



## Minutes of the meeting of Rottingdean Parish Council Monday, 1 March at 7.30pm.

Present: Cllr Sue John (Chair), Cllr Sheppard, Cllr Fenwick, Cllr Lawrence, Cllr Levins, Cllr McKenzie, Cllr Turnbull.

Chris Hayes Parish Clerk (Minutes)

Public Gallery: Ward Cllr Fishleigh, John Oly, Christa Cook, Chris Davidson, Mike Sexton. Benjamin Tindall, Mark Cherrie

Public Questions:

**Cllr Fishleigh** advised the meeting of the following:

- She had been asked by residents about the possibility of a water fountain at the seafront
- Shops on the Lower High Street were anxious to know details of the proposed development
- It had been decided not to have a Kipling Theme to the proposed refurbishment of the Undercroft
- The Saltdean Lido were to received funding of £250,000 towards refurbishment
- The City Council had agreed to fund a feasibility study for the building of more beach chalets.

**Cllr John (Chair)** advised that consideration was being given to provision of a water fountain on the beach but this had been paused because of Covid 19 restrictions. She also said that consultation with stakeholders on the Lower High Street project was about to begin.

**Christa Cook** raised concerns about overgrown hedges in several places in the village that were causing safety concerns for pedestrians. In addition, she said that the zebra crossings and several road markings and street signs needed repainting as they were becoming less visible to motorists which was causing safety concerns. **Cllr Sheppard** said the Parish Council were aware of a number of overgrown hedges and had written to residents. He explained that following a letter from the Parish Council the matter would be handed over to the City Council who would require the residents to cut back hedges that obstructed highways or they would cut them back and charge the property owner. **Cllr Sheppard** also said that the Built Environment Advisory Group had a list of various road

signs and markings that needed repainting that they were taking up with the City Council which he would be happy to add to.

**John Olly** raised a concern about the lack of access to Golden Square because of parked cars. He asked if the area adjacent to the Tesco store could be reserved for residents or reserved spaces made available in West Street Car Park. **Mr Olly** also said he also was concerned about shops using the pavement in the High Street to advertise and unload deliveries. Both were causing safety concerns for both drivers and pedestrians particularly near the High Street/ A 259 junction. In addition, **Mr Olly** mentioned that hedges on Marine Drive to the east of the A259 junction were obstructing the pavement. **Cllr Sheppard** said that the Car Park belonged to the City Council and asked Mr Olly to let the Parish Council know which businesses he was concerned about so that they could be approached about the matter but said it was important to recognise the challenges that businesses were facing at the moment.

**Chris Davidson** said he was attending to answer any questions about the Rottingdean Heritage Grant application that had been submitted for new signs in several places around the Village. **Cllr Fenwick** said that a further meeting had taken place with Mr Davidson to clarify the various elements of the project but that a number of questions remained. **Cllr Fenwick** suggested that a new application form could be completed for those elements of the project on which there was more certainty. **Mr Davidson** said that the application had been made covering the whole project in order to save time and that he was reluctant to re-submit given that the next Council meeting was not until April. **Cllr John (Chair)** thanked Mr Davidson for clarifying the issue and said the grant application would be discussed later in the meeting.

### 1. Apologies for absence

Ward Cllr Mears and Ward Cllr Miller

### 2. Declarations of interest

Rottingdean Heritage grant application - Cllr Turnbull as a member of Rottingdean Arts; Cllr John (Chair) declared an interest as a member of Rottingdean Heritage; Cllr Lawrence as a member of Rottingdean Heritage and Rottingdean Arts. Cllr Sheppard as a member of Rottingdean Heritage

### 3. Agreement of the minutes of the RPC meeting on 1 February 2021

The Minutes were agreed with the following amendments:

- Public Questions para 1, line one; the date should read 2021/22
- Page 8, paragraph b) bullet point six, should read:

“A concept design for three new Village Gateway signs was *being considered*”

### 4. Matters arising

(i) New Village Notice Boards. **Cllr Turnbull** advised the meeting that consideration had been given to combining the work being taken forward by the Parish Council to provide additional notice boards around the village with the Rottingdean Heritage proposal for new village signs but that it had not proved not to be feasible.

(ii) Action Log. The Clerk provided the following updates:

- 0202: A press release on the 2020/21 Parish Council precept and budget had now been published
- 1202: A quote had been received for the proposed extension to the path around the village pond and a further quote was being obtained.

## 5. Casual Vacancies

(i) **The Clerk** advised the meeting that a notice of the vacancies had been placed on the Parish Council website asking people to register their interest for further information. **Cllr John (Chair)** said good work had been done on the proposed members' skills audit but it had not been possible to finalise it in time for the meeting. Councillors had been asked to use the circulated draft as a prompt to facilitate a discussion on skills and experience gaps that the co-option exercise could be used to fill if there were more eligible candidates than vacancies. The following points were made in discussion:

- Cllr Levins** said he thought the skills audit should be an objective measure of actual experience rather than a subjective self-assessment. **Cllr Levins** also said that any diversity analysis should be proportionate to the size of the group, include disability and should be anonymous;
  - Cllr McKenzie** expressed disappointment at the decision to post the advert as this had pre-empted any discussion on what differentiating criteria might be used in the advertising/selection process to fill current skills/experience gaps.
  - The Clerk** advised the meeting that co-option was not a recruitment exercise and that any eligible resident could apply and that guidance cautioned against delay or placing any specific skills/ experience requirements in a notice of Council vacancies.
  - As the closing date for expressions of interest was 9 April, there was still time to develop the skills audit material for use in the current co-option process but a firm date for comments should be set.
- **Cllr John (Chair)** apologised for not letting members know in advance that the advert had gone out and suggested that comments on the skills audit material and a self-assessment of current skills should be sent in by the end of the week and that the Strategy and Communications Group would consider the material the following week. In addition, any Councillor wishing sit on the selection panel with the Chair and Vice Chair should let the Clerk know.

**Action;** All who wished to provide comments on the skills/diversity audit forms circulated to send these to the Clerk by the end of the week.  
Councillors who wished to be part of the selection panel should let the Clerk know.

## 6. Finance Update

- (i) Payments and Invoices. The Clerk proposed the following payments for authorisation:

HMRC February	£ 619.95
C Hayes February Salary	£ 690.53
C Hayes Expenses (zoom + Stationery)	£ 39.66 (+ £11.51 VAT)
Neighbourhood plan printing	£ 576.00
Urban Movement	£3285.00 (+£657 VAT)
Rottingdean Heritage Grant	£2976.80

**Total £ 8187.94**

In addition, the Clerk asked for retrospective authorisation of payments agreed in advance with the Chair and made urgently to enable the consultation on the Neighbourhood Plan to commence as planned:

Toolkit (web form)	£ 45.00 (+£9.00 VAT)
MAD Distribution	£ 576.00

**Total £621.00**

- i. In discussion it was suggested that in view of the outstanding questions on elements of the Rottingdean Heritage grant application the Council were not able to specify the full amount but could agree in principle to provide not more than £3000 towards the cost.

**Action:** Clerk to liaise with Cllr Fenwick and Chris Davidson to amend the application form to reflect the total sum required.

- ii. **Cllr John (Chair)** proposed that payments of **£5211.14** be authorised, **£621.00** be retrospectively authorised and the provision of up to £3000 towards the cost of the Rottingdean Heritage project for new Village signs be agreed in principle, with authority to make payments within this amount delegated to the Clerk. The proposal was seconded by **Cllr Turnbull** and agreed unanimously.
- (ii) February Accounts. The Clerk presented the February accounts that were approved by the Council

## 7. Planning

(i) Applications considered in February. **Cllr Sheppard** took the meeting through the following:

Planning Applications Considered in February					
Ref	Address	Type	Detail	Objection	Comments
BH2020/03295	1 High Street Rottingdean Brighton BN2 7HR	Outbuilding	Erection of 2no timber-framed awnings to existing raised terrace. Erection of timber kiosk with kitchen and bar to lower terrace. Re-surface lower terrace with resin stone surface and install timber planters with rope and posts to boundary. New steps linking upper and lower terraces and new festoon lighting to terraces.	Yes	<p>As well as looking and discussing the submitted plans, the Planning group members of Rottingdean Parish Council made a visit to the outside of the White Horse Hotel and met with the Manager, Mr Jonathan Ballard. We can appreciate how this planned development would enhance the facilities on offer and that the proposed plans would be especially beneficial to those customers who prefer to sit outside.</p> <p>However, we would like to draw attention to the ongoing Lower High Street project work which is being led by Rottingdean Parish Council in partnership with BHCC. This project is in the process of developing plans for the Lower High Street by enhancing this space for the benefit and enjoyment of residents, visitors and businesses. As part of this work there will be a consultation process, including with Greene King, since we see the White Horse Hotel as an important and integral feature of the Lower High Street and we would consider that easy access and a good pedestrian flow between The White Horse Hotel and The Lower High Street as a whole to be absolutely essential.</p> <p>Because of this we are of the opinion that the kitchen/bar kiosk aspect of the proposed development would unfortunately create an artificial barrier which would inhibit and have a detrimental effect on this openness and whilst emphasising that we support the reasons for the changes and the other parts of the plan we cannot support the plan as a whole and therefore object to the application.</p>
BH2021/00318	25 Little Crescent Rottingdean Brighton BN2 7GF	Extension	Demolition of existing conservatory and erection of new single storey rear extension and external store.	No	<p>With the demolition of the existing conservatory to be replaced with a ground floor extension then this proposed development would appear to be a reasonable enhancement to the property. The extension appears to largely follow the footprint of the conservatory and it seems to be proportionate to the overall land that surrounds the house and it is in keeping with the existing appearance of the property. The lantern on the top of the conservatory whilst fulfilling a necessary function looks as though it protrudes above the level of the first floor window and perhaps consideration could be given to something fulfilling a similar function but which is slightly less obtrusive. Additionally the store to the side of the extension makes good use of the available space and does not impinge unreasonably on the neighbouring property. We do not object to this proposed development.</p>
BH2021/00359	55 - 57 Marine Drive Rottingdean Brighton BN2 7HQ	Conversion	Division of existing double-fronted restaurant and takeaway (E/ Sui Generis) to form 2no restaurant and takeaway units (E/ Sui Generis) (part-retrospective).	Yes	<p>Rottingdean Parish Council would welcome the former Sea of Spice restaurant continuing to operate as a food outlet(s). However, it is unclear how the restaurant takeaway located on the right will be serviced since in the proposed plans the kitchen is shown as only being accessible to the restaurant / take away located on the left. Additionally, this brings into question how any new kitchen in the right hand unit would link up to the existing flue which the statement says will be used by both units. The Parish Council therefore oppose this application on the grounds of contradictory and insufficient information.</p>

- (ii) Public Arts Consultation. **Cllr Lawrence** advised the meeting that the Planning Consultative Group had responded to a consultation by Lighthouse on public art <https://lighthouse.org.uk/events/lets-talk-about-public-art> in the following terms:

*“The members of Rottingdean Parish Council welcome the debate that Brighton and Hove City Council have initiated about the creation and function of Public Art. The Lighthouse videos provide a useful stimulus and framework for discussion.*

*2020 has been an exceedingly difficult year and many of us have felt the deficit from not being able to attend a concert, gallery, theatre and appreciate how difficult it must be for all those people in the Brighton and Hove area who make a living from the creative arts.*

*The positive role that art plays in maintaining people’s mental health and helping us feel connected to a community has been widely acknowledged by various commentators during this pandemic.*

*This consultation challenges us to work with our communities to produce public art and public spaces which*

- they will love and feel proud of*
- engage the wider public*
- continues to build our reputation*
- creates a legacy*

*To do this successfully requires us to have conversations, use local knowledge, be open to what is happening in the wider environment and do some research to gather a range of possibilities.*

*The following are examples of conversations we could initiate with the community.*

*Commissioning public art which embodies the personality of place...what is Rottingdean's personality and how would you embody this is a piece of public art/space?*

*How do you actively engage this community in the selection, creation and location of the piece of art/public space?*

*What examples of public art are we aware of which have improved wellbeing, expressed environmental concerns, are loved by their communities?*

*There is often more than one story to a symbol or historical character. How do you acknowledge this in a way this encourages reflection and the desire to know more?”*

- (iii) South Downs Nation Park Draft Camping and Glamping Technical Advice Note.

**Cllr Levins** advised the meeting that the Group had considered the [South Downs National Park Camping-Glamping Technical Advice Note](#) and responded as follows:

*“Rottingdean Parish Council welcomes the technical advice notice for campsite planning applications and appreciates the amount of extremely useful and detailed information that the document contains.*

*We particularly note that any planning application must take careful note of the economic and social wellbeing of local communities and that visitors should enjoy the National Park without compromising its special qualities. Additionally, we particularly support the two prerequisites that a campsite should be within easy reach of public transport and that any amenities located on a campsite, such as food outlets, should not be there if they might potentially have a negative impact upon similar amenities within the local area.*

*Also, we would request that it is explicitly stated within the TAN that the owners of any site have a responsibility to keep sites free of litter and debris and that at the end of a camping season all evidence of camping activity be removed and any associated infrastructure be discretely stored.”*

## 8. Advisory Group Meeting Updates

### (i) Strategy and Communications

- Update on Neighbourhood Plan. **The Clerk** advised that the consultation had begun with the delivery to every Parish household of a leaflet during w/c 14 February followed up by an Executive Summary of the plan the following week. He said that 20 responses had been received so far and that 12 members of the public had attended a webinar held on 24 February.
- Lower High Street. **Cllr Turnbull** said the project to develop the Lower High Street had now begun with the engagement of Urban Movement (UM). A site visit had already been made by Paul Dodd from UM during which Cllr Levins had taken Mr Dodd through the accessibility issues. The next step was initial stakeholder engagement from which an initial concept design would be developed. Wider consultation would then take place. The aim was to complete the design stage by April/May 2021
- Park Road Toilets. **Cllr John (Chair)** advised the meeting that she, along with the Clerk and Cllr Sheppard had met with Toby Nugent from the City Council to discuss work on the Park Road toilets. It was hoped that the movement of an electrical mains box, that had held up the work, could be arranged shortly and work on refurbishment could begin within the next 6 weeks. While on site the poor state of repair of the windows had been discussed. This had not been included in the budget so there could be additional costs.
- Annual Village Newsletter. **Cllr John (Chair)** said that copy was needed soon to enable publication by April. She asked that contributions from working groups be sent to the Clerk by 15 March

**Action:** Contributions from each working group to be provided to the Clerk by 15 March

### (ii) Village Community

- Windmill Arts Project. **Cllr Fenwick** reported a request for the Parish Council to support an arts project to be held in June at the Windmill in support of mental health. At this stage the organiser was just looking for the endorsement of the Parish Council but may wish to apply for a small grant for materials nearer the time. **Cllr Fenwick** proposed endorsement which was agreed unanimously.
- Notice Boards. **Cllr Turnbull** advised the meeting that the group had now decided against a V-shaped notice board by the telephone box on Vicarage Lane which would bring the cost of the project to within the £6000 budget agreed. Subject to confirmation that planning permission was not required, the project was now ready to proceed. Additionally, **Cllr Sheppard** suggested that one noticeboard rather than 2 would be sufficient on the side of the reading room. This was agreed.

(iii) Natural Environment

- BHCC Downland Estate Consultation. **Cllr Turnbull** presented a draft response on behalf of the Parish Council to the consultation on the City Council Downland Estate Plan. Comments were requested on the draft circulated by 3 March.
- A quote had been received by Sussex Builders for the extension to the path around the Village pond.
- **Cllr John (Chair)** advised that more substantial safety fencing was to be erected along the cliff edge from the Marina to Telescombe Cliffs and more Samaritan signs put in place, following requests by Cllr Mary Mears.
- Beacon Hill. **Cllr John (Chair)** said that discussions were ongoing about future sheep grazing arrangements, including the provision of permanent water troughs, the number and positioning of grazing compartments and provision of wildlife friendly stock fencing. In view of the concerns still being raised by a number of residents an urgent Stewardship Group meeting had been called to discuss the emerging proposals with City Parks.
- Cllr Sheppard and Cllr Turnbull had visited Whiteways Lane and confirmed some areas of the wall needed addressing. The matter was to be taken up with Brighton and Hove City Council by the Natural Environment Group.
- **Cllr Sheppard** reported that Park Ranger Nick Lane had responded very helpfully to his concerns over the denuded state of the ground in North South wood. Cllr Sheppard to distribute the letter to all members.

**Action:** All to send and comments on the proposed Downland Estate response to Cllr Turnbull by close 3 March.

(iv) Built Environment. **Cllr Sheppard** provided the following update in addition to the reports circulated:

- West street Car Park was to close for two days to allow resurfacing work on West Street



- The repaired Jubilee sign would be back in place at the bottom of Bazehil Road next week.
- A dedicated bench in memory of Sally & Gerry Prince was to be placed in the Recreation Ground. Cllr Sheppard had met a representative from City Parks to agree on the exact location of the bench.
- Consideration was being given to the placement of additional '20 is Plenty' signs on Newlands Road following reports of speeding.

The Meeting closed at 21.28.

The next meeting is on 12 April 2021

**Chris Hayes, Parish Clerk**

**March 2021**