webzell said there was nothing exceptional to highlight in the monthly report.</p> | <p><i>RFO to advise SCAG on update to RPC Standing Orders needed for online banking.</i></p> |
| 5.2 | <p>Renewal of RPC payroll contract: Cllr Webzell drew attention to information circulated for renewing the Clamp Boxall Payroll Services contract which covers RPC obligations to HMRC including National Insurance. In the light of a mere 40p monthly increase, all agreed that this contractual arrangement be continued.</p> | <p><i>Cllr Bryant to report to Council on his research to ensure that RPC is receiving the best interest rate return on its current reserves.</i></p> |
| 5.3 | <p>Agreement to payment of outstanding sums</p> <p>Cllr Webzell proposed the following 5 sums be resolved for payment:</p> <ul style="list-style-type: none"> -£1k (agreed) RPC Grant to <i>Rottingdean Arts</i> -£ 240 National Clean Air Day promotional materials - £92.40 Clamp Boxall payroll services - £ 20 Clerk’s printing costs - £ 149 plus VAT online recruitment advertising for new Clerk. See 6.3. <p>Cllr Fitsall seconded payment with unanimous agreement of all Cllrs.</p> <p>Cllr Sheppard commented the timetable to ensure a new Clerk is in post by October means that an advert in the bi-monthly Village News magazine would have a short window for RVN readers to submit applications. See Item 6.3</p> | <p><i>Cllr Bryant to report to Council on his research to ensure that RPC is receiving the best interest rate return on its current reserves.</i></p> |
| 5.4 | <p>Other financial matters: Cllr Webzell reminded that the 2017/18 Audit had recommended RPC move to online banking. As a result, NatWest Bank had requested that all councillors authorise the 3xRPC ‘signatories having personal authority to make financial transfers on behalf of Council. These proposed arrangements were seconded by Cllr Fitsall, & all Cllrs at the meeting signed to agree & authorise the arrangements.</p> | |



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| 6. 6.1 6.2 6.3 6.4 6.5 | <p>STRATEGY & COMMUNICATION ADVISORY GROUP</p> <p>Cllr John informed this Group had met during the month.</p> <p>Governance issues discussed included amendment needed to RPC policy in the light of new data protection law. Main changes include organisations needing to know what personal information they hold and what is done with it; plus, Citizens having increased rights around the data held on them (such as their email details). The Clerk had liaised with BHCC and while awaiting a meeting, suggested that RPC could take steps to amend RPC policy to assure parishioners that care is taken to safeguard all personal information received by Councillors. It was agreed that Cllrs Butler, Fenwick & Clerk meet for this purpose.</p> <p>2 May 2019 local elections: The Clerk has circulated the full timetable. Some key dates are:</p> <ul style="list-style-type: none">- Publication of Notice of Election is 26 March 2019- Receipt of Nominations deadline 4:00 pm on 3 April 2019- Publication of Statements of Persons Nominated - 4pm on 4 April 2019- Publication of Notice of Poll - 24 April 2019- Day of Poll - 7am to 10pm 2 May 2019 <p>Retirement of Parish Clerk at end of 2018: Cllrs were informed an advert has been placed in <i>Love local jobs</i> for a new Clerk/RFO post to be filled by October 2018. https://www.lovelocaljobs.com/job/299086/parish-clerk/?TrackID=44442&utm_medium=aggregator&utm_source=adzuna&utm_term=boost#sc=jobfeed&me=feed&cm=ClickCast</p> <p>Partnership working with the City Council</p> <p>Cllr John Chair updated on her approaches to the local MP, and the new Council Leader to share RPC concern that the agreed partnership-working protocol had all but broken down over the last 12 months. Meetings are now scheduled in July and in August with City Council Leader Dan Yates, and Lloyd Russell- Moyle MP.</p> <p>Neighbourhood Planning</p> <p>Cllrs John & Webzell had met with the Brighton Marina Neighbourhood Plan Steering Group which has been in existence for 3 years. While the Marina is a very different environment to historic Rottingdean, RPC are interested in scope seen by businesses, residents & local councillors to enhance the future ambience of the Marina, and the Black Rock area too.</p> | <p><i>Cllr Butler, Fenwick & the Clerk to meet to update RPC policy on data protection.</i></p> |
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| <p>6.6</p> <p>6.7</p> | <p>Draft Rottingdean Neighbourhood Plan & St Aubyns</p> <p>Cllr John said Andrew Ashcroft (planning consultant) was now reviewing the whole draft plan. RPC were seeking support from BHCC with technical information/ maps etc.</p> <p>In addition to this commission, RPC has needed to seek professional consultancy support with estimating potential cost implications should the current St Aubyns applications be approved, and a large proportion of the Playing Field plus other assets are gifted to the Rottingdean community under the stewardship of RPC.</p> <p>Cllr Sheppard commented he recently had seen an example where a local community are able to use a Chapel gifted in a similar way to the proposals in the St Aubyns applications – see update below.</p> | |
| <p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> | <p>PLANNING:</p> <p>In the absence of Cllr Butler, Cllr Fitsall presented the July 2018 Planning Report. https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/g.-Planning-report-July-2018.pdf</p> <p>St Aubyns: Cllr Fitsall said there is possibility that the applications are to come before the BHCC 18th July planning committee meeting. The Agenda can be viewed at https://present.brighton-hove.gov.uk/ieListMeetings.aspx?Committeed=118</p> <p>Development at Meadow Vale: The Government Inspector’s decision to <i>allow</i> the planning appeal has been recently reported in the press http://www.theargus.co.uk/news/16327521.45-new-homes-at-ovingdean-get-the-go-ahead/</p> <p>Other planning matters: Cllr Fitsall mentioned the recent application made by Rottingdean Preservation Society (RPS) to erect a free-standing heritage information board on a pedestal on the Seafront near Highcliff Court. Cllr Fitsall said he would liaise with RPS to share the Parish Council intention to invest in a refurbished Lower High Street area to ensure any issues are identified.</p> <p>Lanterns: An appeal has been lodged against the refusal of BHCC to grant consent for dormer windows. RPC also objected to these proposals.</p> <p>2 Pumping Station Cottages Balsdean: Further to RPC correspondence last year, an Enforcement Notice was issued by SDNPA to discontinue the use of the land for a mobile home.</p> | |



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| 7.7 | <p>Draft City Plan: BHCC is about to commence a 10-week period of consultation on the Draft City Plan Part Two. Further information on the consultation, including the draft City Plan Part 2 and documents is available at: https://www.brighton-hove.gov.uk/content/planning/planning-policy/city-plan-part-two</p> | <p>Clerk to RSVP the RPC invite received for attending a Stakeholder Event on 17th July 2018</p> |
| 8.1 | <p>BUILT ENVIRONMENT</p> <p>In the absence of Cllr Bryant, Cllr Fitsall informed that RPC continue to chase BHCC Highways for start dates for the final phase of the street lighting refurbishment. (This affects a remaining 5 lamp posts at the top end of the Green & by the Church)</p> <p>Signage: good progress has been made with designs and costings for various types of signage covering directional (finger-pointing/tourist) signs to places of interest in Rottingdean, as well as promoting safe driving speed in the Village. Cllr Fitsall stressed that other measures are also being considered to tackle drivers who exceed safe limits. A new Chevron -style sign has been installed on the wall at Court House to warn of the sharp bend in the road.</p> <p>Posts around the Green: 3 quotes have been sought to replace/reset the wooden posts which help protect The Village Green. Cllr Sheppard had met with all 3 prospective contractors; he proposed that one of the contractors be appointed in due course to complete the work, and this was agreed in principle by all present.</p> <p>National Clean Air Day in June: The banners remain in the High Street to try to make drivers aware that switching off engines when in a stationary traffic queue can help reduce air pollution. https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/g.-Parish-notes-July-2018.pdf About 100 printed leaflets are left for the RPC stall at the Village Fair on 4 August. Cllrs heard these were well received when distributed on National Clean Air day.</p> <p>Bike-share racks in Rottingdean: Cllrs heard that the preferred location for the Bikeshare Hub, the operator Hourbike prefers a site adjacent to the White Horse, as this is likely to generate the highest number of users. Local councillors are in correspondence with BHCC to ensure the safety & interests of pedestrians especially children on the seafront are fully considered. Cllr Fenwick (<i>Visit Rottingdean</i> representative, & Air</p> | |



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| | <p>pollution lead for RPC) said she remained disappointed that only one hub (10 bikes) near the seafront is initially being installed in Rottingdean. Originally one had been suggested for Golden Square too.</p> | |
| <p>9. 9.1</p> | <p>VILLAGE COMMUNITY</p> <p>Future of local GP services: Cllr Sheppard confirmed that the Rottingdean & Saltdean Medical Practice has applied to the Clinical Commissioning Group (CCG) to close the Meadow Parade premises. He reiterated that public consultation about the proposed closure of Rottingdean's only medical premises had been appalling though he recognised a nationwide problem for attracting & supporting GPs in modern healthcare facilities. Councillors are angered by lack of information & aware of the strength of feeling about not having a service in the Village and having to go to Saltdean for a face-to-face appointment.</p> <p>Cllr Fenwick had suggested actions which she thought could encourage the CCG to better present the reasons for closure. It was agreed to press for meetings to be in Rottingdean not least to better explain the reasons for closure.</p> <p>Cllr Sheppard informed he was already helping to organise a meeting of interested parties (on 9 July).</p> <p>A further 'drop in' information session has now been organised by the CCG on 19th July at Our Lady of Lourdes School. See Village notice board, & website: https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_08_other_updates/Practice-poster-for-July-engagement-event-vjl.pdf</p> <p>Time & Tide Clock Tower: Cllr Sheppard said a letter will be distributed by the working party to businesses to update on the purpose & progress of the Clock.</p> <p>9.2</p> <p>9.3 Donation of public bench: A family would like to site a dedicated bench on The Park where previously there had been one. The plan is to meet as much of the installation cost as possible asking for support if needed.</p> <p>9.4 Mural under the terraces: Libby Darling has proposed that a mural be painted in the covered area under the terraces. In principle RPC is supportive but agreed that Cllr Sheppard should encourage a planning application to be made.</p> <p>9.5 Rottingdean Plastic Free: Libby Darling has provided RPC with an outline of proposals to achieve a plastic free community. The RPC Community group will consider the proposals.</p> | <p>Action</p> <p><i>Village Defibrillator NB 6- monthly battery replacement is due in Sept 2018</i></p> |



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| 9.6 | War Memorial: The Royal British Legion wishes to return to having a fence around the Memorial on the Village Green as part of their WW1 anniversary remembrance. RPC agreed to explore whether the Legion is intending to apply for planning permission. | |
| 9.7 | Rottingdean In Bloom: Cllr Sheppard had been invited to attend an assessment on July 3rd when an external advisor visits the Village to offer advice and support. | |
| 9.8 | Village Christmas Tree: The electrical works for a lit Christmas tree on The Green have been completed. The next stage is to consider how the tree can be safely installed. A possible suggestion from the contractors is piping set in concrete to accommodate the trunk. Cllr Sheppard will follow up. | |
| 10. | NATURAL ENVIRONMENT & SEAFRONT | |
| 10.1 | Early in the year, Cllr Webzell Cllr had broached with Councillors' opportunities following the enlargement of BHLNR. Costings were identified of some £6k for picnic tables, noticeboards, information laminates, new information flyers & wooden dispensers. Cllr Webzell now brought 3 requested quotes for Councillors to consider. On the recommendation of Cllr Webzell-seconded by Cllr Sheppard -it was decided to accept a quote for works costing £5k. An approach also to be made to SDNPA for a potential contribution. | |
| 10.2 | Cllr Webzell informed of an offer from an Ovingdean resident & Friend of Beacon Hill to sponsor a sign in memory of a loved one. Cllr Webzell would pursue with BHCC budgetary issues for maintenance of the BH Nature Reserve. He said Cllr | |
| 10.3 | John would be attending an interim meeting of the Beacon Hill Working Group & Rangers on 6 July to look at issues for the Nature Reserve including changes in mowing practice (forced by funding cutbacks), and the lighting of a Beacon to commemorate 100 years since the ending of WW1 War. | |
| 10.4 | Rottingdean Beach huts: Councillors briefly touched on exploratory ideas they would like to pursue in relation to the scope for local management of the 20 beach huts. Only about 4 huts appear to be in use. | |
| 11. | DATE OF NEXT MEETING: Monday 6 August 2018 | |
| | The meeting closed at 8.55pm | |