



Minutes of the meeting held on Monday 3rd February 2020 at 7.30pm

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

Stephen Neiman (Minutes)

Public Session

Cllr John (Chair) welcomed an audience of 5 residents to the meeting of the Parish Council.

She said those attending the 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 hopefully before the next Parish Council meeting.

Sean Flanagan addressed the meeting and raised several issues namely:

- a) that he had not received a response to his FOI request made to Brighton and Hove City Council on 18th January 2020. In response Councillor John said she noted the FOI but that this was a matter for the City Council.
- b) That he was concerned that the Twitten will be subsumed by the development and requested the opinion of the Parish Council on this matter.
- c) That a road safety audit be considered as part of the planning approval. Councillor John re-iterated that the above points of concern were noted and would be discussed further with the City Council at the appropriate time.

Rowena Lusty reported that there was to be a change of name to the Preservation Society and that a celebration of 60 years work was also being planned. She said that she would also like to thank members for organising the Wellbeing Day.

1. Apologies for absence.

Apologies were received from Cllr Jo Davies

2. Declarations of interests in agenda items.

None

3. Agreement of minutes of the RPC meeting on 6 January 2020.

The minutes of the meeting held on 6 January were agreed for accuracy and signed by Councillor Butler who had chaired the meeting.

1. Matters and actions arising from last meeting.

A letter of thanks had been received from Fr Anthony Moore for the £3000 grant towards the Church renovations.

Parish Council finance and grants

5. To receive the RFO monthly report (see paper circulated at meeting)

Due to the temporary absence of an RFO, Councillor Turnbull reported that he had reviewed and reconciled the bank statements. He was concerned that the level of capital at each bank did not exceed £85000 (i.e. the level guaranteed under the Financial Services Compensation scheme). He confirmed that the latest VAT Return has been sent and that there was a need to update the bank mandates. Councillor Turnbull also reported that a simpler financial reporting method should be put in place and that he would be happy to recommend an appropriate system in advance of the new financial year.

6. To agree outstanding payments/invoices (see agenda item 6)

Payments & Invoices

Month: January/February 2020

Supplier	Purpose	£ Cost	£ VAT	Notes
Clerks salary	December salary	638.88		
PAYE	Clerks PAYE to HMRC	173.62		

Rottingdean Public Hall	Room Hire for Wellbeing event	50.00		
St Margaret's Cottage	Room Hire	15.75		
Kevin Kingston	Expenses for December and January	112.49		
St Margaret's PCC	Room Hire	21.00		
Jay Butler	Graphic Design	34.10		
Cllr Louise Arnold	Laser Printing	5.75		
Cllr Vicky Fenwick	Laser Printing	19.00		

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

7. To agree applications for RPC grants/donations

There were no applications to be discussed at this meeting.

8. To Agree the budget for 20/21

It was agreed that the budget for 20/21 would increase in line with the recommendation to £180,360 and increase of £48,360 on the current year. Proposed by Councillor Turnbull and seconded by Councillor Butler, the motion was carried unanimously.

Major projects

9. To agree the Parish Council precept for 20/21

Members discussed the options outlined in the report circulated with the agenda of this meeting. It was the unanimous decision of the Council to agree a 2.5% increase in the precept for 2020/21. Proposed by Councillor Turnbull and seconded by Councillor Butler.

Governance

10. Annual Review of Standing Orders and policies

The Governance Sub Group had continued the review of Standing Orders and policies and would be reporting to SCAG. A further progress report would be made to the March Council meeting. **Action: Governance Sub Group.**

11 To receive updates and progress reports on all Major Projects.

(i) Street Lighting update

The Street Lighting Team had again been contacted to ascertain when the project would be completed (whilst informing them of the 11 lampposts still to be painted) and when the Parish Council would receive the invoice for their share of the works. To date no response had been received.

(ii) Neighbourhood Plan update

Cllr John reported that, Helen Pennington at BHCC had advised that the draft SEA rescreening had indicated that significant effects from the Neighbourhood Plan were unlikely which meant a full SEA would probably not be required.

The next stages of the process were:

- Internal managerial sign-off to proceed with the consultation
- Informal consultation with the South Downs National Park Authority
- Formal 21 day consultation with Natural England, Environment Agency and Historic England.

Then RPC would be able to conduct its own consultation in the village prior to Referendum. Members noted that an underspend of £5K set aside for the final stages of the Neighbourhood Plan remained. The NP Working Group was working with a local graphic designer who had agreed to work on the design of both the full Plan and the Executive Summary at cost, rather than commercial rates. NPWG was currently working on producing said Executive Summary.

(iii) Lower High Street

The Project Group meeting scheduled for 17 January had to be postponed due to illness and a vehicle breakdown. It would now be rescheduled for March when a new Clerk would be in place, hopefully with presentations to aid selection of a suitable contractor.

(iv) Park Road toilets

Following the site meeting in December, officers from BHCC had come back with a revised scheme which provided the accessibility RPC had been looking for. It would be accessed via a ramp and comprised 2 standard all-gender cubicles and one accessible cubicle, together with two basins. RPC would be asking for baby-change facilities in addition to this.

(v) Rottingdean High St AQMA/ETO

The joint Project Group with BHCC had taken place the previous week. The diffuser tube to monitor AQ levels in Vicarage Lane had been reinstated, alongside one on Marine Drive. We discussed the Police Report on the recent road traffic accident in the High Street where the conclusion had been they did not believe that the planter/ chicane had been the cause. So far there had been 74 objections to the scheme – objections included several people writing in to support the scheme and it was noted that many of the respondents lived outside Rottingdean. Representatives from RPC and BHCC were due to meet with the local resident who had started a petition. One of the ward councillors reported that Woodingdean residents had been in touch to say how much easier they had been finding their daily journey to work through Rottingdean. No amendments to the scheme were proposed during the trial period, although there might be some minor adjustments to signage. Discussions continued with Tesco about the routing of their deliveries. RPC had also requested that West St be resurfaced as it had deteriorated considerably. Cllr John reminded the meeting that the scheme had been funded from the £40k allocated to AQ improvements in Rottingdean High Street by the City Council.

With regard to air quality which had been the prime reason for introducing the scheme, getting the real-time data monitoring arrangements in situ had proved challenging, due to the sensitive environment of a narrow, historic High Street at the heart of a Conservation Area. A new electricity cabinet had had to be installed with the City Council relying on the goodwill of local residents and traders to place the new monitors which RPC had helped to fund.

The AQ Task Group had agreed to look at placing live data on a web platform, however RPC would be looking to put a link on its website too, once it was set up. The meeting felt it was important to allow monitors to be tested for accuracy before reporting and to be able to do this alongside historic comparative data. Currently it seemed RPC would receive the regular quarterly monitoring report from air diffuser readings ahead of the first bit of reliable live data but early indications were of an improving trend.

St Aubyns

Cllrs John, Butler and Sheppard, along with local solicitor Mike Bennett, had met with Martin Wilkes and Will Adams from Fairfax the previous week, following a request for an update. Mike Bennett has agreed to provide pro bono advice on the transfer of assets to the Parish and it was recommended that he be invited to future Project Board meetings. Fairfax had been keen to inform RPC that they would not be selling the site on but would be overseeing the building out of the scheme themselves. Councillors had been encouraged by this as they felt that communications and working relations had been positive to date. The first phase of construction would be on the western side of the Twitten and was intended to begin in the Spring. RPC would inform residents once they had been advised of the start date on site. The Construction Management Plan formed part of the planning permission but the finer detail remained to be agreed with the City Council, such as the associated apprenticeship scheme and the use of local contractors. No construction traffic would enter or exit via the High Street. The Section 106 obligations would not be triggered until about 50% of the build-out had taken place but RPC were still pressing for earlier confirmation of the pertinent part of the S106, namely the transfer of heritage assets and remainder of the field. There had been no change to the number of affordable units being provided.

Planning Sub Committee

12.To receive report from the Planning Sub Committee

Applications reviewed by Parish Council

None

Planning applications decided by City Council under delegated powers

APPLICATION NUMBER BH2019/03800

ADDRESS Northend House The Green Rottingdean Brighton BN2 7HA

DEVELOPMENT DESCRIPTION External alterations incorporating renovation and replacements of external tiles, replacement of flat roof coverings, replacement of existing guttering and downpipes with cast aluminium alternatives, installation of new fascia boards and new flue. Internal works incorporating installation of insulation to roofs and replacement of gas fire with wood burning fire and new grate.

APPLICANT Mr and Mrs Jon Kamaluddin

No objection made by Parish Council

APPLICATION NUMBER BH2020/00022

ADDRESS 33 Meadow Close Rottingdean Brighton BN2 7FB

DEVELOPMENT DESCRIPTION Certificate of lawfulness for proposed loft conversion incorporating hip to barn roof extension, front footlights and rear dormer and alterations to rear fenestration. r

APPLICANT Mr Hassan Mortazavi

DECISION Split Decision

DECISION DATE 24/01/2020

11. To receive report from the Built Environment Advisory Group

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

- HGV Signage near the Downs Hotel was being followed through with BHCC with a request that the signage become permanent.
- Belisha beacon replacements – RPC is awaiting delivery from the contractor.
- RPC is still chasing BHCC Highways about the non-operational 30mph light in Falmer Road.
- The railings had been replaced on the Southern Side of Marine Parade and looked good.
- The parking of vehicles on green adjacent to the Bowling Green had reduced since building works were completed and the situation would be monitored.
- BHCC Traffic Signals has fitted, at own cost, a new camera detector to the lights between the lower High Street/A259 and adjusted how the signals work to try to improve detection of cyclists. It is looking at other options across the city and will be trialling another solution at the Roedean-Rd/Wilson-Avenue signals. This could be put in place in Rottingdean but unless it's part of other works it will be too expensive for BHCC to do.

12. To receive report from the Natural Environment Advisory Group

Kipling Gardens

Former gardener Evan had retired. The East Brighton Team were managing the maintenance of Kipling Gardens and apparently the gardens had recently received an award. However, it was not clear what the nature of the award had been – this would be reported at a subsequent meeting. The Team were working on soil improvement in the Rose Garden and clearing out the storage areas.

13. To receive report from the Strategy & Communications Advisory Group.

(i) Parish Clerk recruitment process

The interview panel for the post would comprise Cllrs John, Butler, Sheppard & Fenwick. Cllr Sheppard agreed to advertise the vacancy in next edition of Village News. Cllr John reported that 2 applications had been received to date with a possible third on the way. She was hoping that the successful applicant could commence in March.

(ii) Presentation by St Margaret's Church

Cllrs Sheppard, Butler and John had attended a presentation by Fr Anthony and Roy Ransley from Lindfield on what was known as a re-ordering of the church. Lindfield had completed theirs the previous year, after 7 years of planning and a lot of fundraising. The idea of the session had been to introduce outline plans for St Margaret's to the wider congregation and special interest groups and to learn lessons from Lindfield's experience. The plans were currently being viewed by BHCC ahead of a formal planning submission but crucially needed to be approved by the Diocese too, via a process known as a Faculty.

14. To receive report from the Village Community Advisory Group.

(i) Wellbeing Fair

It was reported that the Wellbeing Fair had been well attended (11 Commercial and 12 Charity stands) with over 180 attendees. Members congratulated Cllrs Vicky Fenwick and Louise Arnold. The event made a small operating profit which members agreed to give to Jay Butler for his poster design work.

The meeting closed at 20.56pm

Next Meeting Monday 2nd March 2020 at 7.30pm