



Rottingdean Parish Council (RPC) meeting
Draft minutes for Monday 5 November 2018

Parish Councillors present: Butler, Bryant, Fenwick, John, Levins, Sheppard, Webzell, and RPC Clerk

Public session	
<p>Cllr Sue John (Chair) welcomed an audience of around 20 including two City Councillors Lynda Hyde & Mary Mears to the November 2018 meeting of the Parish Council. She said those attending RPC meetings are welcome to speak for up to 3 minutes. If feasible there are responses made by Councillors during the meeting. Otherwise written responses are provided later.</p> <p>WW 1 Armistice Centenary: Dave Bull (Chair of the Rottingdean Branch of the Royal British Legion (RBL)) reported on progress made that afternoon in a meeting to agree a suitable way for a beacon to be lit safely, plus ensuring appropriate protections are afforded in the Nature Reserve - including an effective clean-up afterwards.</p> <p>Dave Bull thanked Cllr Bob Webzell (Chair of the Beacon Hill Working Group) for his efforts to shape practical solutions. There was acknowledgment of things to learn for the future for effective (multi-agency) understanding of the perspectives of <i>all</i> parties which in this instance also include the City Council and <i>Natural England</i> too.</p> <p>Dave Bull had brought along the Programme for Sunday's planned commemorations which would include a bell to be rung for every group of names read out of the local people who lost their lives in WW1. Dave invited Cllr Webzell to ring the bell.</p> <p>Cllr Webzell was pleased to accept and following Local Authority approval of next Sunday's arrangements, wished the Beacon lighting event every success. Other RBL members in the audience nonetheless wished to reiterate to the meeting disappointment around strained relationships in the lead-up to the event in the Nature Reserve. Particularly emphasising a Legion perspective that historic lighting of beacons is recognised globally as a <i>bright light for a better future</i>.</p> <p>There was reminder from the floor that the recent extension of the Nature Reserve (incorporating the former <i>pitch n putt</i> course) could allow for permanent space to be identified and made suitable as a safe site for future beacons. With a request added that the distribution of parish council funds – which has covered events like <i>Smugglers</i> - could extend to support a Rottingdean tradition to mark significant national events with a lighted beacon.</p> <p>Included in representations, was a statement read to the meeting from a resident who could not attend but had emailed RPC setting down concern for how decisions appeared to have been reached at the eleventh hour for balancing the range of views & multi-agency requirements for lighting a beacon.</p> <p>Responding to the suggestion that an appropriate permanent space is set aside for future beacons, Cllr Webzell informed that this is already agreed with the City Council and an area with a 16 metre radius is identified for this purpose.</p> <p>Cllr John said she was pleased that extensive plans for this Sunday's commemorative events were now on track emphasising that the Parish Council had always been a positive advocate of Rottingdean's planned Acts of Remembrance for the WW1 Armistice Centenary.</p>	



LPA planning consent for the vacant St Aubyn's School site

Dylis Brown (SAFE campaign) asked 4 questions:

- a. Are there meeting minutes available of a majority vote taken by RPC to support the 2017 applications?
- b. Are there RPC meeting minutes available of RPC agreement to reduce the size of a potential green space designation for the former school playing field?
- c. How long do RPC believe construction could take?
- d. Will RPC have input to the construction management plan?

Cllr John responded:

- a. No. RPC's responses to the LPA set over 6 pages a wide *range of varied issues raised by the proposals* that parish councillors debated & agreed in public session should represent their collective view. This was publicly recorded with the agreed RPC submission published on both City Council and RPC websites. See https://planningapps.brighton-hove.gov.uk/online-applications/files/36406260EE53F17E2BCDCBB11E19C8E7/pdf/BH2017_02680-ROTTINGDEAN_PARISH_COUNCIL_COMMENTS-4337741.pdf
- b. Up to the point that **the LPA consented** the 2017 applications, there was RPC intention to secure the *whole* St Aubyns field as a 'green space' designation.
- c. The period of construction including refurbishment of this prominent -but increasingly dilapidated -Listed building and other heritage assets is believed could be around 4 years.
- d. **There will be a construction management plan** led locally by the LPA that RPC will be able to contribute to. This opportunity for RPC to submit comments was reinforced by **City Ward Cllr Lynda Hyde** who is a Member of the BHCC Planning Committee. **Cllr John added** these matters are ultimately for the City Council as the 'Local Planning Authority' for Rottingdean, with RPC a 'consultee' -among many other consultees with opportunities in to feed in their respective viewpoints.

Cllr John invited Dylis to write to RPC if there are any further questions about the parish council' element in development control decision-making.

David Pinkus (Rottingdean resident) asked how many Rottingdean residents had objected & how many formally supported the St Aubyns applications.

Cllr John said the content of *all* residents, local and expert consultee views to the LPA are published on the BHCC planning portal. The RPC Clerk said data protection regulations meant any personal information such as names & addresses is *not* public information.

Road safety: John Bustard requested RPC look at practical measures that could be taken to deter speeding drivers in the Village particularly road signs – in common use in other localities- which light up displaying both the registration number & actual speed of each offending driver. See 8.2.

Scaffolding in High Street: Frank Considine (resident) asked about unsightly scaffolding around the flint wall cottage raising safety issues for pedestrians needing to step around it into the highway. **Cllr Butler** said Rottingdean Preservation Society had requested some works which had only recently gone to tender. **City Cllr Lynda Hyde** added she had already complained about the scaffolding in front of the Bank in the High Street.



Pollution from plastic: Atlanta Cook spoke about a national campaign spearheaded locally by *Surfers against Sewage* -among other initiatives to raise awareness of behavioural changes that can impact on reducing this source of environmental pollution. Local campaigning has recruited nearly 100 businesses in Brighton & Hove to help promote small changes that can reduce the use of plastic. Atlanta mentioned the **Ovingdean plastic free** initiative saying she is seeking RPC endorsement for making Rottingdean another exemplar community challenging reliance on polluting material such as plastic.

Cllr Sheppard advised he will cover under the VCAG report at Item 9.

Cllr John thanked everyone for their contributions before opening the Councillors discussion.

	COUNCILLOR SESSION -7.30PM	Agreed action /lead
1.	Apologies for absence: had been received from Cllrs Jo Davies & Finella McKenzie. The Clerk designate was unable to attend due to Lewes Bonfire- Night road closures.	
2.	Declarations of interest in agenda items Councillors declared no personal interest in any items of RPC business planned for the evening.	
3.	Agreement of minutes for October meeting of RPC The record of the last RPC meeting was agreed and signed by the Chair.	Clerk to post final minutes on website.
4.	Matters arising from previous meeting: None that were not on the meeting agenda. .	
5.	PARISH COUNCIL FINANCE	
5.1	Cllr Bryant (RPC Responsible Finance Officer) had circulated his monthly finance report for the period to 31 October 2018 alongside a half-year Bank reconciliation statement. He informed there was nothing of exception to highlight in the month's financial transactions. He added that £87k of RPC funds held in a Reserve Account with Cambridge & Counties is attracting a competitive interest rate of 2.05%. However, he had been informed this would reduce to 1.75% from February 2019. Cllr Bryant said he is keeping under review given a possibility for Bank of England revision of interest rates. Cllr Sue John (RPC Chair) signed the Bank reconciliation.	Clerk to post RPC finance reports on the parish council website at http://www.rottingdean-pc.gov.uk/financial_reports .
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"> • £25 Wreath for 11/11/18 • £28 Whiteway Centre room hire • £21 St Margaret's, room hire • £17.22 additional Toolkit email box • £129.82 Printer + ink cartridges • £36 Clerk's printing costs 	



5.3	<p>Cllr Butler seconded the proposal for these payments to be made -receiving unanimous agreement of all Cllrs.</p> <p>Financial planning 2019/20: Cllr Bryant said it is time to start considerations for identifying Parish Council spending priorities for 2019/20 in order to set the Annual Budget by December 2018. (The precursor to deciding the level of Council tax precept levied next year on residents.) The Rottingdean precept needs to be agreed at the February 2019 meeting to meet City Council timescales for council tax billing.</p> <p>Cllr Bryant had circulated background information covering historical RPC expenditure plus 'best-guess' future forecasts to inform Councillors' considerations. Information circulated included Operational spend, plus forecast of outturn 2018/19 & 2019/20; plus, RPC Grants history for 16/17 & 17/18 with a forecast of the outturn for the current year 18/19 and a draft budget for 2019/20.</p> <p>Cllr Bryant advised Councillors may be reasonably confident of the future forecast spend in the operational running of RPC and in his projections for Grants and more minor works, although timings of the latter can prove difficult to predict. Forecasting the major project-based spend is problematical because works rely on others' costings plus timings for delivery controlled in the main by BHCC which inevitably has wider resourcing priorities across Brighton & Hove.</p> <p>For Precept planning, Cllr Bryant had set out the history of the Rottingdean precept over the last 9 years showing the annual precept amounts; the CTR, (Council Tax Rebate), the tax base (number of houses), other income, total costs in the year and Parish Council reserves. He will provide more information, such as average Precept for Parish Councils across England, to aid the debate on setting the Precept for 2019/20. Cllr Bryant said he is happy to respond to any questions to assist Cllrs' deliberations.</p> <p>Cllr John thanked Cllr Bryant for his extensive work, adding that the local infrastructure development plan would be an added factor for resource planning considerations.</p>	<p>RFO to advise SCAG on update to RPC Standing Orders needed for move to online banking.</p>
5.3	<p>Grants & donations: Cllr Sheppard advised that there had been no new applications made during the month.</p>	<p>.</p>
6. 6.1	<p>RPC STRATEGY& COMMUNICATION</p> <p>Neighbourhood Plan for Rottingdean</p> <p>Cllr John (Chair of Advisory Group, and NP Working Group) reported that significant steps forward had been made by Kevin Kingston (RPC Clerk) to bring together all the written work into a single manageable document. To complete formatting, cross referencing & other layout aspects (in preparation for circulating the draft document to the City</p>	



	<p>Council & Rottingdean residents), Cllr Webzell and Kevin Kingston are now working to incorporate maps & photographs, other evidence and surveys needed to support the proposed bespoke planning policies for Rottingdean.</p> <p>The process then moves to commissioning printing & distribution of the draft Plan for the formal public consultation and ultimately a local referendum on adoption of the NP. Cllr John added a final invoice is anticipated from Andrew Ashcroft professional planning consultant who has advised RPC extensively on planning policy.</p> <p>Other projects</p> <p>Air pollution: Cllr Bryant summarised context for RPC working with the City Council to try to find transport management / local routing options to minimise the current polluting effect of drivers queuing with engines running in the confined stretch of Rottingdean High Street. There is some £40k earmarked for data modelling to help inform journey management options for the area. A three-dimensional computer simulation (from the available data on traffic volumes) is being used, and the simulation clearly <i>validates</i> the build-up of congestion which is very visible across the locality and intensified at peak commuting times. Next steps are predicting how ambient air quality is impacted by various change permutations that might be made to the area's transport provision, how and when people travel.</p> <p>Cllr Bryant added that RPC is considering whether additional investment in more measurement might expedite practical transport solutions for the area. For example, purchasing an automatic traffic counter for the High Street; and/or a dedicated air quality analyser for the High St. He said that as well as limits as to how this might bring forward practical solutions or changes in travel behaviour, there is very confined space in the High Street for additional monitoring equipment to be installed.</p> <p>Street lighting: Cllr Bryant updated that he and the Clerk had met in October with City Council and the final phase of new period-style lamps in the Conservation Area will be completed shortly with an invoice before the end of this financial year. In addition, the poor lighting level on the corner of Park Road was again discussed. A solution is potentially a new lamp affixed to the Costa Coffee shop building.</p> <p>Public toilets: the much-needed refurbishment of Park Road toilets is now being added to BHCC capital programmes, although it is unclear what level of financial contribution, if any, might be made by the City Council.</p>	<p>Kevin Kingston (RPC) Clerk to meet with Cllr Webzell to take forward issues for inserting maps & pictures.</p>
6.2		
6.3		
6.4		
6.5		



<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p>	<p>PLANNING</p> <p>Development of St Aubyns: Cllr John informed that parish councillors had met recently with Fairfax Homes who are now official owners of the St Aubyns site. She said RPC will be party to Section 106 developer funding negotiations especially in connection with RPC taking over community stewardship of the remaining area of the Field plus other site assets like the chapel and sports pavilion. This stewardship role for the Parish Council role would be reinforced in the draft Neighbourhood Plan for Rottingdean, where Local Green Space designation for the remainder of the Field will be sought.</p> <p>Cllr Butler reported on the new applications made in the Parish during the last month: -</p> <ul style="list-style-type: none"> • 15 Welesmere Road- Erection of four-bedroom detached dwelling, detached garage with associated landscaping. She said RPC is NOT supportive of this back-garden development, and had objected about inappropriate height of the proposed house, its design, and potential reduction of others residential amenity • 107 Marine Drive: Variation of conditions • 39 Cranleigh Avenue: Erection of single storey extension, roof conversion & alterations. Plus, conversion of garage to studio (BH2018/03152). • 67 Falmer Road: variation of conditions of consent already granted for development of 9 houses. (BH2018/03190 & 03191) • Lanterns, The Green Conversion of attic with dormers to roof slope & roof lights (BH 2018/03199) <p>Cllr Butler added that the full BHCC Planning committee will at the request of Ward Cllr Mary Mears, consider the application for 4 The Park Rottingdean (BH2018/02638). RPC objected to the proposed remodelling of this dwelling.</p> <p>Lewes District Local Plan Part 2 RPC's had submitted comments focussing on the cumulative impact of additional homes on transportation & infrastructure. The submission is on the website.</p> <p>Cracked pavements: Cllr Fenwick asked about the process for reporting cracked pavements. The Clerk would provide details of the online process.</p>	<p>Clerk to send online link to BHCC for reporting highways issues</p>
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<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>BUILT ENVIRONMENT ADVISORY GROUP</p> <p>Cllr Bryant reported that the RPC Advisory Group on the Built Environment had met in October to discuss a range of different needs and issues around accessibility, road safety, and parking. Cllr Bryant said he had been briefing the new Councillor Kerry Levins on the data collected on drivers speeding in Rottingdean. Cllr Levins is also keen to look at the possibility of a Pelican crossing across the High Street. Cllr Bryant clarified that the BEAG remit covers enforcement issues such as those in connection with the dilapidated condition of 33 High Street, and also the concerns raised that public realm and double yellow lines are being regularly driven across in Vicarage Lane.</p> <p>Signage comes under BEAG and among issues raised over recent months are use of camera technology to deter drivers tempted to jump traffic lights and endanger pedestrians and other road users. Plus, the warning to HGV drivers on the Falmer Road at Woodingdean does not provide drivers with enough notice/ clear information to take an alternative appropriate route.</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>VILLAGE COMMUNITY ADVISORY GROUP</p> <p>Cllr Sheppard updated on the following:</p> <p>Community Safety Local Action Team chaired by Cllr Mary Mears: had further discussed how available Developer contributions (Section 106) could focus on sports and leisure facilities in Saltdean and Rottingdean – as a way of mitigating risks from anti-social behaviour. PARC are currently carrying out a survey of young people to identify what facilities they would like to see in the Deans.</p> <p>Village Notice Boards: There was discussion around the issues and costs for supplying a notice board as the Church one had been accidentally removed some time ago.</p> <p>Public benches:</p> <ul style="list-style-type: none"> • A local family approached RPC to site a dedicated bench in memory of one of their family members. A location at The Park is under consideration. • Two former residents of Rottingdean wish to donate a bench in recognition of their happy memories of living in the village. A location near St Margaret’s Cottage is under consideration. <p>Pollution from plastic: Following representations from two local groups, <i>Rottingdean Unwrapped and Plastic Free & Plastic Free Rottingdean Surfers Against Sewage</i>, it was agreed that RPC should write to confirm RPC support for these awareness-raising campaigns & efforts to reduce the unnecessary use of plastic.</p>	<p>VCAG to consider how Section 106 funding could improve health and well-being of the Rottingdean demographic</p> <p>VCAG to clarify potential support from RPC</p> <p>VCAG to draft guidelines for provision of public seating in Rottingdean</p> <p>VCAG to confirm RPC support with Libby Darling & Atlanta Cook</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>Tennis courts: the management of tennis facilities is being reviewed by <i>CityParks</i>. It was agreed that a working group should be formed to collate information and to present recommendations at a future RPC meeting</p> <p>Church Christmas tree festival: £11.61 was requested to cover the costs of wooden baubles for decorations on the RPC sponsored tree. The 3-day Festival takes place on the first weekend of December.</p> <p>Village Christmas tree: A risk assessment has been done. The tree, lights and stand have been ordered (sponsored by Voipfone) and a budget requested of up to £100 from RPC to cover the cost of safety equipment including guy ropes.</p> <p>Bus stop outside Cricket Ground: Following an approach by RPC the bus stop and bus stop sign has been repaired.</p> <p>Whiteway lane sign: A broken bridleway sign has been similarly reported.</p> <p>Visit Rottingdean: The group has not met recently.</p>	<p>Cllr Sheppard to arrange an initial meeting of a local group</p> <p>Risk Assessment to be provided to RPC insurer</p>
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p>	<p>NATURAL ENVIRONMENT & SEAFRONT</p> <p>Rottingdean Seafront: Cllr Jo Davies (lead for the seafront) was not in attendance that evening. Cllr Webzell said he was aware she had met recently with the City Council Seafront Officer to touch upon ideas for the area under the Terraces, and also apparent poor utilisation of the beach huts. There would be a meeting of the Advisory Group next month.</p> <p>Hangman’s stone: A further issue raised at the meeting was to alert the City Council to checks thought to be needed on the ‘Hangman’s stone’ in the cliff face. Cllr Sheppard would liaise in Cllr Davies absence.</p> <p>Beacon Hill Local Nature Reserve (LNR): Cllr Webzell updated on the mini project for the LNR saying the South Downs National Park Authority (SDNPA) had agreed in principle to joint fund £2k towards the provision of lectern-style information boards. However, this is dependent on permission being potentially obtained for these new structures in the Park. Cllr Webzell has therefore started the process to establish the requirement for seeking SDNPA planning permission. This is anticipated to take around 6 weeks for a formal determination to be given</p> <p>Cllr Webzell is finalising the Annual Wildlife Report which will be published before Christmas. He said he recognises that a £4 cost for each hard copy produced is relatively expensive but the quality is excellent and is well received especially when bids are being put forward for funding of LNR initiatives.</p>	<p>.</p>
<p>11.</p>	<p>The meeting closed at 9.05pm</p> <p>DATE OF NEXT RPC MEETING: Monday 3 December 2018.</p>	