



DRAFT Minutes of the meeting held on Monday 2nd March 2020 at 7.30pm

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

Minutes: Chris Hayes, Parish Clerk

Public Session

Cllr John (Chair) welcomed Rottingdean Coastal Ward Councillor Bridget Fishleigh Ken Bodfish and John Bustard to the meeting of the Parish Council.

Apologies for absence. None

Declarations of interests in agenda items. None

Agreement of minutes of the RPC meeting on 3 February 2020.

The minutes of the meeting held on 3 February 2020 January were agreed and signed by the Chair.

Matters and actions arising from last meeting. [Some discussed in the course of meeting - see action log]

Parish Council Finance and Grants

Bank Capital

Due to the temporary absence of an RFO, Councillor Turnbull reported that he had reviewed and reconciled the bank statements.

Discussion at the February meeting concluded that the level of capital at each bank should not exceed the limit covered by the Financial Services Compensation Scheme. Councillor Turnbull had identified Virgin Money and Unity Trust banks as offering the best combination of interest rates and ease of access, with neither imposing fees or charges. The following proposals options were set out:

- 1) Switch £40,000 from Nat West (current balance £97,000) and £10,000 from Cambridge and Counties (current balance £89,890) to one of the banks. That would leave room in NatWest for the precept instalment being received in March.

2) If chosen move a further £30,000 from NatWest to Virgin Money since the former offers 0.07% interest compared with Virgin Money earning 1%.

In discussion it was agreed that funds should be transferred as set out at 1) to Unity Trust which, although it had a lower interest rate (currently 0.4%) than Virgin Money, provided more secure and easier access at NatWest branches'. This was proposed by Councillor Turnbull, seconded by Councillor Davies and unanimously agreed.

Action: Councillor Turnbull and Parish Clerk to take forward

Payments & Invoices

To agree outstanding payments/invoices (see agenda item 6) for January/February 2020

Supplier	Purpose	Cost £	£ VAT	Notes
St Margaret's Cottage	Room Hire	21.00		
Church	Room Hire	42.00		

The above payments were **APPROVED** at the meeting.

End of Financial Year

Cllr Turnbull requested that all expenses claims be submitted before the end of March. The Chair reported that all the paper work for the precept was in place with BHCC.

Action: All to submit outstanding expenses claims as soon as possible.

Applications for RPC grants/donations

Ting Ting Initiative. Cllr Davies reported that a request had been received for RPC to support the "Ting Ting" cyclists' awareness campaign aimed at encouraging cyclists to pay due regard to pedestrians on the Undercliff. This involves providing posters attached to existing posts along the seafront and providing stickers and free cycle bells to cyclists. **Cllr Fenwick** reported that although BHCC had no funds to support the initiative they did have cycle bells for donation. Councillor Levins made the point that the posters should take into account the likely presence of visually impaired pedestrians particularly around Ovingdean given the proximity of Blind Veterans. The application was agreed in principle subject to further work.

Action Cllr Kerry to work with Ward Councillor Fishleigh to bring back an amended application.

Governance

Annual Review of Standing Orders and policies.

Cllr Turnbull reported that 4 policies had been updated so far and work was progressing on the remainder. He also suggested a register of policies should be put on the website. Cllr John (Chair) suggested all policies should be upgraded and it was agreed to standardise the format and language of all policies as part of the updating process.

Major Projects

Street Lighting update

Cllrs Turnbull and Sheppard reported that the majority of the latest phase of the project was complete apart from column 6 - north of Kipling Gardens. Column 20 is due to be removed and the column outside the Grange is due to be painted. GS and BT is to meet the relevant BHCC official on site to review the remaining work. It was agreed that the existing work should be completed before extending.

Action Cllr Sheppard and Cllr Turnbull to arrange to meet BHCC official on site and agree what works need to be completed and ensure that BHCC have enough columns available for any future works outside the existing contract..

(Neighbourhood Plan update

Cllrs John (Chair) and Butler reported that the Strategic Environmental Assessment had been completed and would be circulated to other relevant statutory bodies. The plan was in good shape and ready for printing but there was a need to pin down the timetable for publication to take account of any amendments from statutory consultees..

Lower High Street

The Project Group will meet on Friday 6th March meeting with BHCC Councillors and take presentations from the two contractors shortlisted to undertake the work. The meeting would also discuss project board membership, terms of reference and the setting up of a local reference panel.

Park Road toilets

Still waiting for the design from the contractors which will include provision for baby changing facilities.

Rottingdean High St AQMA/ETO

Cllr Sheppard reported that a sign alerting motorists to the High St zebra crossing has been requested. There was some discussion about the yellow signs in Steyning Road which are to stay in place. A second air quality sensor was due to be placed which needs chasing with BHCC; air quality data will shortly become available.

Action Cllr Sheppard to follow up the placement of the second air quality sensor with the support of BHCC Ward Cllr Fishleigh

Planning Sub Committee

Applications reviewed by Parish Council

APPLICATION NUMBER BH2020/00094. ADDRESS Ye Olde Black Horse At 65 And Rear Of 63 High Street Rottingdean Brighton BN2 7HE. **No Objection**

APPLICATION NUMBER BH2020/00444 Land to The Rear Of 2 Chailey Avenue Rottingdean Brighton BN2 7GH **Objection**

APPLICATION NUMBER BH2020/00337 Address Greenway Court Little Crescent Rottingdean. **No Objection**

Rottingdean Quaker Burial Grounds. Cllr John (Chair) reported that RPC had received a request from Rottingdean Preservation Society to support an application made to English Heritage to list the site of the Quaker burial grounds. In discussion it was agreed that a letter of support would be provided.

Action. The Clerk to circulate a draft note for approval.

Built Environment Advisory Group

Cllr Sheppard added the following to the written report previously circulated:

Parking on the grass near the bowling club Ongoing discussion with the bowling club chair and BHCC. Various options would be considered with the aim of seeking a workable solution.

Belisha beacon lights These have been replaced.

Twenty's Plenty signs Additional signs have been put up.

Non operation of 30 mph sign on Falmer Road was under discussion with BHCC but would require significant work because of lack of subground cabling for temporary lights.

HGV sign BHCC had approved updating the HGV sign

Recent A259 road works It was noted that the timing and notification of works had improved considerably .

Seafront Terraces The dedicated bench is to be installed next week and resurfacing to be considered as an addition to the Major Projects list.

Potholes There was some discussion of potholes: whilst BHCC had responded well to requests for work there remained a number of potholes and surface damage around the village which needed reporting. Patch repairs are to be undertaken on West Street.

Village Gateway Signs BHCC had been contacted and confirmed that signs need to be 2.1m above ground given the proximity of a footpath.

Natural Environment Advisory Group

Cllr Davies gave the following update:

Beach Chalets RPC had made a deputation to request the harmonisation of beach chalet leases to create a fairer system for rentals. A report to be written by BHCC is to be brought to the next BHCC TECC meeting.

Action: RPC to keep under review.

Undercroft A new project proposed by PARC for a Kipling “Just So Stories” mural on the back walls with a reading throne and pebble seats had been presented to RPC members earlier this month. They would like a grant from RPC for “Welcome to Rottingdean” overhead sign in brick or ceramic. There are some technical issues with lettering materials that need to be resolved. RPC had communicated its feedback on the scheme and would need sight of the final proposal before considering an application.

Pebbles Pebbles from the storms have been cleared on the seafront.

Water fountain The GRAB suggestion for a water fountain to be put in place was rejected by BHCC. RPC agreed to lend their support. GRAB will look into options for this.

Action Cllr Davies to research costs.

Trees & Kipling Gardens A meeting with Rob Walker (Head of Operations for City Parks) arranged for this Thursday. to discuss Kipling Gardens & trees in Rottingdean and Beacon Hill.

Shed Next to Connors Court A meeting to review a proposal to develop a club house for Connors Court and a boat hub had been arranged by Seafront Manager with Ward councillors & the Assistant Director of Culture, Tourism and Sport. It was established the shed was under contract with Thorne for the Highways Team though it appears not in use and in a poor state of repair. BHCC are not willing to change this agreement. They also stated that no motorised boats can come within 200m of the shore due to the rocky nature and camber of the beach and lack of loading points. The Highways Department have been asked to undertake urgent remedial work to maintain this asset better. The seafront team have been contacted to determine when the contract is due to end and to review whether this shed could be put to better use for the benefit of Rottingdean visitors and residents in the future.

Bicycle and inflatables pump A pump to be held at Molly's Cafe has been donated by RPC. A sign is needed by the bicycle parking area. JD to design and cost for next meeting.

Beacon Hill Two more signs are to be put in place 30th March and 27th April as the Park Ranger was available on these dates. Friends were due to add new railing beside the steps to Beacon Hill at the edge of Recreation Ground. Fencing and signs were in place for sheep that would be in place at the Ovingdean end of Beacon Hill that week. New leaflets and holders had been installed on the noticeboards.

Strategy & Communications Advisory Group

Website update Cllr John (Chair) reported that she had now been trained on how to amend the website and the new Clerk was to be trained. A link to the new website had been circulated for comment.

Annual Newsletter A plea was made for contributions to the newsletter as soon as possible.

Action All to provide contributions to Cllr John as soon as possible

Section 106 Cllr Sheppard reported that he had spoken to BHCC S106 officer and RPC would need to put in proposals for spending S106 monies. A list of available pots would be circulated. RPC would then consider and discuss.

Action All to provide contributions to the Clerk

Parish Clerk recruitment process

A new Parish Clerk (Chris Hayes) had been recruited and is in post.

Village Community Advisory Group.

There was a need to ensure the work of the group was linked to Visit Rottingdean and the Preservation Society to ensure there was no duplication.

Grant application form A revised draft form has been drawn up as part of policy review.

Clear Air Day to be held 18 June

Notice Board near the Reading Room Consideration was being given to placing a community notice board on the Reading Room wall. The aim was to discourage posting on lamp posts although it was acknowledged this was difficult to prevent.

Action VCAG to bring proposal to next meeting.

The form for the Village Fair on 1 August had been received. The theme was the Olympic Games. The meeting agreed that RPC was to host a stall.

LAT (Local Action Team Meeting)

Two local Police Constables had attended and gave a good presentation and reported that crime in the area had reduced by 44%.

The meeting closed at 20.56pm
Next Meeting Monday 6 April at 7.30pm

Minutes prepared by Chris Hayes RPC Clerk