



Agenda for the meeting of Rottingdean Parish Council

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

Monday 4 November 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 7 October 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
 - (i) Complaints procedure
 - (ii) Freedom of information policy

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
 - (i) St Aubyn’s Judicial Review

Advisory groups

11. To receive report from the **Built Environment** advisory group
 - (i) Report from BEAG meeting on held on 17 October 2019
12. To receive report from the **Natural Environment** advisory group
13. To receive report from the **Strategy & Communications** advisory group.
 - (i) Report from SCAG meeting held on 15 October 2019
 - (ii) Website – see attached report
14. To receive report from the **Village Community** advisory group.
 - (i) Report from VCAG meeting held on 10 October 2019

Date of next meeting: Monday 2 December 2019 @ 7.30pm

AGENDA ITEM 6

**Rottingdean Parish Council
Payments & Invoices**

Month: October 2019

Supplier	Purpose	£ Cost	£ VAT	Notes
Bricks to Mortar	Replacing posts on village green and installing fixings for village green Christmas tree	758.00	151.60	
Pete the pond	Annual maintenance of pond	1000.00		
Clerks salary	October salary including backpay	927.88		Clerks hours increased by 2 per week for wef June to October and ongoing for taking over RFO role
HMRC	Clerks PAYE to HMRC for October	309.62		Includes back payment or tax for increased hours as above

Signed and authorised for payment agreed at Parish Council meeting on

Parish Clerk/RFO

Chair of Parish Council.....

Rottingdean Parish Council

Complaints Procedure

There are times when a complaint is received about the work or action of the Parish Council.

Definition of a complaint

Generally this will be about the Parish Council's procedures or administration, an expression of dissatisfaction by a member of the public about a council action, lack of action or about a standard of service – whether the action taken by the Parish Council as a body, a Councillor or person acting on behalf of the council.

Making a complaint

- Your complaint must be made in writing or by e mail to both the Clerk and the Chair of the Parish Council.
- If your complaint is about the Clerk then the complaint should be made to the Chair and the Vice Chair of the Parish Council.
- If your complaint is about the Chair then the complaint should be made to the Clerk and the Vice Chair of the Parish Council.
- The complaint will be acknowledged within 7 days

Complaint process

Our aim is to ensure that the process for dealing with complaints is managed consistently, fairly and respectfully to all parties.

- All complaints will be treated seriously and registered as a complaint to ensure that the procedure is followed.
- The complaint will be discussed initially with the person or persons involved and the Chair of the Parish Council and the Vice Chair, dependant on who the complaint is about
- When the complaint has been investigated the Chair or Vice Chair will bring the matter to the full council for discussion and decision. Two councillors will be selected to absent themselves from the meeting to allow for an appeals process should this be necessary.
- Where the complaint is about the action of the Parish Council as a body then the complaint will be discussed with the whole council minus two councillors appointed by the Chair to be excluded in the first instance to allow for an appeals procedure should this be necessary.

- In certain circumstances the complainant may be invited to attend the full council discussion.
- After investigation and discussion a decision should be reached by the Council and communicated to the complainant in writing within seven working days together with details of any action to be taken.
- If the Complainant is dissatisfied with the outcome then the two councillors appointed by the chair will review the process and information. If the procedures were correctly handled then the claimant should be informed that their appeal was not successful .
- If the two Councillors decide that the procedures have not been handled correctly then the complaint must go back to whole council to be reconsidered.
- Complainants should be notified of the result of the process within 14 days of the appeal being lodged.
- The decision of the Parish Council is final with no further appeal process as the Local Government Ombudsman does not consider complaints in respect of Parish Councils.

Unreasonable and Vexatious Complaints

There may be circumstances when a complainant persists in wishing to pursue a complaint when it clearly has no reasonable basis, or when the Parish Council has already taken reasonable action in response. These matters will be referred to the Parish Council, by the Clerk, with a summary of the issues and of attempts to resolve the complaint. The Parish Council may decide that no further action can usefully be taken in response to the complaint and inform the complainant that only new and substantive issues will merit a response.

In the event of serial facetious, vexatious or malicious complaints from a member of the public, the council may need to take legal advice before continuing correspondence with the Complainant

Rottingdean Parish Council

Freedom of Information Policy

Definition

The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways: public authorities are obliged to publish certain information about their activities and members of the public are entitled to request information from public authorities.

This policy outlines the information that is published on a regular basis on our website, it also includes the process by which further information can be requested.

Information available on Rottingdean Parish Council Website includes:-

Who we are and what we do.

- Councillors contact details
- Councillors specific responsibilities and leadership roles
- Councillors representing the Parish Council on external bodies
- Contact details of the Parish Clerk

What we spend and how we spend it

- Current and previous years financial records
- Annual Return form and Auditors report
- Finalised Budget
- Precept documents
- Financial regulations
- Grant applications and amounts awarded
- List of contracts where given and value of these contracts
- Councillors expenses where applicable

What our priorities are and progress to date

- Strategic direction
- Chairman's annual report to Annual Village Meeting
- Published annual reports by working groups
- Current project plan and costings
- Beacon Hill Nature Reserve – Management plan
- Neighbourhood plan where applicable

How we make decisions

- Calendar of meetings
- Agendas and minutes of meetings
- Reports presented to meetings
- Responses to Planning Applications

Lists and registers

- Register of councillors interests
- Registers of gifts and hospitality
- Register of assets

Our Policies and Procedures

- Standing orders
- Code of conduct
- Grant awarding policies and procedures
- Job description and person specification of the clerk
- This policy and other policies adopted by the Parish Council in the future

Hard copies of this information is available through the Parish Clerk for a small charge for printing and Postage.

How to apply for further information

Anyone can request further information, but please check the website first to make sure that the information you require is not already available. If in doubt check, with the Parish Clerk in the first instance.

If it is not available you may submit a request for information, to comply with the Act the request must :-

- Be in writing by letter or e mail
- Include your real name
- Include a postal address
- Include a specific and detailed description of the information required

In order to handle requests effectively submit your request to the Parish Clerk

Address – Parish Council Clerk, 85 Spences Lane, Lewes, East Sussex BN7 2HQ

E mail kevin.kingston@rottingdean-pc-gov.uk

In response the Parish Council will :-

- Inform you whether the Parish Council holds and information within the scope of your request
- If it does the information will be provided to you – normally within 20 working days (please do not contact the Parish Council during this period unless you have further information to add to your request)
- Usually provide the information free of charge or at actual cost to the Council

All freedom of information request will be reported to the next Parish Council meeting.

NB The Act does not give people access to their personal data. If a member of the public wants to see information that a public authority about the they should make a data protection subject access request.

AGENDA ITEM 10 – Planning Report, October 2019

Applications reviewed by Parish Council

BH2019/03021 – 116, High Street, Rottingdean – no objection by Parish Council

BH2019/02976 – 53, Chailey Ave, Rottingdean – no objection by Parish Council

Planning applications dealt with by the City Council under delegated powers

APPLICATION NUMBER BH2019/01717 ADDRESS 15 Beacon Hill Brighton BN2 7BN DEVELOPMENT DESCRIPTION Application for Approval of Details reserved by condition 3 of application BH2017/01505. APPLICANT Mr Baird DECISION Approved

DECISION DATE 04/10/2019

APPLICATION NUMBER BH2019/02307

ADDRESS 88 Longhill Road Brighton BN2 7BD

DEVELOPMENT DESCRIPTION Erection of boundary walls and gates.

APPLICANT Mr Honcoop

DECISION Approved

DECISION DATE 01/10/2019

APPLICATION NUMBER BH2019/02358

ADDRESS 40 Cranleigh Avenue Rottingdean Brighton BN2 7GN

DEVELOPMENT DESCRIPTION Application for Approval of Details reserved by condition 5 of application BH2018/03035.

APPLICANT Mrs Kala Ratnajothy

DECISION Approved

DECISION DATE 07/10/2019

APPLICATION NUMBER BH2019/02510

ADDRESS 26 Eley Drive Rottingdean Brighton BN2 7FH

DEVELOPMENT DESCRIPTION Erection of single storey rear extension.

APPLICANT Ms Carrie Paxton

DECISION Withdrawn

DECISION DATE 08/10/2019

APPLICATION NUMBER BH2019/02254

ADDRESS 62 Dean Court Road Rottingdean Brighton BN2 7DJ

DEVELOPMENT DESCRIPTION Erection of glass balustrade to existing flat roof to create a balcony. (Retrospective)

APPLICANT Mr Richard Morris

DECISION Refused

DECISION DATE 17/10/2019

APPLICATION NUMBER BH2019/02558

ADDRESS 33 Gorham Avenue Rottingdean Brighton BN2 7DP

DEVELOPMENT DESCRIPTION Application for approval of details reserved by condition 3 of application BH2017/03422.

APPLICANT Mr Steven Oliver

DECISION Approved

DECISION DATE 16/10/2019

APPLICATION NUMBER BH2019/02714

ADDRESS 104 Dean Court Road Rottingdean Brighton BN2 7DJ

DEVELOPMENT DESCRIPTION Prior approval for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.4m, for which the maximum height would be 3.0m, and for which the height of the eaves would be 2.9m.

APPLICANT Mr Andrew Mills

DECISION Prior Approval Required Approved

DECISION DATE 18/10/2019

APPLICATION NUMBER BH2019/02706

ADDRESS 18 Wilkinson Close Brighton BN2 7EG

DEVELOPMENT DESCRIPTION Erection of 1no two bedroom two storey dwelling (C3) to rear of existing house.

APPLICANT Mr Robert Sinclair

DECISION Refused

DECISION DATE 24/10/2019

AGENDA ITEM 11 – BEAG advisory group meeting – 17 October 2019

Discussion Items	
1	Cracks in Hog Plat allotment wall
2	Concrete slab wrongly laid outside St Margaret's Church
3	Additional bus stop seating – Nevill Road, Convent, Rotyngs
4	Replacement lights in Belisha Beacons
5	Car Parking over Pavement in Vicarage Lane
6	Air Quality research work

7	20mph signage
8	Flashing 30mph sign on Falmer Road
9	Hedges overhanging pavements
10	Dropped kerbs and tactile paving
11	Car parking in front of Lloyds Pharmacy
12	Pedestrians crossing, south end of High Street
13	Local resident's thoughts on parking, speeding & HGVs
14	Weeds growing on pavements
15	Posts on Village Green
16	Condition of Pavements in central Rottingdean
17	Broken railings on southern side of Marine Drive
18	Corner of Steyning Road where meets High Street – pedestrian safety
19	Bikes and Traffic Lights on Lower High Street
20	Experimental traffic order
21	Electric charge points
22	A259 consultation
23	Christmas Tree on the Green
24	Green pole at bottom of Nevill Road
25	HGV signage
26	Trees in front of streetlight at entrance to Hog Platt

Actions		Responsibility
1	Allotment holder asked to move materials etc ready for works.	GS
2	Quotation obtained for removal. To request if BHCC will pay for part.	GS KL
3	To pursue fitting from BHCC agents but also for RPC to obtain costings.	GS
4	To recommend that RPC go ahead with fitting 4 new heads.	BEAG
5	Following land registry enquiry to obtain quote for fixing planter.	KL GS
6	GS & HB to attend joint Btn Uni/ BHCC meeting. GS to forward research.	GS HB
7	To obtain 20 is Plenty stickers and to recommend RPC purchase others.	HB
8	Awaiting reconnection of signal to lamp post opposite.	GS BHCC
9	To recommend RPC write a further letter to resident & at Rotyngs	BEAG GS KL
10	Audit of locations of existing dropped kerbs & where others needed.	BEAG
11	Letter to Lloyds regional manager.	KK
12	Asking the views of residents with mobility needs.	KK
13	To reply to local resident re school parking & to contact PCSO C.Rogers	GS
14	To publish contact point in RVN for BHCC weed removing.	GS
15	Works to be carried out on October 23 rd . Payment to be completed.	GS KK
16	To monitor and audit uneven and slippery surfaces.	BEAG
17	To monitor that requested repair work is carried out by BHCC	BEAG
18	Installation of bell on corner of bottom of Steyning Rd will be reviewed.	RPC/BHCC
19	To recommend to RPC that as a trial timing on sensor be adjusted.	FM
20	To be prepared to clearly answer questions from local residents.	RPC
21	That Rottingdean be on the list for electric car charging points.	BEAG/RPC
22	That the views of residents are communicated to the A259 group.	GS RPC
23	Base to be installed Oct 23 rd . Tree sponsored. Appeal for cherry picker.	GS
24	To check with Visit Rottingdean that it can be removed.	VF GS
25	To request that Matthew Thompson BHCC order a permanent sign.	GS MT
26	To ask owner of verge where trees located if they would trim.	KK

AGENDA ITEM 13

(i) SCAG advisory group meeting 15 October 2019

Discussion Items/Briefing notes	
1	Website improvement and maintenance
2	Major Projects – Park Road toilets
3	“ “ -- Lower High Street
4	“ “ – Street Lighting
5	Infrastructure Development Plan and S106 monies
6	City Council Responsibilities
7	Policy Review – Complaints Procedure
8	Policy Review – Freedom of Information

Actions	Responsibility	
1	Recommendation to go forward to Toolkits – need clarification on ease of use and design	KK
2	Lower High Street – need design to feed into LTP	KK
3	11 lamp posts need painting, 2 lights need blacking out to minimise light towards houses, to old lamp posts need removing – Vicarage Lane and the Grange and new lights installed at same points.	KK
4	Items to be added from 2013 list to new projects list and decision taken as to possible action required	KK
5	Need to research into type of organisation required to manage potential land/buildings in Rottingdean	SJ/ HB
6	Research into the mitigation for 106 monies from developments and identify which infrastructure projects could benefit from monies. Eg Meadow Vale	KK
7	Develop contact information for general public to use to report issues in the village to reduce the need to use RPC as the conduit for BHCC responsibilities. Look at possibility of Digital twinning with BHCC website and our new one.	
8	Complaints procedure re drafted to incorporate work already done and BT's additional work	HB
9	Freedom of information Policy re drafted to incorporate work already done and BT's additional work	HB

Completed by: Heather Butler

(ii) SCAG advisory group – new website report

Report to : SCAG advisory group

Report title : New website

Date : October 2019

Report of : Parish Clerk

1. Introduction

- 1.1 Our current website is now some 8 years old and whilst it has some lovely features the information behind the front is extremely difficult to manipulate, change, add and delete and we are currently limited to 400 pages/files which does on occasions require our Clerk to spend a significant amount of time deleting and reorganising files to create space for additional information to be placed on the website.
- 1.2 Because of this it was decided to contact our current supplier (Toolkit - who are based in Havant) to provide RPC with a quote for a newly designed website and the provision of 10 email domains using the rottingdean-pc.gov.uk hosting address (which RPC pays a separate small fee for).
- 1.3 In addition the Clerk has contacted three locally based website design and development companies/individuals. Company A (who are based in Peacehaven) and host the Peacehaven Town Council website and are currently designing new websites for Seaford Town Council and Uckfield Town Council and Company C (who is an individual and is based in Lewes) and currently hosts the Willingdon & Jevington Parish Council website. Company D is a Brighton based individual who contacted the Parish Clerk very late in the day but at present does not have any local councils as clients.
- 1.4 The detailed proposals from the 4 website hosting companies/individuals are on record and have been retained by the Clerk and are available for members to view on request. However, what each website provider can provide is summarised in Table One below.

2. What each website provider can give RPC

Table 1

	Company A	Company B	Company C	Company D
Website development and design	Y	Y	Y	Y
Load content and redirect	Y	Y	Y	Y
Add Contact form	Y	Y	Y	Y
Add Social media links	Y	Y	Y	Y
Project set up	Y	Y	Y	Y
Project management	Y	Y	Y	Y
Set up filing system for Council agendas and minutes	Y	Y	Y	Y
Set up blogging system	Y	Y	Y	Y

Transfer of data from existing website	Y	Y	Y	Y
Management, transfer and set up of e-mail domains	Y	Y	Y	Y
Management, support and advice	Y	Y	Y	Y
Technical support Response times	9 - 5pm Monday to Friday Outside these hours next day response	During weekdays, from 9am to 5:30pm we answer any calls within three rings and any email within the hour. For out of hours, we have a support site with many guides on if you needed help editing or changing the website: We also have an emergency out of hours number to text if there's any emergencies, 07786206327.	During weekdays from 9 – 5pm Outside these hours next day response	Monday to Friday 09:00 to 17:00 & out of hours cover provided. 1 year rolling Contract

3. Costs

Table 2

	Design/ Development £	Monthly hosting cost incl maintenance (per annum) £	Email domains (one off cost) £
Company A	2525 +VAT	540	1290
Company B	1995 +VAT	480	inclusive
Company C	2750	720	250
Company D	2450 +VAT	inclusive	inclusive

4. Summary & Recommendation

In many ways the cost of using our existing website provider is likely to be cheaper because the migrating of data will be simpler and easier and this has been reflected in their quote. However whilst the Clerk has found the data manipulation difficult at present, our current providers response times to queries and questions has been excellent and cannot be faulted. Whilst overall Company D's quote is marginally cheaper than Company B's quote (ie £2,450 as compared to £2,475 excluding VAT) I feel that with Company B we have the benefit of working with a bigger organisation that is likely to be more accessible and responsive than a single person organisation. The benefit from using Company D is that it is a more local Brighton based one person operation.

In summary our Clerk recommends that we employ Company B to host, support and maintain our website providing they deliver a new modern website. I have been given assurances from Company B that our new website will provide us with data that sits behind the website which is easier to manipulate and they have indicated they are happy to spend face-to-face time and/or on line support with us to go through in detail how RPC wants the website set up and to provide training as required.

Kevin Kingston

Parish Clerk

AGENDA ITEM 14 -VCAG advisory group meeting 10 October 2019

Discussion Items	
1	Matters arising from last meeting
2	Check grant info
3	St Margaret's Church Tower funding
4	Public Defibrillator presentation & Fit for Life event
5	Other event – Pete the Pond presentation
6	Agree next meeting date

Actions to follow up from above discussion points		Owner
1	<p>VF welcomed BT to the VCAG; HB provided overview of history of the group and recent agreement on future direction to broadly focus on 'people', mostly being local residents. At last meeting we'd agreed to list local non-profit organisations in order to make contact via email. Using RVN as a starting point, the list is as follows:</p> <ol style="list-style-type: none"> 1. Rottingdean Arts 2. St Margaret's Church 3. Lady of Lourdes Church 4. Village Hall 5. Friends of Beacon Hill 6. Visit Rottingdean 7. Rottingdean Preservation Society 8. Beacon Hub 9. GRAB 10. Parc 11. Surfers against sewage 12. British Legion 13. Cricket Club 14. Bowling Club 15. Croquet Club 16. Football Club 17. Smugglers 18. Saltdean & Rottingdean Lions 19. Rottingdean In Bloom 20. Longhill School 	

Actions to follow up from above discussion points	Owner
<p>21. Our Lady of Lourdes School 22. Rottingdean Drama 23. Richard Harris' Film Club (in Franks) 24. Rottingdean Womens' Institute 25. Four Deans Stroke Club 26. Whiteway Centre 27. Rottingdean & Saltdean Youth Club</p> <p>HB suggested at some point also making contact with care homes in the village who although commercial the residents stakeholders.</p> <ul style="list-style-type: none"> • LA to draft paragraph for entry into November RVN to raise awareness of the VCAG. • Directional / information signs – VF and LA to review all information signs inc Park Rd toilets sign re disabled access. Priorities are for a village map to replace existing one on the High Street and to include one on seafront. The Group agreed finger directional posts would also be a priority; BT has a contact and will share details. Proposal for VR to pick up responsibility for keeping up-to-date. VF is RPC formal contact with VR. • BT to draft a protocol around positioning of posters around the village and share draft. 	<p>LA VF/ LA BT</p>
<p>2 Following discussion at internal RPC meeting and GS' subsequent email regarding Parish Council spending, BT agreed to review the full detail of the legislation with a view to VCAG having specific details regarding RPC responsibility and limitations for awarding grants. See GS email: <i>Section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Parish Councils in England for 2018 – 2019 is £8.12 per electorate.</i></p>	<p>BT</p>
<p>3 VF has been forwarded an email from Father Anthony of St Margaret's regarding potential funding for the Church Tower. VF has advised SJ to inform Father Anthony to submit a grant application by usual process and clarified for all that as HB has a conflict of interest she would not be able to consider any application submitted to RPC via VCAG. That said, VF asked HB for further detail regarding the Church building which has recently undergone repairs. HB updated that St Margaret's Church has recently been restored but the church tower is flint and requires lime mortar replacing. HB advised that there is a wider strategic plan to improve the church building, make it more accessible, making it a community venue as the space available is larger than other venues in the village.</p> <p>No further action required.</p>	<p>N/A</p>
<p>4 VF advised that the planned recycling event in the High St had been postponed due to wet and windy weather but we could plan the event for another time. LA suggested it could be held on the seafront which we can consider when we arrange another date.</p> <p>VF advised the group of an event she had recently attended in East Grinstead arranged by Rotary Club, called Fit For Life. There were around 40 stallholders associated with health and wellbeing and planned activities were put on throughout the day including a presentation by 2 x First Responders around use of public defibs. VF suggested this might be something appropriate for Rottingdean as although the defib has full instruction spoken to the user, it is good to know in advance of a situation arising.</p>	<p>VF VF</p>

Actions to follow up from above discussion points	Owner
<ul style="list-style-type: none"> • VF to follow up with local First Responders. <p>4b. VF further advised that she thought a similar smaller wellbeing event in the Village Hall would be good, either to be coordinated by VCAG or another group. Everyone agreed and scoped a potential list of stallholders. It was suggested that a fee would be charged of commercial organisations similar to that charged by the Christmas Market event but that non-profit making organisations would not have to pay, being subsidised by RPC. We agreed to scope a potential Wellbeing Fayre on 4 Jan 2020 to follow up on New Year resolutions. Initially we would email to ask if the following organisations would be interested in attending and drew up initial following list:</p> <ul style="list-style-type: none"> • Zumba • Pilates • Tai Chi • Marine Clinic • Longhill Sports • Alexander Technique & Mindfulness • Dentistry • Moonlight Healing • Herbal meds • Local ramblers / walkers • Slimming World • Also look at Denes Magazine for other groups. <p>BT suggested there was potential for a wellbeing festival that could further be scoped.</p>	TBC
<p>5 All agreed the presentation at RPC was very interesting and agreed to VF's suggestion to repeat it with good promotion to local residents. BT offered Beacon Hub to organise. All agreed that RPC would fund.</p> <ul style="list-style-type: none"> • BT offered to follow-up, suggesting the location as the pond would be best. 	BT
<p>6 Next meeting agreed as 14 November 2019</p>	All
<p>Completed by : Cllr Vicky Fenwick</p>	