



Rottingdean Parish Council (RPC) meeting

Minutes of the meeting held on Monday 4 February 2019

Parish Councillors present: Sue John (Chair), Heather Butler, John Bryant, Vicky Fenwick, Finella McKenzie, Graham Sheppard.

Kevin Kingston (Parish Clerk)

The meeting was moved to the Village Hall because of electricity problems at Whiteway Centre which as a result delayed the start of the meeting until 8pm.

Public session

Cllr Sue John (Chair) welcomed an audience of 4 residents (including City Council Rottingdean coastal ward councillor Joe Miller) to the February 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:

Libby Ainsley – 27 Chailey Avenue presented a letter to the Parish Council regarding the proposed St Aubyns development stating that her major concerns with the application are with traffic, pollution and the resultant effect on the High Street and the A259 and asked:

“Would the Parish Council please share their investigations of available sites on the outskirts of Rottingdean required by the neighbourhood plan with us as soon as possible?”

Cllr John replied stating that the planning decision on the St Aubyn’s application has now been made by the City Council who are the planning authority and as far as the Neighbourhood Plan is concerned any potential brownfield sites for development will be included in the plan when it is ready to go out to consultation which is likely to be later in the year.

Sean Flanagan asked four questions as detailed below:

- (1) The NPPF 2018 made a number of changes to policies - has the Parish Council considered these when drafting their neighbourhood plan?.

Cllr John responded that these have been taken into account and been discussed with City Council who have not identified any non-conformities with NPPF 2018.



<p>(2) Has the section 106 agreement for the St Aubyn’s development been published yet?</p> <p>Cllr John responded stating No</p> <p>(3) Does the Parish Council concur with the statement made by City Councillor Warren Morgan at the Planning Committee that discussed the St Aubyns planning committee meeting on 10 October?</p> <p>Cllr John stated and reiterated that the Parish Council response to the planning applications was published on the Parish Council’s website and appeared in the Planning Committee report.</p> <p>(4) Has the Parish Council already taken the decision about the transfer of the field and the heritage assets</p> <p>Cllr John stated that this decision has not been taken yet and that it would be taken at a public meeting of RPC</p> <p>John Bustard raised a number of issues and concerns about the proposed experimental traffic order in Rottingdean High Street.</p> <p>Cllr Butler, Cllr Bryant and City Councillor Joe Miller held an open discussion (with John Bustard) about the experimental traffic order to explain how it was hoped the proposals would work including the intelligent transport system, the impact on lorries and buses, the proposed chicane and road markings, the effect on cars into and out of Park Road and air quality, stressing that it is an experimental traffic order that will be closely monitored and reviewed and may need to change or be modified if problems occur.</p> <p>Cllr John thanked everyone for their contributions before opening the Councillors discussion and informed the audience that the Parish Council will try to answer any questions not answered tonight within the month.</p>	
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Councillor Session

1. Apologies for absence

Cllrs Bob Webzell, Jo Davies & Kerry Levins

2. Declarations of interest in agenda items

There were no declarations of interest

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

The minutes of the meeting were agreed as a true record	
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4. Matters arising from previous meeting

There were no matters arising from the previous meeting	
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Finance

5. To receive the RFO monthly report

	Action
<p>Cllr Bryant reported that:</p> <p>(1) our salaries budget will be overspent at year end because of our decision to employ two Parish Clerks for a 3 month period to ensure smooth handover of responsibilities.</p> <p>(2) Whilst we had £163,314.21 in our bank account which was a significant amount, we would spend over £216,000 if all our major projects were completed.</p> <p>(3) the 3rd quarter accounts have been reconciled and Cllr Bryant asked that the Chair sign the reconciliation statement – which was duly signed.</p>	<p>Cllr Bryant</p>

6. To agree outstanding payments/invoices

	Action
<p>Cllr Bryant asked that three invoices be agreed for payment.</p> <p>These were:</p> <p>£21 for room hire at St Margaret's cottage £72.90 for Clerk's expenses £932.57 for a replacement notice board</p> <p>The above sums were SECONDED and AGREED for payment</p>	<p>Cllr Bryant</p>

7. RPC Budget Plan 2019/20

	Action
<p>Cllr Bryant reported that he would be working on the Annual Governance statement for 2018/19 shortly and it was agreed that Cllrs Finella McKenzie and Vicky Fenwick would assist Cllr Bryant in preparing the risk assessment document.</p> <p>Cllr Bryant and the Parish Clerk would also shortly prepare the audit plan.</p>	<p>Cllrs Bryant, McKenzie & Fenwick</p> <p>Cllr Bryant & Parish Clerk</p>



8. To agree applications for RPC grants and donations

	Action
There were no applications for grants or donations	

Major projects

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

	Action
<p>Street Lighting</p> <p>Cllr Bryant confirmed that the work to replace the street lighting around Kipling Gardens is progressing, however he expressed concern that the work may not be completed and paid for by the end of the financial year and has contacted the City Council about these concerns.</p> <p>Cllr Bryant explained that the City Council are now likely to replace the street light on the wall of the corner of Park Road/High Street as a new bracket has been obtained.</p> <p>Cllr Sheppard reported that the lighting column close to the zebra crossing at Challoners is in poor condition and needs painting. It was agreed that the Parish Clerk would email the City Council.</p>	Parish Clerk
<p>Neighbourhood Plan</p> <p>Cllr John reported that a group of Parish Councillors and the Parish Clerk have met with officers of the Planning Service at the City Council and the Parish Council are currently updating the draft Neighbourhood Plan following the recent meeting and suggested changes, amendments and additions. The City Planners were however complimentary of the plan and the progress made.</p> <p>A document entitled a Basic Conditions Statement, which is an essential part of the Neighbourhood Plan, has been drafted by Cllr Webzell and will form part of the Neighbourhood Plan.</p>	
<p>Lower High Street</p> <p>Cllr Butler reported that little progress has been made on this project at the present time. It was agreed that the Parish Clerk will take over as project manager for this project and will work closely with the project group on preparing and updating the project plan.</p>	Parish Clerk



<p>City Council Ward Councillor Joe Miller commented that the Parish Council should emphasise health and wellbeing in its plan for the Lower High Street and the possible future plans for the remodelling of the A259 should this happen.</p>	
<p>Park Road Toilets</p> <p>The Parish Clerk reported that the City Council have confirmed that in principle (some minor legal issues need to be sorted before this could be confirmed) they could add the refurbishment of Park Road toilets to the list of toilets that are due to be refurbished as part of the Healthmatic tendering contract although the refurbishment could not be funded by the City Council.</p> <p>City Ward Councillor Joe Miller added that should the refurbishment of the 11 other toilets being carried out by the City Council come in under budget the Parish Council should ask the City Council to contribute towards the refurbishment of Park Road toilet and the Parish Council should also emphasise the poor disabled access to these toilets.</p> <p>Cllr John added that if the Parish Council contributed a significant capital sum towards the refurbishment of Park Road toilets, maybe the City Council would consider sharing any income received from the seafront toilets, should charges be introduced there.</p>	
<p>AQMA – Rottingdean High Street</p> <p>Cllr Bryant reported that</p> <ul style="list-style-type: none"> • Signs banning HGVs in Rottingdean High Street are to be placed on A27 at the junction with Falmer Road. • The Parish Council have budgeted £6,500 in principle for continuous monitoring equipment in Rottingdean High Street to measure air quality although this might not be needed if the City Council are successful in a bid to DEFRA for the equipment. <p>The meeting discussed how the planned experimental traffic order is proposed to work in the High Street including discussions on road markings, the proposed chicane, keep clear and box markings, air pollution and monitoring and traffic speeds. The markings for the order are in place but final markings and the other measures are not yet in place. City Councillor Joe Miller also contributed to this part of the meeting as one of the City Councillors on the working group.</p>	

Advisory Group reports



10. To receive report from Planning Sub Committee

	Action
<p>CIlr Butler presented the Planning report as detailed below:</p> <p>Recent comments on planning applications made by Parish Council 25 Falmer Road, BN2 7DA (2018/03818) – no objection made by RPC 82 Dean Court Road, BN2 7DJ (2018/03858) – no objection made by RPC 5 Meadow Close, BN2 7FB (2018/03687) – application withdrawn</p> <p>BHCC Planning Committee – 6 February 2019 An appeal is in progress for BH2018/02638 - 4, The Park, Rottingdean, BN2 7GQ An appeal has been ALLOWED by the planning inspector and planning permission granted for Maddelena, 16 Bazehill Road, Rottingdean (BH2018/01942)</p> <p>South Downs National Park Authority (SDNPA) – Community Infrastructure Levy (CIL) Following the implementation of the SDNPA’s Community Infrastructure Levy and the ‘call for infrastructure projects’ for the spending of the 2017 / 18 CIL receipts, the SDNPA has now opened the call for projects for the next round of CIL spending (2018/19 and beyond). To ensure projects are considered for next year’s CIL receipt (and future receipts), projects need to be submitted via ‘Projects for the South Downs’, using the online application process, which is accessed using this link – www.projects.southdowns.gov.uk. Closing date for bids is 15th February 2019.</p> <p>South Downs Local Plan Examination Town and Country Planning (Local Planning) (England) Regulations 2012 Notice of Public Consultation: South Downs Local Plan Main Modifications Consultation period: Friday 1 February - Thursday 28 March 2019</p> <p>Following a series of public hearings, the Inspector has invited the National Park Authority to consult on a schedule of main modifications. These changes have been considered or in some cases proposed by the Inspector with regard the soundness and legal compliance of the South Downs Local Plan. The schedule includes all the main changes made since the publication of the Pre-submission Local Plan in September 2017. It therefore includes the following stages of Main Modifications to the Plan:</p> <p>Full details are given on the Main Modifications webpage.</p>	

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

	Action
<p>CIlr Bryant presented the BEAG advisory group report making particular reference to the following:</p>	



<p>(1) The Government have set aside £3.5 billion for review of major roads in the country and included within that is the A259 for which a study has been commissioned by ESCC, WSCC and Brighton & Hove City Council. As a result of this the Parish Council have written to the Chief Executive of the City Council (with copies to the Ward Councillors) offering our support and advice – no response has been received as yet.</p>	
<p>(2) Parish Councillors met with officers of the City Council on 24 January regarding road safety and the City Council would support, but not fund, gateway signs to Rottingdean, improvements to the pedestrian crossing in the High Street and by the bowling green. In addition the meeting discussed traffic calming measures and VAS and double white lines where the fatal accident occurred. However the City Council were not persuaded with the double white lines as the safety record for Falmer Road is relatively good in comparison to other roads in the city.</p>	<p>Cllr Bryant to obtain costings for gateway signs</p>
<p>(3) Lloyd Russell-Moyle has supported a petition that has been presented to the City Council about the fatal accident on Falmer Road and this has been referred to the Chair of the Environment, Transport and Sustainability Committee at City Council for action. Cllr John Bryant has also written to the City Council about the fatality but has yet to receive an acknowledgement or response.</p>	

12. To receive report from the (NEAG) Natural Environment advisory group

	Action
<p>The NEAG advisory group has not met this month.</p> <p>However Cllr John reported that Cllr Davies has approached the City Council and ward councillors re the maintenance and the leases for the beach huts on the seafront as some of the huts are leaking and need repairs. Cllr Davies has been informed that there are no monies available in this year's budget for repairs.</p>	

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

	Action
<p>Cllr John reported that the Parish Clerk has approached and invited Annie Sparks – Head of Regulatory Services at the City Council to attend a future Parish Council meeting to explain the role of the new Field service team.</p> <p><i>(this has subsequently been confirmed that Annie Sparks will attend the March Council Meeting).</i></p> <p>Cllr John asked that all advisory group reports for the Annual village newsletter should be sent to the Parish Clerk by no later</p>	



<p>than 10 February in order to meet the deadline of completing the newsletter by 22 February so that proofing, printing and delivery timetables can be met.</p>	
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14. To receive report of the (VCAG) Village community advisory group

	Action
<p>Cllr Sheppard gave an update on the work of this advisory group as follows:</p> <p>(1) Cllr Sheppard has met with the City Council's arboriculture service with Chris Davidson re the trees in Kipling Gardens.</p> <p>(2) Cllr Sheppard, Cllr Bryant and the Parish Clerk met this evening with Rob Walker, Head of City Parks to discuss future options for the maintenance and management of the tennis courts at the Recreation Ground in view of the budget savings that were needed at the City Council. It was agreed that Cllr Sheppard would explore possible options and discuss these with other local groups including PARC and the Bowls Club as well as the user group that uses the tennis courts.</p> <p>(3) Cllr Sheppard reported that he attended the recent LAT (Local Action Team) meeting which discussed (with Debra May- Sec 106 officer at the City Council present) section 106 monies including the use of £226K monies that have been made available for Meadow Vale & Falmer Avenue developments). The meeting also discussed the new youth club at Saltdean.</p> <p>(4) Cllr Sheppard reported that the disabled bays at the surgery could be used by people using the surgery and staff at the surgery would be available to assist and help the people up the ramp if necessary.</p>	<p>Cllr Sheppard</p>

The meeting finished at 21.27pm

Date of next meeting	Monday 4 March @ 7.30pm
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