

Rottingdean Parish Council

Agenda for the meeting of Rottingdean Parish Council

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

Monday 5 August 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 minutes. 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 1 July 2019.
4. Matters and actions arising from last meeting.

Parish Council finance and grants

5. To receive the RFO monthly report (see paper circulated)
6. To agree outstanding payments/invoices (see attached)
7. To agree applications for RPC grants/donations

Governance

8. Annual review of standing orders and policies

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 – scoping report and draft project plan (see attached)
 - (iv) Park Road toilets

Sub Committee

10. To receive report from the **Planning** Sub Committee (see attached).
 - (i) Planning meetings

Advisory groups

11. To receive report from the **Built Environment** advisory group
12. To receive report from the **Natural Environment** advisory group.

13. To receive report from the **Strategy & Communications** advisory group (see attached).
14. To receive report from the **Village Community** advisory group.

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

AGENDA ITEM 6

**Rottingdean Parish Council
Payments & Invoices**

Month : August 2019

Supplier	Purpose	£ Cost	£ VAT	Notes
Sutton workboats limited	Christmas tree support	100.00	20.00	
Clerks expenses	June & July	77.37		
Clerks salary	July salary	540.80		
PAYE	Clerks PAYE to HMRC	135.20		
Saltdean & Rottingdean Youth Club	Grant for Gazebo (agreed at July Council meeting)	199.95		

Signed and authorised for payment agreed at Parish Council meeting on

Parish Clerk/RFO

Chair of Parish Council.....

Title : Rottingdean Lower High Street Improvements – Scoping Report
Date : August 2019
Report by : Strategy and Communications Advisory Group
Report to : Rottingdean Parish Council – August 2019

1. The Vision/Project Goals

- 1.1 To improve the public realm in the Lower High Street, by creating a shared space for pedestrians, delivery and emergency vehicles and other road users. Appendix A shows a plan of the area involved.
- 1.2 Rottingdean Parish Council aims to take advantage of our beautiful coastline and stretch of coast that offers popular and attractive facilities for all users and feel that improvements to the Lower High Street, south of the busy A259, would enhance enjoyment of the village for residents and visitors. The Parish Council feel the improvements suggested in this project plan would increase accessibility & enhance the gateway to the village and the Terraces from the undercliff for the enjoyment of tourists, visitors and local people.
- 1.3 A design brief is a necessary precursor to the full development of this project. The design brief will expand on this document in more detail, interpreting the vision and setting the steps for realising this. It will focus on the rationale for redeveloping this area, explain how a revitalised public realm could be used and managed, and the wider benefits that it could bring to the community, as well as considering the impacts, both positive and negative. It will detail the principles for the design of the area, including the use of materials, accessibility, sustainability, safety, attractiveness and maintenance, and set the standards.
- 1.4 The design brief's main purpose will be to contextualise the aspirations for the redevelopment of this area and define the process that would be followed to initiate the wider engagement with stakeholders and the community.

2. Project sponsors and partners

- 2.1 The project sponsors are Rottingdean Parish Council, however it is essential that the Parish Council work closely with Brighton & Hove City Council's highway, transport and planning and seafront services on planning, designing and developing the project and with the City Council's three ward councillors.

3. Project board and structure

- 3.1 It is proposed that the project board consists of the following roles

Project Leader – Chair of the Parish Council
Project Manager – Parish Clerk
Traders representation – to be agreed

BHCC officers (Transport Planning, Highways and Seafront services as appropriate)
– to be agreed
2 additional Parish Councillors
1 Ward Councillor(s) – to be agreed

4. Project proposal

- 4.1 To design, with input from stakeholders, residents and traders, a suitable environment for the whole area south of the A259, with a staged approach broken down into a number of phases to make it more feasible, manageable and affordable and to spread the costs over a number of years. The three phases planned are (1) the quarter deck (2) Lower High Street and (3) The slope. However, external funding will be investigated and explored and bids considered and prepared if feasible and appropriate and if successful could make it feasible to carry out such a large project in a shorter timescale. We also hope to attract some of the percent for art section 106 monies allocated to the St Aubyn's development to create and fund a sculpture at the head of the slope on the now defunct lamp plinth.
- 4.2 However it is essential that the Parish Council prepares, with the support and assistance of the City Council, a full area design brief and impact assessment before the project commences, so as to ensure that the approach is not piecemeal and therefore prone to inconsistency in design.
- 4.3 The City Council has already indicated informally that they are willing to assist the Parish Council in preparing the design brief, a bill of quantities and costings for the proposals and assisting the Parish Council in the tendering of any contracts with their approved list of contractors.

5. Project plan and schedule

- 5.1 The draft outline project plan will be prepared following the first meeting of the project board.
- 5.2 Update reports on progress will be tabled at each Parish Council meeting and these reports will be posted on the Parish Council's website www.rottingdean-pc.gov.uk.

6. Funding

- 6.1 There are many sources of funding for the project and these will be explored. The Parish Council has allocated and set aside some £60,000 for the phase 1 of the project in hope that this will be matched by the City Council but other funding sources will be explored and investigated including Brighton & Hove City Council (capital and LTP funding), Rottingdean Preservation Society and through public donations as well as national funding ie Crowd funding/Big Lottery/Social Action Fund.

7. Consultation

- 7.1 It is essential in developing our vision for the Lower High Street that we consult with the many interested stakeholders that will have a view on the proposals thus allowing them to comment and appraise the proposals and discuss with the Parish Council how they will, either positively or negatively, be affected by the proposals. To ensure that this is carried out the Parish Council will write and, if necessary, meet with all affected stakeholders informing them of our plans and asking for comments on these plans. In addition, the Parish Council will hold consultation meetings with local residents, traders and stakeholders that might be affected by the proposed plans. The commissioned Design Brief will include a detailed Consultation Plan, involving all stakeholders.

7.2 A list of stakeholders/traders and directly affected residents is detailed at appendix C to this report, together with some early feedback from a stakeholder meeting held in July 2018 with residents and traders in Lower High Street and visitors to the Village Fair stall in August 2018. In addition the management committee of the Highcliff Residents Association gave in principle support for the project in 2018.

8. Risk management

8.1 With a project of this kind there are risks that will need to be managed through the lifetime of the project. At present it is considered that the Parish Council only has the funding to complete phase 1 of the project which is the construction of a shared space area for the quarter deck area of the Lower High Street and therefore funding applications are likely to be necessary to complete construction of the whole area. Other risks will need to be considered during the construction phase including safety issues for pedestrians and vehicles, prevailing weather conditions etc. These will be tackled by the project team as and when they happen.

9. Communication plan

9.1 Updates on the project's progress will be discussed at monthly Parish Council meetings and through the Parish Council's website. In addition, the Council will provide regular updates for the traders, stakeholders and any residents directly affected by the project and through project board meetings which will be scheduled once agreement for the project has been reached with the City Council as the highway authority. The project manager will be responsible for ensuring that the communication plan is effective.

Appendix A

Available at the meeting

Appendix B

List of stakeholders and traders affected by the project proposals

Ward Councillors

Residents

Residents of Rottingdean

Residents of St Margaret's & Highcliff flats

Traders

White Horse Hotel

Beyond Design

Hightides

Antiques & collectables

PARC Charity Shop

Smugglers Fish & Chips

Ros Thai Restaurant

Popcycle?

Coach & Horses Public House

Arthropod Arts

Sea Spray

The Fifth Estate Ltd

Martial Arts

Molly's cafe

Organisations

Rottingdean Preservation Society

South Downs National Park (SDNP)

Utilities companies

Historic England

Rottingdean Arts (RA)

Visit Rottingdean

Appendix C

Lower High Street Consultation Launch Feedback (Village Hall - 25 July 2018 5.30pm – 7pm)

16 attendees

ACCESS/DESIGN

- An area plan would help with visualisation
- Reverse pavement widths on east and west entrance to LHS
- Different quality road surface treatment to signal shared space
- Safety needs to be prioritised
- More event-friendly
- Concerns raised about the use of bollards and how they will retract for emergency vehicles though emergency vehicles can gain access through back road
- More planters to break up the area
- Lighting in the area to create nicer area
- Use good quality paving not grey concrete
- Lamp Post at top of the slope to have sign welcoming to Rottingdean Historic village

TRADE/COMMERCE

- Delivery vehicles need access and a turning space
- Delivery times could be regulated
- Need turning area for lorries / vans etc
- PR Support from PR Company in LHS?
- Do businesses need licences to spread out onto pavement?
- Pop up opportunity on Terraces?

TRANSPORT/PARKING

- Avoid displacement of vehicles onto Quarterdeck
- Current parking restrictions are frequently flouted
- Camper vans park overnight
- Parking restrictions on Quarterdeck would help

- Emergency vehicle access needed
- Flexible bollards could allow appropriate access
- Improve access, security and signage to Long Stay Car Park
- No reduction in disabled bays
- Time limited parking
- Mustn't lose any parking spaces currently 12
- Loading bay outside shops instead of parking
- St Margaret's residents want to be able to load/unload outside their entrance
- Loading bay outside Coach House could be extended to facilitate residents needs

OTHER

- Would like to see more activity on the Terraces – Boules?
- More seating and parasols
- Rubbish bins need lids and more of them
- Bottom of the slope looks very dingy
- Will it be noisier?

Lower High Street Consultation Feedback

(Village Fair – 4 August 2018)

15 responses

comments	names
FANTASTIC IDEA! DO IT	4 signatures
Sculpture please (1 medium size) Lighting	
Even more research into preventing traffic pollution!	
I like the above idea – pedestrianisation is needed. A few more dedication benches looking out to sea would be nice. Perhaps 'street' lighting of some description	Ms Arnold
This would be a great improvement to the beach end of the village	Mr Hall
Exactly as illustrated – great improvement	M R Hebron
I think that we should look at placing local historical signs and markers, i.e. local history, smugglers, Kipling, 1 st and 2 nd world war including how Rottingdean was to be a landing site for a German invasion etc.	Mr L Elliott
Make more use of the terraces, with sunshades, big umbrellas, cushions for seating, teas and coffees, sandwiches	Ms L Osguthorpe
Suggest Brighton Architectural School develop a workshop/design project for this area	
Completely demolish the shops roadside & reconfigure the Lower High Street after that. Don't throw good money after bad; widen the road, streamline the traffic through more effectively & landscape anything beyond.	
<ul style="list-style-type: none"> • Bigger signs to turn off engines as few cars doing it • Limits for size of vehicles • More monitoring – speed pollution 	
Looks great. How could we encourage vendors to maximise	H Palmer
Sounds like a good idea. More benches would be good.	
Sounds great. Good idea.	
This is a great idea. Pedestrianise outside St Margaret's. Covered cycle rack near White Horse.	Mr Shillingford

AGENDA ITEM 10

New applications received by the City Council

BH2019/01625 - Land Near Newlands Ovingdean Road Brighton BN2 7AA

Installation of 15m monopole and associated equipment.

BH2019/01751 - 58 Dean Court Road Rottingdean Brighton BN2 7DJ

Erection of ground floor single storey rear extension and installation of rear terrace

BH2019/01943 52 Ainsworth Avenue Brighton BN2 7BG

Erection of first floor extension with roof alterations including installation of front & rear dormers, juliet balconies to rear and revised fenestration.

BH2019/02009 12 Cranleigh Avenue Rottingdean Brighton BN2 7GT

Outline application with all matters reserved for demolition of existing garage and erection of 1no chalet bungalow (C3) on land to south side of 12 Cranleigh Avenue.

BH2019/02088 28 Meadow Close Rottingdean Brighton BN2 7FB

Roof alterations with hip to gable extensions, insertion of front and rear rooflights and revised fenestration incorporating juliet balcony.

BH2019/02099 8 New Barn Road Rottingdean Brighton BN2 7FN

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.

Planning applications dealt with under delegated powers

APPLICATION NUMBER BH2019/00698
ADDRESS 9 Elvin Crescent Rottingdean Brighton BN2 7FF
DEVELOPMENT DESCRIPTION
Erection of single storey rear extension incorporating enlargement of existing conservatory, window alterations and 3no rooflights.
APPLICANT Mr MARTYN WHEELER
DECISION Withdrawn

APPLICATION NUMBER BH2019/00357
ADDRESS 113 Marine Drive Rottingdean Brighton BN2 7GE
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.
APPLICANT Mr & Mrs Sonja and Matthew Palmer
DECISION Approved
DECISION DATE 17/07/2019

APPLICATION NUMBER BH2019/01547
ADDRESS 12 Park Road Rottingdean Brighton BN2 7HL

DEVELOPMENT DESCRIPTION Replacement of roof tiles with associated alterations.
APPLICANT Mr Jason Balchin
DECISION Approved
DECISION DATE 19/07/2019

APPLICATION NUMBER BH2019/01004
ADDRESS North Of The Junction Where The Green Meets Dean Court Road Rottingdean Brighton
BN2 7DE
DEVELOPMENT DESCRIPTION Display of a non-illuminated, free-standing heritage board on a
lectern and pedestal. APPLICANT Mr John Loveridge Rottingdean Preservation Society
DECISION Approved

APPLICATION NUMBER BH2019/01880
ADDRESS 4 Northfield Rise Rottingdean Brighton BN2 7DR Planning Applications Determined
Under Delegated Powers Between 22/07/2019 - 26/07/2019
DEVELOPMENT DESCRIPTION Erection of a single storey rear extension.
APPLICANT Miss Tara Leniston
DECISION Approved
DECISION DATE 24/07/2019

APPLICATION NUMBER BH2019/01903
ADDRESS 9 Elvin Crescent Rottingdean Brighton BN2 7FF
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.
APPLICANT Mr Martyn Wheeler
DECISION Prior Approval Not Required
DECISION DATE 24/07/2019

AGENDA ITEM 13**Rottingdean Parish Council****Name of Advisory Group: Strategy & Communications - Agenda**

Discussion Items/Briefing notes	
1	Co-options – recommendations from Interview Panel
2	Lower High Street Project Plan
3	Policy Review Update
4	Review of Standing Orders
5	Written communications
6	Neighbourhood Plan Update
7	Strategic Meetings with external partners
8	Induction & Training event

Actions		Responsibility
1	To forward Panel recommendations to RPC – gaps in groups discussed	Chair
2	To be updated and brought to August meeting. All to feedback to KK/SJ on Project Plan timetable	KK/SJ
3	Complaints Process, Website Policy and FOI Policy to be reviewed and brought to August meeting. Investment Strategy, Project Management Strategy and Planning Applications Consultation Process to come to September meeting.	Governance sub
4	Standing Orders to be reviewed when Policy review completed.	Governance sub
5	Website content to be updated and duplications removed. Support Contract to be reviewed.	KK
6	NP Site Assessment document to be reviewed to reflect change and addition of brownfield sites.	SJ
7	Meetings to be organised with Lloyd Russell-Moyle MP and Cllr Nancy Platts. Meeting agendas and notes to be circulated to them as well as ward councillors.	KK
8	All member Induction and Training event to be held post holiday period.	SJ/KK

Completed by : Cllr Sue John

NOTE: This briefing note should be sent to Parish Clerk in accordance with the Council agenda timetable