



Rottingdean Parish Council

Agenda for the meeting of Rottingdean Parish Council

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

Monday 7 October 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.

Peter Birchall (Pete the Pond) will spend 10 minutes talking about the recent work on the pond and the current condition of the pond.

AGENDA

1. Apologies for absence.
2. Declarations of interests in agenda items.
3. Agreement of minutes of the RPC meeting on 2 September 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

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

Planning Sub Committee

10. To receive report from the **Planning** Sub Committee
(see agenda item 10)

Advisory groups

11. To receive report from the **Built Environment** advisory group
(see agenda item 11)
12. To receive report from the **Natural Environment** advisory group
13. To receive report from the **Strategy & Communications** advisory group.
14. To receive report from the **Village Community** advisory group.
(see agenda item 14)

Date of next meeting: Monday 4 November 2019 @ 7.30pm

AGENDA ITEM 6**Rottingdean Parish Council
Payments & Invoices****Month : October 2019**

Supplier	Purpose	£ Cost	£ VAT	Notes
Clerks salary	sept salary	540.80	-	
PAYE	Clerks PAYE to HMRC	135.20	-	
Clerks expenses	August & September 2019	120.78	-	Including £50 printing costs for village fair posters
Cllr Sheppard	Christmas tree	11.10	-	
Cllr John	Refreshments for Councillors meeting on 19 sept 2019	25.00	-	
Clamp Boxall	PAYE professional services	77.00	15.40	
Cllr John	Printing – ink & paper	37.85	-	

Signed and authorised for payment agreed at Parish Council meeting on

Parish Clerk/RFO

Chair of Parish Council.....

AGENDA ITEM 10 – Planning Report, October 2019

Applications reviewed by Parish Council

BH2019/02843 – 1 Meadow Close. Change of use from doctors surgery to 2no 2 bedroom ground floor flats – currently being reviewed by Parish Council.

BH2019/02706 – 18 Wilkson Close. Erection of one 2 bedroom, two storey dwelling to rear of existing house – currently being reviewed by Parish Council.

BH2019/02301 – The Coppers. No objection lodged by the Parish Council

Planning applications dealt with by the City Council under delegated powers

APPLICATION NUMBER BH2019/01751
ADDRESS 58 Dean Court Road Rottingdean Brighton BN2 7DJ
DEVELOPMENT DESCRIPTION Erection of ground floor single storey rear extension and installation of rear terrace
APPLICANT Mr & Mrs Gander
DECISION Approved
DECISION DATE 28/08/2019

APPLICATION NUMBER BH2019/02196
ADDRESS 20 Eley Drive Rottingdean Brighton BN2 7FH
DEVELOPMENT DESCRIPTION Erection of single storey orangery on rear of property.
APPLICANT Mr stephen mckenna
DECISION Approved
DECISION DATE 29/08/2019

APPLICATION NUMBER BH2018/03645
ADDRESS 26 Grand Crescent Rottingdean Brighton BN2 7GL
DEVELOPMENT DESCRIPTION Roof alterations including hip to gable roof extension and side dormer windows. Revised fenestration to the rear including juliet balcony.
APPLICANT Mr Joe Dobbe
DECISION Approved
DECISION DATE 02/09/2019

APPLICATION NUMBER BH2019/02009
ADDRESS 12 Cranleigh Avenue Rottingdean Brighton BN2 7GT

DEVELOPMENT DESCRIPTION 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.

APPLICANT Mrs Lorraine Brown

DECISION Refused

DECISION DATE 05/09/2019

APPLICATION NUMBER BH2019/02088

ADDRESS 28 Meadow Close Rottingdean Brighton BN2 7FB

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

APPLICANT Mrs Helen Baldwin

DECISION Approved

DECISION DATE 06/09/2019

APPLICATION NUMBER BH2019/01876

ADDRESS 21 The Park Rottingdean Brighton BN2 7GQ

DEVELOPMENT DESCRIPTION Erection of single storey rear extensions with revised fenestration.

APPLICANT Mr D Boyes

DECISION Approved

DECISION DATE 02/09/2019

APPLICATION NUMBER BH2019/02361

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 4.40m, for which the maximum height would be 3.00m, and for which the height of the eaves would be 2.65m.

APPLICANT Mr Andrew Mills

DECISION Withdrawn

DECISION DATE 05/09/2019

APPLICATION NUMBER BH2019/01303

ADDRESS 100 High Street Rottingdean Brighton BN2 7HF

DEVELOPMENT DESCRIPTION Application for variation of condition 19 of application BH2014/02628 (Demolition of existing garage and erection of 1no two bedroom dwelling (C3)) to state that the new residential unit shall not be occupied until it has achieved an energy efficiency standard of a minimum of 19% CO2 improvement over Building Regulations requirements Part L 2013 (TER Baseline).

APPLICANT: AKM(Sussex) LLP Mr K Fitzpatrick

DECISION Approved

DECISION DATE 19/09/2019

APPLICATION NUMBER BH2019/02191

ADDRESS Lanterns The Green Rottingdean Brighton BN2 7DD

DEVELOPMENT DESCRIPTION Application for approval of details reserved by conditions 2 and 3 of application BH2018/03198 (approved on appeal).

APPLICANT Mr N James

DECISION Approved

DECISION DATE 16/09/2019

APPLICATION NUMBER BH2019/02250

ADDRESS 25 Court Ord Road Rottingdean

DEVELOPMENT DESCRIPTION Certificate of Lawfulness for proposed single storey rear extension to replace existing conservatory and loft conversion incorporating rear hip to gable roof extension, side dormers & rooflight.

APPLICANT Mr & Mrs Trevor Monk

DECISION Approved

DECISION DATE 19/09/2019

APPLICATION NUMBER BH2019/02285

ADDRESS 10 Rowan Way Rottingdean Brighton BN2 7FP

DEVELOPMENT DESCRIPTION Erection of single storey front extension to garage and conversion to form habitable annex accommodation with associated alterations.

APPLICANT Mr David Smith

DECISION Approved

DECISION DATE 18/09/2019

APPLICATION NUMBER BH2019/02301

ADDRESS Coppers The Green Rottingdean Brighton BN2 7DD

DEVELOPMENT DESCRIPTION Demolition of existing dwelling and erection of 1no detached two storey dwelling (C3).

APPLICANT Mrs Peter Lincoln

DECISION Approved

DECISION DATE 19/09/2019

APPLICATION NUMBER BH2019/02320

ADDRESS 31 Eley Crescent Rottingdean Brighton BN2 7FE

DEVELOPMENT DESCRIPTION Erection of single storey rear extension, roof alterations incorporating hip to gable extension and side dormer, and other associated works.

APPLICANT Mr Mark Jenkins

DECISION Approved

DECISION DATE 18/09/2019

AGENDA ITEM 11

BUILDINGS & ENVIRONMENT ADVISORY GROUP REPORT 16.9.19 – those attending GS,HB,KL

Discussion Items/Briefing notes	
1	GS reported back on attendance related to A259 consultation process
2	Cracks in Hog Plat allotment wall
3	Concrete slab wrongly laid outside St Margaret's Church
4	Additional bus stop seating – Nevill Road, Convent, Rotyngs
5	Replacement lights in Belisha Beacons
6	Car Parking over Pavement in Vicarage Lane
7	Air Quality research work
8	20mph signage
9	Flashing 30mph sign on Falmer Road
10	Hedges overhanging pavements
11	Dropped kerbs and tactile paving
12	Car parking in front of Lloyds Pharmacy
13	Crossing A259 into Nevill Road – initially raised by local resident
14	Pedestrians crossing south end of High Street
15	Local resident's thoughts on parking, speeding & HGVs
16	Weeds growing on pavements
17	Pavement & Kerb outside Court Barn – initially raised by local resident
18	Posts on Village Green
19	Condition of Pavements in central Rottingdean
20	Broken railings on southern side of Marine Drive
21	Corner of Steyning Road where meets High Street – pedestrian safety
22	Bikes and Traffic Lights on Lower High Street
23	Experimental traffic order

Actions	Responsibility	
1	To further consider measures to improve traffic flow	BEAG / RPC
2	To monitor repair work	GS, SJ
3	Await response from BHCC but also obtain quote from BtM	GS
4	To consider impact and cost	BEAG/RPC
5	Cost of replacement LED bulbs requested	BEAG/RPC
6	To report to BHCC Parking team and to clarify ownership	RPC/KL
7	To attend update meeting at University	GS,VW
8	To clean & survey existing gateway signage and '20 is Plenty' campaign	GS,HB,SJ
9	Reported and to monitor when repaired and working	GS/BEAG
10	To check that hedging has been sufficiently cut	BEAG
11	Audit of existing dropped kerbs/tactile paving and where more required	GS,HB,KL
12	To remind Lloyds pharmacy to not park with cars overhanging walkway	KL
13	To report back to RPC on recommendation and inform resident	GS
14	To liaise with local residents , BHCC accessibility team and RNIB	KL
15	To reply to local resident (initial acknowledgement previously sent)	GS
16	Awaiting response from BHCC and to monitor safety of pavements	BEAG
17	Pavement & kerb appears to have been repaired. Reply to resident?	BEAG/KK
18	To monitor and check installation of posts on village green	GS
19	To monitor and audit uneven and slippery surfaces.	BEAG
20	To monitor that requested repair work is carried out by BHCC	BEAG
21	To report back to RPC on recommendation	GS
22	Ongoing communication with BHCC traffic manager	FM
23	To be prepared to clearly answer questions from local residents	RPC

AGENDA ITEM 14

Village Community Group – Agenda 12.09.2019

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

Discussion Items	
1a	Discuss aims and objectives of this Group and our aim for the future: HB reported the aim of the Village Community Group was to focus on people which LA and VF supported for the future focus of this Group. This would include a link to other Community Groups relevant to the village. We will start to draw up a list of Groups and make contact. Next Door Rottingdean could be a good place to make contact with other groups. We also discussed possibility of having a community notice board for all events to be publicised. It would be positioned along with RPC and Church notice boards.
1b	Identify outstanding actions from previous meetings: VF reported she could not locate the 'bench guidance' previously drawn up by GS on the website. We agreed to continue with the summer / winter 'action plans' previously drawn up by GS.
2	Confirm membership and frequency of meeting: Membership for the moment confirmed as HB, LA, VF with support from others as appropriate. To aim to meet monthly but in the event of no grant applications then this can be reviewed on month by month basis.
3	Agenda item from RPC Chair – East Sx Fire & Rescue Annual Report (see KK email of 20.06.2019): VF had reviewed the Annual Report. No further action required.
4	Agenda item from RPC Chair – to consider the effect of no-deal exit from EU on Rottingdean and any action required from RPC: Given the daily changes to this agenda item all agreed no further action was currently required.
5	Community events – a) Grants: Process for Grant applications – grant applications to be submitted to Clerk who will forward to VF. VF suggested having dates published in order that anyone submitting a grant application would know when to submit by. Over the summer a grant application had been submitted by someone who voiced his opinion around the role of RPC and awarding grants. HB advised she understood there was guidance relating to the percentage of RPC monies could be allocated to grants. b) RPC events: although not a RPC event we discussed the recent village fayre which was considered a success in terms of promoting RPC. The position of the stall was too near to the stage and made conversation difficult. Recommendation also not to hold children's competitions outside of school term time. c) RPC has twice now supported Clean Air Day which has been successful. Agreed to put the CAD Check List on to RPC notice board. VF proposed to use other national awareness events to have a regular presence in the village, eg every 3-4 months. National Recycling Week is w/c 23/09/19 and VF proposed raising awareness around what can go into recycling as part of this. VF to take to RPC Chair and if agreed the Group proposed Friday 27/09/19 afternoon in High St. d) VR membership/representative by RPC: LA to be link to VR. HB to be link to church, drama society, village hall. VF to link to Local Action Team. e) Xmas in the village: Proposal for BEAG to have responsibility for Xmas Tree on green. Unsure whether GS wants to handover responsibility for the Xmas Tree Festival. Unlikely Smugglers will go ahead this year due to costs of staging the event, including security measures. Xmas market to go ahead first weekend of December. f) Annual events in the village to be aware of: Now that GS is not attending VCG we are keen to remain in contact with SS / RVN who will have good knowledge of all events in advance. To include as part of action 1a.

6	Signs across the village. Discussion over traffic signs (eg 20 mph, gateway signs) to be domain of BEAG. Community Advisory Group to have responsibility for other information signs, (eg map on corner of meeting room, trader sign in short stay car park). It was noted that the sign on the outside of Park Rd Toilets is incorrect.
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Actions to follow up from above discussion points		Responsibility
1a	Draw up list of Community Groups and share with HB/LA to add to. See item 5. Ask church if any objections to having another notice board. Advise RPC meeting in October and seek Cllrs opinions.	VF HB VF
1b	Contact GS for the winter and summer 'action plans'. Contact GS the Bench Guidance.	VF
2	Next meeting scheduled 10/10/19 11am.	VF to confirm
3	Agreed no further action required.	Nil
4	SJ had provided a link to BHCC work on this which could be useful for future consideration. https://present.brighton-hove.gov.uk/Published/C00000912/M00008108/AI00070640/\$20181128101007_018128_0061459_Appendix1BHCCBrexitScenarioTestingPaperNov2018.docxA.ps.pdf	Nil currently
5a	Ask retired Cllr Bryant for clarification regarding a % of RPC funds to be used for grants. To advise website working group of need to include VCG meeting dates for grant applications.	VF VF
5b	To continue to have a presence at Village Fayre but to request stall in Kipling Gdns next year.	VF/HB/LA
5c	Publish colour copy of CAD Check List onto RPC notice board with link to CAD website. Seek support from RPC Chair for afternoon recycling awareness in High St. Review literature on BHCC website and make City Council aware of event.	VF VF LA
5d	No further actions required	Nil
5e	To ask GS regarding BEAG taking over responsibility for Xmas Tree on green. To check whether GS happy to continue to have oversight of RPC involvement with Xmas Tree Festival. HB to liaise with Church re submitting grant application for Xmas Tree Festival.	HB HB HB
6	To advise BEAG of distinction between traffic and information signs. To review current information signs across village – what have we got / what needed? To type and laminate simple sign to go onto the Park Rd Toilet while awaiting refurbishment.	HB LA & VF LA

Completed by : Cllr Vicky Fenwick