



Draft Minutes the meeting of Rottingdean Parish Council on Monday 1 June

Present: Cllr John (Chair), Cllr Butler, Cllr Arnold, Cllr Davies, Cllr Levins. Cllr McKenzie, Cllr Sheppard, Cllr Turnbull

Public Gallery: Cllr Bridget Fishleigh, Ms Rosemary Johnson (by phone), Libby Darling.

Chris Hayes (minutes)

Public Questions:

Ms Johnson had posted a question in advance that the Clerk read out "*is it possible to put up "ladies" and "gents" signs on the southern end of the toilets in Park Street? - that is, so one can see them as one walks up from the direction of the seafront/Tesco's.* **Cllr John (Chair)** thanked Ms Johnson for her question and said this would be considered as part of the planned refurbishment of the Park Road toilets scheduled to commence following the lifting of social distancing requirements.

Libby Darling raised a concern that refuse bins on the seafront did not have the capacity to cope with the volume of litter particularly given the numbers of visitors to the beach during the summer season. **Ms Darling** said she has been in dialogue with the contractors, City Clean, but perhaps more could be done for example, larger bins for the high season and signs encouraging people to take litter home. **Cllr John (Chair)** acknowledged Mrs Darling's concerns and agreed that a dialogue with City Clean was the right place to start. Ms Darling also raised a concern about groups of young people gathering on Rottingdean recreation ground in contravention of social distancing rules. Some had been abusive to individuals attempting to move them on. She mentioned that recently the police had to be called. In discussion, it was agreed that the matter should be left to the police to intervene.

1. Apologies for absence

Cllr McKenzie sent her apologies.

2. Declarations of interest

None.

3. Agreement of the minutes of the RPC meeting on 4 May.

The minutes were agreed with the following amendment;

Para 13 The action point to read: Cllr Levins to consider if RPC is compliant with the FOI legislation and the Parish Clerk to develop an appropriate system for GDPR

Matters arising

4. The Action Log was updated as follows:

May (5) to reflect the amendment to the minutes above

Feb (8) can be closed as the standing order changes had been agreed with BHCC legal team.

Feb (11) RPS should read 'Rottingdean Heritage' and a meeting was to take place with this group and BHCC about Kipling Gardens

Neighbourhood Plan Update

5. **Cllr John (Chair)** advised the meeting that a response had been received from Heritage England to the draft Neighbourhood Plan about proposed brownfield sites for potential housing development that were in, or bordering, the Conservation Area. If included in the plan, these would require a full Heritage Impact assessment that would require extensive re-writing and consultation. The other option was not to allocate sites for development in the plan but to develop more generic development policies. If the Council agreed, the next step would be to engage Andrew Ashcroft (who had already worked on the plan) to redraft the relevant section of the plan accordingly. **Cllr John (Chair)** proposed that the Council pursue the second option and engage Mr Ashcroft. This was seconded by **Cllr Sheppard** and **unanimously agreed in principle**, pending contact with Mr Ashcroft.

Action. **Cllr John (Chair)** to write to Mr Ashcroft on the same terms as previously. The expenditure would be within monies allocated to the Neighbourhood Plan that year.

Finance Update

6. **Cllr Turnbull** took the meeting through the following analysis:

Payments for authorisation

Accounts settled;				
C Hayes	Clerks salary May 2020			
£396.38				
Accounts outstanding;				
HMRC	Tax and NI – May 2020			
£405.04				
Clerk's expenses				
	Zoom subscription	Net	11.99	
		VAT	2.40	
	Telephone top up	Gross	15.00	£ 29.39
Cloudscape	Bi annual Domain fee	Net	50.00	
		VAT	10.00	£ 60.00

7. **Cllr Turnbull** proposed that the above payments were authorised. This was **seconded by Cllr Butler and agreed unanimously**

Income and expenditure

8. **Cllr Turnbull** explained that as bank statements had not been received it had not been possible to finalise the March account and bank reconciliation or provide an April and May account. The financial position, however, remained strong with the movement shown below;

Bank balance as per accounts 1/5/20 (estimate)		£200018.29
Income;		
Bank interest (estimate)	<u>140.00</u>	£
140.00		
Expenditure;		
Clerk's salary – April	634.28	
HMRC Tax and NI	167.48	
Newsletter	326.50	
Posters	154.80	
Insurance	261.50	
Gen expenses - locks	<u>24.93</u>	
		£ <u>1769.15</u>
Bank balance as per accounts 31/5/20 (estimate)		<u>£198389.14</u>

Banking arrangements

9. All submissions to add the Parish Clerk as a signatory and to change the banking address to his address have been sent electronically to Nat West. The previous Clerk has also been removed as a signatory. At a later date Vicky Fenwick will be added as per our earlier resolutions.

Unity Bank

10. As described in the April report, the bank requires a host of documents and signatory forms. The main documents are ready for transmission other than the March bank statements. When they are available they will be included and the signatory forms will be completed. As agreed in April, the signatories to be S John, V Fenwick and C Hayes.

Annual Governance and Accountability Return (AGAR)

11. **Cllr Turnbull** said that the annual audit proposals, final account and preparation should have come to Council in draft form at this meeting. An extension was needed given the lack of bank statements.

Financial management

12. **Cllr Turnbull** advised that, as previously agreed, the Responsible Finance Officer, Chris Hayes, will become responsible for financial management for 2020/21 although the handover had not been possible in the current unusual circumstances. However, this transfer of responsibility would now begin with Cllr Turnbull completing 2019/21 including audit and AGAR and would follow through with Unity Bank as it is already underway.

Urgent Business

13. Community Response to Covid-19; The **Parish Clerk** reported that correspondence from the coordinator of the Community Helpline had indicated that although call volumes have been low, very valuable help had been provided to vulnerable people and the line would continue to operate but be kept under review.
14. Lower High Street Project **Cllr Turnbull** advised the meeting that the project brief had been sent to the Lower High Street Project Board and received the support of Ward Cllr Joe Miller. Ward Cllr Bridget Fishleigh had wanted to ensure consultation with local businesses was planned. **Cllr Turnbull** said that the brief was designed to set out a strategic approach as first step in the development process and prompt thoughts about how best to sequence the development over time to achieve maximum benefit to local residents and businesses. The aim was to engage the plan designers, Urban Movement, to work up the detailed proposals in draft for further discussion by the Project Board and Parish Council. The following points were made in discussion:

- The plan should be seen as an opportunity for public art which could be included as plans evolved with the designers;
- Although the plan had initially been to begin the development with the Quarter Deck, the aim now was to see what the designers came up with and then decide on sequencing.

15. It was **agreed** that the Brief should now go to Urban Movement to start work on the development plan.

Action: Cllr Turnbull to issue the brief to Urban Movement

16. Undercroft and Terraces; **Cllr John (Chair)** advised the meeting that PARC had responded positively to the offer to pay for a 'Welcome to Rottingdean' banner and a design had been agreed upon. **Cllr Turnbull** reminded the meeting that it had been agreed that the Parish Council would actually purchase the banner to enable VAT to be reclaimed.

Action: The Clerk to liaise with the Chair of PARC about the arrangements for the banner.

17 Annual Village Meeting and AGM arrangements Cllr John (Chair) advised the meeting that after discussion with Cllr Butler (Vice Chair) and the Clerk it was proposed that the Annual Village Meeting would be scheduled for 16 September and the Annual General Meeting scheduled for 5 October .

Action: The Clerk to check the availability of Whiteways main hall for these dates

18. Section 106 planning; **Cllr Sheppard** advised the meeting that contributions from Developers under section 106 to mitigate the impact of large scale developments in Rottingdean were as follows:

Falmer Avenue - £121,000
Meadow Vale - £191,000
St Aubyn's - £200,000.

19. The focus for S106 Project would be on the community / recreational facilities including:

- recreation and play facilities: provision for children and young people
- open spaces: includes parks and gardens, churchyards, allotments, woodland, green corridors
- sports facilities: eg outdoor pitches and non-pitches and indoor sports facilities
- public art: murals, water feature, statues
- community facilities: village and church halls
- tourism: enhancement of streets and pathways
- town centre improvement: pathways, safe environment for all

20. **Cllr Sheppard reminded** the meeting that money can only be used for capital projects that are

- necessary to make the development acceptable in Planning terms
- directly related to the development; and
- fairly and reasonably related in scale and kind to the development

21. **Cllr Sheppard** said as a first step in developing ideas for projects, the Parish Council could look at existing facilities in the Parish, for example, parks & gardens, natural spaces, sports, play & recreation facilities, allotments, beaches, churchyards, in reference to the Neighbourhood Plan and Infrastructure Development Plan and consider the quality of access, quantity and quality of facilities, and how improved facilities would meet present shortfalls and future demand. Throughout this process there would be a need to liaise with the representatives of community groups including the Local Action Team that represented Rottingdean, Saltdean and Ovingdean and that had now formed a working group to be led by Rottingdean resident Philip Rees and chaired by Ward Cllr Mary Mears.

22. The following points were made in discussion:

- It was worth checking whether or not there was money available from previous developments;
- A small working group could be set up to take this forward or a workshop with all councillors given that there was wide interest;
- It was agreed that Cllr Sheppard would lead this work and set up an initial zoom meeting

Action; Cllr Sheppard to set up a meeting. **All** to put forward headline ideas in advance.

Planning - Applications Received in May

Ref	Address	Type	Description	Objection
BH2020/01245	61 Falmer Road Rottingdean Brighton BN2 7FJ	Extension	Roof extension to rear incorporating 1no side dormer and 2no rooflights. Extension to front porch and associated roof alterations. Replacement of existing side 'lean to' roof with new roof.	No
BH2020/01182	1 Meadow Parade Rottingdean Brighton BN2 7FA	Conversion	Application for variation of condition 1 of BH2019/02843 (Change of use from doctor's surgery (D1) to 2no two bedroom ground floor flats (C3)) to allow amendments to approved drawings to revise layout of flats.	No
BH2020/01296	36 Elvin Crescent Rottingdean Brighton BN2 7FF	Extension	Proposed hip to gable roof alteration and extension to existing rear dormer incorporating 1no front roof light. Installation of new roof lantern to existing rear extension, erection of rear decking, revised fenestration and associated works.	No
BH2020/01367	Dental Surgery 4 New Barn Road Rottingdean Brighton BN2 7FN	Extension	Erection of first floor flat roof extension to provide additional floorspace for dental surgery (D1).	No
BH2020/01382	117 Marine Drive Rottingdean Brighton BN2 7GE	Extension	Erection of single storey rear extension with rooflights and revised fenestration	No
BH2020/01395	St Aubyn's School 76 High Street Rottingdean Brighton BN2 7JN	New Development	Application for variation of condition 1 (Approved plans) condition 39 (schedule of historic features) and removal of condition 42 (details of new Field House balcony) of application BH2017/02680 (Conversion of existing building of Field House and part of its northern extension, Conversion and alteration of existing terraced cottages and Rumneys to residential use (C3). Retention of existing sports pavilion, war memorial, water fountain and chapel; demolition of all other buildings and redevelopment to provide a total of 93no new dwellings (including conversions), incorporating the provision of new/alterred access from Steyning Road and Newlands Road, landscaping works, car and cycle parking, refuse facilities, alterations to boundary flint wall along Steyning Road and The Twitten and other associated works.) for internal and external alterations to Field House, Rumneys and the cottages (condition 1), to remove requirement for submission of Schedule of Historic Features (Condition 39) and details for new Field House balcony (condition 42).	Comments by 16 June

Advisory Group Meetings – Updates

Built Environment Advisory Group.

23. **Cllr Graham** added the following in addition to the update circulated:

- The traffic lights at the northbound exit from the lower High Street were now responding to bicycles;
- Consideration was needed about the next phase of the street lighting project. There was £13,000 left in the budget;
- There were a number of overgrown garden hedges adjacent to roads that were becoming a safety concern for pedestrians and children. **Cllr Graham** intended to write to the residents concerned.

24. The following points were made in discussion:

- Parking on the green space adjacent to the bowling green remained an issue. A number of solutions had been suggested, including large stones to prevent vehicular access, more signs and perhaps the reinstatement of a flower bed.
- Some access was needed for deliveries
- A natural solution might be better as the site offered a strategic view across to Beacon Hill and the Windmill.

Action: Cllrs Sheppard and Davies to talk to BHCC about possible solutions

Village and Community Advisory Group.

25. Cllr Fenwick added the following to written update provided:

- The group had considered an event celebrating the end of lock down which could coincide with a music event on the terraces and invite market stalls on the lower High Street
- The group wished to propose the purchase of community notice boards to reduce the number of posters on lampposts.

26. The following points were made in discussion;

- There were mixed views about an end of lock down event and concern that publicity about this might be premature, although planning could take place;
- On notice boards it was not evident that these would prevent posters on lamp posts. The siting of any notice boards needed to consider pedestrian and traffic flows so that event organisers felt their event would get sufficient exposure.
- It was perhaps better to consider a wider information policy before committing funds to notice boards and consult on proposals.

Action: VCAG to consider a wider community information strategy and how notice boards would fit within this and how this might be consulted on.

Natural Environment Advisory Group.

27. The following update was provided;

- Beacon Hill picnic tables are beginning to warp but according to the supplier this was unavoidable given their exposed position;
- There are plans to run a range of training courses at the Beacon Hub later in the year some of which could take place outside;
- The kiosk would not be opening in the near future because of health concerns
- Preparations are underway to place a bench at the Hub;
- Two more new noticeboards are to be installed but not until after social distancing rules are relaxed;
- There was a continuing problem with parking adjacent to the allotments. A letter to be sent to the Allotments Officer at BHCC;
- A meeting was to be arranged with the Cityparks Operations Manager to discuss the future governance and management of Kipling Gardens;
- Enquiries had been made about a water fountain on the seafront which ranged from £700 to £2500. Further discussion would be held with the seafront manager about funding although this could be a S106 proposal;
- Signage was needed to make cyclists aware of the availability of the bicycle pump currently located in Molly's cafe. Consideration was being given to a pump that could be located outside.

The Meeting Closed at 21.09. The next meeting is scheduled for 6 July.

Chris Hayes, Parish Clerk