



Minutes of the meeting of Rottingdean Parish Council on Monday 7 December at 7.30pm.

Present: Cllr John (Chair), Cllr Sheppard, Cllr Levins, Cllr Arnold, Cllr Turnbull, Cllr Fenwick, Cllr McKenzie
Chris Hayes (Parish Clerk), minutes.

Public Gallery: Mike Sexton, Clare Lukehurst, Julie Lawrence and Jonny Davison

Public Questions:

Clare Lukehurst said that she wanted to voice her objections and those of others to a planning application for 2 Vicarage Lane, Rottingdean that if granted would have an adverse effect on surrounding properties. She wanted to know what action could be taken.
Cllr John (Chair) explained that if the decision on the application is referred to the Planning Committee, which it may be as there are objections, there are public speaking rights at that committee.

1. Apologies for absence

Apologies had been received from Cllr Davies and BHCC Ward Cllr Fishleigh.

2. Declarations of interest

None

3. Agreement of the minutes of the RPC meeting on 2 November

The minutes were agreed

4. Matters arising

- i. Action Log. The action log was updated as follows:

No 1101: Cllr Turnbull said he had considered the proposal to view the stones to be placed on the green outside the bowling green via the internet but considered this impractical and so would to arrange to visit the supplier when this was possible;

No 1001: **Cllr Fenwick** mentioned that two quotes had already been obtained for the planned new notice boards and the lower one chosen. The cost was relatively high but the aim was to match the current notice board design. It was agreed that this would be taken back to the Village Community group to consider further.

Action: VCAG to consider obtaining a further quote for the notice boards.

ii. Casual Vacancy. **Cllr Sheppard** explained that following the resignation in September this year of Heather Butler, parishioners had been invited by the City Council to call for an election. As this had not materialised, the Parish had been given approval to co-opt a suitable candidate onto the Council. There were 4 applications and 3 other enquiries to the vacancy notice. All 4 applicants were interviewed over 2 sessions on 11th and 13th November by a panel comprising Cllr John (Chair), Cllr Sheppard and Cllr Fenwick, with the Clerk observing. The interview process had worked very well and the panel felt they were able to build a very clear picture of each candidate's strengths, weaknesses and overall suitability to be a member of the Parish Council. At the completion of the interviews, the panel discussed each candidate in turn and now proposed that Julie Lawrence should be co-opted on the Council. **This was agreed by majority vote.**

iii. Workshop ways of working

The Clerk said that the agenda had been circulated and Cllrs nominally assigned to lead the discussion for each proposed session. The following points were made in discussion:

- Absent from the agenda was the co-option policy that had not yet been agreed by the full council and was a priority to discuss.
- To make room, the proposed discussion on Communication could be held over to the second workshop planned for January.
- The January workshop would also need to discuss the Infrastructure Development Plan and the 2021/22 Budget and Precept setting.

It was agreed to amend the agenda for the 16 December workshop accordingly.

2. Finance Update

i. The Clerk proposed the following payments and invoices for authorisation:

HMRC November	£ 454.64
C Hayes November Salary	£ 602.69
C Hayes Expenses (zoom)	£ 14.39
PKF Littlejohn AGAR audit	£ 240
Clamp Boxall (payroll)	£ 92.40
One Digital (BHNR newsletter)	£ 219.00
	Total <u>£1623.12</u>

Authorisation was proposed by the Clerk seconded by Cllr Turnbull and agreed unanimously

- ii. November Accounts. The November accounts were presented. **Cllr Arnold** suggested that they be annotated to indicate the overspend on the Streetlighting Project was due to late invoicing for work completed in the previous year. It was also suggested that the Clerk should look again at the budget to take account of new expenditure, for example the notice boards, for which there was no specific provision.

Action: The Clerk to propose a revised budget allocation to take account of planned expenditure.

- iii. Income and expenditure. The Clerk advised the meeting that the bank balances at the end of October were:

Nat West Current	£ 100.00
Nat West Reserve	£ 62,779.02
Cambridge and Counties	£ 90,959.84(interest is estimated)
Unity Bank	£ 36,000.00
Total Cash	<u>£189,838.86</u>
Less Unbanked Cheques	£ 10.00
Cash on Hand	<u>£189.828.86</u>

The Clerk indicated that the cash in hand figure did not include VAT claimed but yet to be repaid amounting to £135.18 and £64.00 VAT to be claimed.

iv. **Annual Governance and Accounting Return**

The Clerk advised the meeting that the Parish AGAR had now been certified and statutory notices posted. Cllr John (Chair) congratulated Cllr Turnbull and the Clerk for their work on the AGAR.

3. **Planning**

- i. Applications Received in November. Cllr Arnold took the meeting through the applications considered by the Planning Consultative Panel during November, noting that the Group had sent objections to an application for an Annex at 2 Vicarage Lane and the erection of a play house at 74 Dean Court Road.

Planning Applications Received in December

Ref	Address	Type	Detail	Objection
BH2020/03460	13 Welesmere Road Rottingdean Brighton BN2 7DN	Swimming pool and out building	Alterations to rear garden incorporating swimming pool and erection of single storey garden room/home office.	No
BH2020/03608	34 Cranleigh Avenue Rottingdean Brighton BN2 7GN	Extension	Demolition of existing conservatory and erection of a two storey rearextension incorporating first floor balcony, new iron balustrade, revised fenestration and new garden decking.	No

ii. Urban Design Framework

The Clerk advised the meeting that the public consultation on the draft UDF started on 23 October 2020 and ran until Friday 11th December 2020. He explained that the document set out the principles to guide the council planners in their interpretation of national guidance and consideration of planning applications. Although much of it was not relevant to Rottingdean, part A set out design recommendations and principles to illustrate how the council would like to see local policy interpreted and was useful in the context of the Neighbourhood Plan and the emerging design for the Lower High Street development.

The Clerk said that the Neighbourhood Plan Working Group had looked at the framework and agreed it would be useful to reference the framework in the Neighbourhood Plan and submit comments. The following comments were submitted to BHCC on 26 November.

“Rottingdean Parish Council welcomes this document as high-quality supplementary planning guidance with a sufficient level of attention to detail. We believe this will serve as a useful practical document for communities developing a Neighbourhood Plan and for developers to pay heed to, and we will feel reassured once this guidance is adopted.

We especially welcome the attention given to Strategic Views and the inclusion of views from Rottingdean Windmill and the views across from the East to Beacon Hill and the Windmill. Might it be possible to also include the view from Falmer Road, north of Woodingdean across to the Isle of Wight (when rain is pending)?”

4. Advisory Group Meeting Updates

i. Strategy and Communications

- Update on Neighbourhood Plan **Cllr John (Chair)** said that the group had not met but had been notified that a full Strategic Environmental Assessment was not needed on the Plan. This meant that the consultation process on the plan could proceed. A meeting with Carly Dockerill at Brighton and Hove City Council had been arranged to discuss the consultation process and the Executive Summary was to be sent to Faye Carre for final drafting. The aim was to begin the consultation process in mid-January. This initial consultation would last a minimum of 6 weeks before the Plan was submitted to BHCC for their consultation. The final stage, a referendum on the Plan, could not be held until May 2021 because of Covid-19 restrictions.

ii. Village Community

- Village Survey Results. **Cllr Arnold** advised that the survey had been completed by 252 people (237 of which were residents), an increase on the previous one in 2013 of 71 and advised the meeting of some of the key results;
 - The main area of contention for people had been the traffic calming in the High Street with particular anger towards the Planter. The junction between Park Road and the High Street was considered the most dangerous junction, closely followed by Steyning and the High Street.
 - 28% of respondents favoured a residents' parking permit; 47% were against.
 - 32% were satisfied with the paving in the conservation area 40% were not. They expressed concern at the uneven surface that was also slippery in the wet. Paving outside of the conservation area was considered less problematic but needed some repair.
 - 90% of respondents used the High Street at least weekly, but to be encouraged to shop here more less traffic and more parking was needed.
 - An outdoor gym and resurfacing the tennis courts were highest on the agenda for improving outdoor space. 21 people reported that they were unaware of any local indoor sports facilities.
 - The majority of respondents used the beach and sprucing up the beach huts as high on the list of improvements. There had been a suggestion of a drinking fountain which is already on an RPC to-do list.
 - Benches, pathways and a peaceful community garden with shrubs and flowers were high on the list of suggestions for St Aubyns Field along with keeping as much open space as possible. A no-dogs policy was quite a popular request. Setting up of a volunteer group to maintain the site had been suggested.
 - Respondents generally seemed happy with bus services although 28 asked for a bus route to Lewes via the Universities and Falmer Station.
 - Nearly 40% of respondents had indicated that they were not cyclists.
 - Around 18% of respondents were satisfied with all 4 cycling related questions with 18-26% respondents dissatisfied.
 - A high proportion of comments suggested cyclists should be asked to use the lanes/road and not the pavement along with stopping cycling on the Undercliff. A lack of cycle parking was commented on.

Cllr Arnold advised the meeting that she was preparing a more in-depth note for the workshop. The following points were made in discussion:

- In preparing the results to be presented to the public, it would be important to set them in the context of the unusual circumstances of the past 12 months;
- A key point to recognise was the low response rate of young people;
- In future improvements to the survey publicity might help improve the response. In particular, the leaflet delivered to every household was bundled with other leaflets and had sometimes gone unnoticed.

iii. Natural Environment. In addition to the note circulated, the following points were made:

- Beacon Hill Nature Reserve Report. **Cllr Arnold** advised that the report had been completed and posted on the website. There were 40 hard copies that would be distributed to the circulation list. **Cllr John (Chair)** thanked Cllr Arnold for all her work on the report.
- Grazing on Beacon Hill. **Cllr John (Chair)** reported on a meeting with the Friends of Beacon Hill due to concern about the expansion of sheep grazing in terms of the length of time sheep were on the Reserve and the change to 3 larger grazing areas on which there had been little consultation. The new arrangements had reduced accessibility across the Reserve and could potentially harm some wild flower species, the well-being of the sheep and potentially sky-lark nesting.
- Pond Pathway Proposal. **Cllr Turnbull** advised the meeting that he had arranged for the circulation of a drawing of a proposed new path to provide better access along the path nearest to the Plough, together with an adjacent disabled parking bay. This would allow quotes to be obtained for the work

Action: The Clerk to obtain three quotes.

- Kipling Gardens. **Cllr John (Chair)** reported that the Gardens had received the Green Flag award thanks to the efforts of the new gardener who was now working with volunteers. **Cllr John (Chair)** said she had written to the head of City Parks to commend the work of the new gardener.

Cllr Levins raised a concern about the number of pebbles on the Undercliff that made some stretches virtually impassable and were particularly hazardous for people with impaired vision. Cllr John (Chair) said that it would be possible to ask the City Council to clear the Undercliff more regularly but suspected the lower clearance frequency was Covid related.

iv. Built Environment. In addition to the note circulated Cllr Sheppard made the following points:

- The village Christmas tree was in place which had involved some heavy lifting equipment. The cost was £75 which would be brought forward for approval to the next meeting,

- The group were considering how the 3 badly faded signs at the main entrances to the village could be refurbished.
- An electric vehicle charging point had now been installed in the Marine drive car park
- A very hazardous loose paving slab at the end of Dean Court Road had been reported and now had a barrier around it.
- A letter had been prepared for the Clerk to issue to the Art Café requesting they remove their large red bin at the bottom of Nevill Road.
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The meeting ended at 20.53

The next meeting will take place at 19.30h on 4 January 2021

Chris Hayes, Parish Clerk

December 2020