



## Rottingdean Parish Council (RPC) meeting

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

**Parish Councillors present:** Heather Butler (Chair), Vicky Fenwick, Graham Sheppard, Jo Davies, Louise Arnold, Bernard Turnbull.

Kevin Kingston (Parish Clerk)

City Councillor Bridget Fishleigh was also in attendance

#### Public session

**Cllr Heather Butler (Chair)** welcomed an audience of 8 residents (including one City Councillor) to the November 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:

**Christine** asked if the Parish Council could approach the City Council and ask for speed bumps to be installed on the east side of Kipling Gardens to slow down traffic...BEAG would discuss. **Action: BEAG**

**Mike Sexton** raised the issue of parking on The Green adjacent to Bowls Club and produced some pictures. The Parish Clerk stated that the Parish Council have informed the City Council of the issue on a number of occasions and agreed to send the photographs to the City Council. **Action: Parish Clerk**

**Clive Bonny** asked if the Council have considered customer feedback on website and suggested that some history of Rottingdean and the characters that have lived here ie Jane Burden and Tom Sayers should feature on the website when its redesigned. Clive also offered to help the Parish Council with its design. **Cllr Butler** thanked Clive Bonny and said we would be in contact.

**John Bustard** stated that the yellow hatching in the High Street is difficult to see and asked that this is reported to the City Council and stated that the Keep Clear sign at the junction of Steyning Road/High Street has disappeared. **Action: Cllr Sheppard**

**Kay Notley** stated that the traffic is backing up the High Street due to new traffic layout and this is impacting on more traffic in residential areas of Steyning Road and Newlands Road and requested some more 20 mph signs in Newlands Road.



**Cllr Butler** explained that the new layout and measures were introduced principally to cut air pollution in the High Street but stated that air pollution in other areas was more easily dispersed.

**Lynn Stewart** agreed with Kay Notley and asked if other measures would be introduced to slow down traffic in Steyning Road.

**Councillor Session**

**1. Apologies for absence**

Cllr Sue John  
 City Councillors Mary Mears and Joe Miller also gave their apologies

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

There were no declarations of interest

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

The minutes were agreed.

**4. Matters arising from previous meeting**

Page 10 – PCSO Chris Rogers has now been replaced by PCSO Harry Scott. Cllr Sheppard would invite PCSO Harry Scott to a future Parish Council meeting.  
**Action: Cllr Sheppard.**

**Finance**

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

|  | <b>Action</b> |
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| <p>The <b>Clerk/RFO</b> reported the following expenditure to date:</p> <p>In September RPC has spent £1567.34 on general day to day running expenses. At the end of September RPC has spent a total of £8498.25 of a total running expenses budget of £15,000.</p> <p>During the month RPC hasn't spent anything on other costs, minor projects or major projects although it expect an invoice of £4,000 for the purchase of air quality /traffic monitoring equipment as its contribution to the experimental traffic order in November.</p> <p>The Council expects during the current financial year to commit some £50,000 towards the refurbishment of Park Road Toilets</p> |               |



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| <p>and between £15 - £20,000 on the development of a design brief for the Lower High Street.</p> <p>As at 30 October we have a total of £197,958.99 in our two bank accounts.</p> <p>The Parish Clerk informed the meeting that SCAG would be discussing the draft 2020/21 budget at its meeting on 11 November 2019 and that the cost of hiring the Whiteway Centre would increase by £2 per hour in 2020.</p> <p>Councillors asked that we approach the City Council to request the invoice for the street lighting works.</p> | Parish Clerk |
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**6. To agree outstanding payments/invoices**

**Payments to be agreed and approved**

| 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             | Clerk's PAYE to HMRC for October   | 309.62  |        | Includes back payment or tax for increased hours as above   |

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

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

|                                   | Action |
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| There were no grant applications. |        |

**8. Governance - Annual review of standing orders and policies**

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| <p>The updated Complaints Procedure and Freedom of Information policy was <b>agreed</b> and <b>adopted</b>. The Parish Clerk to put them on website.</p> | Parish Clerk |
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**Major projects**

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

|   | <b>Action</b>       |
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| <p><b>Street Lighting</b></p> <p>The Parish Clerk reported that we are still waiting for the new lamppost outside of Rottingdean Grange and the one inside to be removed and we need to remind the City Council that all 11 lampposts agreed as part of the original scheme need to be repainted. The Parish Clerk will contact City Council.</p>   | <p>Parish Clerk</p> |
| <p><b>Neighbourhood Plan</b></p> <p>The Neighbourhood Plan is now ready to be sent to the City Council.</p>   | <p>Cllr John</p>    |
| <p><b>Lower High Street</b></p> <p>The Parish Clerk reported that we have had one quote for the design brief from a local urban design company that work on many projects with the City Council. The Parish Clerk is in the process of obtaining a further 2 quotes. Sarah Wilkinson, an Urban Designer who lives in Rottingdean has offered to support and advise the Parish Council with the scheme.</p>  |                     |
| <p><b>Park Road toilets</b></p> <p>The Parish Clerk reported that the City Council have provided a provisional outline programme for the works to the Park Road public toilets which is as follows :</p> <ul style="list-style-type: none"> <li>• Monday 4<sup>th</sup> to Friday 22<sup>nd</sup> November (3 weeks)<br/>Write specification and agree all refurbishment options with client.</li> <li>• Monday 25<sup>th</sup> November to Friday 20<sup>th</sup> December (4 weeks)<br/>Works out to tender to obtain competitive quotes.</li> <li>• Monday 23<sup>rd</sup> December to Friday 3<sup>rd</sup> January (2 weeks)<br/>Tender evaluation including contractor amendments to any inaccuracies in pricing. Followed by contract award and appointing the Principal Contractor.</li> <li>• Monday 6<sup>th</sup> to Friday 31<sup>st</sup> January (4 weeks)<br/>Principal Contractor mobilisation and lead in period.</li> <li>• Monday 3<sup>rd</sup> February<br/>Contractor start on site.</li> </ul> |                     |



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| <p><b>Rottingdean High Street – Experimental Traffic Order</b></p> <p><b>Cllr Butler</b> updated the meeting stating that more ‘20 is Plenty’ notices will be posted on West Street and a ‘No Right Turn’ sign installed subject to agreement with the City Council.</p> <p><b>Cllr Butler</b> also informed the meeting that the planter will be moved back 1 metre as it was too close to Park Road and also encouraged residents to contact the City Council with their comments and views on the new layout.</p> |  |
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**Advisory Group reports**

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

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| <p><b>Applications reviewed by Parish Council</b></p> <p>BH2019/03021 – 116, High Street, Rottingdean – no objection by Parish Council</p> <p>BH2019/02976 – 53, Chailey Ave, Rottingdean – no objection by Parish Council</p> <p><b>Planning applications dealt with by the City Council under delegated powers</b></p> <table border="1" data-bbox="255 1052 1356 1288"> <tr> <td> <p>APPLICATION NUMBER BH2019/01717</p> <p>ADDRESS 15 Beacon Hill Brighton BN2 7BN</p> <p>DEVELOPMENT DESCRIPTION Application for Approval of Details reserved by condition 3 of application BH2017/01505.</p> <p>APPLICANT Mr Baird</p> <p>DECISION Approved</p> <p>DECISION DATE 04/10/2019</p> </td> </tr> </table> <table border="1" data-bbox="255 1355 1356 1747"> <tr> <td> <p>APPLICATION NUMBER BH2019/02307</p> <p>ADDRESS 88 Longhill Road Brighton BN2 7BD</p> <p>DEVELOPMENT DESCRIPTION Erection of boundary walls and gates.</p> <p>APPLICANT Mr Honcoop</p> <p>DECISION Approved</p> <p>DECISION DATE 01/10/2019</p> </td> </tr> </table> <table border="1" data-bbox="255 1814 1356 2016"> <tr> <td> <p>APPLICATION NUMBER BH2019/02358</p> <p>ADDRESS 40 Cranleigh Avenue Rottingdean Brighton BN2 7GN</p> <p>DEVELOPMENT DESCRIPTION Application for Approval of Details reserved by condition 5 of application BH2018/03035.</p> <p>APPLICANT Mrs Kala Ratnajothy</p> <p>DECISION Approved</p> </td> </tr> </table> | <p>APPLICATION NUMBER BH2019/01717</p> <p>ADDRESS 15 Beacon Hill Brighton BN2 7BN</p> <p>DEVELOPMENT DESCRIPTION Application for Approval of Details reserved by condition 3 of application BH2017/01505.</p> <p>APPLICANT Mr Baird</p> <p>DECISION Approved</p> <p>DECISION DATE 04/10/2019</p> | <p>APPLICATION NUMBER BH2019/02307</p> <p>ADDRESS 88 Longhill Road Brighton BN2 7BD</p> <p>DEVELOPMENT DESCRIPTION Erection of boundary walls and gates.</p> <p>APPLICANT Mr Honcoop</p> <p>DECISION Approved</p> <p>DECISION DATE 01/10/2019</p> | <p>APPLICATION NUMBER BH2019/02358</p> <p>ADDRESS 40 Cranleigh Avenue Rottingdean Brighton BN2 7GN</p> <p>DEVELOPMENT DESCRIPTION Application for Approval of Details reserved by condition 5 of application BH2018/03035.</p> <p>APPLICANT Mrs Kala Ratnajothy</p> <p>DECISION Approved</p> |
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| DECISION DATE 07/10/2019   |
| APPLICATION NUMBER BH2019/02510<br>ADDRESS 26 Eley Drive Rottingdean Brighton BN2 7FH<br>DEVELOPMENT DESCRIPTION Erection of single storey rear extension.<br>APPLICANT Ms Carrie Paxton<br>DECISION Withdrawn<br>DECISION DATE 08/10/2019   |
| APPLICATION NUMBER BH2019/02254<br>ADDRESS 62 Dean Court Road Rottingdean Brighton BN2 7DJ<br>DEVELOPMENT DESCRIPTION Erection of glass balustrade to existing flat roof to create a balcony. (Retrospective)<br>APPLICANT Mr Richard Morris<br>DECISION Refused<br>DECISION DATE 17/10/2019 |
| APPLICATION NUMBER BH2019/02558<br>ADDRESS 33 Gorham Avenue Rottingdean Brighton BN2 7DP<br>DEVELOPMENT DESCRIPTION Application for approval of details reserved by condition 3 of application BH2017/03422.<br>APPLICANT Mr Steven Oliver<br>DECISION Approved<br>DECISION DATE 16/10/2019  |
| APPLICATION NUMBER BH2019/02714<br>ADDRESS 104 Dean Court Road Rottingdean Brighton BN2 7DJ<br>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

**10. (i) St Aubyn’s judicial review**

**Cllr Butler** reported that the SAFE appeal had been dismissed as no policy had been breached and as such the application for judicial review has been dismissed. The Appeal period has now finished and therefore the scheme and planning application will go ahead.

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

|  | Action |
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| <p><b>Cllr Sheppard</b> reported the following updates to the 17 October BEAG advisory group meeting:</p> <ul style="list-style-type: none"> <li>• Cracks in Hog Plat allotment wall – City Council organising repair</li> <li>• Air quality research work – Cllrs Sheppard and Butler to attended a meeting at the University of Brighton all attended by City Council representatives.</li> <li>• Weeds growing on pavements – still problems but Ely Drive has been cleared.</li> <li>• Electric charge points – Cllr Sheppard has contacted the City Council and it is hoped that Rottingdean will get one in 2020.</li> </ul> |        |



- Christmas Tree – works completed and tree expected on 29 November – tree will again be sponsored by local company.
- Posts on village green – completed.

**Cllr Butler** reported back from a meeting she attended with the City Council and Lloyd Russell- Moyle MP. The meeting discussed Falmer Road speeding, double white lines in Falmer Road (which the City Council will be revisiting) following the fatal accident last year and more 30 mph flashing signs on the road (which the City Council have agreed to install on both sides of road).

**Cllr McKenzie** reported that she had been following up on **Cllr Sheppard's** initial contact with B&HCC about the problem that bicycles are not recognised by the traffic light detection systems at the crossroads of the lower High Street with the A259. B&HCC has been trialling various options across the city to improve detection of cyclists at traffic lights but there are problems with most, equipment is expensive, and B&HCC's budget is limited. It is sceptical about the effectiveness of a low-cost option to reduce the speed setting of the existing Above Ground Detector (AGD206) at the traffic lights from 8kms/hour to 4kms/hour on the basis that this is a modest walking speed and trials at the university (Lewes Rd/Natal Rd) have shown some difficulties in distinguishing between cyclists and pedestrians. B&HCC suggested that it might be appropriate to investigate options when works to that part of Rottingdean are planned. BEAG felt that some solution needs trialling in advance of the long-term project for improvements to the lower High Street. It was agreed that **Cllr McKenzie** would contact B&HCC and report back - requesting a trial of the speed reduction in AGD206, on the grounds that the configuration of the lower High Street is very different to the university site, and 4kms/hour is not a modest walking speed there.

Cllr Sheppard

BEAG at its last meeting discussed a number of other minor improvements that it would like to see completed to enhance the village and requested that these are agreed in principle by the Parish Council. These works are outlined below:

- 1) Concrete slab wrongly laid outside St Margaret's Church at a cost of **£375 + VAT**
- 2) Replacement lights – four belisha beacons in High Street/ The Green at a cost of £2584.62 although the City Council has agreed to fund 50% of these costs meaning a cost of **£1292.31** for Parish Council.
- 3) Car parking over pavement in Vicarage Lane and relocation and refitting of planters **£435 +VAT**
- 4) 20 mph/20 is plenty new signs and cable ties at a cost of **£218.94** for posting at strategic around the Parish to remind drivers to keep within the 20mph limit.
- 5) It has been agreed with BHCC that the 27.7m of railings on the southern side of Marina Drive need to be replaced. The £5278 cost of standard galvanised railings would be paid





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| <p>for by BHCC bit BEAG recommended that the Parish Council pay an additional cost of £3700 to have the same arrangement but powdered black</p> <p><b>All these sums were agreed by the Parish Council.</b></p> <p><b>Action: Cllr Sheppard to contact contractors and City Council</b></p> |  |
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**12.To receive report from the (NEAG) Natural Environment Advisory Group**

|   | Action  |
|---|---|
| <p>There hasn't been a NEAG meeting this month however <b>Cllr Davies</b> updated the meeting with the following information.</p> <ul style="list-style-type: none"> <li>• Beach huts – a meeting will take place with Ward Councillors shortly to discuss more flexible contracts, changes to contracts and waiting list.</li> <li>• Undercliff – discussions continuing to try and make the area more appealing including activities, posters, making most of heritage coastline and take part in project to explore marine conservation project, sponsored by Rampion and other organisations, between Brighton &amp; Eastbourne. A meeting on this will be held at The Barge in Brighton Marina on 21 November.</li> <li>• Woodland Trust trees project – NEAG has looked at potential sites for more trees in the village and the three Rottingdean schools are also involved. <b>Cllr Davies</b> to draft a report for discussion at the December Council meeting.</li> </ul> <p><b>Cllr Arnold</b> reported that we now have a new Ranger for Beacon Hill but despite trying to contact the City Council no meeting has been held with new Ranger and the information boards/leaflet dispensers have still not been erected/installed, much to the disappointment of Parish Council.</p> <p>It was agreed that <b>Cllr Arnold</b> would contact Robert Walker – Head of City Parks at the City Council as a matter of urgency.</p> <p>Meeting with Rottingdean Preservation Society re Kipling Gardens - has been postponed to a later date.</p> <p>Molly's coffee shop – it was agreed that <b>Cllr Davies</b> would purchase a bike pump for Molly's.</p> <p>Rottingdean pond – it was agreed that the pond maintenance budget be increased next year so that works on the west side of the pond and on the island could be completed.</p> <p>It was agreed that <b>Cllr Davies</b> would make contact with a new organic farming business in North Rottingdean.</p> | <p style="text-align: center;">Cllr Davies</p> <p style="text-align: center;">Cllr Arnold</p> <p style="text-align: center;">Cllr Davies</p> <p style="text-align: center;">Parish Clerk/RFO</p> <p style="text-align: center;">Cllr Davies</p> |



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

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

|  | <b>Action</b> |
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| <p>The actions and responsibilities of the SCAG meeting detailed in the agenda pack were noted.</p> <p>The next SCAG meeting will be held on 11 November and would discuss the Infrastructure Development Plan, 20/21 draft budget, new website, St Aubyn's &amp; the new traffic management schemes in the High Street.</p> |               |

**13(ii) New website**

|   | <b>Action</b>       |
|---|---------------------|
| <p>The Parish Clerk outlined his report on the provision of a new website and the quotes received for the development of a new website and it was agreed that company B detailed in the report be appointed to design and develop and new website for the Parish Council.</p> <p><b>Action: Parish Clerk to contact all companies to inform them of decision.</b></p> | <p>Parish Clerk</p> |

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

|   | <b>Action</b>                     |
|---|-----------------------------------|
| <p><b>Cllr Fenwick</b> reported that VCAG proposed to do a promotional launch of the advisory group and would bring an outline proposal to next Parish Council meeting.</p>   | <p>Cllr Fenwick</p>               |
| <p><b>Cllr Fenwick</b> reported that we hope to host a wellbeing fair in the Village Hall on 4 January 2020. A number of organisations have been contacted and to date four responses have been received. It was agreed that <b>Cllr Arnold</b> would identify costs prior to making a decision for discussion at next Council meeting.</p> | <p>Cllr Arnold</p>                |
| <p><b>Cllrs Arnold and Fenwick</b> would draft a report/proposal for the event to be discussed at the December Parish Council meeting.</p> <p>A further draft of the Grants application form has been sent to the VCAG for discussion and agreement.</p>  | <p>Cllrs Arnold &amp; Fenwick</p> |
| <p><b>Cllr Fenwick</b> reported that the Group had done an audit of signs in the village and it was agreed that a proposal/strategy would be drawn up for managing notices on lampposts etc along with how the use of community notice boards would be managed in the future for discussion at a future Council meeting.</p>                | <p>Cllr Fenwick</p>               |



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| <b>Parish Clerk</b> to contact City Council re Park Road toilets sign. | Parish Clerk |
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The meeting finished at 9.20 pm

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| <b>Date of next meeting</b> | <b>Monday 2 December 2019 at 7.30pm at the Whiteway Centre</b> |
|-----------------------------|--|