



Rottingdean Parish Council (RPC) meeting

Minutes of the meeting held on Monday 5 August 2019

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

Kevin Kingston (Parish Clerk)

Public session

Cllr Sue John (Chair) welcomed an audience of 6 residents to the July 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:

June Harben (St Margaret's Court Company secretary) stated that she is keen to see improvements in the Village but was a little unhappy that there hasn't been consultation with them on Lower High Street Plans. She would be happy to co-ordinate responses from St Margaret's Court residents. She also stated that the residents owned a strip of land in front of St Margaret's Court.

Cllr John responded stating that there was early consultation on the scheme back in 2018 however the report on the agenda was an initial scoping report and more consultation would take place with residents, traders and other interested parties once initial design briefs have been completed and agreement has been reached on the plan with the City Council.

Mr Cavallero raised three issues:-

- excessive speed in Newlands Road
- that the double yellow lines in St Aubyn's Mead were disappearing and needed to be repainted and
- a sign in Newlands Road was facing the wrong way i.e. it looks towards Steyning Road and should face the other way

It was agreed that these issues would be reported to the City Council.

Pam Thompson – stated she was new to the village and raised four issues:-

- Bench in Dean Court Road has become very dirty - could it be cleaned
- No Green Man on A259 crossing needs to be reported to City Council
- Whether the Gazebo in Kipling Gardens was being repaired?
- The Undercroft – Pam would be interested in getting involved in this project.

Cllr John stated that the gazebo is to be repaired by Rottingdean Preservation Society. It was also suggested that maybe the Parish Council should have a clean up



day and many small issues like dirty benches are unlikely to be a priority for the City Council. The missing Green Man would be reported to City Council

Cllr John thanked everyone for their contributions before opening the Councillors' discussion and informed the public gallery that the Parish Council will try to answer any questions not answered tonight within the month.

Councillor Session

New co-opted Councillors Louise Arnold and Bernard Turnbull duly signed their declaration of acceptance of office.

1. Apologies for absence

Apologies received from 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 1 July 2019

Cllr Sheppard raised issues about the June 2019 minutes and it was agreed that these would be discussed after the meeting with the Parish Clerk.

4. Matters arising from previous meeting

Cllr Sheppard stated that there should be gaps to paragraphs on Item12 (page 6) and item 13 (page 7) so that they were clearer to read.

Cllr Sheppard stated that the village pond was due to be discussed at this meeting but isn't on agenda – it was **AGREED** that this would be discussed at the next meeting of the NEAG advisory group and brought back to the September Council meeting.

Cllr Sheppard asked if the Council meeting agendas could be posted out to all councillors as they are now longer and include advisory group and other reports and that this incurs costs for printer paper and ink etc. Cllr John **AGREED** to discuss this at the next SCAG advisory group meeting.

Cllr Sheppard advised the meeting that the Whiteway Centre were looking for a volunteer Treasurer.



Finance

5. To receive the RFO monthly report

	Action
<p>The Clerk/RFO reported that</p> <ul style="list-style-type: none"> we have £175,666.68 cash in bank which is a large sum. The external auditor has not, to date, questioned this large sum as it was explained in the AGAR papers that we were, in the main, reliant upon joint working with the City Council and their scheduling of works in respect of expenditure on our major projects. 	

6. To agree outstanding payments/invoices

	Action
<p>Invoices paid</p> <ol style="list-style-type: none"> Clerk's salary for June £540.80 Clerk's PAYE to HMRC £135.20 Sutton workboats £120.00 Grant to Saltdean & Rottingdean Youth Club £199.95 Clerk's expenses for June & July £77.37 One digital - stickers/leaflets for Rottingdean Fair £166.80 <p>The above sums were SECONDED and AGREED for payment</p>	RFO

7. To agree applications for RPC grants and donations

	Action
<p>There were no grant requests</p>	

8. Governance - Annual review of standing orders and policies

	Action
<p>The Parish Clerk reported that the following policies are now on the website:</p> <p>Communications, Disciplinary & Grievance, Code of Conduct Grants & Donations. The Complaints Procedure has been reviewed but has yet to go on website.</p> <p>The following policies are still to be reviewed:</p> <p>Investment strategy Project management</p>	



Freedom of information Website (pending review of website) Planning GDPR	
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Major projects

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

	Action
<p>Street Lighting</p> <p>The Parish Clerk reported that the City Council have nearly completed the project, however they are having difficulties in finding working space alongside two of the columns. They have tried traffic suspension boards but this wasn't successful, caused upset and resulted in operatives receiving verbal abuse. They are trying to obtain a date from UK power networks in order to deal with the parking suspension. If this does not work, they will possibly need to close the road to enable works to be carried out – although they are trying to avoid this if possible.</p> <p>The Rottingdean Grange lighting column will be moved on 20 August 2019 and letters have been sent to properties close to the lighting column to inform them.</p> <p>The Parish has requested that the City Council repaint all columns that haven't been repainted.</p>	
<p>Neighbourhood Plan</p> <p>Cllr John reported that we are very close to finalising the plan but there was still an outstanding issue of whether a SEA (Strategic Environmental Assessment) is required and that she is about to consult the City Council about this.</p> <p>There is also one other policy issue that needs to be resolved so that we align with BHCC city plan part 2 regarding the designation of the Local Shopping Centre in and around the High Street.</p> <p>Once these two issues have been clarified we should be ready to carry out Regulation 14 consultation.</p>	
<p>Lower High Street</p> <p>The Parish Clerk introduced the scoping report pointing out that this is an initial scoping report to identify the proposed stages of the project, the requirement to seek agreement and hopefully secure additional funding and support from the City Council, and the setting up of a project group to progress the project.</p> <p>The report was AGREED and it was agreed that the project manager would be the Parish Clerk and Cllr John would Chair the project group and that Cllrs Butler and Turnbull would sit on the project board.</p>	



<p>The next stage would be for the Parish Clerk to send the report to the City Council confirming its agreement at the Parish Council meeting and to set up a meeting with appropriate officers of the City Council to discuss the project and intended design brief.</p>	<p>Parish Clerk</p>
<p>Park Road toilets A meeting with the City Council has been organised for Friday 9 August. Cllr Fenwick reported that the sign on the wall of public toilets was incorrect and that the nearest alternative toilets were on seafront not at Recreation Ground – this will be reported at the meeting with City Council.</p>	

Advisory Group reports

11. To receive report from Planning Sub Committee

	Action
<p>(i) Planning meetings</p> <p>It was AGREED that we would no longer hold mid-month planning meetings in the round room at the Whiteway Centre as attendance was poor.</p> <p>(ii) New applications received by the City Council</p> <p>BH2019/01625 - Land Near Newlands Ovingdean Road Brighton BN2 7AA</p> <p>Installation of 15m monopole and associated equipment.</p> <p>BH2019/01751 - 58 Dean Court Road Rottingdean Brighton BN2 7DJ</p> <p>Erection of ground floor single storey rear extension and installation of rear terrace</p> <p>BH2019/01943 52 Ainsworth Avenue Brighton BN2 7BG</p> <p>Erection of first floor extension with roof alterations including installation of front & rear dormers, juliet balconies to rear and revised fenestration.</p> <p>BH2019/02009 12 Cranleigh Avenue Rottingdean Brighton BN2 7GT</p> <p>Outline application with all matters reserved for demolition of existing garage and erection of 1 no chalet bungalow (C3) on land to south side of 12 Cranleigh Avenue.</p>	<p>Parish Clerk to contact Whiteway Centre to cancel mid month planning meetings</p>



<p>BH2019/02088 28 Meadow Close Rottingdean Brighton BN2 7FB</p> <p>Roof alterations with hip to gable extensions, insertion of front and rear rooflights and revised fenestration incorporating juliet balcony.</p> <p>BH2019/02099 8 New Barn Road Rottingdean Brighton BN2 7FN</p> <p>Erection of ground floor single-storey front porch extension with window, and erection of rear two-storey pitched roof extension incorporating side rooflights and rear windows, alterations to fenestration and associated works.</p> <p>(iii) Planning applications dealt with under delegated powers</p>	
<p>APPLICATION NUMBER BH2019/00698</p> <p>ADDRESS 9 Elvin Crescent Rottingdean Brighton BN2 7FF</p> <p>DEVELOPMENT DESCRIPTION</p> <p>Erection of single storey rear extension incorporating enlargement of existing conservatory, window alterations and 3no rooflights.</p> <p>APPLICANT Mr MARTYN WHEELER</p> <p>DECISION Withdrawn</p>	
<p>APPLICATION NUMBER BH2019/00357</p> <p>ADDRESS 113 Marine Drive Rottingdean Brighton BN2 7GE</p> <p>DEVELOPMENT DESCRIPTION Demolition of existing conservatory and erection of single storey rear extension. Replacement of existing windows and sliding doors, and installation of 1no rooflight. Creation of vehicle crossover, hardstanding at front and associated works.</p> <p>APPLICANT Mr & Mrs Sonja and Matthew Palmer</p> <p>DECISION Approved</p> <p>DECISION DATE 17/07/2019</p>	
<p>APPLICATION NUMBER BH2019/01547</p> <p>ADDRESS 12 Park Road Rottingdean Brighton BN2 7HL</p>	



<p>DEVELOPMENT DESCRIPTION Replacement of roof tiles with associated alterations.</p> <p>APPLICANT Mr Jason Balchin</p> <p>DECISION Approved</p> <p>DECISION DATE 19/07/2019</p>	
<p>APPLICATION NUMBER BH2019/01004</p> <p>ADDRESS North Of The Junction Where The Green Meets Dean Court Road Rottingdean Brighton BN2 7DE</p> <p>DEVELOPMENT DESCRIPTION Display of a non-illuminated, free-standing heritage board on a lectern and pedestal.</p> <p>APPLICANT Mr John Loveridge Rottingdean Preservation Society</p> <p>DECISION Approved</p>	
<p>APPLICATION NUMBER BH2019/01880</p> <p>ADDRESS 4 Northfield Rise Rottingdean Brighton BN2 7DR Planning Applications Determined Under Delegated Powers Between 22/07/2019 - 26/07/2019</p> <p>DEVELOPMENT DESCRIPTION Erection of a single storey rear extension.</p> <p>APPLICANT Miss Tara Leniston</p> <p>DECISION Approved</p> <p>DECISION DATE 24/07/2019</p>	
<p>APPLICATION NUMBER BH2019/01903</p> <p>ADDRESS 9 Elvin Crescent Rottingdean Brighton BN2 7FF</p> <p>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 7.98m for which the maximum height would be 4m, and for which the height of the eaves would be 2.5m.</p> <p>APPLICANT Mr Martyn Wheeler</p> <p>DECISION Prior Approval Not Required</p> <p>DECISION DATE 24/07/2019</p>	



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

	Action
<p>Cllr Sheppard reported the following:</p> <ul style="list-style-type: none"> • Missing post on green – AGREED that Cllr Sheppard would obtain quote for replacement. • Christmas tree holder needs to be set in concrete – AGREED that Cllr Sheppard would obtain quote. • Trees opposite west side Kipling Gardens have not been cut back which block street light on dangerous corner. The Parish Clerk stated that he had reported this to City Council but would do so again. • Broken post close to Village Hall has been removed • Nevill Road and the Rotyngs bus stops – Cllr Sheppard has contacted City Council • Operation crackdown – it was agreed that all Parish Councillors would report any parking issues to Operation Crackdown. • Hog Plat flint wall that is due repair and has been taped off for some time – It was AGREED that Cllr Sheppard would pass City Council contact details to the Parish Clerk who would report to City Council. • Gateway signs to be discussed at the next meeting of BEAG advisory group • Meeting with Community Support officer at Sussex Police has been cancelled twice and we are awaiting new meeting date • Hedge by Rotyngs very overgrown – Cllr Sheppard to pass details to Parish Clerk. • Wrongly placed concrete base for bench to be reported to City Council for removal – Cllr Sheppard to pass contact details to Parish Clerk. • Weeds in pavements – does the City Council have a policy ? <p>Other issues reported</p> <p>(i) Cllr Turnbull raised the issue of the shed in the front garden of the dental surgery – whether it is allowed. Parish Clerk agreed to report to Planning enforcement.</p> <p>(ii) Cllr John reported that a meeting has been arranged with Lloyd Russell – Moyle MP and Chair of the City Council's</p>	<p>Cllr Sheppard</p> <p>Cllr Sheppard</p> <p>Parish Clerk</p> <p>All Parish Councillors</p> <p>Cllr Sheppard/ Parish Clerk</p> <p>Cllr Sheppard</p> <p>Cllr Sheppard</p> <p>Parish Clerk</p>



<p>Environment, Transport and Sustainability Committee re speeding on Falmer Road on 28 August.</p> <p>(iii) A briefing meeting had been held with City Councillor Bridget Fishleigh re the experimental traffic order in the High Street. It is hoped that the experimental traffic order would be put in place in the autumn for an 18 months trial and the City council will be writing to residents re the trial and order.</p>	
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13. To receive report from the (NEAG) Natural Environment Advisory Group

	Action
<p>Cllr Davies reported the following :</p> <ul style="list-style-type: none"> • Shingle has now been removed from the promenade. • The lifeguards have been on duty since the beginning of the school summer holidays. • New recycling bins are to be installed by the City Council on Seafront. • Old benches have been removed from the Terraces. • A meeting has been arranged for this Thursday re the Undercroft plans. • Bike repair kit/pump - another quote has been obtained but is very expensive. • Beach chalet has been damaged but it is the responsibility of the owner to obtain insurance cover not the City Council. • Seagull protectors on the village green have been removed – Parish Clerk to report to City Council. • New signs have been erected at Hog Plat and Dean Court Road - Cllr Arnold to discuss with Jason & Will at City Council re erection of the remainder. • A wall has collapsed close to St Margarets’s – Cllr Davies to report to City Council. <p>Other issues raised:-</p> <p>(i) Cllr John advised the meeting that she will shortly be discussing the poor state of Kipling Gardens with Chris Davidson, Rottingdean Preservation Society.</p>	<p>Parish Clerk</p> <p>Cllr Arnold</p> <p>Cllr Davies</p>

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



	Action
<p>(i) SCAG advisory group included in Agenda.</p> <p>(ii) Cllr John reported that she and the Parish Clerk visited a local website hosting company re a new website. The company is Madison Solutions based in Peacehaven who currently provide websites including Peacehaven Town Council and are currently designing websites for Uckfield and Seaford Town Councils.</p> <p>It was AGREED that the Parish Clerk would draft a report for discussion and bring to a future Council meeting re comparative costs of existing arrangements and any new arrangement with a website provider including Madison solutions.</p> <p>(iii) Cllr John reported that the outcome of the St Aubyns Judicial Review hearing should be known within six weeks.</p>	Parish Clerk

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

	Action
<p>There was no meeting of the VCAG advisory group this month, Although it was noted that the Rottingdean Village Fair was a great success and thanks go to all who worked on the Parish Council stall.</p>	

The meeting finished at 9.10pm

Date of next meeting	Monday 2 September 2019 at 7.30pm at the Whiteway Centre
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