



Rottingdean Parish Council (RPC) meeting

DRAFT Minutes of the meeting held on Monday 2 September 2019

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

Kevin Kingston (Parish Clerk)

Public session

Cllr Sue John (Chair) welcomed an audience of 4 residents to the September 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:

Sean Flanagan raised a number of questions regarding the refurbishment of the public toilets, traffic information gathering, air quality monitoring, construction traffic routes for the proposed St Aubyns development and affordable housing on the St Aubyns site.

(NOTE: a summary of the questions asked was handed to the Parish Clerk and Chair of the Parish Council)

In addition he asked if the Parish council would support and share the costs with SAFE for a 3 month trial measurement of particulates on the high street by a firm of professional AQ consultants and asked that the Parish Council in conjunction with the city council would confirm that no construction traffic would use the high street during the build process.

Cllr John replied stating that the Parish Council would draft and send a response to Mr Flanagan. **Action: Cllr John**

John Bustard reported that on the Bank Holiday Monday only 4 of the 20 beach huts were being used and provided the numbers of the beach huts that are in use. Cllr John replied stating that the lack of use of the beach huts has been reported to the City Council and Cllr Davies would be discussing this further with the City Council.

Bridget Fishleigh (City Councillor) reported the following:

- A controlled parking petition for Rottingdean has been sent to the City Council
- There has been some un reasonable behaviour and incidents at Windmill Hill allotments that is being investigated with the support of the City Council
- A request for larger cycling signage has be lodged with the City Council for the undercliff.



- The sheep will be back on Beacon Hill in September and Cllr Fishleigh asked how the lookers operated. Cllr Arnold responded with information about the lookers.
- Railings on the seafront in Rottingdean will be repainted by the City Council.
- There are a group of volunteers that will shortly be available to carry out any odd jobs in and around Rottingdean and if the Parish Council has any ideas on tasks they could do could they please let Cllr Fishleigh know.

Ken Bodfish congratulated and thanked the Parish Council for organising the printing of leaflets for Beacon Hill including the inclusion of the SDNP identity on the leaflets. Mr Bodfish also stated that the responsibility for footpaths in and around Rottingdean is not the responsibility of the SDNP but the responsibility of the Highway Authority ie Brighton & Hove City Council – it would be good if the Parish Council could pressurise the City Council in replacing and installing new signage on these footpaths

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

Apologies received from Cllr Finella McKenzie

(City Councillors Joe Miller & Mary Mears also gave their apologies)

2. Declarations of interest in agenda items

There were no declarations of interest

3. Agreement to the minutes of RPC council meeting of 1 July 2019

The minutes were agreed subject to a couple of minor changes which have now been made and posted on website.

4. Matters arising from previous meeting

Cllr John advised the meeting that following requests from two councillors at the last meeting the agenda and agenda pack will be sent by post to the two councillors concerned. The rest of the councillors will continue to receive their agendas and agenda packs by email.

Cllr John also advised that Councillors could bring ipads/Laptops computers to the meeting in order to view agenda and agenda pack and in addition Councillors can occasionally reclaim printing costs including ink and paper if necessary.



Tree at the Coppers is in a poor state it was agreed that the Parish Clerk would write to the owners of the Coppers. **Action: Parish Clerk.**

Finance

5. To receive the RFO monthly report

	Action
<p>The Clerk/RFO reported that</p> <p>To date we have spent £12,844.53 of our budget of £142,000 including:</p> <p>£5834.78 on day to day revenue budget including salaries and other day to day costs £4028.75 on other costs including grants £2982.00 on minor projects Nil on major projects although this is likely to change soon due to pending invoice for street lighting project</p> <p>At the 5 August we had £175,446,50 cash in the bank.</p> <p>A bank re-conciliation has not been carried out yet as the Parish Clerk was unaware of the process – he agreed to take further advice from John Bryant and will meet Cllr Fenwick to discuss further.</p> <p>The Parish Clerk reported that he has received notification that the external auditors – PFK Littlejohn have approved the Annual Return (AGAR) with no issues to be reported or reviewed. The Parish Clerk wanted to report his thanks to John Bryant for his support in completing the AGAR.</p>	

6. To agree outstanding payments/invoices

	Action
<p>Invoices paid</p> <ol style="list-style-type: none"> 1. Clerks salary for June £540.80 2. Clerks PAYE to HMRC £135.20 3. CPRE annual membership £36.00 4. PKF Littlejohn – external audit fee £360.00 5. Kipling Gardens keys cut for Cllr Davies £10.00 6. Vouchers for Poster Competition for Cllr John £30.00 <p>The above sums were SECONDED and AGREED for payment</p>	<p>Parish Clerk/RFO</p>



7. To agree applications for RPC grants and donations

	Action
There were no grant applications	

8. Governance - Annual review of standing orders and policies

It was agreed that further changes would need to be made to the complaints procedure and this would be reported to the October Council meeting.	
---	--

Major projects

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

	Action
<p>Street Lighting</p> <p>The removal of the old lamp column inside Rottingdean Grange has still to take place but a new column has been placed outside of the Grange but has still to be painted and fitted with a lantern. The City Council have confirmed that any new lamp column that hasn't been painted will be painted.</p>	
<p>Neighbourhood Plan</p> <p>We have now written to the land owners of the brownfield sites that we have suggested could be available for development. We now have an amended map and are waiting to hear from the City Council to see if we need to prepare a new SEA.</p>	
<p>Lower High Street</p> <p>Sue and I met with Dave Parker on site on Friday 23 August and the City Council are supportive of our desire to make improvements to the Lower High Street.</p> <p>The next step is for us to draw up a feasibility study and design brief for the whole area. The City Council will be providing us with the names of some suitable contacts to quote for this work that is likely to cost between £5 – 10,000. We have also made contact with June Harben – company secretary of St Margarets.</p> <p>In addition we need to set up a project team to oversee the project and it was agreed that both City Councillors Mary Mears and Bridget Fishleigh would join the project team to take the project forward.</p> <p>In addition Dave Parker informed us that if we wanted to get the scheme the City Council's capital LTP5 programme we will need to</p>	<p>Parish Clerk to make contact with potential consultants</p> <p>Parish Clerk to confirm with City Councillors Mary Mears & Bridget Fishleigh</p>



<p>have the design brief 'oven' ready and lobby hard the City Councillors for the scheme to be included in LTP5.</p> <p>It was agreed that the Parish Clerk would contact the City Council to find out the timetable for LTP5</p>	<p>Parish Clerk</p>
<p>Park Road toilets</p> <p>See attached report – agenda item. The City Council fee will be 10% of the scheme cost. However, as the toilets are the City Councils asset and property we are seeking a waiver of this fee before progressing the scheme with the City Council.</p> <p>It was hoped that once the refurbishment has been completed that village hall could have keys to the building so that people using the village hall could have access to the disabled facilities.</p> <p>A project team including Cllrs Kerry Levins and Louise Arnold would oversee the project for the Parish Council.</p>	<p>Cllrs Levins and Arnold</p>

Advisory Group reports

10. To receive report from Planning Sub Committee

	Action
<p>Applications reviewed by Parish Council</p> <p>BH2019/02285</p> <p>10 Rowan Way – front extension</p> <p>NO OBJECTION by Parish Council</p>	
<p>BH2019/02283</p> <p>5 Dean Court Road – raise of ridge height and rooflights</p> <p>NO OBJECTION by Parish Council</p>	
<p>BH2019/02320</p> <p>31 Eley Crescent - erection of single storey rear extension, roof alterations incorporating hip to gable extension and side dormer, and other associated works.</p>	



<p>NO OBJECTION by the Parish Council</p>	
<p>BH2019/02301</p> <p>The Coppers – demolition and rebuild</p> <p>NO OBJECTION by Parish Council</p>	
<p>BH2019/02254</p> <p>62 Dean Court Road - Erection of glass balustrade to existing flat roof to create a balcony. (Retrospective)</p> <p>Still being reviewed by Parish Council</p>	
<p>Planning applications dealt with by the City Council under delegated powers</p>	
<p>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</p>	
<p>APPLICATION NUMBER BH2019/02026</p> <p>ADDRESS 29 Eley Drive Rottingdean Brighton BN2 7FH</p> <p>DEVELOPMENT DESCRIPTION Certificate of lawfulness for proposed loft conversion incorporating hip to gable roof extension, 3no front rooflights and rear dormer.</p> <p>APPLICANT Janet Ellis</p> <p>DECISION Approved</p> <p>DECISION DATE 20/08/2019</p>	
<p>APPLICATION NUMBER BH2019/02164</p> <p>ADDRESS 48 Nevill Road Rottingdean Brighton BN2 7HG</p>	



<p>DEVELOPMENT DESCRIPTION Application for Approval of Details Reserved by Condition 5 of BH2017/00890.</p> <p>APPLICANT Mr & Mrs Aston</p> <p>DECISION Approved</p> <p>DECISION DATE 23/08/2019</p>	
<p>In addition there is a planning application for 55 High Street which the Parish Council feel is lacking in waste facilities and parking and therefore it is likely that the Parish Council will object to the application.</p>	

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

	Action
<p>Cllr Sheppard reported that the BEAG are due to meet in September but reported the following:</p> <p>The flint wall close to the Hog plat extension allotments which is in a poor state of repair has been reported to the City Council and has been taped off. Cllr John has written again to Liz Hobden – Head of City Planning about the dangerous condition of the wall.</p> <p>The wrongly placed bench slab outside the church has still to be removed – Parish Clerk to report again to City Council.</p> <p>That he had cleaned the bench in Dean Court Road</p> <p>That a resident would like a dedicated bench for his wife – Cllr Sheppard to investigate further.</p> <p>The experimental traffic order for the High Street is likely to go ahead in October. The City Council will be writing to residents and businesses regarding the order and how it should operate.</p> <p>On 14 August in Rottingdean, Nigel Smith and Rob Shepherd of the A259 campaign group invited Councillor Sheppard, Councillor Ann Pissaridou (Chair of ETSC) and Mark Prior (Asst Director Transport) to talk them through what they judge to be the main causes of traffic hold ups along the A259 going through Rottingdean. They highlighted these as the road narrowing, link roads joining the A259 and bus stops without pull in bays.</p> <p>On 15 August in Saltdean, Councillor Sheppard along with other local councillors attended a meeting organised by Jon Wheeler and Rebecca Newby of the ESCC Transport Strategy Team. They</p>	<p></p> <p>Parish Clerk</p> <p>Cllr Sheppard</p>



<p>outlined the process whereby ESCC in conjunction with BHCC are putting together a bid for capital funding from Transport for England to improve the flow of traffic along the A259 between Eastbourne and Brighton. Consultants will be appointed and part of their information gathering will be to seek the opinions of local residents and stakeholders including Rottingdean Parish Council.</p> <p>Cllr Levins reported that staff cars belonging to Lloyds chemist are constantly blocking the foot path outside the Chemist – Cllr Levins with investigate further.</p> <p>Cllr Sheppard reported that the yellow lines in Rottingdean Mead have now been repainted by the City Council.</p>	<p>Cllr Levins</p>
--	--------------------

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

	Action
<p>Cllr Davies reported the following :</p> <p>Two new Beacon Hill signs are in place with 4 more still to be installed and the leaflet dispensers and leaflet have been completed. Cllr Davies to seek quote from Acorn for the installation of remaining 4 noticeboards.</p> <p>Prototype for new recycling bins agreed but do not include paper and cardboard. However Mollys coffee shop will provide paper cup recycling and have agreed to hold bike pump and repair kits for cyclists which the Parish Council have agreed to fund.</p> <p>The undercroft is in poor state of repair and a meeting has been held with Toni Manuel – Brighton & Hove City Councils seafront manager to discuss the undercroft and signage. A further stakeholder will take place shortly to ascertain if any grant funding might be available to make improvements.</p>	<p>Cllr Davies</p>
<p>Some spare metal benches are now available and Cllr Turnbull will inform the Football Club of their availability</p> <p>The gazebo in Kipling Gardens has been restored by the city Council and the Rottingdean Preservation Society.</p> <p>We are still waiting for a meeting with the Rottingdean Preservation Society about the condition of Kipling Gardens</p>	<p>Cllr Turnbull</p>
<p>Cllr Sheppard asked that two quotes for work be approved including:</p> <p>A quote for £368 +VAT for the replacement of 20 posts on Village Green was AGREED – the invoice would be sent to Parish Clerk for payment</p>	<p>Cllr Sheppard</p> <p>Cllr Sheppard</p>



<p>A quote for £390 + VAT for an Xmas tree holder on the Village Green was AGREED – the invoice would be sent to Parish Clerk for payment.</p> <p>These were agreed however Cllr John asked that quotes for this type of work in future should come via and be approved by the relevant advisory group before being brought to the Council meeting.</p> <p>Cllr John reported that an email has been sent to Len Holloway at the City Council regarding the dangerous entry onto the A259 and a missing sign at the top of Nevill Road has also been reported to the City Council.</p> <p>The pavements in Meadow Parade are in a poor condition with and they need to be weeded – it was agreed that the Parish Clerk would email the City Council.</p> <p>It was agreed that the Parish Clerk would try to ascertain who owns the triangular piece of land in Vicarage Lane with land registry.</p>	<p>Parish Clerk</p> <p>Parish Clerk</p>
---	---

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

	Action
<p>Cllr John reported the following :</p> <p>It was agreed that Cllrs Butler and Turnbull would attend the planning workshop at Lewes Town Hall on ...October 2019.</p> <p>There would be a Councillors training session on Thursday 19 September between 6.30 - 8.30pm in the Whiteway Centre and the Parish Clerk would send out a draft agenda. Councillors to let Cllr John and Parish Clerk is they would like any issues added to the agenda.</p>	

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

	Action
<p>There was no meeting of VCAG this month. Cllr John reported that 2 children would be sent vouchers for their entries to the village fair poster competition. Cllr Sheppard advised the meeting that the adult entry of '20 is plenty' is a national scheme and posters/merchandise maybe available to purchase as opposed to printing our own. Cllr John will investigate further.</p>	<p>Cllr John</p>



--	--

The meeting finished at 9.00pm

Date of next meeting	Monday 7 October 2019 at 7.30pm at the Whiteway Centre
-----------------------------	---

Signed.....Dated.....