



## **Draft Minutes meeting of Rottingdean Parish Council: Monday, 6 July at 7.30pm**

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

**Public Gallery:** Cllr Bridget Fishleigh, Ms Rosemary Johnson (by phone), Libby Darling, Angie Kotler, Pamela Mainwaring.

Chris Hayes, Parish Clerk, (minutes)

### Public Questions:

**Libby Darling** said that she had been informed that officers from Brighton and Hove City Council Environmental Team would be patrolling the Rottingdean beach area to discourage littering but wasn't clear when and how frequently they would be present. She asked if the Parish Council could find out. **Cllr Sue John (Chair)** agreed that the Parish Council would enquire and let her know.

**Action:** Parish Clerk to enquire with BHCC Environmental Health Team

**Rosemary Johnson** expressed concern about cyclists using the pavement on Falmer Road with the potential for a serious accident and also wanted to know if something could be done about the spread of ragwort around the village, particularly in the Bazehill Road area. **Cllr Sheppard** said that warning signs had been put up further north on Falmer Road because of similar problems with cyclists and were having some effect so this could be considered. On the ragwort problem **Cllr John (Chair)** said that the maintenance of verges around the village had been de-prioritised by BHCC during the pandemic and **Cllr Butler** advised that some of the verges in Bazehill Road were privately owned. **Cllr Sheppard** agreed to visit the affected areas with Ms Johnson to see the extent of the problem.

**Action: Cllr Sheppard** to consider the use of warning signs in Bazehill Road. **Cllr John (Chair)** to investigate the ragwort issue.

**Angie Kotler** said that the problems with youth gatherings at the Seafront, along with littering and the frequent flouting of parking restrictions could be helped by signs that welcomed visitors to Rottingdean but reminded them to be considerate to local residents.

She also asked if the Fish and Chip shop could be asked to provide their own bin. **Cllr John (Chair)** said that the Fish and Chip shop had now been provided with an additional bin and that the Parish Council were about to consult with residents and businesses about proposals to improve the Lower High Street. **Cllr John (Chair)** also said that the idea of signs would be considered by the Village Community Advisory Group.

**Action:** VCAG group to consider signage at the seafront

**Pamela Mainwaring** said that it was almost impossible for anyone with mobility issues or indeed parents with prams to access the path at the south side of the village pond and asked if it could be made more accessible. **Cllr John (Chair)** agreed that the Parish Council would look into the matter.

**Action:** NEAG to consider accessibility to the pond path.

**Cllr Fishleigh** advised the meeting that she had been contacted by the owner of Handy Hardware and the Ice Cream Shop on the Lower High Street who was concerned that social distancing was becoming impossible on the east side of the Lower High Street and wanted parking to be temporarily suspended. Cllr Fishleigh also said she remained concerned about cyclists racing along the Undercliff. These points were noted by the Parish Council

**Cllr Sheppard** took the opportunity to advise the meeting that following the appearance of travellers in Saltdean he had discovered that a number of Public Space Protection Orders in the area that supported moving on unwelcome visitors from public spaces had lapsed. He was aware that these were to be discussed at the BHCC Tourism and Community Committee and asked for Cllr Fishleigh's support in renewing the orders.

**Apologies for absence.** None received

**Declarations of interest.** None

**Agreement of the minutes of the RPC meeting on 1 June.**

1. The minutes were agreed with the following amendments:

- Page 1: The addition of Cllr Fenwick to list of Cllrs present;
- Page 8, para 25: The heading should read Village Community Advisory Group.

**Matters arising**

None

**Action Log**

2. The action log was updated as follows:

- 1062; the Lower High Street (LHS) project brief had been passed to the designer Sarah Wilkinson and following her input was to be redrafted (focusing more on the vision for the LHS) prior to consultation.
- 1063 and 1064; Closed
- 1066: A meeting with the head of City Parks at BHCC is planned.
- 11055: Cllr Levins was satisfied that RPC policies were compliant with FOI legislation
- 3022: The Clerk is in discussion with the IT support team, Toolkit, with a view to moving to the new RPC website over the summer
- 11056: progress had been made on online banking arrangement but bank account signatory changes still needed to be made.
- 300211: Closed

## Neighbourhood Plan

3. **Cllr John (Chair)** said that Andrew Ashcroft had now completed the redraft of parts of the Neighbourhood Plan to overcome concerns raised by Heritage England. The draft had been passed to the designer Faye Carr to incorporate the new text. She had also agreed to draft the executive summary which would be the key consultation document. It was hoped that the redraft would be available for consideration soon.

## Finance Update

### 4. Payments for authorisation

Accounts settled; C Hayes	Clerks salary June 2020				£396.38
Accounts outstanding; HMRC £405.04	Tax and NI – June 2020				
Clamp Boxall	Payroll April/May/June	Net	77.00		
		VAT	15.40	£	92.40
Toolkit	Web support July to Sept	Net	102.00		
		VAT	20.40	£	122.40
A. Ashcroft	Neighbourhood Plan Consult.	Net	450.00		
		VAT	90.00	£	540.00

**Cllr Turnbull** proposed that these payments be authorised; this was seconded by **Cllr Butler** and **agreed unanimously**.

### 5. Income and expenditure

**Cllr Turnbull** advised the meeting that the set of bank statements that would enable a final set of accounts to be prepared were still not available. In order to plug the gap, the

provisional accounts for March to June have been refined which should only require minor adjustments when the statements arrive.

## 6. Banking arrangements

A further mandate to add the Clerk as a signatory and to change the banking address to his address has been sent electronically to Nat West. The Clerk has also registered for online banking and is awaiting the necessary credentials to arrive to enable this service to become operational with the necessary safeguards. Interest rates have dropped significantly and the anticipated income in the accounts has been reduced from £1500 to £1200.

The bank balances at the end of June are;

Nat West Current	£	100.00
Nat West Reserve	£	108,414.38
Cambridge and Counties	£	90,473.36

## 7. Unity Bank

**Cllr Turnbull** advised that the main documents to enable the deposit of funds with Unity Bank 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 would be S John, V Fenwick and C Hayes.

## 8. AGAR

**Cllr Turnbull** said that the annual audit proposals, final account and preparation should have come to Council in draft form at this meeting. The government have issued a statutory order shifting the final completion date from 30<sup>th</sup> September to 30<sup>th</sup> November. The public consultation period is not now required but **Cllr Turnbull** recommended that the Parish Council should aim to have the accounts in sufficient time to enable public scrutiny.

## 9. Financial management

**Cllr Turnbull** said that In the current unusual circumstances it had not yet been possible for the Clerk to take over the financial management but the aim was to transfer responsibility for the accounting for 2020/21 over the next few weeks. **Cllr Turnbull** said he would complete the 2019/21 accounts including audit and AGAR and follow through on Unity Bank as it is already underway.

## Urgent Business

### Update on Seafront Disorder

10. **Cllr John (Chair)** reported that there had been a good police response to the disorder at the seafront in June and she had since been in touch with Caroline Vitta, Youth Work

Manager (East Brighton). The focus now would be on supporting local young people. Caroline had agreed to attend a future meeting to discuss current outreach work and potential actions with Councillors.

## St Aubyn's

11. **The Clerk** advised the meeting that following a complaint about demolition contractor vehicles parking on Steyning Road, he had received an assurance from the site manager, Alex Shepherd, that the contractors would restrict their parking to the five spaces on Steyning Road allocated to the developers Fairfax Properties as agreed with BHCC in the Demolition Environmental Management Plan.
12. **The Clerk** also said that, with support from Mike Bennett, he would be developing options for future management of the Field and legacy buildings prior to a discussion in the St Aubyn's Working Group and then full council. In addition, the working group would be considering the future use of the Chapel and Pavilion to feed into the discussion and agreement of the Conservation Management Plan between Fairfax and BHCC. This has to be agreed prior to the commencement of construction.
13. **Cllr Arnold** said that a resident had noticed a workman at St Aubyn's in full protective clothing and was concerned that there might be asbestos on the site. **The Clerk** said he would investigate.

**Action:** The Clerk to speak to the site manager about the presence of asbestos.

## Section 106 Meeting report

14. **Cllr Sheppard** advised the meeting he had circulated the output from the meeting on 22 June and reminded Cllrs present to continue to put forward ideas. He said he had also spoken to Deborah May, Principal Planning Officer BHCC (S106), to clarify some of the points on process raised in the meeting. In discussion, it was agreed that liaison with local groups also looking to bid for section 106 money would be important although it was important to remember that the money would not be released for sometime. In this context **Cllr Sheppard** said he had already been in touch with the Rottingdean Cricket Club who were raising funds for a new sports pavilion.

## Planning

15. Applications Received in June

Ref	Address	Type	Detail	Objection
BH2020/01401	Coppers The Green Rottingdean Brighton BN2 7DD	Variation	Application for approval of details reserved by condition 3a) (brick, render and tiling samples) and 3c) (samples of other external materials) of application BH2019/02301.	No
BH2020/01339	6 Court Ord Road Rottingdean Brighton BN2 7FD	Extension	Erection of single storey side extension with rooflight incorporating garage to replace existing garage and lean to structure. garage to replace existing garage and lean to structure.	No
BH2020/01540	25B Park Road Rottingdean Brighton BN2 7HL	Extension	Erection of single storey side and rear extensions	No
BH2020/01732	53 Chailey Avenue Rottingdean Brighton BN2 7GH	Garage Conversion	Conversion of existing garage to habitable space incorporating new door to south elevation.	No

## Advisory Group Meeting Updates

### BEAG

16. In addition to the note circulated **Cllr Sheppard** made the following points:

- The invoice for phase 2 and 3 of the street lighting project will be sent to the Clerk
- The traffic lights at the Lower High Street junction have been tested and are now responding to bicycles
- New street signs at Baze Hill Road and Chailey Avenue are in place.
- The non-operational 30mph sign on Falmer Road will be repaired although timing is yet to be agreed as the road needs to be closed

17. **Cllr Sheppard** also raised the issue of the collapse of a section of the flint wall at the Quarter Deck and suggested that the Parish Council could either get a quote for repair or press BHCC to prioritise the work. In discussion, it was agreed that the Parish should press BHCC to expedite the repair. In addition, **Cllr Sheppard** asked for approval to acquire more 'Twenty is Plenty' signs for Baze Hill Road. **Cllr Butler** pointed out that incidents of speeding on the High Street had increased recently, perhaps encouraged by the lower traffic volumes. **Cllr Butler** suggested that more persuasive signs were needed on the High Street and that the existing High Street signs could be put in Baze Hill Road.

**Cllr Sheppard** proposed that £100 be allocated to buy new signs. **This was agreed unanimously**

## **VCAG**

18. **Cllr Fenwick** introduced a paper prepared by the VCAG by advising the meeting that following work done in January which originated from a lack of directional signs in the village and the propensity of notices on lamp posts, work had been undertaken on the wider issue of signage around the village. Cllr Fenwick said that a proposal was now before the Council to agree to set aside £6000 for 6 new notice boards at various locations around the village. The following points were made in discussion:

- The paper did not really present a convincing policy argument for more notice boards;
- It was important to remember that part of this proposal was to replace two notice boards that had been taken down because of disrepair;
- There was a risk that the noticeboards would not be used, so before agreeing to the proposal a commitment to use them was needed from those currently advertising events on lamp posts;
- It should be borne in mind that it was in fact illegal to place notices on the lamp posts and perhaps those doing so should be reminded of this.
- If consultation was to be done it should go wider than just those who might use the new notice boards;

19. It was proposed that the Parish Council agree in principle to the allocation of £6000 for new notice boards but this was subject to the outcome pending a consultation of events organisers, relevant businesses and residents. **This was agreed unanimously**

**Action:** VCAG to develop a consultation process for the proposal and bring the findings back to the full council.

## **NEAG**

20. The new Ranger was in place and seemed very keen to get to know the village and the key stakeholders. He will be putting together a Beacon Hill Management Plan with stakeholders.

**The meeting closed at 21.25**

**Chris Hayes, Parish Clerk**