



Rottingdean Parish Council (RPC) meeting

DRAFT Minutes of the meeting held on Monday 1 April 2019

Parish Councillors present: Sue John (Chair), Heather Butler, John Bryant, Vicky Fenwick, Graham Sheppard, Jo Davies, Kerry Levins, Bob Webzell, Finella McKenzie.

Kevin Kingston (Parish Clerk)

Public session

Cllr Sue John (Chair) welcomed an audience of 7 residents (including City Ward Councillors Mary Mears and Lynda Hyde) to the April 2019 meeting of the Parish Council. She said those attending RPC meetings are welcome to speak for up to 3 minutes. If feasible responses will be made by Councillors during the meeting. Otherwise written responses are provided later.

In addition, **Cllr John** reminded the audience that as we are in the elections Purdah period the Council would not make any controversial decisions or make policy decisions or enter into discussions with the public that might affect future policy and decision making.

Questions raised at the meeting:

Dilys Brown asked 3 questions about the recently circulated annual village newsletter as follows

- (1) Neighbourhood plan section – will there be full detail and layout of the proposed dwellings on site ?
- (2) Who advised the Parish Council and by whom?
- (3) Will residents of Rottingdean be able to see the application and be able to support or object to it

Cllr John responded with the following answers:

- (1) We do not know yet if the full layout as yet but when detailed application received yes
- (2) The legal advice that has been provided to the Parish council has been done on a confidential basis
- (3) The planning application was an outline one a more detailed planning application would be received at a later date and would be subject to the usual consultation managed by the City Council

John Bustard asked if the proposed chicane in the High Street has been postponed.

Cllr Bryant explained that the Parish Council were awaiting another project meeting with officers of the City Council and ward councillors on the proposals before the



proposed scheme commenced and this has been delayed due to the election purdah period.

Ken Bodfish requested that the following be minuted:

He asked that the Parish Councillors be congratulated for all their hard work, in conjunction with the City Council, over the past 4 years stating that we have seen great improvements during this time in the heritage lighting in the village hoping that this would be extended in the future, significant improvements to Beacon Hill and the recent installation of the bicycle hub in the Lower High Street.

Cllr John thanked everyone for their contributions before opening the Councillors discussion and informed the public gallery that the Parish Council will try to answer any questions not answered tonight within the month.

Councillor Session

1. Apologies for absence

No apologies received

2. Declarations of interest in agenda items

There were no declarations of interest

3. Agreement to the minutes of RPC council meeting of 4 March 2019

<p>The minutes of the meeting held on 4 March 2019 were agreed subject to the following amendments raised by Cllr Sheppard in reference to agenda item 14</p> <ul style="list-style-type: none"> (1) bullet point 1 - should have also stated that the telephone exchange box and a bus stop window needs repair and that this has now been reported. (2) bullet point 3 - Cllr Sheppard didn't recall saying this. (3) bullet point 5 - it should read Harold not Howard – Cllr Sheppard added that this has now been resolved. (4) bullet point 6 - Cllr Sheppard stated at the last meeting that there would be a cost associated with the piping to hold the tree in place <p>Cllr John stressed that the minutes taken by the Parish Clerk were intended as a summary and would therefore not always be recorded in verbatim.</p>	
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4. Matters arising from previous meeting



Agenda item 4 – Councillors McKenzie and Fenwick have met to discuss the risk assessment document and now need to meet with Cllrs John & Bryant to finalise risk assessment and bring it the council for approval.	Cllrs Fenwick, McKenzie, John and Bryant
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Finance

5. To receive the RFO monthly report

	Action
<p>Cllr Bryant reported that</p> <ul style="list-style-type: none"> we have £156,695.51 cash in bank which is a large sum. Despite RPC's best efforts to spend, projects have not come to fruition as quickly as had been hoped, although it was hoped that by working more closely with City Council in 2019/20 more of this money will be spent. once again half our precept for 2019/20 has been received before 31 March 2019. 	

6. To agree outstanding payments/invoices

	Action												
<table border="0"> <tr> <td>1. Map prints for NP</td> <td>£28.80</td> </tr> <tr> <td>2. Village Hall Room Hire</td> <td>£20.00</td> </tr> <tr> <td>3. Payroll services</td> <td>£212.40 includes year end P60 & internet filing of PAYE year end submissions</td> </tr> <tr> <td>4. Clerk expenses</td> <td>£87.92</td> </tr> <tr> <td>5. AVN letter printing</td> <td>£393.00</td> </tr> <tr> <td>6. Rottingdean Village fair</td> <td>£10.00 (allocated in principle)</td> </tr> </table> <p>The above sums were SECONDED and AGREED for payment</p>	1. Map prints for NP	£28.80	2. Village Hall Room Hire	£20.00	3. Payroll services	£212.40 includes year end P60 & internet filing of PAYE year end submissions	4. Clerk expenses	£87.92	5. AVN letter printing	£393.00	6. Rottingdean Village fair	£10.00 (allocated in principle)	Cllr Bryant
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7. RPC Budget Plan 2019/20

	Action



<p>Cllr Bryant reported :</p> <p>(1) that together with the Parish Clerk we are preparing to move to on-line banking in the near future and this would be reported to a Council meeting when preparations are complete.</p> <p>(2) PKF Littlejohn (external auditors) have sent an e-version of AGAR and our return needs to be sent by 29 July 2019.</p> <p>(3) Internal audit to take place on 20 May 2019.</p> <p>(4) Governance statement will need to be agreed at 13 May Council meeting and return figures agreed at 3 June Council meeting.</p>	<p>Cllr Bryant/ Parish Clerk</p>
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8. To agree applications for RPC grants and donations

	Action
<p>A grant request has been received today from Rottingdean in Bloom – this will be reviewed and considered by the VCAG and will be reported to the next Council meeting.</p>	<p>Cllr Sheppard</p>

Major projects

9. To receive updates and progress reports on all major projects

	Action
<p>Street Lighting</p> <p>The corner light at the bottom of Park Road has now finally been replaced.</p> <p>Cllr Bryant reported that, despite previous assurances by the City Council, the new lights cannot be dimmed due to technical difficulties with the planned CMS system and that LEDs might be cheaper to operate. 2 residents have already complained that lights are too bright. Cllr Bryant agreed to write to the City Council about these issues</p>	<p>Cllr Bryant</p>
<p>Neighbourhood Plan</p> <p>Cllr John reported that the Parish Council will shortly be in a position to send the request for a fresh Sustainability Appraisal back to the City Council for approval.</p>	



<p>Lower High Street</p> <p>The Parish Clerk reported that some progress has been made on the drafting of a business case/ project plan for the Lower High Street but more work needs to be done before a site meeting is held with the City Council who are prepared to assist the Parish Council with the proposal to initially price for materials and seeking outline quotes from contractors on their approved tendering lists.</p>	
<p>Park Road toilets</p> <p>The Parish Clerk reported that the City Council should be in a position shortly to arrange a site meeting with Healthmatic to discuss the refurbishment of the toilets.</p>	

Advisory Group reports

10. To receive report from Planning Sub Committee

	Action
<p>Cllr Butler presented the Planning report as detailed below:</p> <p>Recent applications received</p> <p>2019/00563 25, Eley Crescent BN2 7FE</p> <p>2019/03858 82, Dean Court Road BN2 7DJ (revised application)</p> <p>2019/00809 The Coppers on the Green</p> <p>Cllr Butler was concerned that if hedge removed that property could become intrusive.</p> <p>2019/00785 4, Falmer Road BN2 7DT</p> <p>Recent applications decided by the City Council</p> <p>2019/03858 82, Dean Court Road BN2 7DJ – application refused by City Council</p> <p>2019/00304 104, Dean Court Road BN2 7DJ – application refused by City Council.</p>	

11. To receive report from (BEAG) the Built Environment advisory group

	Action



<p>Cllr Bryant stated that the Built Environment Advisory Group has not met since the last meeting but he provided the following update:</p> <p>ATC The quote for this equipment has now been received and is £2,500. The air quality monitoring stations would be situated close to where the diffusion tubes are currently located – RPC has still not received any confirmation of the DEFRA bid for the equipment.</p> <p>A259 The Parish Council has received a letter from Mark Prior at BHCC basically stating that no officer time would be allocated to the A259 review despite the fact that Lewes District Council have committed £50,000 to the study</p> <p>Road and pedestrian safety</p> <ol style="list-style-type: none"> (1) Village gateway signs - we need to decide where these signs are sited especially the sign coming into the village from the North. (2) We understand that No HGV signs will also be sited at Newhaven to deter using Rottingdean High Street to access the A27/A23 <p>Vicarage Lane UKPN have decided that roadworks are not now necessary although a new link box needs to be installed. Cllr Sheppard agreed to contact UKPN to find out more information.</p> <p>Dean Court Road Drain cover loose – Cllr Sheppard to report to City Council.</p>	<p>Cllr Sheppard</p> <p>Cllr Sheppard</p>
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12. To receive report from the (NEAG) Natural Environment Advisory Group

	Action
<p>Cllr Webzell reported that:</p> <p>The Undercroft The advisory group will be exploring potential uses for the undercroft, ie exhibition space, posters, sign boards and promotional events etc.</p> <p>Beacon Hill Information panels on Beacon Hill have been signed off and go to printers this week. Work has been completed on the timber structures which has been paid for by the Parish Council and it should take 3 weeks to complete installation once they have been received. They are likely to have a 25 year life expectancy.</p> <p>Four further aspects of the project include :</p> <ul style="list-style-type: none"> • notice boards completed with grants from Parish & City Council and SDNPA • Leaflet dispensers will be received soon • New information brochure being prepared • Hog Plat sign to be refurbished as part of project 	



<p>Seafront bins Cllr Davies confirmed that the City Council are doing an audit of seafront bins including Rottingdean and it was agreed that the Parish Clerk would contact Toni Manuel at the City Council about the two dangerous and rusty bins.</p> <p>Beach huts Cllr Davies informed the meeting about progress on investigating the usage, leasing and contract arrangements for the beach huts. Ward Councillor Mary Mears stated that the leasing and contract arrangements for the beach huts were organised by the officers of the City Council without the involvement of councillors. It was agreed that more information about the arrangements would be gathered after the elections.</p>	
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13. To receive report from the (SCAG) Strategy & Communications advisory group

	Action
<p>Cllr John reported that</p> <ul style="list-style-type: none"> (1) The Annual village newsletter was cleared for distribution with City Council lawyers as it was distributed during the Purdah period. (2) The infrastructure development plan including potential Section 106 funding opportunities has been prepared by Cllr Bryant and will be distributed shortly to Councillors and discussed with BHCC and the LAT. (3) A Councillor briefing on the Section 106 agreement for St Aubyns took place last month. 	<p>Cllr Bryant to circulate</p>

14. To receive report of the (VCAG) Village Community Advisory Group

	Action



Cllr Sheppard gave an update on the work of this advisory group as follows:

- The blue trade boards in West Street Car Park. There has been a request from a trader to have their business added. Discussions with Cathy Taylor have failed to clarify who has responsibility for these boards.
- Kipling Garden information signs have been removed by BHCC for adaptation because they have been damaged by water.
- Whiteway Bridle sign has been replaced and now the old metal post has been removed.
- Village Walkabout. BT Open Reach were contacted and have removed the graffiti and peeling paint from the junction box at the bottom of Steyning Road, BHCC will replace the missing window from the bus stop outside White Horse, and a note went in the latest issue of RVN to remind event advertisers to remove plastic ties around lamp posts etc.
- Two dedicated benches. are awaiting installation Also dedicated bench guidelines were discussed at an Advisory Group meeting who will review them this week.
- Christmas Tree support. Dave Sutton and his team have now made a bespoke metal support which needs to be sunk into the ground using concrete. Materials and concrete will need to be paid for. Cllr Sheppard displayed the metal support box at the meeting.
- . Cllr Sheppard attended the opening of the new school Eco Hub and outdoor classroom facilities at OLOL which was also attended by the Mayor, parents, carers, PARC, RVN and the school eco-council.
- The poster for the Library has been updated to include asking for volunteers for the Youth Club between 6-8 every Friday.
- A Brighton Bikeshare Hub was Installed on March 27th ready for the spring / summer.
- Section 106 meeting. Cllr Sheppard attended a meeting organised by the Cricket Club with the Football Club, SAFE and PARC to consider how they would like to see Section 106 money allocated for the benefit of the community. They are keen to involve as many local groups as possible. Cllr Sheppard expressed support for I a Parish-wide consultation led by RPC on leisure and recreation facilities that residents of all ages would like to see.
- Allotment wall. Brian Parsons who has an allotment on the Hog Plat site has contacted RPC to say he is concerned about the safety of the flint wall which borders the allotments and Hillside House. He has also contacted the allotment representative about it. Cllr Sheppard has followed this up with a further email to BHCC..
- The condition of the concrete bus shelters by White Horse Hotel has been reported to BHCC.

Cllr Sheppard



The meeting finished at 8.50 pm

Date of next meetings	Annual Village Meeting Thursday 18 April @ 7.30pm in the Main Hall, Whiteway Centre Annual Meeting Monday 13 May @ 7.30pm in Youth Hall, Whiteway Centre
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Signed.....Dated.....