

Rottingdean Parish Council

Agenda for the meeting of Rottingdean Parish Council

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

Monday 2 September 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 5 August 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
 - (i) complaints procedure (see agenda item 8 - procedure attached)

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 (see attached - agenda item 9iv)

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

12. To receive report from the **Natural Environment** advisory group
 - (i) Pond maintenance
 - (ii) Beacon Hill working group AGM 13 September 2019

13. To receive report from the **Strategy & Communications** advisory group.
 - (i) Attendance at planning policy workshop on 15 October at Lewes Town Hall (see agenda item 13(i))

14. To receive report from the **Village Community** advisory group.

Date of next meeting: Monday 7 October 2019 @ 7.30pm

AGENDA ITEM 6

**Rottingdean Parish Council
Payments & Invoices**

Month : August 2019

Supplier	Purpose	£ Cost	£ VAT	Notes
Clerks salary	August salary	540.80		
PAYE	Clerks PAYE to HMRC	135.20		
PKF Littlejohn	External audit costs	300.00	60.00	
CPRE	annual membership	36.00		

Signed and authorised for payment agreed at Parish Council meeting on

Parish Clerk/RFO

Chair of Parish Council.....

AGENDA ITEM 8

Rottingdean Parish Council

Complaints procedure

There are times when a complaint is received about the work or action of the Parish Council. Any verbal complaints should be required to be made in writing or by email to the Clerk. Kevin.kingston@[rottingdean-pc.gov.uk](mailto:Kevin.kingston@rottingdean-pc.gov.uk)

- Complaints made to individual councillors must be copied to the Clerk and the Chair of the Council;
- All complaints must be taken seriously and registered as a complaint to ensure the procedure is followed;
- Once registered the complaint must be communicated to all Councillors ensuring they are made aware of the issues involved;
- The complaint must be acknowledged by the Clerk within 7 days;
- The complaint should be investigated by the Clerk and Chair/Vice Chair taking account of any comments from the rest of the Council;
- Any complaint regarding a third party should be passed to the third party and they will be given an opportunity to make comments;
- After investigation a recommendation will be made to the Council for their agreement to a response;
- If no agreement is reached, then further discussion may be necessary so that a consensus can be reached; this may be held in private session if deemed appropriate.
- It may be necessary to seek further advice from other organisations (ie Brighton & Hove City Council) to clarify good practice and to respond to the complaint – this is the responsibility of the Clerk;
- The Complainant will be informed of the final outcome of the investigation in writing as soon as possible;
- The Complainant may seek a review of the outcome to be conducted by the Chair;
- Where the process is lengthy i.e. more than 1 month the Clerk should provide regular updates to the Complainant;
- In the event of serial facetious, vexatious or malicious complaints from a member of the public the Council may need to take legal advice before continuing correspondence with the Complainant.

Reviewed: August 2019

Agreed at Council meeting: September 2019

AGENDA ITEM 9(iv)



Date: 14th August 2019

Ref: P142

Property and Design

Direct Line: (01273) 292730 **Email:** toby.nugent@brightonhove.gov.uk

Dear Mr. Kingston,

PROFESSIONAL FEE TENDER TO ACT AS BUILDING SURVEYOR FOR THE REFURBISHMENT OF PUBLIC TOILETS, ROTTINGDEAN

Thank you for inviting Property & Design to submit a fee tender quote for Building Surveying services for the above project.

Our fee for acting as Principal Designer as defined under the CDM Regulations 2015 for the scheme is 10% of either the tendered sum or the final account sum, whichever is the larger.

All in accordance with the following terms of appointment and conditions of engagement.

Project details & Pre-Construction Information

- 1.1 The project details and brief as understood by us at this stage are identified within Appendix A. As Client (Employer) you must check these details are correct and please advise of any amendments by return. You should be aware that Clients have absolute duties defined under the CDM Regulations 2015. We can assist you in meeting these but you must provide us with all relevant pre-construction information you hold in relation to the building or area of planned works. We can then consider this information and during the design and specification process ideally eliminate significant hazards and reduce risk prior to the construction phase.

Service

- 2.1 To provide the normal full / partial Building Surveying service set down within Appendix B. Please check these details are correct.

Terms and Conditions

- 3.1 The conditions of engagement shall be those set out by this letter.
- 3.2 Property & Design will assist in ensuring probity through compliance with the City Council's contract standing orders, financial regulations and codes of practice.
- 3.3 Fees will be paid by the Client in accordance with the following stages:

Preparation of the specification of works	80% of pre-tender estimate.
Preparation of tender analysis	90% of the average tendered sum.
Issue of Certificate of Practical Completion	95% of the lowest tendered sum or the final account sum, whichever is the larger.
Issue of Final Certificate	100% of the lowest tendered sum or the final account sum, whichever is the larger.

- 3.4 Should the Client substantially reduce or enlarge the scope of the project then a revised fee shall be calculated by Property & Design and payment made on a pro-rata basis using the values of the original and revised schemes as agreed by the Employer.
- 3.5 The Employer (Client under CDM) shall be responsible for their absolute duties under the CDM Regulations 2015. We can assist you with this.
- 3.6 The Client shall be responsible for the reimbursement of any additional fees charged for Planning and Building Regulation applications and the employment of consultants as required. Note that the standard Building Surveying & Maintenance Team fee charge includes for any Quantity Surveyor and Building Service Engineer input. From initial discussion, this project may require the services of a Building Services Engineer.
- 3.7 The Client shall be responsible for the prompt payment of contractor's invoices and professional fee invoices within 14 days or as otherwise stated in the contract conditions.
- 3.8 The cost of retendering a scheme should this be required shall be charged to the Client using Property and Design's standard hourly rates as listed.

Senior Building Maintenance Surveyor	£80 / hour
Building Surveyor/Building Services Engineer	£65 / hour CAD
Technician	£30 / hour

Postponement or Determination

- 4.1 This agreement may be postponed by the Client or terminated by either party at any time by a reasonable period of written notice.
- 4.2 In the event of postponement or determination, remuneration shall be based upon that part of the Service which has been completed and shall be calculated by Property and Design with payment made on a pro rata basis using the values of the original scheme.

Agreement

- 5.1 Please signify acceptance of the above terms and conditions by signing as indicated below, retaining one and returning the other copy of this agreement in the envelope provided.

As Client we/I accept Property and Design's offer to act as Building Surveyors and Principal Designers as defined under CDM Regulations 2015 for this project in accordance with the terms of appointment and conditions of engagement for the fee of 10% of either the tendered sum or the final account sum, whichever is the larger.

Name(BLOCK CAPITALS)

Position

Company

Date Signature

Yours sincerely,



Toby Nugent
Building Surveyor

APPENDIX A

Project Details

Client (Employer)	:	Mr. Kevin Kingston
Building location	:	Public Toilets, Park Road, Rottingdean BN2 7HL
Project brief	:	Refurbishment of the male and female public toilets
Anticipated programme	:	Tender issue - TBC Commencement on site - TBC Completion - TBC
Budget value	:	£50,457.00 (excluding professional and statutory fees and VAT)
Building Surveyor /Principal Designer Lead Contact	:	Toby Nugent (07738 100717 or 01273 292730)
Proposed method of procurement	:	Single stage competitive
Proposed form of building contract	:	JCT Minor Works Building Contract 2016
Other consultants likely to be appointed where a fee will be charged	:	N/A (client to be made aware should this change)
Drawings enclosed	:	TBC
Other	:	N/A

APPENDIX B

Services

Property & Design shall provide information and perform services and administrative duties as reasonably necessary or required. Construction project roles and responsibilities are those set out within the CDM Regulations 2015. You are Client and Property & Design are Principal Designers and shall co-ordinate services with those provided by other duty holders, designers, consultants, the Principal Contractor, etc. The specific normal and additional services to be provided are those set out below.

1.1	Liaise with Client, other duty holders, designers & consultants to develop full brief. As Client you have an absolute duty to provide all relevant pre-construction Health & Safety related information	
1.2	Prepare pre tender estimate and assessment of contract period	
1.3	Prepare and submit Planning application and obtain all necessary approvals under the Town & Country Planning Acts	
1.4	Prepare and submit Building Regulations application and obtain all necessary approvals including consultations as necessary with the Environmental Health Officer and Fire Prevention Officer	
1.5	Ensure the scheme complies with all statutory requirements	

1.6	Prepare and submit a programme for the Works	
1.7	Examine available options and prepare tender documentation comprising specification including all necessary drawings	
1.8	Provide one copy of tender documentation if requested	
1.9	Arrange delivery of documents to selected tenderers	
1.10	Check tender submissions and present Employer with written tender analysis and recommendation of award to Principal Contractor. The cost of retendering a scheme should this be required shall be charged to the Employer using Property and Design's standard hourly rate	
1.11	Provide production information as required for the building contract and for construction including further drawings as necessary	
1.12	Review design information from Principal Contractor's or other Designers / specialists as necessary	
1.13	Undertake valuations and prepare recommendations for interim payments	
1.14	Cost draft contract instructions	
1.15	Prepare no periodic cost reports	
1.16	Attend weekly project meetings	
1.17	Liaise with management, Client and/or tenants to resolve queries or problems directly associated with the Works	
1.18	Inspect the Works on at least one occasions per week and monitor the Principal Contractors performance in relation to compliance to specification and working in accordance with their Construction Phase Health and safety Plan, method statements and risk assessments	
1.19	Maintain a site diary containing records of work progress	
1.20	Ensure scheme meets cost, time and quality constraints	
1.21	Identify rectification works and make final inspections	
1.22	Prepare the Final Account	
1.23	Prepare the Health & Safety file & provide two copies to the Client in a format to be agreed	



MOH 30-12-15

AGENDA ITEM 10 – Planning Report, September 2019

Applications reviewed by Parish Council

BH2019/02285

10 Rowan Way – front extension

NO OBJECTION by Parish Council

BH2019/02283

5 Dean Court Road – raise of ridge height and rooflights

NO OBJECTION by Parish Council

BH2019/02320

31 Eley Crescent - erection of single storey rear extension, roof alterations incorporating hip to gable extension and side dormer, and other associated works.

NO OBJECTION by the Parish Council

BH2019/02301

The Coppers – demolition and rebuild

NO OBJECTION by Parish Council

BH2019/02254

62 Dean Court Road - Erection of glass balustrade to existing flat roof to create a balcony.
(Retrospective)

Still being reviewed by Parish Council

Planning applications dealt with by the City Council under delegated powers

APPLICATION NUMBER BH2019/02099

ADDRESS 8 New Barn Road Rottingdean Brighton BN2

DEVELOPMENT DESCRIPTION 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.

APPLICANT Mr & Mrs Carpenter

DECISION Approved

DECISION DATE 16/08/2019

APPLICATION NUMBER BH2019/02026

ADDRESS 29 Eley Drive Rottingdean Brighton BN2 7FH

DEVELOPMENT DESCRIPTION Certificate of lawfulness for proposed loft conversion incorporating hip to gable roof extension, 3no front rooflights and rear dormer.

APPLICANT Janet Ellis

DECISION Approved

DECISION DATE 20/08/2019

APPLICATION NUMBER BH2019/02164

ADDRESS 48 Nevill Road Rottingdean Brighton BN2 7HG

DEVELOPMENT DESCRIPTION Application for Approval of Details Reserved by Condition 5 of BH2017/00890.

APPLICANT Mr & Mrs Aston

DECISION Approved

DECISION DATE 23/08/2019

AGENDA ITEM 13 (i)

Dear Clerk,

The SDNPA will be holding a series of Parish Workshops in **October 2019**. This round of workshops will focus on the recently adopted South Downs Local Plan. The workshops will provide an opportunity for Town and Parish Councillors to learn more about the South Downs Local Plan, in particular some of the unique aspects of the plan such as our Ecosystem Services and Dark Night Sky policies.

I will send out an agenda nearer the time. For now, I would ask that you make your Parish Councillors aware of the date / time / venue of the events. If you would like to book a place please email planningpolicy@southdowns.gov.uk.

The workshops will be held on

- **Tuesday 15th October - East Sussex Parishes Workshop, Lewes Town Hall Assembly Rooms, Lewes: 18:30 – 21:30**
- **Wednesday 23rd October - West Sussex Parishes Workshop, South Downs Centre, Midhurst: 18:30 – 21:30**
- **Tuesday 29th October - Hampshire Parishes Workshop, Meon Hall, Meonstoke: 18.30 - 21:30**

Delegated places will be limited to 2 Councillors per parish. You can attend a workshop in a neighbouring county if this is easier, as the subject matter will be the same.

Kind Regards

Chris

Chris Paterson

Communities Lead

South Downs National Park Authority

Tel: 01730 819286

South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH

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