



Rottingdean Parish Council (RPC) meeting

DRAFT Minutes of the meeting held on Monday 7 October 2019

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

Kevin Kingston (Parish Clerk)

City Councillors Mary Mears, Joe Miller and Bridget Fishleigh were also in attendance

Peter Birchall (Pete the Pond) – gave a brief presentation and talk on his work to manage and maintain the village pond...he talked about the recent work he has done including removing some vegetation from the pond and pathways, managing the diversity of the pond and the insect life in and around the pond. Pete also outlined future work this year including work on the island and clearing some more vegetation on the west side to enable access to the water's edge. The Council thanked Pete for all his hard work in maintaining and managing the pond which is such a valuable asset to the village.

Public session

Cllr Sue John (Chair) welcomed an audience of 7 residents (including three City Councillors) to the October 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:

Nigel Smith updated the meeting on the current position with the A259 including the petition, working with ESCC and the possible MRN funding, the work of the A259 Action Group and their recent meetings with ESCC which have been productive. He also stated that Lewes District Council has supported the work with a £50,000 contribution.

Cllr Sheppard thanked Nigel for his update and stated that he also attended the meeting with ESCC and was very impressed with their professionalism and approach to the project.

John Bryant asked if a timeline for the erection of the remaining Beacon Hill information boards could be provided and a supplementary request to ensure that the oak posts don't go missing.

Cllr John responded stating there has been a delay in erecting the boards due to poor availability of Rangers at the City Council. The Parish Council hope to meet



with the new Ranger next week to discuss the position. **Cllr Arnold** confirmed that the noticeboards were safely stored at Stanmer Park.

Bridget Fishleigh informed the meeting that the Smugglers evening would take place on Saturday 7 December and she has raised some £500 for the Rottingdean & Saltdean Youth Club. She is currently working with the City Council on controlled parking and on the City Plan and in the City Plan's discussion the Parish Council was praised for its work in progressing its neighbourhood plan.

John Bustard asked about the current position with the air quality/traffic management scheme in the High Street.

Cllr John responded stating that the City Council's Environment, Transport & Sustainability Committee would meet on 8 October 2019 to finalise the 18 month trial scheme and letters would be sent out to residents and businesses the following week with the new traffic layout and chicane in place by 28 October.

John Bustard stated that he felt that the Rottingdean Arts Festival was a great success and a fantastic event and wanted to place on record his thanks to Cllr Turnbull who worked tirelessly on the organisation of the festival and to the Parish Council for providing a grant for the festival.

Ken Bodfish stated that he felt that the Parish Council should hold/host a public meeting/open forum event and a more lateral and broader discussion on the plans for the A259 as he felt there was a need for more engagement on the issue and the future plans to manage the A259 between Brighton & Newhaven.

Cllr John stated that this would be considered by the Parish 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

1. Apologies for absence

Cllr Finella McKenzie

2. Declarations of interest in agenda items

There were no declarations of interest

3. Agreement to the minutes of RPC council meeting of 2 September 2019

A few minor amendments were made to page 3 of the minutes before agreement.



4. Matters arising from previous meeting

There were no matters arising from the previous meeting.

Finance

5. To receive the RFO monthly report

	Action
<p>The Clerk/RFO reported the following expenditure to date:</p> <p>£7273.06 on day to day revenue budget including clerks salary and other day to day costs £4028.75 on other costs including grants £2760.00 on minor projects Nil on major projects at the present time</p> <p>RPC had £198,652.25 cash in bank as at 30 September 2019. This included VAT still to be claimed and the second part of our precept payment from the City Council amounting to £25,540 which was received on 27 September 2019.</p> <p>A bank reconciliation for the first quarter has been carried out and the Clerk would shortly with the help of the Deputy RFO Cllr Vicky Fenwick and ex RFO John Bryant be carrying out a second quarterly reconciliation.</p>	

6. To agree outstanding payments/invoices

	Action
<p>Invoices – sums to be approved</p> <ol style="list-style-type: none"> 1. Clerk’s salary for September £540.80 2. PAYE to HMRC £135.20 3. Clerk’s expenses for August & Sept £120.78 (including £50 for village fair posters) 4. Councillor Sheppard £11.10 for Xmas tree decorations 5. Cllr John £25.00 for refreshments for Councillors’ meeting on 19 Sept 2019 6. Clamp Boxall £92.40 for payroll services 7. Cllr John £37.85 for printer ink and paper 8. One Digital £251 for Beacon Hill leaflets. 9. Royal British Legion £25 for wreath Remembrance Day 10. Clerk for Land Registry Fee £17.51 <p>In addition to the above, Cllr John outlined the expenditure that is likely to be incurred by the Parish Council in respect of the experimental traffic order for which she requested the Parish Council to agree expenditure in principle. An allocation of</p>	<p>Parish Clerk/RFO</p>



<p>£10,000 was made in the 2019/20 Parish council budget for this project.</p> <p>All the equipment listed would be owned by the Parish Council and included the following:</p> <ul style="list-style-type: none"> • 1 x vehicle counter at £3,715.20 • 2 Continuous analysers at a cost of £2,500 each +VAT <p>In addition data collection costs of £676 per annum</p> <p>As yet training costs have not been identified and there may be additional maintenance costs.</p> <p>The above sums were SECONDED and AGREED for payment</p>	
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7. To agree applications for RPC grants and donations

	Action
<p>There were no grant applications.</p> <p>Cllrs have proposed changes to the Grant Application form. The Clerk stated that he is currently drafting a revised and updated grant application form for agreement.</p>	<p>Parish Clerk/RFO</p>

8. Governance - Annual review of standing orders and policies

<p>The review of policies has been delayed due to illness, however it is hoped that some of the policies will be brought to the next Council meeting on 4 November.</p>	
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Major projects

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

	Action
<p>Street Lighting</p> <p>The City Council have confirmed that the lighting column in Rottingdean Grange has still to be removed and the new lighting column outside Rottingdean Grange still needed to be painted and a new lantern fitted.</p> <p>The Clerk would remind the City Council that in total 11 columns needed to be painted and that glare reduction panels needed to be fitted to two lanterns.</p>	<p>Parish Clerk</p>



<p>Neighbourhood Plan</p> <p>Councillor John informed the meeting that she has now completed the final draft of the Plan following completion of cross referencing of the main plan content with the appendices to the plan. It will now be sent to the City Council to ascertain if a further SEA screening is required.</p>	
<p>Lower High Street</p> <p>Work is continuing to obtain quotes for a design brief/feasibility study and further progress would be reported to the next Council meeting.</p>	
<p>Park Road toilets</p> <p>The City Council have agreed to pay the 10% tender fee that had been added to the quote they had provided. It was agreed that we would now proceed with the refurbishment which will be managed by the Estates service at the City Council.</p>	

Advisory Group reports

10. To receive report from Planning Sub Committee

	Action
<p>Applications reviewed by Parish Council</p> <p>BH2019/02843 – 1 Meadow Close. Change of use from doctor’s surgery to 2no 2 bedroom ground floor flats – currently being reviewed by Parish Council.</p> <p>BH2019/02706 – 18 Wilkson Close. Erection of one 2 bedroom, two storey dwelling to rear of existing house – currently being reviewed by Parish Council.</p> <p>BH2019/02301 – The Coppers. No objection lodged by the Parish Council</p> <p>Planning applications dealt with by the City Council under delegated powers</p> <div style="border: 1px solid black; padding: 5px;"> <p>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</p> </div>	



<p>APPLICATION NUMBER BH2019/02196</p> <p>ADDRESS 20 Eley Drive Rottingdean Brighton BN2 7FH</p> <p>DEVELOPMENT DESCRIPTION Erection of single storey orangery on rear of property.</p> <p>APPLICANT Mr stephen mckenna</p> <p>DECISION Approved</p> <p>DECISION DATE 29/08/2019</p>	
<p>APPLICATION NUMBER BH2018/03645</p> <p>ADDRESS 26 Grand Crescent Rottingdean Brighton BN2 7GL</p> <p>DEVELOPMENT DESCRIPTION Roof alterations including hip to gable roof extension and side dormer windows. Revised fenestration to the rear including juliet balcony.</p> <p>APPLICANT Mr Joe Dobbe</p> <p>DECISION Approved</p> <p>DECISION DATE 02/09/2019</p>	
<p>APPLICATION NUMBER BH2019/02009</p> <p>ADDRESS 12 Cranleigh Avenue Rottingdean Brighton BN2 7GT</p> <p>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.</p> <p>APPLICANT Mrs Lorraine Brown</p> <p>DECISION Refused</p> <p>DECISION DATE 05/09/2019</p>	
<p>APPLICATION NUMBER BH2019/02088</p> <p>ADDRESS 28 Meadow Close Rottingdean Brighton BN2 7FB</p>	



<p>DEVELOPMENT DESCRIPTION Roof alterations with hip to gable extensions, insertion of front and rear rooflights and revised fenestration incorporating juliet balcony.</p> <p>APPLICANT Mrs Helen Baldwin</p> <p>DECISION Approved</p> <p>DECISION DATE 06/09/2019</p>	
<p>APPLICATION NUMBER BH2019/01876</p> <p>ADDRESS 21 The Park Rottingdean Brighton BN2 7GQ</p> <p>DEVELOPMENT DESCRIPTION Erection of single storey rear extensions with revised fenestration.</p> <p>APPLICANT Mr D Boyes</p> <p>DECISION Approved</p> <p>DECISION DATE 02/09/2019</p>	
<p>APPLICATION NUMBER BH2019/02361</p> <p>ADDRESS 104 Dean Court Road Rottingdean Brighton BN2 7DJ</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 4.40m, for which the maximum height would be 3.00m, and for which the height of the eaves would be 2.65m.</p> <p>APPLICANT Mr Andrew Mills</p> <p>DECISION Withdrawn</p> <p>DECISION DATE 05/09/2019</p>	
<p>APPLICATION NUMBER BH2019/01303</p> <p>ADDRESS 100 High Street Rottingdean Brighton BN2 7HF</p> <p>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</p>	



<p>efficiency standard of a minimum of 19% CO2 improvement over Building Regulations requirements Part L 2013 (TER Baseline).</p> <p>APPLICANT: AKM(Sussex) LLP Mr K Fitzpatrick</p> <p>DECISION Approved</p> <p>DECISION DATE 19/09/2019</p>	
<p>APPLICATION NUMBER BH2019/02191</p> <p>ADDRESS Lanterns The Green Rottingdean Brighton BN2 7DD</p> <p>DEVELOPMENT DESCRIPTION Application for approval of details reserved by conditions 2 and 3 of application BH2018/03198 (approved on appeal).</p> <p>APPLICANT Mr N James</p> <p>DECISION Approved</p> <p>DECISION DATE 16/09/2019</p>	
<p>APPLICATION NUMBER BH2019/02250</p> <p>ADDRESS 25 Court Ord Road Rottingdean</p> <p>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.</p> <p>APPLICANT Mr & Mrs Trevor Monk</p> <p>DECISION Approved</p> <p>DECISION DATE 19/09/2019</p>	
<p>APPLICATION NUMBER BH2019/02285</p> <p>ADDRESS 10 Rowan Way Rottingdean Brighton BN2 7FP</p> <p>DEVELOPMENT DESCRIPTION Erection of single storey front extension to garage and conversion to form habitable annex accommodation with associated alterations.</p>	



<p>APPLICANT Mr David Smith</p> <p>DECISION Approved</p> <p>DECISION DATE 18/09/2019</p>	
<p>APPLICATION NUMBER BH2019/02301</p> <p>ADDRESS Coppers The Green Rottingdean Brighton BN2 7DD</p> <p>DEVELOPMENT DESCRIPTION Demolition of existing dwelling and erection of 1no detached two storey dwelling (C3).</p> <p>APPLICANT Mrs Peter Lincoln</p> <p>DECISION Approved</p> <p>DECISION DATE 19/09/2019</p>	
<p>APPLICATION NUMBER BH2019/02320</p> <p>ADDRESS 31 Eley Crescent Rottingdean Brighton BN2 7FE</p> <p>DEVELOPMENT DESCRIPTION Erection of single storey rear extension, roof alterations incorporating hip to gable extension and side dormer, and other associated works.</p> <p>APPLICANT Mr Mark Jenkins</p> <p>DECISION Approved</p> <p>DECISION DATE 18/09/2019</p>	

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

	Action
<p>CIlr Sheppard reported that the BEAG met in September and reported the following:</p> <ul style="list-style-type: none"> • He had attended the A259 meeting with ESCC officials • That the experimental traffic order will be in place shortly and encouraged councillors to be au fait with the scheme in case they were approached by residents wanting to know more about the scheme • Benches that were in poor condition on the terraces have been removed and the Storey family will be having a dedicated bench in memory of their parents place there. 	



<ul style="list-style-type: none">• Cllr Sheppard asked the Council to consider the replacement of belisha beacons, which are currently in very poor condition at the crossing in the High Street and the crossing close to the Bowling Green. He confirmed following discussions with the City Council the cost of replacement to be £655 + VAT per unit ie a total cost of £2620 + VAT. Cllr Levins felt that some downlighters should also be placed on the units and it was agreed that Cllr Sheppard would go back to City Council and ask for updated costs with downlighters included. The Council agreed that this work was necessary and would look to fund 50% of the costs, requesting that the City Council fund the other 50%. Cllr Sheppard to discuss with the City Council.	Cllr Sheppard
<ul style="list-style-type: none">• Car parking on the green adjacent to Bowling Blub – it was understood that work on the Court Barn development would be concluded within 2 weeks and it was agreed that no further action would be taken until the work has been completed and then a further review would take place if necessary.	Cllr Sheppard
<ul style="list-style-type: none">• Gateway signs – the Rotyngs Cllr Sheppard reported that he and his son had recently cleaned up these signs but he felt that the signs were too high – he agreed to contact the City Council to see if they could be lowered.	Cllr Sheppard
<ul style="list-style-type: none">• 20 is plenty – it was agreed that the BEAG advisory group would discuss this at their next meeting.	Cllr Sheppard
<ul style="list-style-type: none">• Hedge at the Rotyngs still overhanging the path - Parish Clerk to write to owner.	Parish Clerk
<ul style="list-style-type: none">• Turn right signs at top of Nevill Road – Cllr Sheppard has contacted the City Council who have stated they believe that the signage is adequate.	
<ul style="list-style-type: none">• Cllr Sheppard to meet with PC Chris Rogers to build up links etc – Chris Rogers to be featured in Village News	
<ul style="list-style-type: none">• Cllr Sheppard reiterated his concern about weeds in the pavement in Meadow Close. Cllr Arnold stated she thought they were naturally dying. Cllr Fenwick agreed.	
<ul style="list-style-type: none">• Following careful consideration , after being raised by a parishioner, it was agreed that placing an iron bell on the pavement on the north corner of where Steyning Road meets the High Street would not be taken forward as it would be potentially hazardous to pedestrians and would cause vehicles to swing out wider with the possibility of collisions	Parish Clerk
<ul style="list-style-type: none">• Trees opposite Kipling Gardens still not been cut back – Parish Clerk to contact Rob Walker at City Council.	Cllr Sheppard
<ul style="list-style-type: none">• Inoperative flashing speed control light outside Longhill School has been reported to the City Council.	Cllr Turnbull
<p>Cllr Turnbull stated that the hazardous manhole cover on Dean Court Road has been reported to the City Council.</p>	



12. To receive report from the (NEAG) Natural Environment Advisory Group

	Action
<p>The NEAG advisory group has not met since the last meeting, however the following information/actions were noted:</p> <ul style="list-style-type: none">• The Beacon Hill AGM minutes have been sent out <p>Cllr Turnbull stated that the Beacon Hub will be meeting with representatives of SDNP re the proposed refurbishment of the Beacon Hub and progress will be reported back to the next meeting of Parish Council.</p> <p>Cllr John reported that she and the Parish Clerk will shortly be meeting with Chris Davidson/Rowena Lusty re Kipling Gardens.</p> <p>Cllr Davies reported that:</p> <ul style="list-style-type: none">• Molly's Café have now introduced recyclable coffee cups and that more discussions on the Undercroft have taken place.• She had met with GRAB re recycling on seafront and signage.• Progress has been made on beach huts and meeting will be held shortly with the City Councillors – progress will be reported to next Council meeting.• A new litter bin was needed at Recreation Ground – Parish Clerk to make request to City Council. <p>It was agreed that subject to confirmation of costs that we should continue to employ Pete the Pond to manage & maintain the Village Pond and that he should be paid for all works carried out.</p> <p>Cllr Sheppard reported that horses have been gaining access to the footpath next to Recreation Ground which has safety implications for walkers and the general public – Cllr Sheppard to contact the City Council.</p>	<p>Cllr Turnbull</p> <p>Cllr Davies</p> <p>Parish Clerk</p> <p>Parish Clerk</p> <p>Cllr Sheppard</p>

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

	Action
<p>Cllr John reported that the SCAG advisory group will be meeting on 14 October and will be discussing the following</p> <ul style="list-style-type: none">• A new website for the Parish Council• Policies• Major projects and a revised and updated infrastructure development plan	



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

	Action
<p>Cllr Fenwick had distributed notes of the meeting in September and the following information/actions were noted:</p> <ul style="list-style-type: none"> • The recycling awareness event didn't take place because of inclement weather. • VCAG to contact community groups in the area to raise awareness of VCAG. • While the Grant application form is being updated the earlier version to be more prominent on the front page of the website. • A review of information signs in the village will take place soon. • It was agreed to investigate the provision of community noticeboards and to develop a protocol for notices of lampposts. • Cllr Sheppard pointed out the detailed appraisal and work carried out by the City Council on a no deal Brexit. • VCAG to discuss the position of the Youth Club finances to be discussed. Cllr John stated that the youth club could make an additional grant application for specific items. • It was agreed that Cllr Sheppard would review the position of the Parish Council stall at next year's Village Fair. <p>Cllr John reminded Councillors to be aware of the many hats they wear and the many organisations that they are members of and volunteers for, particularly when attending meetings as a representative of the RPC and registering declarations of interest.</p>	<p>Cllr Butler Parish Clerk/RFO Cllr Sheppard</p>

The meeting finished at 9.20 pm

Date of next meeting	Monday 4 November 2019 at 7.30pm at the Whiteway Centre
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