



**Rottingdean Parish Council meeting
Agreed minutes for Monday 3 September 2018**

Parish Councillors present:

Butler, Davies, John, Sheppard, Webzell, & RPC Clerk & Clerk designate

	RPC response
<p>Cllr Sue John (RPC Chair) welcomed all to the September 2018 meeting of the Parish Council (RPC).</p> <p>New Clerk announcement: Cllr John introduced Kevin Kingston who following a selection process to fill the vacancy for Clerk/ Responsible Finance Officer for the Parish Council has accepted a provisional offer to become the next RPC Clerk. As Clerk designate, Kevin said he is delighted by the opportunity to bring extensive local government experience to support the Rottingdean community and its parish councillors.</p> <p>Cllr John invited the 7 Rottingdean residents in attendance to make any representations of up to 3 minutes to the public meeting.</p> <p>Cynthia Howe (new Rottingdean resident) responded how pleasant and positive she had found her first six months living in Rottingdean having moved her home from Brighton Marina. Cynthia said she had especially appreciated information available -such as Rottingdean Village News, The Deans Magazine – on a wealth of community-centred activities. In coming along to the public meeting, she included an active parish council as part of this.</p> <p>Dylis Brown (SAFE member) referred to her recent correspondence to BHCC and RPC in which she had requested Parish Councillor' views on the Draft Brighton & Hove City Plan Part 2.</p> <p><i>This document – currently out for extensive public consultation- supports the delivery of City Plan Part 1 (adopted in 2016) and builds on the strategic policy framework to identify development sites and set down detailed development management (DM)policies to assist in deciding future planning applications to 2030. The draft document found at : https://www.brighton-hove.gov.uk/content/planning/planning-policy/city-plan-part-two provides proposed policies on topics such as transport, biodiversity, sustainability, affordable housing as well as how to make best use of the constrained housing land supply in Brighton & Hove while ensuring a range of dwelling types and sizes to meet the city's identified housing needs, facilitate housing choice and achieve mixed and balanced communities.</i></p> <p>Specifically, Dylis asked about</p> <ol style="list-style-type: none"> a. The B&H City target for additional residential units to be built in the period until 2030? b. Does RPC agree this need, and specifically the numbers of potential housing units proposed for Rottingdean? c. If a proportion of the former St Aubyns School Playing Field were <u>not</u> to become residential land (as currently proposed in applications to be determined at the moment) how many additional residential units does RPC agree should be in Rottingdean? 	<p>Cllr Sue John reminded about the current City Council public consultation on draft City Plan Part 2. See also Item 7. This is a key opportunity being taken by RPC to shape City wide policies & ensure the interests of Rottingdean & the aspirations of RPC are submitted to the strategic local plan process.</p>



Cllr John said she had received a copy of the City Council response setting out at least 13,000 new homes estimated as needed to meet a 2030 B&H population. About 1% of this figure is proposed to be in Rottingdean from the 3 sites: Meadow Vale, Falmer Avenue and St Aubyns. **Cllr John** would ensure Dylis also received an RPC response seeking to address issues raised by Dylis around the challenge of managing housing development over the next decade or so. In this Rottingdean’s work to develop its own Neighbourhood Plan (NP) provides an important community opportunity for shaping policy and priorities – see also Item 6 on RPC’s NP project, and further public consultation opportunities to influence how future needs are met through a locally-shaped development system.

Sean Flanagan (Rottingdean resident) voiced the following queries:

- a. How could he respond in the public session at the *beginning* of the RPC meeting when he had not yet seen a report on the outcomes of RPC’s 2 recent meetings with the Council Leader, and local MP?
- b. Based on his belief that there is a requirement for developers to undertake road safety audits, he challenges -with regard to the current St Aubyns applications - whether a Road Safety Audit has been performed in the High Street (to cover the safety of all road users including pedestrians and cyclists)?
- c. Does an audit need to be done in the context of evidence needed to support the emerging Rottingdean Neighbourhood Plan (NP)?
- d. What will be the scope and format of the referendum question asked of the Rottingdean community about adopting the Neighbourhood Plan? Would there be opportunity to comment on different aspects of the NP?

Cllr John said a report is being given that evening on the two high level meetings during the last month with the Council Leader and local MP which primarily covered collaboration that RPC see as needed to tackle key issues and future aspirations for Rottingdean. Sean would receive a written response after enquiries had been made to ask about local assessments of safety risks for highways users in and around Rottingdean, and any evidence requirements for supporting the emerging (Rottingdean) planning policies being developed for the draft Neighbourhood Plan. **Cllr John** assured Sean that there is a formal process for the Rottingdean community to be consulted on all aspects of the emerging NP. The question put to local referenda on whether the Plan is adopted follows only after comments from Rottingdean residents have been considered for incorporation into workable development management policy for the locality.

Following on from Cynthia’s positive feedback on her first 6 months living in Rottingdean. **John Bustard (resident)** observed that it is important to sustain a supply of volunteers coming forward to maintain the vibrancy and future resilience of the Rottingdean community. John mentioned for example he is aware that this year’s traditional ‘*Rottingdean Smugglers*’ evening is affected by lack of volunteers and he notices lack of engagement from younger people including as local Councillors.

Cllr John to ensure Dylis has a written RPC response to address issues raised by Dylis which focus on the challenge of managing housing development over the next decade or so.

Clerk to enquire of BHCC policy team on the situation re audits of road safety in the Rottingdean locality

Cllr John informed Rottingdean’s demographic trend is on average about ten years older than in central Brighton.

Cllr Sheppard commented a recent push for volunteers had nonetheless brought forward people to help in facilities such as the library.



In connection with evidence of un-met housing need in the area, John also raised the issue (highlighted from time to time by the local Tesco) of homeless people begging and asked what avenues are open to alert local 'housing' & related support services.

Main local agencies helping to address street-living problems follow: -



Residents concerned about someone sleeping rough, the Streetlink website may be used to send an alert. Details are sent to these local outreach services to help them find the individual and connect them to support (go to the StreetLink website or call 0300 500 0914). Outreach workers will support people to move away from the streets.

Ken Bodfish reminded he had raised an issue about careless house painting leading to paint spattered on Conservation Area pavements He said he was encouraged that issues raised are aired in RPC Parish Notes: -

https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/i.-Parish-notes-Sept-2018.pdf

These also include: -

- **Camera technology for pedestrian crossing at High Street junction with A259:** Ken's request for camera technology to be considered for Rottingdean not least to deter motorists tempted to jump the traffic lights and endanger pedestrians.
- **Signage for Whiteway Lane Bridleway** which was part of a route used for a cyclist charity event (British Heart Foundation) which highlights the need for effective information to promote considerate use of this shared right of way.

Cllrs responded they are aware that the success of the recently launched Bike- Share scheme has generated requests about improving Visitor and cycle routing around the Village. See also 8.2 on pedestrian and road safety.

Sean Flannagan remarked that the yellow road signs about the HGV restriction through Rottingdean had clearly had a positive impact.

Cllr John responded Parish Councillors had raised with the Council Leader and local MP the issue of HGVs diverted from Rottingdean to use Wilson Avenue. The Built Environment Advisory Group (BEAG) are currently taking forward an investment in a (finger pointing) tourist sign. (See items 6.1 & 8.2)

Cllr John thanked all for their contribution before opening the Councillor's discussion.

Clerk to identify what to do if worried about someone on the streets in Brighton & Hove.

Advice to be included in RPC Community Resilience information on the RPC website

Clean up request to be followed up with City Clean.

See Item 8 BEAG to consider scope for camera technology to help tackle people who speed & other inconsiderate driver behaviour.



	PUBLIC SESSION -7.30PM	Agreed action /lead
1.	<p>Apologies for absence: had been received from Cllrs Bryant (on leave), Fitsall and Fenwick (who were poorly). Cllr John read from a letter from Cllr Fitsall about his opportunities to take a sabbatical in Australia which sadly means his resignation as a Rottingdean Councillor. Cllr John added Cllr Fitsall is a real expert on road safety and he has made major contributions to the recent Rottingdean campaign regarding National Air Quality day as well as to the development of the draft Neighbourhood Plan. His departure represents a significant loss to RPC, Cllrs wish him every success in his future ventures and hope he may return to RPC at the end of his sabbatical.</p> <p>The formal Notice is now published: - https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_other_updates/Notice-of-Vacancy-05092018.PDF</p> <p>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>	<p><i>Clerk to notify B&H Returning Officer of resignation of Cllr Fitsall</i></p>
2.	<p>Declarations of interest in agenda items There were none declared.</p>	
3.	<p>Agreement of minutes for 6 August meeting of RPC 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>Matters arising from previous meeting None that would not be covered by the evening's agenda.</p>	
5.	<p>FINANCE</p>	
5.1	<p>In the absence of Cllr Bryant (Responsible Finance Officer) Cllr Webzell (deputy finance officer) presented a draft report on Parish Council finances. He explained all finance reports are published on the Parish Council website at http://www.rottingdean-pc.gov.uk/financial_reports. Cllr Webzell reported RPC remain £148,183 in credit with developing schemes accounting for major proportions of this public fund. An audit exception on this is now removed.</p> <p>Cllr Webzell added that the move to online banking recommended by the Auditor is work in progress. Cllr Webzell reported that RPC continues to receive a very competitive interest rate return on its reserves. However, there is a chance that this rate may not be sustained.</p>	<p><i>RFO to advise SCAG on update to RPC Standing Orders needed for online banking.</i></p>
5.2	<p>Agreement to payment of outstanding sums Cllr Webzell proposed the following sums be resolved that evening for payment:</p> <ul style="list-style-type: none"> • Consumables for Lower High Street consultation £30.60 (cheque payable to Heather Butler) • Advert for replacement clerk, entry on BHCC website £95 includes VAT of £15.83 	



	<ul style="list-style-type: none"> • Additional room hire RWC £23 for meeting on 9 July & Youth Hall 31 August 2018 • Clerk expenses: printer ink & paper £38.75 (cheque payable to Nicky Jackman) • Bricks to Mortar Ltd, Posts on the Green £2,082.30 includes VAT of £347.05 • RPC has also received a request for renewal of annual membership of CPRE at a minimum of £36.00 (Last year councillors received an overview of the benefits of this subscription.) <p>Councillors noted an invoice of approximately £30 is anticipated from SSALC for providing a standard template for the new Clerk's employment contract.</p> <p>Cllr Davies seconded the above proposal for these payments to be made -receiving unanimous agreement of all Cllrs.</p>	
5.3	<p>Grants: Cllr Sheppard informed that earlier in the year RPC had been approached about a contribution of around £325 from the Parish Council for a second- year entry in the Kingfisher Visitor Guide for Brighton & Hove. See https://kingfishervisitorguides.com/brighton-hove/</p> <p>As well as online presence on the web there is a hardback book distributed to some 40 Brighton hotels, frequented by some 1 million local hotel visitors. The 96 page Guide- see Page 13 https://kingfishervisitorguides.com/brighton-hove/visitor-guide/ has photographs & details of Rottingdean's visitor attractions. Cathy Taylor (Visit Rottingdean) had now approached RPC again for a decision on a possible grant towards this entry.</p> <p>In discussion as to whether Cllrs could be confident about the impact that this Guide is potentially having, Cllr Davies received favourable confirmation that there is opportunity also to influence the content of the Rottingdean page.</p> <p>Parish Councillors agreed that the Village Community Advisory Group of RPC would discuss further before making a recommendation to the October RPC meeting.</p>	<p>Village Community Advisory Group to further consider the potential impact that the Kingfisher online Guides may have before determining whether to award the £325 grant.</p>
6.6.1	<p>RPC STRATEGY & COMMUNICATION: Cllr Sue John (Chair of Advisory Group) remarked on a busy month which had included productive and worthwhile meetings with the City Council Leader, Dan Yates, & Lloyd Russell- Moyle MP. Both had asked to maintain further contact with RPC.</p> <p>One of the City Council Executive Directors (Nick Hibberd) had also been in touch since the meetings. Discussions had focussed on the A259 congestion, impact on Rottingdean, as well as issues seen for Longhill High School, and the closure of the only GP surgery in the Village. Lloyd Russell-Moyle in discussing mitigating the impact of the closure, had spoken of</p>	



<p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p>	<p>a developing approach where GPs form clusters so that specialist health knowledge is shared across communities. There had also been encouragement to contribute to the City infrastructure plan to influence how available Section 106 developer funding is apportioned. All Cllrs reported feeling hopeful that further liaison meetings will take place.</p> <p>Parish Council casual vacancy: The Clerk updated 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. This had allowed the vacancy to be advertised with prospective candidates asked to come forward by the closing date of Friday 7 September. Expressions of interest in the casual vacancy would be taken forward when the closing date was reached.</p> <p>Retirement of Clerk: Cllr Sue John said there had been a wealth of applicants – see also “new clerk announcement” on page 1. Feedback from those interviewed had been complimentary about the RPC website content & photographs. Cllrs thought it could be useful for future development of the website as a communication channel to look at the numbers/length of visits to the RPC website.</p> <p>GDPR: development of RPC privacy policy: Following constructive feedback from The City Council, the Clerk would provide a draft taking on board comments received.</p> <p>Draft Rottingdean Neighbourhood Plan & St Aubyns Cllr John updated that the RPC Working Group is working on the evidence base for the Plan and will circulate the draft policies to Councillors seeking consent to what is proposed.</p> <p>RPC Major schemes & investments: Refurbishment of Street lighting in Conservation Area- RPC await a progress report from Nick Hibberd City Council Executive Director.</p> <p>Lower High Street refurbishment: an outline scheme has had initial consultations with traders & residents of High Cliff Court & St Margaret’s. Most are very positive about proposals for a <i>shared space</i> with improved appearance, better accessibility also seeing scope to build on the success of the seafront terrace area. RPC’s project group to develop the Scheme comprises Cllrs John, Bryant, Davies with Cllr Butler as lead.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>PLANNING</p> <p>Cllr Butler presented the September 2018 Planning Report – commenting on a particularly busy month. See https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/i.-Planning-report-Sept-2018.pdf</p> <p>Proposals to develop Court Farm house which sadly would lead to a loss of an inglenook fireplace were raised.</p>	



	<p>Cllr Sue John had also been invited by Rottingdean Preservation Society to visit the 17th Century Quaker burial ground behind cottages at the top end of Dean Court Road. She said there had been some success locating evidence that confirmed continuing value placed on this ancient burial ground by modern day Quakers. The evidence could be included in Rottingdean's draft Neighbourhood Plan to enhance protection of Rottingdean's historic past.</p> <p>7.3 Major development at Falmer Avenue: Cllr Butler explained that the proposed development of land adjacent to Falmer Avenue, Saltdean (which has already received consent in principle from a Government Inspector) had now reached the stage where detailed matters are being considered by BHCC. Cllr Butler confirmed that RPC would be submitting an objection on the following grounds:</p> <ul style="list-style-type: none">• The proposed new road layout has a negative impact on the previously promised children's play / green space amenity area;• The proposed houses are closer to existing homes so appear to have lost lines of trees around the site which screened the new houses from existing ones;• The proposed new layout has meant an increase in roof height & therefore proposed houses are now much more visible from the National Park;• The design of the proposed houses is still at odds to the surrounding housing stock which is not in line with policies in City Plan Part 1;• The loss of facilities for some of the proposed houses means that the site is not user-friendly for wheel chairs and those unable to manage steps.	
7.4	<p>City Planning: Cllr John reminded about the City Council public consultation on draft City Plan Part 2. As the closing date of 13 September is near, she asked Cllrs to submit views to the Clerk for a composite response to be submitted.</p>	
8. 8.1	<p>BUILT ENVIRONMENT Air pollution</p> <p>In the absence of Cllr Bryant, Cllr Butler gave the context to a meeting on 29 August with the City Council to take forward work aimed at minimising the effects of stationary traffic queuing in the High Street and the resulting air pollution from idling engines. BHCC has allocated £40k to commission</p>	



<p>8.2</p>	<p>consultants to undertake data modelling to inform different possible traffic- management options. Cllr Butler said the meeting had looked at the 3-dimensional simulation (from the traffic data) which clearly demonstrated the current build-up of traffic seen daily in practice in the mornings & evenings. The next step is testing the impact of different possible traffic management scenarios on resulting levels of air pollution.</p> <p>Road & pedestrian safety</p> <p>Cllr Davies asked about signatures she had heard are being assembled to petition for action to tackle drivers speeding along the Falmer Road into Rottingdean. Dr Geoffrey Wells resident in Falmer Road -on lodging a complaint to BHCC- had been encouraged to organise this local petition for action. The matter was among those RPC discussed with both the City Council Leader, and local MP too. Cllr John said RPC members on BEAG will meet to consider how best to progress signage & wider measures to address speeding. The opportunity would also be taken to look at a resident request to use camera technology to deter drivers tempted to jump traffic lights and endanger pedestrians and other road users; plus, the issue of whether a road safety audit had been carried out for the current applications to develop the vacant St Aubyns site.</p>	<p><i>Clerk to follow up with BHCC the questions about whether a Road Safety Audit has been done.</i></p>
<p>9.</p> <p>9.1</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>VILLAGE COMMUNITY</p> <p>Cllr Sheppard updated on the following range of issues:</p> <p>Bike-share hub: BHCC will be installing a Hub in the Autumn in the lower High Street by the White Horse Hotel.</p> <p>Kipling Gardens: BHCC is appointing contractors with work expected to begin in October to repair the flint walls.</p> <p>St Margaret’s Christmas Tree Festival: RPC will again enter this year’s festival. Possible themes will be discussed at September’s Village Community Advisory Group meeting.</p> <p>Christmas Tree on the Green: ways of siting a tree are being explored and will be discussed at the next Village Community Advisory Group meeting.</p> <p>Fly-tipping near allotments in Hog Platt: some asbestos was dumped in Hogg Platt adjacent to the allotments and after it had been reported was promptly removed by BHCC.</p> <p>Defibrillator in Park Road: A replacement key pad and plastic cover have been fitted and checks made with the ambulance service. Cllr Sheppard also contacted First Responders to inform them and to ask them to update their website to include details of the Park Road defibrillator.</p> <p>Building community resilience: there will be an article on coping with cold weather in the November issue of the Deans magazine by the Deans Resilience Group comprising representatives from RPC, Ovingdean & Saltdean residents.</p> <p>Meadow Parade Surgery: Following the closure of the Surgery, RPC will monitor the promised mitigating measures</p>	<p><i>Advice to be included in RPC Community Resilience information on the RPC website if worried about incidences of street living.</i></p>



<p>9.9</p> <p>9.10</p> <p>9.11</p>	<p>from the Practice & the CCG which include a drop off point and improvement to bus services. RPC will liaise with Lloyd Russell-Moyle, MP, on a potential change to the boundary for the Warren Rd <i>Health Hub</i> to take patients from Rottingdean.</p> <p>Posts around the Green: 25 posts have been replaced around the Village Green. Additionally, the cupboard door on the electrical box adjacent to the Kipling Gardens gate has been replaced.</p> <p>Provision of public benches: the replacement of a public bench (hit by a vehicle a couple of years ago) at The Park was raised as the family wishing to contribute 50% of the costs of a memorial bench for a Rottingdean resident are now looking elsewhere. RPC recognise clear policy is needed to guide the future provision throughout the Parish of outdoor public seating. Cllrs nonetheless very much welcomes the provision of a new bench in Golden Square thanks to the generosity of Rottingdean Bazaar fashion company & Vivienne Westwood Foundation. For information about these Rottingdean based designers see https://www.theguardian.com/fashion/2018/jan/07/rottingdean-bazaar-eccentric-duo-britain-diy-fashion-scene</p> <p>St Margaret's Church wedding photography: RPC was approached about use of a drone to take some aerial shots of a wedding in September and drew attention to CAA regulations that drones should not be flown within 50 metres of people or property.</p>	<p><i>RPC to take forward some publicity to unveil the bench donated by Rottingdean Bazaar fashion company</i></p>
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p>NATURAL ENVIRONMENT & SEAFRONT</p> <p>Cllr John reported she had met recently with Cllr Davies who is assuming the lead for seafront issues following the resignation of Anthony Delow. Safety was raised following a report of someone falling and becoming lodged in the seafront groins. Although danger signs do forbid people climbing on the groins, this is a frequent occurrence.</p> <p>Beacon Hill Local Nature Reserve (BNLNR) Cllr Webzell reminded that the AGM of the Working Group is at 10am on 14 September with an open public meeting at 7pm in the Whiteway Centre. This is part of the formal joint arrangements for managing the Nature Reserve. See https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2016&17/f.-BEACON-HILL-Section5.pdf</p> <p>The meetings will be updated on progress with installing new Information Boards, picnic tables, benches in the Reserve plus changes to footpaths and mowing regimes. Cllr Webzell updated on fencing to be erected in the Reserve for 120 sheep arriving this Wednesday for the winter grazing period.</p>	<p><i>Clerk to be sent press report of this incident for posting on the website to highlight life threatening danger from climbing on the seafront groins.</i></p>
<p>11.</p>	<p>DATE OF NEXT MEETING: Monday 1 October 2018</p>	
	<p>The meeting closed at 9.20pm</p>	