



## Rottingdean Parish Council (RPC) meeting

---

### DRAFT Minutes of the meeting held on Monday 4 March 2019

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

Kevin Kingston (Parish Clerk)

**Cllr John** welcomed and thanked Phillip & Teresa from the City Council's Field Officer for attending the meeting to give a brief overview of their work and role.

The team was set up in September 2018 and support 9 different City Council services. Their role covers a wide range of services across the City including dealing with rough sleepers, minor enforcement matters for planning and housing (mainly to gather evidence and pass back to the planning service for action), replacing diffusion tubes, noise nuisance enquiries, PSPO orders, pest control, estate boards in conservation areas, van dwellers, cyclists not using dedicated cycle lanes and paths, dog and park bylaws etc.

The 6 field officers work across the city 7 days a week between 12 – 8pm on a 4 day shift and for a lot of their work they have clear response times ie noise complaints at weekend has a 24 hour response time.

#### Public session

**Cllr Sue John (Chair)** welcomed an audience of 2 residents to the March 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:

**John Bustard** asked if there was any more news or updates on the experimental traffic order for the High Street.

**Cllr John Bryant** replied stating that this would be covered in the Built Environment Advisory Group report later in the agenda

**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.



**Councillor Session**

**1. Apologies for absence**

Apologies received and accepted from Cllr Finella McKenzie

**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**

<p>The minutes of the meeting were agreed subject to two minor changes as detailed below :</p> <p>Cllr Sheppard requested that the words “and the Bowls Club” are deleted from Page 8 item 14 (2) and suggested alternative wording to page 8 Item 14 (4)</p>	<p>Parish Clerk</p>
---	---------------------

**4. Matters arising from previous meeting**

<p>Cllr Fenwick reported that under page 3 item 7 that Cllrs Bryant, McKenzie and Fenwick haven’t managed to meet yet to prepare the risk assessment document.</p>	<p><b>Cllrs Bryant, McKenzie and Fenwick</b></p>
--	--

**Finance**

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

	Action
<p><b>Cllr Bryant</b> reported that:</p> <p>Cash in Bank stands at £162,425.87</p> <p>Third quarter reconciliation has been adjusted to account for the £15 missing which was identified by the Chair</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>£4350 – 5 oak noticeboards for Beacon Hill            £96 for erecting new Parish Council noticeboard on snooker hall            £122.40 for the distribution of the annual village newsletter</p> <p><b>The above sums were SECONDED and AGREED for payment</b></p>	<p><b>Cllr Bryant</b></p>



**7. RPC Budget Plan 2019/20**

	<b>Action</b>
<p>Cllr Bryant reported that steps are being taken for the Parish Council to use on-line banking and that this would require changes to financial regulations that would be presented to a future Council meeting once all arrangements are in place.</p> <p>Cllr Bryant explained that there were two options:</p> <p>(1) to electronically pay invoices that would require just the Parish Clerk authority once agreed by the Council but would need an increase in paper work. It would mean that we could operate with NatWest or</p> <p>(2) move to another bank that would enable electronic payments with two people to authorise the payment of invoices.</p> <p>After some discussion it was <b>AGREED</b> that option 2 would be best to ensure secure payment of invoices and support for the Parish Clerk/RFO.</p>	<p><b>Cllr Bryant/ Parish Clerk</b></p>

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

	<b>Action</b>
<p>There were no applications for grants or donations</p>	

**Major projects**

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

	<b>Action</b>
<p><b>Street Lighting</b></p> <p>Park Road light – the bracket for this light has been found by the City Council and it will be replaced.</p>	
<p><b>Neighbourhood Plan</b></p> <p>No further information to report on Neighbourhood Plan but work on it continues to progress. A SCAG meeting on 7 March will discuss further.</p>	
<p><b>Lower High Street</b></p> <p>The Parish Clerk reported that he had met with officers of the City Council who had agreed to help with design and costings and it was agreed that a new project plan/business case would be developed and drafted and once agreed by the Parish Council it would be sent to the City Council. A site meeting would take place to discuss further.</p>	<p><b>Parish Clerk</b> to revise and update the project/business plan and bring to future meeting of the Parish Council</p>



<p><b>Park Road toilets</b></p> <p>No further information received from the City Council. Parish Clerk to chase.</p>	<p><b>Parish Clerk</b></p>
<p><b>AQMA – Rottingdean High Street</b></p> <p><b>Cllr Bryant</b> reported that a final meeting to discuss the introduction of the Experimental Traffic Order hasn't taken place because a date, when all the City Councils three ward councillors can attend, could not be agreed.</p> <p><b>Cllr Bryant</b> reported that the City Council have made a bid to DEFRA for a grant towards the cost of providing an electronic continuous Air Quality monitoring station (to be placed close to the canyon part of the High Street), The outcome of the bid should be known by the end of March.</p> <p><b>Cllr Bryant</b> requested that the Parish Council agree in principle to support the provision of this new equipment and an automatic traffic counter (ATC) with funds up to £10,000. If the DEFRA bid is successful the sum will be less and provision has been made in the 2019/20 budget.</p> <p>The Council <b>AGREED</b> in principle to fund this equipment.</p>	<p><b>Cllr Bryant</b></p>

**Advisory Group reports**

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

	Action
<p><b>Cllr Butler</b> presented the Planning report as detailed below:</p> <p><b>Recent applications received</b>            2019/00357 113, Marine Drive BN2 7GE</p> <p><b>Recent applications decided by the City Council</b>            2018/03818 25 Falmer Road BN2 7DA – application <b>refused</b> by City Council            2019/00019 11 Chailey Avenue BN2 7GH – application <b>refused</b> by City Council</p> <p><b>BHCC Planning Committee – 6 March 2019</b></p> <p>2018/03198 Lanterns, The Green, Rottingdean BN2 7DD - application <b>recommended for refusal</b> by City Council.</p> <p>2018/0638 4 The Park, Rottingdean – Appeal <b>allowed</b> by Planning Inspector</p> <p><b>South Downs Local Plan Examination</b></p>	



<p><b>Town and Country Planning (Local Planning) (England) Regulations 2012</b></p> <p><b>Notice of Public Consultation: South Downs Local Plan Main Modifications</b></p> <p><b>Consultation period: Friday 1 February - Thursday 28 March 2019</b></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 <a href="#">Main Modifications webpage</a>.</p>	
---	--

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

	<b>Action</b>
<p><b>Cllr Bryant</b> presented the BEAG advisory group report making particular reference to the following:</p> <p><b>A259</b> Cllr Bryant has written to the Chief Executive at BHCC about the planned A259 study and has offered our support for the study. A response has been received from Mark Prior – Assistant Director, Transport acknowledging our letter. Cllr Bryant informed the meeting that Lewes District Council are contributing £50,000 towards the study.</p> <p><b>Road &amp; Pedestrian safety</b></p> <p>Cllr Bryant advised the meeting that after an exchange of emails between the Parish Council and City Council, the City Council have agreed to support placing new village gateway signs on the Falmer Road.</p> <p><b>Cllr Bryant</b> requested that the Parish Council agree in principle to fund the village gateway signs with the wording “Rottingdean welcomes careful drivers” costing £2,500 including installation. This was <b>AGREED</b></p> <p>It was suggested that 30 mph signs should be placed on the rear of the signs to encourage drivers to reduce their speed when leaving Rottingdean.</p> <p><b>Pedestrian safety – Zebra crossing in the High Street</b></p>	<p><b>Cllr Bryant</b></p> <p><b>Cllr Bryant</b> to investigate further</p>



<p>An upgrade to the existing belisha beacons was sought. The City Council supported the proposal in principle and will investigate the possibilities and funding which would be dependent upon whether the existing equipment is or will shortly become obsolete. If funding was provided by the Parish Council, the City could carry out the work.</p> <p><b>Cllr Bryant</b> requested that the Parish Council agree in principle to fund improvements to the zebra crossing in the High Street at an approx. cost of £1,500. This was <b>AGREED</b>.</p> <p><b>Cllr Bryant</b> would also investigate the costs of improving the zebra crossing close to the Bowls Club</p> <p>Other aspects for road safety were discussed at the 24 January meeting but the City were less keen. Nevertheless the City Council will consult with Sussex Police about double white lines in the middle of the road where the recent fatality occurred. We await the response.</p> <p>We are to continue to argue for the use of VAS, speed cameras and road calming features in Rottingdean.</p> <p><b>Parking</b></p> <p>A car continues to be parked on the on the left hand side close to the telephone box on cobblestones next to two planters in Vicarage Lane. The planters have been moved so a car(s) can be parked here. In order to do so they have to cross double yellow lines and a curb. The Parish Clerk had established the City Council do not own the area being used for parking.</p> <p><b>Cllr Levins</b> agreed that he would continue with the work he has done about enforcement. Cllr Sheppard suggested we should report this to the enforcement people on a regular basis. Members also suggested we should ask B&amp;HCC to arrange for the flower troughs to be bolted down to prevent movement.</p> <p><b>Clean Air Day 21 June 2019.</b></p> <p>It was <b>AGREED</b> that <b>Councillor Fenwick</b> with the support of <b>Cllr Sheppard</b> would lead on the Clean Air Day in June.</p> <p>The Parish Clerk agreed to contact Nicky Jackman re whereabouts of banners and other material that was used for the event in 2018.</p>	<p><b>Cllr Bryant</b></p> <p><b>Cllr Bryant</b></p> <p><b>Cllr Bryant to prepare case</b></p> <p><b>Cllr Levins</b></p> <p><b>Cllr Fenwick Cllr Sheppard</b></p> <p><b>Parish Clerk</b></p>
---	---

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

	Action
<p><b>Cllr Webzell</b> reported that no meeting of the NEAG advisory group had taken place since the last Council meeting. However</p>	



<p>it was reported that the fencing was now up on Beacon Hill that the sheep would be returning the following week.</p> <p><b>Cllr Davies</b> reported that:</p> <ul style="list-style-type: none"> <li>• the City Council will be replacing all the bins on the sea front over the coming year in two phases. It likely that the bins in Rottingdean will be replaced in phase 2.</li> <li>• there were two very rusty and dangerous bins on the seafront – the Parish Clerk agreed to report this to the City Council</li> <li>• the City Council are under pressure to retain their blue flag and it was agreed that NEAG would discuss, at their next meeting, possible improvements to the Undercroft and ongoing dialogue with ward councillors in respect of the beach huts.</li> </ul>	<p><b>Parish Clerk</b></p>
--	----------------------------

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

	Action
<p><b>Cllr John</b> reported that the next meeting of SCAG would be held on Thursday 7 March 2019</p> <p>The meeting would discuss the following:</p> <ul style="list-style-type: none"> <li>• The annual village newsletter</li> <li>• Elections timetable and related issues</li> <li>• Date for St Aubyns member meeting</li> <li>• Infrastructure delivery plan</li> <li>• Section 106</li> <li>• What we do document revision</li> </ul> <p><b>Cllr John</b> reported that SCAG and the Parish Clerk recently met Fairfax to discuss the St Aubyns development and the Section 106 agreement, which has now been agreed with the City Council. The Section 106 agreement included within it the proposal for the heritage assets and the field to be passed to the Parish Council once the development has been completed, together with a capital sum for the management/maintenance of the open space.</p>	

**14. To receive report of the (VCAG) Village community advisory group**

	Action
<p><b>Cllr Sheppard</b> gave an update on the work of this advisory group as follows:</p> <ul style="list-style-type: none"> <li>• Councillor Butler and Councillor Sheppard carried out a village walkabout and removed a number of plastic ties from lampposts.</li> </ul>	



<ul style="list-style-type: none"> <li>• The trellis on 33 High Street is becoming even more overgrown</li> <li>• The recycling signs by the Village Hall are becoming shoddy /broken and missing.</li> <li>• The Westwood bench was reinstated immediately by the City Council</li> <li>• The dedicated Howard &amp; Valerie Williams bench base has been sited incorrectly.</li> <li>• The old Church notice board has been placed temporarily in Cllr Butler’s shed - need to consider if we can place on St Aubyn’s chapel longer term.</li> <li>• Christmas Tree – Cllr Sheppard to contact Dave Sutton re piping to hold tree in place next Christmas.</li> <li>• Tennis Court – Cllr Sheppard to meet with PARC to discuss and then to report back to Tennis Club.</li> <li>• Tide Clock – planning application to be prepared before major fundraising starts.</li> <li>• Bike Hub – should be installed with next few months</li> <li>• Visit Rottingdean summer market planned for 22 June</li> <li>• Rottingdean in Bloom – suggested that they apply for Parish Council grant for short stay car park walls.</li> <li>• Visit Rottingdean website has a lot of old out of date information on it – Cllr Sheppard to report to Cathy Taylor.</li> </ul>	<p><b>Cllr Sheppard</b> to report to City Council</p> <p>.</p> <p><b>Cllr Sheppard</b></p> <p><b>Cllr Sheppard</b></p> <p><b>Cllr Sheppard</b></p>
--	--

The meeting finished at 9.19pm

<b>Date of next meeting</b>	<b>Monday 1 April @ 7.30pm</b>
-----------------------------	--------------------------------