



## **Agenda for the meeting of Rottingdean Parish Council**

Parish Councillors are summoned to a meeting of the Parish Council on

**Monday 2 December 2019 at 7.30pm - Rottingdean Whiteway Centre**

**All are welcome to attend this public meeting.**

*At the start of the meeting any member of the public is welcomed to speak for a maximum of 3 minute. Councillors aim to provide a response during the meeting if possible, and if not will endeavour to respond in writing within the month.*

### **AGENDA**

1. Apologies for absence.
2. Declarations of interests in agenda items.
3. Agreement of minutes of the RPC meeting on 4 November 2019.
4. Matters and actions arising from last meeting.

### **Parish Council finance and grants**

5. To receive the RFO monthly report (see paper circulated at meeting)
6. To agree outstanding payments/invoices (see agenda item 6)
7. To agree applications for RPC grants/donations

### **Governance**

8. Annual review of standing orders and policies

### **Major projects**

9. To receive updates and progress reports on all major projects.
  - (i) Street lighting update
  - (ii) Neighbourhood plan update
  - (iii) Lower High Street update
  - (iv) Park Road toilets
  - (v) Rottingdean High Street – Experimental Traffic Order

### **Planning Sub Committee**

10. To receive report from the **Planning** Sub Committee

### **Advisory groups**

11. To receive report from the **Built Environment** advisory group
12. To receive report from the **Natural Environment** advisory group
13. To receive report from the **Strategy & Communications** advisory group.
  - (i) Advisory group report
  - (ii) Infrastructure Development Plan 2019 – 2021
  - (iii) Draft 2020/21 budget
14. To receive report from the **Village Community** advisory group.

**Date of next meeting: Monday 6 January 2020 @ 7.30pm**

**AGENDA ITEM 6****Rottingdean Parish Council  
Payments & Invoices****Month: November 2019**

<b>Supplier</b>	<b>Purpose</b>	<b>£ Cost</b>	<b>£ VAT</b>	<b>Notes</b>
Brighton & Hove City Council	50% share of replacement belisha beacons	1203.49		
Bricks to Mortar	Move and fix planters in Vicarage Lane and remove concrete slab	855.00	171.00	
Clerks salary	November salary	638.68		
HMRC	Clerks PAYE to HMRC for November	173.82		
Toolkit	New website	1,995.00	399.00	
Clerks expenses	October & November	100.84		
Graham Sheppard	Turf	18.99		
One digital	50 x Beacon Hill wildlife report	245.00		

Signed and authorised for payment agreed at Parish Council meeting on .....

Parish Clerk/RFO .....

Chair of Parish Council.....

**AGENDA ITEM 10 – Planning Report, November 2019**

**Applications reviewed by Parish Council**

BH2019/03353 10 Newlands Road – **no objection by Parish Council**

**Planning applications dealt with by the City Council under delegated powers**

APPLICATION NUMBER BH2019/02474

ADDRESS 66 High Street Rottingdean Brighton BN2 7HF

DEVELOPMENT DESCRIPTION External alterations incorporating installation of 1no side rooflight, replacement of front bay window with wooden sash window, replacement of front door with wooden panel door. (Part-retrospective)

APPLICANT Mr & Mrs N.A. Dalby

DECISION Approved

DECISION DATE 29/10/2019

APPLICATION NUMBER BH2019/02475

ADDRESS 66 High Street Rottingdean Brighton

DEVELOPMENT DESCRIPTION Internal alterations to layout and external alterations incorporating installation of 1no side rooflight, replacement guttering and pipes, removal of masonry paint, replacement of front bay window with wooden sash window, replacement of front door with wooden panel door. (Part-retrospective)

APPLICANT Mr & Mrs N.A. Dalby

DECISION Approved

DECISION DATE 29/10/2019

APPLICATION NUMBER BH2019/02469

ADDRESS 66 High Street Rottingdean Brighton BN2 7HF

DEVELOPMENT DESCRIPTION Reconstruction of chimney stack. (Part-retrospective)

APPLICANT Mr & Mrs N.A. Dalby

DECISION Approved

DECISION DATE 21/11/2019

APPLICATION NUMBER BH2019/02470

ADDRESS 66 High Street Rottingdean Brighton BN2 7HF

DEVELOPMENT DESCRIPTION Reconstruction of chimney stack. (Part-retrospective)

APPLICANT Mr & Mrs N.A. Dalby

DECISION Approved

DECISION DATE 21/11/2019

APPLICATION NUMBER BH2019/02928 ADDRESS

98 Longhill Road Brighton BN2 7BD

DEVELOPMENT DESCRIPTION Erection of first floor rear extension with associated roof extension incorporating rear balcony and side rooflights with revised fenestration.

APPLICANT Mr Bains

DECISION Approved

DECISION DATE 31/10/2019

APPLICATION NUMBER BH2019/02673

ADDRESS Car Park East Of 36 Marine Drive Rottingdean Brighton BN2 7HQ

DEVELOPMENT DESCRIPTION Removal of section of existing flint retaining wall and replacement with reinforced concrete retaining wall.

APPLICANT Brighton And Hove City Council Mr Toby Nugent

DECISION Approved

DECISION DATE 06/11/2019

APPLICATION NUMBER BH2019/02756

ADDRESS 88 Longhill Road Brighton BN2 7BD

DEVELOPMENT DESCRIPTION Erection of two storey rear extension.

APPLICANT Mr Honcoop

DECISION Refused

DECISION DATE 08/11/2019

APPLICATION NUMBER BH2019/02843

ADDRESS 1 Meadow Parade Rottingdean Brighton BN2 7FA

DEVELOPMENT DESCRIPTION Change of use from doctor's surgery (D1) to 2no two bedroom ground floor flats (C3)

APPLICANT Mr R Darling

DECISION Approved

DECISION DATE 20/11/2019

### AGENDA ITEM 11 - BEAG advisory group

There is no Built Environment Advisory Group report this month.

### AGENDA ITEM 12 – NEAG advisory group

There is no Natural Environment Advisory Group report the month.

### AGENDA ITEM 13 – SCAG advisory group meeting – 11 November 2019

#### (i) Advisory Group report

**Name of Advisory Group: Strategy & Communication**

Discussion Items/Briefing notes	
1/2	Budget 2020/21 and IDP
2	AQMA and traffic management scheme
3	Website development
4	St Aubyns
5	Decision-making pathways
6	

Actions	Responsibility	
1	Discussed and amended draft budget prepared by RFO to go to Dec RPC	KK
2	Discussed and amended draft IDP to go to Dec RPC	KK
3	To continue to monitor progress. BEAG to investigate cost of raised crossing in High St.	AQMA Gp/BEAG
4	To liaise with Toolkit on development of new website and training	KK/SJ/HB
5	To recommend to RPC establishment of Major Project Group for St Aubyns	SJ
6	To remind RPC members of decision-making pathway from Advisory Group recommendation to full RPC meeting	SJ

Completed by: Sue John

**(ii) Infrastructure Development Plan 2019 – 2021**

To agree the draft Infrastructure Development Plan (IDP) for the period 2019 – 2021 – see separate paper circulated and emailed to Parish Councillors.

**(iii) Draft budget 2020/21**

To agree the draft 2020/21 budget – see below

**Rottingdean Parish Council – Draft budget 2020/21**

Proposed Budget 2020/21	Budget 2019/20	Spend as at 31/10/19	Description	Notes/ information
<b>Day to day running expenses</b>				
9750	8500	5300	Clerks salary	£12.50ph x 15hrspw x 52
400	200	355	Clerks expenses	Travel Lewes - Rottingdean
560	560	397	Payroll admin	
500	500	205	Printing/Stationery	
300	270	272	Insurance	
650	700	83	Hire of meeting rooms	
100	100	36	Subscriptions	
100	100	-	Postage & Communications	
600	450	550	Audit fee	
500	720	240	General expenses/contingency	
700	700	204	Web site	
600	500	615	Newsletter/publicity	
500	400	251	LNR expenses/leaflets and annual report	
1600	1300	1000	Pond annual maintenance	
<b>16,850</b>	<b>15,000</b>	<b>9,759</b>	<b>Sub totals</b>	
<b>Other costs</b>				
<b>Grants/donations</b>				
6,000	6,000	4,000	Grants & donations	
5,000	5,000	30	NP consultancy and costs	
6,000	6,000	-	St Aubyn's research	
<b>17,000</b>	<b>17,000</b>	<b>4,030</b>	<b>Sub totals</b>	
<b>Minor projects</b>				
3,000	2,000	-	Signage improvements	
2,500	2,000	2,760	Infrastructure improvements	
3,500	5,000	-	Access improvements	
1,000	4,000	-	Well being	
2,000	6,000	-	Road safety/speeding and 20/30 mph signs	
1,000	-	-	Pond island refurbishment	
<b>13,000</b>	<b>19,000</b>	<b>2,760</b>	<b>Sub totals</b>	
<b>Major projects</b>				

<b>13,000</b>	26,000	-	Street lighting phases 3 & 4	See note 1 - £13k set aside for scheme extension of 5 additional lights
<b>60,000</b>	25,000	-	Lower high street phase 1 – (Quarter deck)	Costs in 2019/20 likely to be c£15,000 for design brief
-	30,000	-	Park road toilets refurb/rebuild	See note 1 - might need to increase 19/20 budget if work completed by 31/3/20
<b>500</b>	10,000	-	Air quality/traffic measures – equipment maintenance costs	
<b>120,350</b>	<b>142,000</b>	<b>16,549</b>	<b>Sub Total</b>	
		<b>9,016</b>	November 2019 commitments	
		<b>25,565</b>	<b>TOTAL</b>	

#### Notes

- (1) The 20/21 budget assumes that street lighting project and toilets refurbishment completed by 31/3/20.

### **AGENDA ITEM 14**

**There is no Village Community Advisory group report this month**