



## Rottingdean Parish Council (RPC) meeting

### DRAFT Minutes of the meeting held on Monday 2 December 2019

**Parish Councillors present:** Sue John (Chair), Heather Butler, Vicky Fenwick, Graham Sheppard, Louise Arnold, Bernard Turnbull, Kerry Levins.

Kevin Kingston (Parish Clerk)

City Councillor Bridget Fishleigh was also in attendance

#### Public session

**Cllr John (Chair)** welcomed an audience of 5 residents (including one City Councillor) to the December 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.

#### Questions raised at the meeting:

**Sean Flanagan** asked the following questions and stated that he would submit any further questions that he couldn't cover in 3 minutes in writing

- 1) Infrastructure development plan, once agreed, will be made available to residents. **Cllr John responded stating yes.**
- 2) The breakdown of the current spend of £2760 (as per the budget document presented to the committee) will be provided in due course.
- 3) Have RPC reviewed the construction management plan (CMP) to see for example whether they agree/accept the routing and timing of construction and related traffic for St Aubyns and to verify that site workers parking will not adversely impact on the village? I have no record of a response yet.  
I do not believe residents can rely on the Highway Authority (Transport officer), especially as I do not believe the new road layout was considered when the construction management plan was initially prepared. Whilst that new road layout may not be used by the major construction traffic there is no way that worker traffic can be monitored as not using the High Street

**If the answer is no then a supplementary question will be “do RPC intend to review the CMP at any stage prior construction/demolition starting”?**

- (4) Have RPC asked for or been provided with criteria against which the traffic scheme will be measured as a success? Such as a specific reduction in NO2



levels in the High Street? **Cllr John responded stating that the aim is to reduce NO2 emissions to well below the EU limit of 40%.**

**(5)** There is a large budget for major projects including basic maintenance and infrastructure improvements.

It would seem from their inclusion in the RPC budget that RPC have accepted these should be funded from the RPC precept rather than the council taxes paid by all residents.

Does RPC have anything in writing from BHCC which defines what should be covered under this precept?

I do not believe that items such as the Park Road toilet refurbishments should be paid for by RPC. **Cllr John responded stating that there are no rules defining how spend should be apportioned. On occasion, the Parish Council had to make a judgment as to whether a project would take place without financial input.**

**(6)** Traffic flow at junction lights.

This is governed by an automated system. The new yellow lines are positioned in such a way that the full extent of queues are not monitored and the lights change to red too quickly.

Will RPC obtain written confirmation from BHCC Highways on how the system works and that it has been adjusted to accommodate the cross yellow lines?

**Cllr John responded stating that a response to this question would be made in writing and encouraged Mr Flanagan to raise any issues in respect of the experimental traffic order with the City Council as per the information on the City Councils and Parish Council websites**

Sean Flanagan then ran out of the allotted 3 minutes and was advised to submit any further questions in writing.

**John Bustard** commented that he had sent several comments to the City Council re the experimental traffic order but has yet to receive a response. He also asked if the Parish Council were aware as to why the A259 was closed for such a long period over the weekend causing severe delays to the east of the city and bus journeys and could the Bus Company and Police communicate with residents more effectively to inform them of delays etc. City Councillor Bridget Fishleigh said that she would raise the issues with Martin Harris at the bus company.

**Cllr John** replied stating that it is believed there was a serious violent incident that closed the A259 necessitating forensic investigation.

**City Councillor Bridget Fishleigh** stated that she will be shortly meeting with Cllrs Mary Mears and Joe Miller about the Beach chalets.

**Ken Bodfish** asked that the Parish Council formally writes to the City Council expressing their concerns with regard to the new arrangements for taxis at Brighton Station and in particular the increased costs and more complex access arrangements. It was agreed that the Parish Clerk would draft a letter to the City Council. **Action: Parish Clerk**



**Councillor Session**

**1. Apologies for absence**

Cllr Finella McKenzie and Cllr Jo Davies

**2. Declarations of interest in agenda items**

Cllr Sheppard and Cllr Butler declared interests in agenda item 7.

**3. Agreement to the minutes of RPC council meeting of 7 October 2019**

The minutes were agreed. Cllr Sheppard pointed out that the word 'to' should be deleted from agenda item 11 bullet point 2 and that Cllr McKenzie should replace Cllr Sheppard in the action column in agenda item 11 paragraph 3.

**4. Matters arising from previous meeting**

There were no matters arising

**Finance**

**5. To receive the RFO monthly report**

	Action
<p>The Clerk/RFO reported the following expenditure during November:</p> <p>In November RPC spent £1812.50 on general day to day expenditure and running expenses and £10,311.02 in the year to date. During the month we spent £1,000 on pond maintenance and a further £909.60 on improvements to infrastructure namely replacement posts on the Village Green and an in ground fixing for the Christmas tree.</p> <p>As at 30 November RPC held a total of £194,457.68 across three bank accounts with a further £559.18 VAT still to be claimed.</p> <p>Total expenditure for the year to date was £18,110.21.</p>	



**6. To agree outstanding payments/invoices**

**Payments to be agreed and approved**

**Month: November 2019**

<b>Supplier</b>	<b>Purpose</b>	<b>£ Cost</b>	<b>£ VAT</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	
Jo Davies	Bike pump	18.99	
Graham Sheppard	Timer for Christmas Tree	5.50	
Stephen Neiman	Cover fee for Parish Clerk in July 2019	75.00	
Heather Butler	20 is plenty signs and cable ties	246.27	
	<b>TOTAL</b>	<b>5576.58</b>	<b>570.00</b>

All above sums were **SECONDED** and **AGREED** for payment

**7. To agree applications for RPC grants and donations**

	<b>Action</b>
<p>A recent grant application from St Margaret's Church was discussed at the VCAG advisory group meeting and VCAG were in favour of making a £3000 grant to the church subject to three conditions which were:</p> <ul style="list-style-type: none"> <li>• A new, legible, version of the form be supplied to replace the current version that is difficult to read.</li> <li>• That the form describes a contribution to a specific, discrete activity that can be enjoyed by the wider community as</li> </ul>	



<p>recommended in the Taylor Report 2017 and can be verified on completion.</p> <ul style="list-style-type: none"> <li>There is confirmation on the form that a report will be provided at the end of the project and as the Local Government Act 1972 s137 requires, the application of grants over £2000 should be verified with supporting documentation.</li> </ul> <p>The Parish Council agreed in principle to approve the grant subject to the conditions laid out. Cllr Turnbull agreed to provide information to the Parish Clerk and that the Parish Clerk would draft a letter to the church setting out the conditions of making the grant. Before the letter is sent it would be approved by the Chair of the Parish Council and members of the VCAG advisory group.</p> <p>A revised Grants application form would be brought back to the January Parish Council meeting for discussion and agreement.</p>	<p>Cllr Turnbull, Cllr John, Parish Clerk and members of VCAG</p> <p>VCAG</p>
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**8. Governance - Annual review of standing orders and policies**

<p>There were no standing order updates to consider although it was agreed that <b>Cllr Turnbull</b> would join the Governance sub group to assist with drafting remaining standing orders and policies.</p>	<p>Cllr Turnbull</p>
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**Major projects**

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

	<b>Action</b>
<p><b>Street Lighting</b></p> <p>The Parish Clerk informed the meeting that he had contacted the City Council street lighting team again and had provided them with a list of the columns still to be painted and confirmed that he was awaiting a response on the current position regarding the outstanding work and confirmation of the Parish Council share of the costs.</p>	
<p><b>Neighbourhood Plan</b></p> <p>Cllr John informed the meeting that she had contacted the City Council re the Strategic Environmental Assessment and was awaiting a response.</p>	
<p><b>Lower High Street</b></p> <p>The Parish Clerk informed the meeting that we have received one quote for the development of a design brief for the Lower High Street and that he had just contacted a London based urban designer, who had been recommended by the City Council, for a</p>	



<p>second quote . When the second quote had been received the first project group meeting would be convened.</p> <p>Ideally a third quote would be obtained however there is some difficulty in identifying an appropriate urban designer to provide a third quote. Action: Clerk to approach Lewes District Council for suggestions.</p>	
<p><b>Park Road toilets</b></p> <p>The Parish Clerk had reported at the last meeting that RPC now have a timetable for the works, however the City Council have identified some challenges in providing disabled access to the toilets because of the space around the toilets and gradients at the entrance into the toilets.</p> <p>The meeting agreed that one of the main principles for the refurbishment was to provide disabled access and therefore the Parish Council would have a further site meeting with the City Council to discuss options to overcome this.</p>	
<p><b>Rottingdean High Street – Experimental Traffic Order</b></p> <p><b>Cllr Butler</b> reported that the air quality monitors are now in place and the traffic counter cabinet will be put in place close to Costa in the very near future which will enable the Parish Council to receive its own traffic flow information.</p> <p><b>Cllr Levins</b> informed the Meeting that the sequencing of the traffic lights at the A259/High Street junctions seems to change and should this be discussed further with the City Council.</p> <p>Cllr Butler informed the meeting that this would be discussed along with the progress of the trial at a meeting with the City Council and ward councillors early in the New Year.</p> <p>The Parish Clerk informed the meeting that any comments received about the experimental traffic order should be sent to <a href="mailto:Transport.projects@brighton-hove.gov.uk">Transport.projects@brighton-hove.gov.uk</a></p>	

**Advisory Group reports**

10. To receive report from Planning Sub Committee



**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





<p>APPLICATION NUMBER BH2019/02843</p> <p>ADDRESS 1 Meadow Parade Rottingdean Brighton BN2 7FA</p> <p>DEVELOPMENT DESCRIPTION Change of use from doctor's surgery (D1) to 2no two bedroom ground floor flats (C3)</p> <p>APPLICANT Mr R Darling</p> <p>DECISION Approved</p> <p>DECISION DATE 20/11/2019</p>
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**10. (i) St Aubyn’s judicial review**

**Cllr John** informed the meeting that now the St Aubyn’s planning application would be proceeding the Parish Council will be setting up a project group comprising Cllrs John, Butler and Arnold. The project group would look to develop a way forward and stewardship for the site that will be handed over, including the heritage assets ie the Victorian fountain, the chapel, the pavilion and the war memorial. The project group would seek a meeting with Fairfax early in 2020.

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

	Action
<p><b>Cllr Sheppard</b> reported the following :</p> <ul style="list-style-type: none"> <li>• Two large potholes at bottom of Whiteway Lane have been filled</li> <li>• 20 is plenty signs have been posted at strategic sites by Cllrs Sheppard and Butler – there are 9 signs left so if further strategic sites were identified members were asked to make Cllr Sheppard or Cllr Butler aware.</li> <li>• There is a village news article on the 20 is plenty signs.</li> <li>• The concrete slab has now been removed and turfed over.</li> <li>• The planters in Vicarage Lane have now been moved and fixed into their new positions.</li> <li>• Railings in Marine Drive – it was agreed that Cllr Sheppard would contact Andrew Rawlingson at the City Council to inform him that the Parish Council would contribute to the funding, providing the railings were black powdered coated.</li> <li>• BEAG to discuss the raising of the zebra crossing in the High Street at its next meeting.</li> <li>• Missing 30 mph sign in Nevill Road has still not been replaced. Cllr Sheppard to follow up.</li> </ul>	<p>All Councillors</p> <p>Cllr Sheppard</p> <p>BEAG</p> <p>Cllr Sheppard</p>



<ul style="list-style-type: none"> <li>Grit bin needs moving further up the hill and filling. City Councillor Bridget Fishleigh agreed to raise with City Council.</li> </ul>	
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**12.To receive report from the (NEAG) Natural Environment Advisory Group**

	<b>Action</b>
<p><b>Cllr Turnbull</b> informed the meeting that he had recently attended a tree planting ceremony at Our Lady of Lourdes school where he helped plant 110 trees.</p>	
<p><b>Beacon Hill</b>  <b>Cllr Arnold</b> informed the meeting that the lack of sheep on Beacon Hill was due to the fact that the City Council have run out of fencing. Cllr Arnold also informed the meeting that a new ranger has been appointed and his name is Paul Gorringer.</p>	
<p><b>Cllr John</b> agreed to provide a PDF of the Beacon Hill Annual Report and asked that the Parish Clerk put the report on the Parish Council website.</p>	Cllr John/Parish Clerk
<p><b>Kipling Gardens</b>  <b>Cllr John</b> informed the meeting that she and the Parish Clerk had recently attended a meeting with the Rottingdean Preservation Society about the future of Kipling Gardens. The meeting discussed the condition of the trees, the prolonged absence of the gardener, the long term plans for the gardens and how they might be managed in the future. The meeting was also pleased to note that the City Council will in 2020 be digging up the rose gardens and replanting them.</p>	
<p>It was agreed that the Parish Clerk would contact the Head of City Parks to ask when the trees would be trimmed and to consider a financial contribution alongside the Preservation Society if resources at the City Council are stretched for an outside contractor be appointed to trim trees.</p>	Parish Clerk
<p><b>Undercroft</b>  <b>Cllr John</b> informed the meeting that PARC are taking forward and leading on the plans for the Undercroft with the support of the City Council seafront team and the Kipling Society and may approach the Parish Council at a future date for our involvement and contribution to the plans.</p>	



**13. To receive report from the (SCAG) Strategy & Communications advisory group**

**13 (i) SCAG advisory group meeting 15 October 2019**

	<b>Action</b>
<p>The actions of the advisory group meeting were agreed.</p> <p><b>Cllr John</b> reminded Councillors that the advisory groups should not make decisions but should make recommendations to the Parish Council meetings for agreement and decision.</p>	

**13. (ii) Infrastructure Development Plan**

	<b>Action</b>
<p>Unfortunately the wrong version of the IDP was sent out to Councillors in error. It was agreed that the correct and updated version would be sent out to Councillors within the next few days and would be brought back to the January Council meeting for final approval.</p>	Parish Clerk

**13. (iii) 2020/21 draft budget**

	<b>Action</b>
<p>The draft 2020/21 budget was agreed with the following amendments. The day to day running expenses total confirmed as £16,860 and that the Lower High Street budget be raised from £60,000 to £70,000 in order to mirror the figure in the IDP.</p> <p>It was agreed that the well being budget allocation for 2020/21 would remain as £1,000 but this could be adjusted if necessary at a later date.</p>	Parish Clerk

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

	<b>Action</b>
<p>The VCAG advisory group meetings notes that were circulated at the meeting were noted. Action: Parish Clerk to publish on website</p> <p><b>Well being event</b>  <b>Cllr Fenwick</b> informed the meeting that a well being fair is planned in the Village Hall for Saturday 1 February. The event would be a smaller but similar event to the one that Cllr Fenwick attended in East Grinstead recently. The event would promote local businesses and organisations in the local 'wellbeing' industry and would also include stalls and demonstrations. It was agreed that the well being event should take place, subject to:</p> <p>Costings being brought back to the January meeting of the Parish Council for agreement.</p>	



<p><b>Cllr Sheppard</b> reminded the meeting that all stalls would need their own insurance.</p> <p>It was agreed that SAFE should be added to the list of organisations that VCAG would communicate with and Cllr Fenwick asked all Councillors to let her know of any other organisations that should be added to the list.</p> <p><b>Cllr Sheppard</b> asked that thanks be noted for Colin Duffy, Bob Markham, David Wilson and VOIPfone for the help and sponsorship of the Christmas Tree on the Village Green.</p>	
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The meeting finished at 9.25 pm

<b>Date of next meeting</b>	<b>Monday 6 January 2020 at 7.30pm at the Whiteway Centre</b>
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