



## Agenda for the meeting of Rottingdean Parish Council

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

**Monday 3 February 2020 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 6 January 2020.
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
8. To agree the revenue budget for 2020/21 (see agenda item 8)
9. To agree the Parish Council precept for 2020/21 (see agenda item 9)

### **Governance**

10. Annual review of standing orders and policies

### **Major projects**

11. 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
- (vi) St Aubyn’s

### **Planning Sub Committee**

- 12. To receive report from the **Planning** Sub Committee (see attached)

### **Advisory groups**

- 13. To receive report from the **Built Environment** advisory group
  - (i) BEAG advisory group meeting report 10 January 2020
- 14. To receive report from the **Natural Environment** advisory group
  - (i) Undercroft improvements
- 15. To receive report from the **Strategy & Communications** advisory group.
  - (i) Recruitment of Parish Clerk
- 16. To receive report from the **Village Community** advisory group.
  - (i) VCAG advisory group meeting report 2 January 2020
  - (ii) Wellbeing fair 1 February 2020

**Date of next meeting: Monday 2 March 2020 @ 7.30pm**

## AGENDA ITEM 6

### Payments & Invoices

Month: January 2020

Supplier	Purpose	£ Cost	£ VAT	Notes
Clerks salary	January salary	638.88		
PAYE	Clerks PAYE to HMRC	173.62		
Rottingdean public hall	Room Hire for well being fair	50.00		
St Margaret's cottage	Room hire	15.75		
Kevin Kingston	Clerks expenses for December & January	112.49		
		990.74		

## AGENDA ITEM 8 – 2020/21 budget

### Rottingdean Parish Council – Budget 2020/21

Proposed Budget 2020/21	Budget 2019/20	Description	Notes/ information
9750	8500	Clerks salary	£12.50ph x 15hrspw x 52
400	200	Clerks expenses	
560	560	Payroll admin	
500	500	Printing/Stationery	
300	270	Insurance	
650	700	Hire of meeting rooms	
100	100	Subscriptions	
100	100	Postage & Communications	
600	450	Audit fee	
500	720	General expenses/contingency	
700	700	Web site	
600	500	Newsletter/publicity	
500	400	LNR expenses/leaflets and annual report	
1600	1300	Pond annual maintenance	
<b>16,860</b>	<b>15,000</b>	<b>Sub totals</b>	
<b>Other costs</b>		<b>Grants/donations</b>	
6,000	6,000	Grants & donations	
5,000	5,000	NP consultancy and costs	
6,000	6,000	St Aubyn's research	
<b>17,000</b>	<b>17,000</b>	<b>Sub totals</b>	
<b>Minor projects</b>			
3,000	2,000	Signage improvements	
2,500	2,000	Infrastructure improvements	
3,500	5,000	Access improvements	
1,000	4,000	Well being	
2,000	6,000	Road safety/speeding and 20/30 mph signs	
1,000	-	Pond island refurbishment	
<b>13,000</b>	<b>19,000</b>	<b>Sub totals</b>	
<b>Major projects</b>			
13,000	26,000	Street lighting phases 3 & 4	See note 1 - £13K set aside for scheme extension of 5 additional lights.
70,000	15,000	Lower high street phase 1 – (Quarter deck)	Costs in 2019/20 likely to be c£15,000 for design brief and £70K allocated for quarter deck phase 1 build in 20/21. A further £150k has

			been provisionally allocated for 21/22 budget for this project
<b>50,000</b>	30,000	Park road toilets refurb/rebuild	See note 1 - might need to increase 19/20 budget if work completed by 31/3/20
<b>500</b>	10,000	Air quality/traffic measures – equipment maintenance costs	
<b>133,500</b>	<b>81,000</b>	<b>Sub Total</b>	
<b>180,360</b>	<b>132,000</b>	<b>TOTAL</b>	

#### Notes

(1) The 20/21 budget assumes that street lighting project is completed and share paid by 31/3/20.

## AGENDA ITEM 9 – Parish Council Precept for 2020/21

### Rottingdean Parish Council - Precept setting 2020/21

- Following my meeting with officers of the City Council on 21 January 2020 I have set out below precept options for 2020/21. These include the following options:

Option 1 – same budget as 2019/20

Option 2 – same band D charge as 2019/20

Option 3 – a 2% increase in the precept

Option 4 – a 5% increase in the precept

	2019/20	2020/21			
	£	Option 1 – same budget of £51,080 £	Option 2 – same band D at £31.00 £	Option 3 – 2% budget in- crease £	Option 4 – 5% Budget in- crease £
Overall RPC budget	51,080	51,080	51,100	52,102	53,634
CTR grant	-2,340	-2,300	-2,300	-2,350	-2,410
Precept	48,740	48,780	48,800	49,752	51,224
Tax base	1,572.40	1,574.10	1,574.10	1,574.10	1,574.10
Band D	31.00	30.99	31.00	31.61	32.54

- In deciding the level of precept Councillors should consider the current budget position, the planned 2020/21 budget (see agenda item 8) and the Parish Council Infrastructure Development Plan which was formally agreed at the Parish Council meeting in January 2020.

### Current financial position

- On the 31 December 2019 the Parish Council had £183,777.88 in its two bank accounts and a further £2394.79 will be added when the VAT rebate is received making a total of £186,172.67.

### 2020/21 budget

- As detailed in agenda item 8 the Parish Council have agreed a budget of £180,360 in the financial year 2020/21. This is broken down as follows:

Description	£
Day to day running expenses	16,860
Grant & Donations	17,000
Minor Projects	13,000
Major projects	133,500
<b>TOTAL</b>	<b>180,360</b>

5. Much of the spend on major projects is dependent upon joint working and agreement with Brighton & Hove City Council who own and are responsible for the two major assets where we plan expenditure – ie Park Road Toilets and the Lower High Street.

#### **Infrastructure Development Plan (IDP)**

6. The IDP for 2019/21 was agreed at the Parish Council meeting in January 2020 and details the minor and major projects that the Parish Council hopes to achieve during the plan period and as can be seen there is likely to be substantial expenditure on the Lower High Street in particular although it is hoped that once the design brief has been completed that the Parish Council through working with the City Council will be able to attract LTP funding for this project.
7. In total after the financial year 2020/21 a further commitment of £166,000 has been identified during 2020/21 and 2021/22. This does not include any commitments at the current time for the creation of a community land trust (which is still very much a future project and dependent upon the progress of the St Aubyn's development) and some other minor projects the Parish Council hopes to achieve during the next two years which have yet to be costed.

#### **Recommendation**

8. The Parish Council is asked (taking into account the current financial position, the planned 2020/21 budget and the IDP) to agree and recommend the precept charge for the financial year 2020/21 and to inform the City Council of the precept requirement for the period 1 April 2020 to 31 March 2021.

## **AGENDA ITEM 12**

### **Applications reviewed by Parish Council**

Application No: BH2019/03800

Applicant: Mr & Mrs Jon Kamaluddin

Site/Property: Northend House The Green Rottingdean Brighton BN2 7HA

Description: External alterations incorporating renovation and replacements of existing roof tiles, replacement of flat roof coverings, replacement of existing guttering and downpipes with cast aluminium alternatives, installation of new fascia boards and new flue. Internal works incorporating installation of insulation to roofs and replacement of gas fire with wood burning fire and new grate.

**No objections made by Parish Council**

### **Planning applications decided by City Council under delegated powers**

APPLICATION NUMBER BH2020/00022

ADDRESS 33 Meadow Close Rottingdean Brighton BN2 7FB

DEVELOPMENT DESCRIPTION Certificate of lawfulness for proposed loft conversion incorporating hip to barn end roof extension, front rooflights and rear dormer and alterations to rear fenestration.

APPLICANT Mr Hassan Mortazavi

DECISION Split Decision

DECISION DATE 24/01/2020



## AGENDA ITEM 13

### **BUILDINGS & ENVIRONMENT ADVISORY GROUP 10.01.20 – GS,HB,FM,KL,(VF)**

Discussion Items	
1	Cracks in Hog Plat allotment wall
2	Parking on land adjacent to bowling green
3	2 lamp posts on same site in Nevill Road
4	Replacement lights in Belisha Beacons
5	Outcome of Falmer Road meeting. MP BHCC RPC
6	Planters moved and fixed in Vicarage Lane
7	20mph signage – twenty is plenty and other signage
8	Flashing 30mph sign in Falmer Road not operational.
9	Hedges overhanging pavements – Falmer Road and The Green
10	Dropped kerbs and tactile paving
11	Car parking in front of Lloyds Pharmacy
12	Pedestrian crossing, southern end of High Street
13	Posts on Village Green
14	Condition of Pavements in central Rottingdean
15	Railing replacement on southern side of Marine Drive
16	Repainting of road and car park markings
17	Bikes and Traffic Lights on Lower High Street
18	Experimental traffic order
19	A259 consultation
20	Green pole at bottom of Nevill Road
21	HGV signage near Downs Hotel
22	Southern water roadworks on A259 and associated disruption
23	Dedicated seafront bench – Storey
24	Road surfaces – West Street
25	Next meeting

Actions	Responsibility	
1	Ongoing to check that works are carried out.	GS
2	To contact club secretary to clarify who needs essential access etc	GS
3	To monitor and follow up with BHCC	GS
4	Awaiting delivery and installation from BHCC contractors	GS
5	Awaiting outcome of cross party meeting.	HB
6	Work completed. At later date piece of land to possibly be added to trust.	RPC
7	9 more 20 is plenty signs available. Height consideration re 20mph entry.	GS
8	To follow up after previously reporting to BHCC Highways.	GS
9	To check that Parish Clerk sent letter to owner of hedge asking to prune.	GS KK
10	To consider kerbs and access in the vicinity of the bus stop in West Street.	GS KL
11	Parking is now taking due consideration for pedestrian access.	KL
12	Ongoing consideration.	KL
13	A post has been damaged by a car. Needs assessment.	GS
14	To list uneven and slippery pavement surfaces. – Lower Marine drive!	BEAG
15	First set of rails in place. To monitor installation of remaining railings. (pay)	GS KK
16	To draw up list of those road and car park markings that need repainting.	BEAG
17	Trial timing cannot be adjusted so looking at alternative options.	FM

18	To check system for public putting forward viewpoint. BHCC meeting 28Jan	GS HB
19	Ongoing liaison and to attend meetings to put forward RPC viewpoint.	GS & others
20	To check with visit Rottingdean that it can be removed.	GS VF
21	Follow up request to BHCC that the sign at the Downs is made permanent.	GS
22	In liaison with Cllr Fishleigh to ask BHCC to review road work planning	GS
23	To contact family and id required dedicate a bench team	GS
24	To consider if the road surface in West Street requires repair/resurfacing.	BEAG
25	Next meeting February 24 <sup>th</sup> 10am at HBs residence.	BEAG

## AGENDA ITEM 16

### Village Community Advisory Group – Notes 02 January 2020

**In attendance:** Cllr Louise Arnold, Cllr Heather Butler, Cllr Vicky Fenwick (Chair and note taker), Cllr Bernard Turnbull

#### Discussion Items

1	Matters arising from last meeting
2	Wellbeing Fair
3	Information signs
4	Agree next meeting date

#### Actions to follow up from above discussion points

		Owner
1	RPC grant application draft to be finalised ready for Monday 6 Jan 2020 RPC meeting.	BT
2	<p>Wellbeing Fair – disappointing response from those contacted by LA. To date 2 x commercial organisations and 4 x volunteer groups have expressed interest. LA send reminder email 01.01.2020 and all aware that Xmas has likely caused delay. LA/BT to follow up by phone 03.01.2020. Beacon Hub has agreed to provide refreshments. The Group agreed that a minimum of 10 stalls (preferably 12) is required in order to run the event.</p> <p>VF to prepare paper for RPC meeting on 06.01.2020 to include costs.</p> <p>Details already sent to Deans mag and if the event does not happen will need to put posters on Hall to advise the event was cancelled.</p> <p>RVN deadline 07.01.2020 – VF to follow up with SS.</p>	<p>LA/BT</p> <p>VF</p>
3	VF to draft information signpost strategy and take to Monday 06.01.2020 meeting. Once agreed to take to VR.	VF
	<p>List of organisations for VCAG to add to and develop contact lists</p> <ol style="list-style-type: none"> <li>1. Rottingdean Arts</li> <li>2. St Margaret's Church</li> <li>3. Lady of Lourdes Church</li> <li>4. Village Hall</li> <li>5. Friends of Beacon Hill</li> <li>6. Visit Rottingdean</li> <li>7. Rottingdean Preservation Society</li> <li>8. Beacon Hub</li> <li>9. GRAB</li> <li>10. Parc</li> <li>11. Surfers against sewage</li> <li>12. British Legion</li> <li>13. Cricket Club</li> <li>14. Bowling Club</li> <li>15. Croquet Club</li> <li>16. Football Club</li> <li>17. Smugglers</li> <li>18. Saltdean &amp; Rottingdean Lions</li> <li>19. Rottingdean In Bloom</li> <li>20. Longhill School</li> <li>21. Our Lady of Lourdes School</li> <li>22. Rottingdean Drama</li> <li>23. Richard Harris' Film Club (in Franks)</li> <li>24. Rottingdean Womens' Institute</li> <li>25. Four Deans Stroke Club</li> <li>26. Whiteway Centre</li> <li>27. Rottingdean &amp; Saltdean Youth Club</li> </ol>	

Actions to follow up from above discussion points		Owner
	28. SAFE	
<b>Completed by</b> : Cllr Vicky Fenwick		