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Rottingdean Parish Council (RPC) meeting Final minutes for Monday 1 October 2018

Parish Councillors present: Butler, Bryant, Davies, Fenwick, John, Sheppard, Webzell plus prospective parish councillors Finella McKenzie & Kerry Levins, and RPC Clerk & Clerk designate

| Public session | RPC response |
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| <p>Clr Sue John (Chair) welcomed all to the October 2018 meeting of the Parish Council acknowledging the Clerk Designate in attendance, as well as two residents coming forward as prospective Parish Councillors for Rottingdean. See below.</p> <p>Clr John first invited 4 members of the public to make representations of up to 3 minutes to the public meeting.</p> <p>St Aubyns planning applications: Sean Flanagan (SAFE campaign) produced documentation he intended to present to the City Council Planning Committee on 10 October. The BHCC Committee reports are found at https://present.brighton-hove.gov.uk/ie/ListDocuments.aspx?Cid=118&Mld=9174&Ver=4</p> <p>Sean's papers (shared with RPC) detailed administrative issues with the application process that he intends to present to attempt to persuade City Councillors that the 2017 Applications should either be deferred (for their <i>local</i> determination) or resubmitted afresh to the Local Planning Authority (LPA). Among Sean's extensive list of reasons remain challenges he is making about the legality & process for sharing full information on benchmark land valuations and the 'economic viability' of the proposals for developing part of the former School Playing Field. In addition, he is raising as barriers to a transparent & lawful determination, application changes that have been negotiated with the LPA for the originally proposed proportion of 'affordable' housing; the potential Section 106 Developer funding contribution; and views held that there has not been full compliance with technicalities in both National and local planning guidance. In this Sean includes the 2015 <i>Planning Brief</i> for the site. Sean asked Parish Cllrs to consider a meeting with him (before 10 October when the City Council Committee consider the applications); and to confirm RPC will make a further (verbal) presentation that day.</p> <p>Clr John thanked Sean informing there would be RPC consideration (see Item 7) to identify points RPC might want to add to the Parish Council written submission made to the LPA in October 2017. Clr Butler observed that she recognises that a hugely significant driver in planning determinations at both LPA & Government level is pressure to tackle <i>unmet</i> housing need for a growing population. John Bustard added he feels there is inevitability that authorities positively welcome developers coming forward with larger schemes such as those for the three strategic sites: - Falmer Avenue, Meadow Vale, & St Aubyns.</p> | <p>See item 7</p> |



Ken Bodfish drawing attention to RPC's Planning report for October
https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/j.-Planning-report-Oct-2018.pdf

congratulated Councillors on work which had gone into the RPC submission on proposals for 32 dwellings to be built on land adjacent to Falmer Avenue. **Ken** stressed the physical and visual impact on the South Downs National Park of the development is a concern which had been identified by RPC alongside other planning objections including:

- The proposed road layout which reduces the promised children's play / green space amenity;
- Trees lost which could screen the new housing;
- The design of the proposed houses being at odds to the surrounding housing; and
- Loss of facilities making the site less accessible for wheel chairs and those less able to use steps.

Ken Bodfish added that as a member of Rottingdean Preservation Society (RPS), he wished to record appreciation for the RPC grant towards installing a chair lift in The Grange. The investments which include earlier financial assistance for installing a ramp on the seafront mark important advancements for *accessibility* of Rottingdean's amenities.

Cllr John thanked all for their contributions.

Introduction of two prospective parish councillors **Cllr John** informed that she and Cllr Webzell had met with two Rottingdean residents who have impressive qualifications and are keen to contribute to RPC's work, and challenges ahead for Rottingdean in areas such as infrastructure development, accessibility and need for creative travel solutions. **Kerry Levins** currently in training to be a barrister and Finella McKenzie an international transport consultant were welcomed by all. **Cllr Webzell formally proposed they both be co-opted to RPC. This was seconded by Cllr Butler, and agreed by all.**

RPC Chair, Cllr John said that Cllr McKenzie had accepted an invitation to join the RPC Neighbourhood Planning work stream, and also contribute on transport issues. Cllr Levins had been invited to become a member of the RPC Built Environment Advisory Group (BEAG) and in addition contribute to developing ideas to refurbish and improve accessibility of the Lower High Street area. The new Councillors took their seats with the Parish Council.

https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_other_updates/RPC-Oct-2018.pdf has information on which councillors have lead responsibilities for key RPC work streams.

*Clerk to
take forward
formalities &
declarations
for newly
co-opted
Members.*



| | COUNCILLOR SESSION -7.30PM | Agreed action /lead |
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| 1. | Apologies for absence: a full complement of 9 RPC councillors was present. | |
| 2. | Declarations of interest: none were made. | |
| 3. | Agreement of minutes for 3 Sept meeting of RPC With a correction to a figure in the finance section of the minutes the record for the last RPC meeting was agreed and signed by the Chair. | <i>Clerk to publish agreed minutes on website.</i> |
| 4. | Matters arising from previous meeting <ul style="list-style-type: none"> • Clerk is following up a request to <i>City Clean</i> to investigate paint spattered on the High Street pavers in the Rottingdean Conservation Area. • Cllr John confirmed she had met with a former RPC Clerk (Jean Talbot) who had evidence for the draft Neighbourhood Plan on the ancient Quaker burial ground in Rottingdean. • Website development: Clerk to look at analytics tools to appraise use of website. | <i>Clerk to follow up report to City Clean.</i> <i>Clerks to investigate use of Google analytics tools</i> |
| 5. | PARISH COUNCIL FINANCE | |
| 5.1 | Cllr Bryant (Responsible Finance Officer) had circulated an updated monthly report for September 2018. He confirmed that RPC had received the second tranche of Council tax precept for 2018/19 which brings the total fund held by RPC to £169,493.55p . Plus a small amount of anticipated interest of about £2.50. A Bank reconciliation statement to be provided for the November meeting of RPC. Cllr Bryant advised that Local Government finance rules mean that Auditors invariably challenge when councils hold Reserves that total more than twice the figure for tax raised annually. He explained that of the £170k currently available, if all RPC projects come to fruition this year, this would account for all but around £30k of this public fund. The Auditor had therefore been satisfied that the RPC holding is justified by budgeted expenditure to happen within the period. | <i>RPC finance reports are published on the parish council website at http://www.rottingdean-pc.gov.uk/financial_reports.</i> |
| 5.2 | Agreement to payment of outstanding sums Cllr Bryant proposed the following sums be resolved that evening for payment: <ul style="list-style-type: none"> • £ 92.40 Payroll services • £240 PKF external auditors • £60 employment contract template for Clerk • £21.25 SCAG meeting expenditure Cllr Butler seconded payments to be made - receiving unanimous agreement of all Cllrs. | <i>Following recent audit the RFO to advise SCAG on update to RPC Standing Orders for the recommended move to online banking.</i> |



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| 5.3 | <p>Grants: Cllr Sheppard updated that RPC had been approached by Cathy Taylor representing Visit Rottingdean about a part contribution of £325 for a 2nd year entry in the Kingfisher Visitor Guide for Brighton & Hove https://kingfishervisitorguides.com/brighton-hove/</p> <p>In proposing a grant is made for this second year, he said Cllrs had asked about how they could be confident on whether the Guide is positively influencing visitor numbers to Rottingdean. It was agreed that before any future financial support is given by RPC, metrics which might help justify a positive return from RPC investment need to be pursued. Cllr Fenwick seconded payment of a grant for this year of £325, which was agreed by all.</p> | <p><i>Link on RPC website to 96 page Guide- see Page 13</i> https://kingfishervisitorguides.com/brighton-hove/visitor-guide/ has Rottingdean's visitor attractions.</p> |
| 6. 6.1 6.2 6.3 6.4 6.5 6.6 | <p>STRATEGY & COMMUNICATION ADVISORY GROUP</p> <p>Cllr Sue John (Chair of SCAG) reported on a meeting of the Advisory Group which had discussed the following areas and investments:</p> <p>High level liaison: Kevin Kingston has advised that Nick Hibberd Executive Director at BHCC has said he could provide a focal point for continuing a series of strategic liaison meetings with RPC. This would build on recent productive meetings held with the Council leader, and local MP too.</p> <p>Cllr Butler said a priority for high level discussion is the Scheme in mind for the Lower High Street.</p> <p>GDPR: an RPC privacy policy had been circulated. Cllr Webzell proposed its formal adoption with practical implementation of effective data protection practices, and this was seconded by Cllr Butler and agreed by all. See https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_ot_her_updates/g.-AgreedPrivacy-GDPR-policy-Oct18.pdf</p> <p>RPC projects</p> <p>Street lighting: (Lead Cllr Bryant) Kevin Kingston is meeting with Dave Parker at the City Council to discuss the final installation phase of the lighting refurbishment in the Rottingdean Conservation Area.</p> <p>Cllr Sheppard reminded that the dark corner of Park Road is an ongoing issue needing urgent attention.</p> <p>Cllr Davies added there is also need for better lighting of the seafront. See Item 10.2.</p> | <p>Clerk to request first in series of 6- monthly RPC strategic level meetings with Nick Hibberd</p> <p>Room to be booked for next meeting with local MP Lloyd Russell Moyle in early 2019.</p> <p><i>Clerk to send Cllr Davies direct reporting link to BHCC for lighting issues</i></p> |



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| 6.7 | <p>Traffic management experimental scheme (Lead Cllr Bryant)</p> <p>BHCC's air pollution expert is currently examining March 2018 data on pollution in the High Street to use this to simulate how different traffic- management measures could affect the resulting air quality. A starting point for new technical measures to manage traffic flow is to <i>reduce the incidence of stationary traffic in the High Street</i>. In discussion Cllrs were keen to emphasise that technical/ management measures to tackle environmental quality must be viewed as distinct from measures which could be appropriate to managing peak time congestion & improving journey times - especially where the A259 is concerned.</p> <p>Cllr Webzell pointed out that RPC roles and personal expertise of individual Cllrs needed to be effectively used for this important area of parish council work.</p> | |
| 6.8 | <p>Beacon Hill mini project: (Lead Cllr Webzell)</p> <p>progress, working alongside the Friends of Beacon Hill, was reported on the upgrade of Nature Reserve facilities including 6 new (lectern-shaped) information boards, seating & picnic tables. The overall value of the project including in-kind contributions is in the region of £10k and a grant of £2k is being sought from SDNP.</p> | |
| 6.8 | <p>Refurbishment of Park Road toilets: (Lead Cllr John)</p> <p>a £600k capital investment needed for public toilets across the City is being discussed by the City Council Policy & Resources Committee in October. There are a dozen or so schemes which now include the Park Road facilities. An issue for City Council resolution is around the question of public charging to secure private investment.</p> | |
| 6.9 | <p>Draft Rottingdean Neighbourhood Plan (Lead Cllr John)</p> <p>Cllr John informed RPC's consultant may be requested now to submit his final invoice for professional work on the draft planning guidance for Rottingdean. Cllr John will circulate the draft Plan documents for all Cllrs to review. A workshop for all to attend is to be arranged before the next RPC meeting on 5 November.</p> | |
| 7. | <p>PLANNING</p> <p>Cllr Butler presented the October 2018 Planning Report</p> | |



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| <p>7.1 7.2 7.3 7.4</p> | <p>https://secure.toolkitfiles.co.uk/clients/24209/sitedata/2018/2018_main_meetings/j.-Planning-report-Oct-2018.pdf</p> <p>Cllrs raised the extension of an RPC role to comment on licensing applications as well as planning applications.</p> <p>Falmer Avenue: Cllr Butler explained that the proposed residential development of land adjacent to Falmer Avenue, Saltdean (which had received consent in principle from a Government Inspector) had reached a stage where detailed matters are being considered by BHCC. Cllr Butler confirmed that RPC had objected on a range of planning issues: see page 2 of these minutes</p> <p>St Aubyns planning applications: Cllr Butler advised RPC needs to formulate any verbal representations to be made to City Planning Members on 10th October. The Clerk was asked to re-circulate the submission made by RPC in October 2017 and all Cllrs were asked to urgently review and come forward with key concerns to be summarised in the 3- minute permissible speaking slot.</p> <p>Lewes & Eastbourne Planning Policy Consultations: RPC is invited to participate in the Lewes District Local Plan Part 2: Site Allocations & Development Management Policies consultation until 5 Nov 2018.</p> | <p><i>Clerk to follow up with BHCC licensing team/</i></p> <p><i>Clerk to request speaking slot for RPC at BHCC planning committee on 10 October</i></p> <p><i>Cllrs to review & submit comments to the Planning sub-committee chair by Monday 15 October.</i></p> |
| <p>8. 8.1 8.2 8.3</p> | <p>BUILT ENVIRONMENT ADVISORY GROUP (BEAG)</p> <p>Road & pedestrian safety: Cllr Bryant advised that BEAG is scheduled to meet in October to take forward a range of issues including how best to progress signage & measures to address drivers speeding. He updated on the local volunteer speed watch which is detecting that nearly half of drivers are ignoring the 20mph max speed limit. Cllr Davies offered to join the speed watch team. The opportunity is also to be taken to look at use of camera technology to deter drivers including those tempted to jump traffic lights and endanger pedestrians and other road users.</p> <p>Vicarage Lane parking: Cllrs updated that they had already written to the resident about this issue but note insistence to continue parking different vehicles on what is considered by the Community to be public realm.</p> <p>Cllrs noted that parking issues reported last month for Court Ord Road had appeared to have resolved themselves. And a collision with the Cricket Ground bus stop had been reported. and repairs are being requested.</p> | <p><i>Cllr Bryant to circulate information to Cllrs who may be interested in contributing to speed watch</i></p> <p><i>Kevin Kingston to pursue deterrent parking measures with David Parker at BHCC.</i></p> |
| <p>9.</p> | <p>VILLAGE COMMUNITY ADVISORY GROUP (VCAG)</p> <p>Cllr Sheppard reported on:</p> <p>Ocean View Rottingdean & Saltdean Medical Practice</p> | |



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| <p>9.1</p> | <p>Cllr Sheppard had attended a PPG (Patient Participation Group) meeting. The Practice is optimistic they will be able to replace Dr Woollens who is soon to retire. The Practice is also endeavouring to ensure that when a patient has both GP & nurse appointments; they are seen 'back to back' to save additional journeys.</p> <p>A request has been made to Lewes District Council to use the underutilised taxi rank opposite the Practice as a drop off parking / waiting area for patients. And some residents who live north of Meadow Parade have transferred to the Woodingdean health centre.</p> | |
| <p>9.2</p> | <p>Community Safety Local Action Team (LAT) Cllr Sheppard had attended the LAT meeting which had focussed on anti-social behaviour in the Saltdean area and how the Youth service and other community groups are working to address issues. It was suggested that Section 106 developer contributions towards recreation spaces should be carefully considered with ideas for how available funds can be effectively distributed.</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>9.3</p> | <p>St Margaret's Primary School: Rachel Kershaw, the new Head teacher has highlighted that some year groups are undersubscribed. In taking the School forward, she is keen to ensure available spaces are utilised.</p> | <p><i>GS to liaise with Harold & Valerie Williams, Anthony More & BHCC Dedicated Bench Team</i></p> |
| <p>9.4</p> | <p>Street- living: RPC has identified the range of agencies in Brighton & Hove who provide support for people to be helped to move away from the streets.</p> | <p><i>GS to draft guidelines for provision of public seating in Rottingdean</i></p> |
| <p>9.5</p> | <p>New public benches</p> <ul style="list-style-type: none"> • Rottingdean Bazaar fashion company donated a bench now installed in Golden Square. • Former Rottingdean residents Harold & Valerie Williams would also like to donate a bench ideally placed near to St Margaret's Church. | <p><i>GS to liaise with local campaigners.</i></p> |
| <p>9.7</p> | <p>Bench guidelines: VCAG has had initial talks on auditing the current distribution of public seating across the Parish, & publishing guidelines on funding, budgets & the role played by the City Council for siting and maintaining benches.</p> | <p><i>Members to email suggestions for the decorations.</i></p> |
| <p>9.8</p> | <p>Plastic-free Rottingdean: VCAG discussed residents' ideas for a plastic-free Village and is generally supportive of a local initiative perhaps with Rottingdean Village News & social media used in a potential campaign.</p> | <p><i>Any additional cost to RPC to be confirmed at November's meeting. And Cllr Bryant to liaise with RPCs Insurance Company.</i></p> |
| <p>9.9</p> | <p>Christmas Tree Festival: the theme for the RPC tree this year is 'Notable Rottingdean Residents' – personalities who have associations with the Village.</p> | |
| <p>9.10</p> | <p>Village Christmas Tree: RPC have funded the electricity extension on The Green. The cost of a tree, base, lights, etc. is around £650 <i>all</i> of which is being donated by Voipfone whose CEO is a Rottingdean resident. The tree is anticipated to be in place at the beginning of December, between the Memorial & Village Pond. There may be a small additional cost (max£100) to be met for safety precautions.</p> | |

Commented [U1]: I don't believe RPC have agreed to fund a tree? This would be a matter for Visit Rottingdean



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| 9.11 | Redundant notice board: Cllr Sheppard will talk to Father Anthony about renaming the former RPC notice board for use by St Margaret's Church. | |
| 9.12 | Visit Rottingdean Cllr Fenwick reported on Village traders intending to light up Village shops from the beginning of November & an Artisan market on December 1st to tie in with the Church Xmas tree festival. Cllr Fenwick said she is aware of issues with various advertising banners around the Village. In checking whether permissions have been obtained, it would be important however to have an even-handed approach. | |
| 10. | NATURAL ENVIRONMENT ADVISORY GROUP | |
| 10.1 | Beacon Hill Local Nature Reserve (BNLNR) Cllr Webzell informed that the AGM of the Working Group was held on 14 September with an open public meeting the same day (This is part of the formal joint arrangements for managing the Reserve.) Cllr Webzell said minutes are now published on the RPC website. He is working on the Annual Wildlife Report. Copies will be distributed to local parties including Blind Veterans UK. | <i>All to note next AGM to be held on 13 September 2019.</i> |
| 10.2 | Rottingdean Seafront: Cllr Davies informed she has a meeting scheduled with the City Council Seafront Officer to touch upon ideas for the area under the Terraces, mentioning apparent poor utilisation of the beach huts, and need for improved lighting. | |
| 11. | DATE OF NEXT MEETING: Monday 5 November 2018. Cllrs Davies & McKenzie & the Clerk Designate apologised for being unable to attend the November RPC meeting. | |
| | The meeting closed at 9.50pm | |