



## Rottingdean Parish Council meeting Agreed minutes for Monday 6 August 2018

**Parish Councillors present:**

Butler, Bryant, John, Fenwick, Sheppard, Webzell & RPC Clerk

	Action arising
<p><b>Cllr Sue John (RPC Chair)</b> welcomed all to the August 2018 meeting of the Parish Council (RPC), inviting 5 residents in attendance to make representations of up to 3 minutes to the public meeting.</p> <p><b>Richard Ellis (resident)</b> said he had met recently with Bernard Turnbull (Chair, Beacon Hub) and as a result would encourage greater use made of the developing facilities, and views from the wooden Hub building close to the Rottingdean Windmill. He wondered for example whether tables with parasols, and better signage could better promote the café and other Nature Reserve amenity.</p> <p><b>Cllr Sue John</b> was pleased to report plans currently in hand to enhance visitor amenities generally in the Beacon Hill Local Nature Reserve. This includes Parish Council investments in new information (boards and leaflets) plus new benches and picnic tables – though parasols in this exposed location present Health &amp; Safety issues. <b>Cllr John</b> added that Councillors are aware of fund raising by the Beacon Hub and proposals to significantly enhance facilities for school trips and teaching about the South Downs and coastal environment. The Beacon Hub café -currently being opened for a few hours on Thursday to Saturdays is a developing amenity with opportunities for volunteers to support local ventures</p> <p><b>Cllr Webzell</b> (Chair of the Beacon Hill Working Group) added the Café can currently site plastic tables outside; and he is aware that a new information banner is planned so as to draw in visitors. He informed that the AGM of the Beacon Hill Working Group with a public meeting is happening on the evening of 14 September in the Whiteway Centre. Details are at: <a href="https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/BHLNR-2018-AGM-Agenda.pdf">https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/BHLNR-2018-AGM-Agenda.pdf</a></p> <p><b>Siobhan Dodds (resident &amp; Rottingdean in Bloom)</b> had previously voiced concern about influx of professional services &amp; agencies starting to dominate the High Street, plus the demise in recent years of ‘Rottingdean Smugglers’ (late night shopping) events. <b>Siobhan</b> said she wanted now to seek RPC support for taking forward options aimed at adding interest and complementing the current High Street offer. She thought that with access to an electricity generator, space in the Village such as Golden Square and/or the Post Office Square could be used for market/artisan stalls. Siobhan had also broached these ideas with Cathy Taylor (PARC) and Ian Taylor at the City Council.</p>	<p><i>Cllr John responded that RPC welcomes a detailed proposal from Siobhan which could be routed through Cllr Sheppard as lead Councillor for the Village Community.</i></p>



<p><b>Village Signage &amp; proposed Bike-Share hub</b></p> <p><b>Siobhan</b> also asked about progress to improve signage around the Village, commenting that the <i>Bike-Share</i> scheme is further highlighting a need for signposting the best routes for cyclists to take plus the range of attractions and amenity that Rottingdean has. Siobhan stressed that the proposed cycle-store hub for Rottingdean (planned to be sited by the White Horse) needs to be signposted prominently so the many benefits of cycling for the prosperity &amp; wellbeing of all are positively promoted.</p> <p>Councillors advised work is proceeding to install (finger pointing) visitor signage, adding that Rottingdean Preservation Society is also making investments in Information Boards. Planning permission had been sought by RPS recently for a seafront board adjacent to St Margaret's Court. <b>Cllr Sheppard</b> mentioned that RPC had recently undertaken an 'audit' of Village signage and sees some need to also rationalise the use of signs and unofficial notices.</p> <p><b>Cllr John</b> thanked all for their contribution before opening the Councillors discussion.</p>	<p><i>RPC to take forward</i></p>
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	PUBLIC SESSION -7.30PM	Agreed action /lead
1.	<p><b>Apologies for absence:</b> had been received from Cllrs Fitsall and Davies. An update on progress to fill the casual vacancy which has arisen following the resignation of Cllr Delow to be given at Item 6.</p>	
2.	<p><b>Declarations of interest in agenda items</b></p> <p>There were none declared.</p>	
3.	<p><b>Agreement of minutes for 6 July meeting of RPC</b></p> <p>The minutes of the last RPC meeting were agreed and signed by the Chair.</p>	<p><i>Clerk to post final minutes on website.</i></p>
4.	<p><b>Matters arising from previous meeting</b></p> <p><b>Cllr Sheppard</b> updated that the <i>Rottingdean in Bloom</i> Assessor's visit had produced constructive feedback. <b>The Clerk</b> reminded that the battery in the Village defibrillator was now nearing the end its effective 6-month life span.</p>	<p><i>Defibrillator battery to be replaced in September 2018</i></p>
5.	<p><b>FINANCE</b></p>	
5.1	<p><b>Cllr Bryant (Responsible Finance Officer)</b> presented his report on Parish Council finances up to 31 July. This had been published on the parish council website at <a href="http://www.rottingdean-pc.gov.uk/financial_reports">http://www.rottingdean-pc.gov.uk/financial_reports</a></p> <p>Cllr Bryant said there was nothing exceptional to highlight. Estimates for RPC planned capital investment represent some 3/4s of Parish Council reserves. These currently stand at £149, 088.34.</p>	



<p>5.2</p>	<p><b>Agreement to payment of outstanding sums</b>  <b>Cllr Bryant</b> proposed the following 5 sums be resolved for payment:          -£18 (hire of Village Hall for first consultation meeting on potential scheme to refurbish the Lower High St)          - £30 for A3 printing of sketch plans for above          - £ 54 (hire of St Margaret's Cottage for 2 meetings in August with City Council leader, &amp; in September with local MP):          - £10 Insurance for RPC stand at Village Fair          - £ 1,175 to install a power supply on the Village Green for Xmas tree lighting etc.</p> <p><b>Cllr Webzell seconded the proposal for the above payments to be made receiving unanimous agreement of all Cllrs.</b></p>	
<p>5.3</p>	<p><b>Other financial governance</b>  <b>Cllr Bryant</b> said that following the recent Bank of England increase to the base rate, he is satisfied that RPC continues to receive an appropriate interest rate return on its cash reserves.  <b>Cllr Bryant</b> advised he is taking forward changes required for RPC to make &amp; receive payments online. He explained that practical issues that arise include a system to provide for multiple signatories &amp; accessibility of the online Account.</p>	<p><i>RFO to advise SCAG on update to RPC Standing Orders needed for online banking.</i></p>
<p>5.4</p>	<p><b>Grant applications</b>          No new applications had been received</p>	
<p>6. 6.1 6.2 6.3</p>	<p><b>STRATEGY &amp; COMMUNICATION ADVISORY GROUP</b>  <b>Partnership working &amp; strategic liaison</b>  <b>Cllr John</b> Chair updated on arrangements for two meetings in August with the new Council Leader, Dan Yates, and with Lloyd Russell- Moyle MP in September. She stressed it would be important to convey RPC's vision &amp; priorities and where support is needed for the delivery of these. For example, efforts to tackle growing issues for transport capacity and the effects on the Rottingdean community from vehicle congestion of the A259 Coast road.</p> <p><b>Parish Council Governance</b>  <b>Casual vacancy:</b> The Clerk advised that following formal Notice by the City Council Returning Officer of Cllr Delow's resignation from RPC, no requests had been received from residents for an election to be held. This had allowed the vacancy to be advertised with prospective candidates hoped to come forward by the closing date of <b>Friday 7 September</b>.  <b>See website for information at</b>  <a href="https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_of_her_updates/ADCllr-Vacancy-Application-August-2018.pdf">https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_of_her_updates/ADCllr-Vacancy-Application-August-2018.pdf</a></p> <p><b>Retirement of Parish Clerk:</b> Adverts are currently placed in Rottingdean Village News, RPC noticeboard and website as well as <i>Love local jobs</i> for a new Clerk/RFO post to be filled by October 2018.</p>	<p><i>All Cllrs requested to attend meetings with City Council Leader, and local MP.</i></p>



<p>6.4</p> <p>6.5</p>	<p><a href="https://www.lovelocaljobs.com/job/299086/parish-clerk/?TrackID=44442&amp;utm_medium=aggregator&amp;utm_source=aduna&amp;utm_term=boost#sc=jobfeed&amp;me=feed&amp;cm=ClickCast">https://www.lovelocaljobs.com/job/299086/parish-clerk/?TrackID=44442&amp;utm_medium=aggregator&amp;utm_source=aduna&amp;utm_term=boost#sc=jobfeed&amp;me=feed&amp;cm=ClickCast</a></p> <p>RPC, keen to encourage a range of applicants are arranging further placements including BHCC &amp; CILCA job sites.</p> <p><b>RPC privacy policy:</b> Cllrs Butler, Fenwick &amp; the Clerk had met to take forward a privacy policy for RPC to comply with new data protection law (GDPR). An objective is that hyperlinked information for residents would be provided on all outgoing RPC email. The Clerk explained the main gist of proposed practice would be to provide transparency/explanation to residents of:</p> <ul style="list-style-type: none"> <li>- the type of personal data Cllrs receive (mostly names &amp; other contact details),</li> <li>- what is done with information, and</li> <li>- the lawful purpose for RPC to 'process' that information.</li> </ul> <p>Key points of assurance for residents are:</p> <ol style="list-style-type: none"> <li>a. Cllrs take all reasonable care of personal information that is provided to them by parishioners</li> <li>b. Cllrs do sometimes share contact information to progress issues for residents, but this is almost certainly to be only with each other plus <i>trusted</i> third parties such as local authorities &amp; known local associations.</li> <li>c. Residents to be asked <i>before</i> any personal information is shared.</li> </ol> <p><b>Draft Rottingdean Neighbourhood Plan</b></p> <p><b>Cllr John</b> reported that the national context for locality planning is evolving not least with Government publication this month of an updated NPPF (National Planning &amp; Policy Framework). She informed that the RPC Working Group had met that day to look at next steps following positive advice from RPC's planning expert that the draft Plan for Rottingdean is ready to share with the City Council. <b>Cllr John</b> informed that nationwide there are around 2000 Plans in the pipeline, and the Government has built in transitional arrangements so that those submitted before January 2019 will use the former version of national policy as the basis for their Plan. For the Rottingdean draft plan, there remains work including:</p> <ul style="list-style-type: none"> <li>• Consultation</li> <li>• Assessment of consultation feedback</li> <li>• Incorporation of Changes into Final Plan</li> <li>• Preparation of Consultation Statement</li> <li>• Preparation of basic conditions Statement</li> </ul>	<p><a href="mailto:recruitment@brighton-hove.gov.uk">recruitment@brighton-hove.gov.uk</a></p> <p><i>To be contacted to include the Rottingdean parish clerk vacancy</i></p> <p><i>Clerk to share draft policy with BHCC &amp; to bring back comments received.</i></p> <p><i>Clerk to raise with the RPC IT toolkit provider how to ensure Cllrs personal email accounts allow clear separation from RPC business.</i></p>
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<p>6.6</p>	<p>Cllr John said the RPC working Group need to collectively assess the work needed and advantages/ disadvantages of pressing ahead to submit the Plan before January 2019.</p> <p><b>Major RPC Schemes</b></p> <p><b>Lower High Street refurbishment:</b> an outline sketch of what may be feasible is provided in this month’s Parish Notes, see <a href="https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/h.-Parish-notes-August-2018.pdf">https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/h.-Parish-notes-August-2018.pdf</a></p> <p><b>Cllr John</b> reported on an initial consultation meeting held with local traders and residents of High Cliff Court and St Margaret’s. Wide ranging and mostly positive comments had covered themes around</p> <ul style="list-style-type: none"> <li>• access, design &amp; safety</li> <li>• transport &amp; parking</li> <li>• Events/ activities, trading &amp; business needs</li> </ul> <p>RPC also collected comments from visitors to its stall at the Village Fair which will be collated and circulated shortly. As well as welcoming feedback from residents &amp; traders, Cllr John said the work will need to be put on a formal project footing and she invited Cllrs to come forward to form a Project Group.</p>	<p><i>Cllr John to circulate the Draft NP to all Cllrs.</i></p> <p><i>Cllrs John, Bryant, Butler &amp; Davies to form an RPC Project group.</i></p>
<p>7. 7.1</p> <p>7.2</p> <p>7.3</p>	<p><b>PLANNING: Cllr Butler</b> presented the August 2018 Planning Report. <a href="https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/h.-Planning-report-August-2018-2018-08-01-210647.pdf">https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/h.-Planning-report-August-2018-2018-08-01-210647.pdf</a></p> <p><b>Cllr Butler</b> informed that the Parish Council was represented at a Stakeholder Event run by BHCC who are currently consulting on the Draft City Plan Part Two. Further information on the consultation, including the draft City Plan Part 2 &amp; documents is available at: <a href="https://www.brighton-hove.gov.uk/content/planning/planning-policy/city-plan-part-two">https://www.brighton-hove.gov.uk/content/planning/planning-policy/city-plan-part-two</a>. Cllr Butler also alluded to the current ‘Places survey’ - see above report -which is open until 13 September.</p> <p><b>Major proposals: Meadow Vale:</b> Cllr Butler confirmed that the Government Inspector’s decision to allow the planning appeal provides outline planning consent for 45 new homes with ‘reserved matters’ still to be approved.</p>	



7.4	<p><b>Former St Aubyns School:</b> Cllr Butler informed that neighbours overlooking the vacant site are describing it as looking over a rubbish tip but there is no news on when the proposals for the vacant St Aubyns School site are to go before the BHCC planning committee.</p> <p><b>New fencing around The Memorial on The Green:</b> Cllrs commented it is not clear whether permission was sought from the LPA to erect the fencing. See this month's Parish Notes  <a href="https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/h.-Parish-notes-August-2018.pdf">https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/h.-Parish-notes-August-2018.pdf</a></p>	
8. 8.1 8.2	<p><b>BUILT ENVIRONMENT</b></p> <p><b>Traffic and air pollution</b></p> <p><b>8.1 Cllr Bryant</b> provided background to efforts to address the high volume of vehicular traffic using the High Street and the resulting air pollution. He added that the air quality in the High Street is at or near EU limits. The 2017 monitoring data is about to be published by the City Council and he explained that BHCC, while setting aside £40k for traffic modelling work to inform possible traffic management options- had often postponed scheduled meetings with the Parish Council. For example, an agreed meeting in early August had just been pushed to 29 August. It was hoped that Cllr Vicky Fenwick in taking on the lead role for health and air quality issues would be able now to attend this meeting on behalf of RPC.</p> <p><b>8.2 Cllr Bryant</b> went on to say he is aware of a potential complaint to be made to the Local Government Ombudsman to challenge traffic figures used by the City Council and Developers -particularly the recent Meadow Vale proposals - to justify additional housing. He is hopeful that a challenge could mean pressure for Developers to work harder on measures to mitigate against additional pressure on local roads including the A259.<b>Cllr John (Chair)</b> added that RPC would consider carefully how it might best respond to the issues raised by a potential complaint.</p>	<p><i>Cllr Vicky Fenwick in taking on the lead role for health &amp; air quality issues to try to attend next BHCC meeting</i></p>
9. 9.1 9.2 9.3	<p><b>VILLAGE COMMUNITY</b></p> <p><b>Cllr Sheppard gave a verbal update on:</b></p> <p><b>9.1 Proposals for a Tide Clock in Rottingdean</b>      Unfortunately, the Rampion Community Fund bid was unsuccessful. However, the working group have decided that they should continue with the planning process and seek alternative sources of funding.</p> <p><b>9.2 Posts around the Village Green</b>      The replacement of a number of posts around the Village Green will be completed next week. Additionally, the cupboard door on the electrical box adjacent to the Kipling Gardens gate has been replaced.</p> <p><b>9.3 Application to close Meadow Parade Surgery</b>      There were 4 public consultations and a further consultation within the surgery itself. Cllrs Sheppard, Butler and John</p>	



	<p>attended a meeting with David Supple Chair of the CCG with the discussion covering the consultation process, GP recruitment and what measures might be put in place to mitigate the impact of the closure of Meadow Close Surgery. These measures to include accessibility and transport.</p> <p><b>Bike- Share Hub</b></p>	
9.4	<p>A meeting within BHCC chaired by Rob Dickin took place on July 30<sup>th</sup> to consider the response from Ward and Parish Councillors to the proposal to have one hub adjacent to the White Horse Hotel. The outcome of this meeting is awaited.</p>	<p><i>Cllr Sheppard to look to remove the 'Parish Council' name plate and to liaise with St Margaret's Church who now use the board.</i></p> <p><i>Cllr Sheppard to bring to September Community meeting for consideration.</i></p> <p><i>Cllr Sheppard to take forward a celebratory event.</i></p> <p><i>Cllr Sheppard to liaise with Cllr Davies over waste bin issues</i></p>
9.5	<p><b>Notice Board</b></p> <p>The original Parish Council notice board on the side of the Snooker Hall has the title 'Parish Council' fixed to the framework but is no longer used by RPC.</p>	
9.6	<p><b>Memorial bench</b></p> <p>A local family have offered to pay half the cost of a dedicated bench costing £1044 to be placed in the Park, Rottingdean. They asked if the Parish Council could fund the other half of the cost.</p>	
9.7	<p><b>Vivienne Westwood bench</b></p> <p>The BHCC dedicated bench team have informed that the plaque has now been engraved and the bench will soon be put in place.</p>	
9.8	<p><b>Village Fair</b> – the Parish Council had an information stall at the recent Village Fair and consulted with residents on various ideas and projects for the Village.</p>	
9.9	<p><b>Recreation Ground:</b> Cllr Davies had asked about a replacement bin for the Rec Ground. <b>Cllr Sheppard</b> said BHCC consider the bin in the play area to be sufficient.</p>	
9.10	<p><b>Bins on seafront:</b> Cllr Davies emailed before the meeting to ask what the situation was with the temporary bins overflowing on the seafront. Cllr Sheppard said that following the issue being raised at a previous RPC meeting and as stated at a previous meeting that he had contacted BHCC and asked if more collections could take place and that BHCC do not have the capacity to increase the number of collections.</p>	
10.	<p><b>NATURAL ENVIRONMENT &amp; SEAFRONT</b></p>	
10.1	<p><b>Cllr Webzell</b> had previously raised opportunities following the enlargement of BHLNR. Costings were identified of some £6k for picnic tables, noticeboards, information laminates, new information flyers &amp; wooden dispensers. Cllr Webzell now informed he had approached SDNPA for a £2k contribution and the Friends of Beacon Hill would also be contributing.</p>	
10.2	<p>Details of the forthcoming Working Group AGM &amp; public meeting on 14 September in the Whiteway Centre are:  <a href="https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/BHLNR-2018-AGM-Agenda.pdf">https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/BHLNR-2018-AGM-Agenda.pdf</a></p>	
11.	<p><b>DATE OF NEXT MEETING: 3 September 2018</b></p> <p>The meeting closed at 9.15 pm</p>	