



Minutes of the meeting of Rottingdean Parish Council on Monday 2 August 2021 at 7.30pm in the Main Hall at the Whiteway Centre.

Present; Cllr John (Chair), Cllr Sheppard, Cllr Fox, Cllr Lawrence, Cllr Turnbull, Cllr Fenwick, Cllr Levins, Cllr Poole, Cllr Nixon.

Public Gallery: Ward Cllr Fishleigh, Rebekah Whiteley

Cllr Fishleigh advised the meeting that she had had representations from a local resident who wanted a cycle lane on Falmer Road between the Dentist Surgery and the Longhill School Road junction and was to press Brighton and Hove City Council to place 30mph signs on the lampposts on Falmer Road.

1. Apologies for absence

None

2. Declarations of interest

None

3. Agreement of the minutes of the RPC meeting on 5 July 2021

The minutes were agreed.

4. Matters arising

(i) **Cllr Sheppard** asked, if work had begun on the PARC charity Undercliff project had begun. **Cllr Turnbull** advised that work was underway, and an opening event was planned on the weekend of 2nd/3rd October.

(ii) Action Log. The Clerk gave the following update to actions not on the agenda:

- 0203: The Clerk had been in touch with Rottingdean Heritage regarding their grant application towards the costs of installing new Village Information signs. A revised application would be provided for the September meeting of the Council.

- 1005: The Finance Sub-group had approved the purchase of Norton Computer Security software for added protection against cyber crime.

5. Finance Update.

(i) Payments and Invoices. The Clerk proposed the following payments for approval

HMRC June	£ 578.92
C Hayes June Salary	£ 661.45
C Hayes Expenses (zoom)	£ 43.99 (+ £8.80 VAT)
Stationery (Workshop)	£ 17.48 (+ £ 3.49 VAT)
One Digital (LHS letters)	£ 35.00
Toolkit IT Support	£ 120.00 (+£24.00 VAT)
Clamp Boxall (payroll)	£ 77.00 (+15.40)
G Sheppard (5 mph sign)	£ 20.97
Urban Movement (LHS Design)	£3285.00 (+£657.00 VAT)
Norton Security Software (2 years)	£ 69.99
Sussex Electric (Installation of Defib box)	£ 75.00 (+£15.00 VAT)

Total 4943.01

(ii) Income and expenditure. The Clerk advised the meeting that the bank balances held by the Parish Council were as follows:

NatWest Current Account (cash	£	100.00
NatWest Reserve Account	£	89,411.90
Unity Bank Current Account	£	500.00
Unity Bank Instant Access	£	11,673.46
C&C savings account	£	91,563.09
Cash in Hand	£	193,248.45

(iii) Bank Accounts/Balances The Clerk advised the meeting that the Cambridge and Counties Bank had now registered him as a signatory and provided online access to the account. Subject to approval, he said he intended to pay the balance of the Urban Movement invoices from the NatWest account and transfer £10,000 from the Cambridge and Counties account to the Unity Trust account. This will reduce all RPC's accounts to below the £85,000 limit for the Financial Services Compensation Scheme. Approval of the above was proposed by **Cllr Turnbull** seconded by **Cllr Fenwick** and agreed unanimously.

(iv) Annual Governance and Accounting Return 2020/21. The Clerk advised the meeting that the external auditor was currently reviewing the return and had requested further information which he was dealing with.

- (v) July Accounts. The Clerk presented the accounts for July which were agreed.

6. Planning

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

BH2021/02163 21 Bazehill Road Rottingdean Brighton BN2 7DB

Erection of oak framed porch to relocated front door, single storey front extension, revised fenestration and formation of hipped pitch roof to replace flat roof of existing garage. Rottingdean Parish Council's planning panel considered the documentation related to this application and visited the site making observations from the front of the property. We considered that the erection of an oak framed porch to the relocated front door, single storey front extension, revised fenestration and formation of a hipped pitched roof to replace the flat roof on the existing garage was in keeping with the existing property and would not in any way impact on neighbouring properties. Rottingdean Parish Council did not object to this planning application"

BH2021/02253 Knole Cottage 14 Knole Road Rottingdean Brighton BN2 7GR

Erection of single storey (west) side extension at lower ground floor level with revised fenestration and reconfiguration of entrance gate and fence at (west) side of property. Rottingdean Parish Council's planning panel considered the documentation related to this application and visited the site making observations from the front of the property. We considered that the erection of a single storey side extension with revised fenestration and reconfiguration of the entrance gate and fence was in keeping with the present property, was where possible making good use of existing materials and would in not any way impact on neighbouring properties or be in conflict with the street scene. Rottingdean Parish Council did not object to this planning application.

BH2021/02406 1 Chailey Avenue Rottingdean Brighton BN2 7GH

Erection of a single storey rear extension with roof terrace, and associated works. Rottingdean Parish Council's planning panel considered the documentation related to this application and visited the site making observations from the front of the property. We considered that the construction of a single storey rear extension with roof terrace, and associated works would be appropriate and in keeping with the existing varied street scene and we also noted that the extension plans did not go beyond neighbouring building lines nor overlook neighbouring properties. Rottingdean Parish Council planning panel did not object to this application.

BH2021/02510 25 Chailey Avenue Rottingdean Brighton BN2 7GH

Erection of porch at front of property and first floor extension to create additional floor incorporating revised fenestration, roof alterations and associated works. Rottingdean Parish Council's planning panel considered the documentation related to this application and visited the site making observations from the front of the property. We considered that the construction of a porch at the front of the property and a first-floor extension to create an additional floor would enhance the property and be appropriate and in keeping with the existing varied street scene. The plans did not go beyond neighbouring building lines nor overlook neighbouring properties and we do

not consider that it would unduly affect other local residents. Rottingdean Parish Council planning panel did not object to this application.

BH2021/02627 The Green Adjoining Kipling Gardens Rottingdean Brighton BN2 7DD

Display of non-illuminated free-standing heritage information sign. Rottingdean Parish Council's planning panel considered the documentation and visited the site related to this application involving the installation of a heritage information sign on the Northwest corner of the Village Green. Our view was that the sign is in keeping with other heritage signs around the Parish and that it would provide useful information to residents and visitors. Rottingdean Parish Council planning panel did not object to this application.

BH2021/02629 Grass Verge Between Footpath and Falmer Road Opposite Recreation Ground Rottingdean Brighton BN2 7FJ

Display of non-illuminated free-standing heritage information sign. Rottingdean Parish Council's planning panel considered the documentation and visited the site related to this application involving the installation of a heritage information sign on the grass verge between the footway and Falmer Road Opposite the Rottingdean Cricket Ground. Our view was that the sign is in keeping with other heritage signs around the Parish and that it would provide useful information to residents and visitors. Our only minor concerns, which we are confident that BHCC will check, was that the sign might possibly be considered to be a hazard for pedestrians and an obstacle for when the verge is mowed. Rottingdean Parish Council planning panel did not object to this application.

Cllr Sheppard also advised the meeting that a number of neighbours of 25 Chailey Avenue had met with the planning consultative panel. They would be objecting to the planning application above and approaching Cllr Fishleigh for support.

7. Advisory Group Meeting Updates

(i) Strategy and Communications

- Lower High Street (LHS) – Urban Movement Concept Design Report. **Cllr Turnbull** took the meeting thought the Concept Design report that had been provided by the urban design consultancy Urban Movement and circulated prior to the meeting making the following points:
 - Initial consultation with local stakeholders had indicated support for the proposal for a more relaxed 'café style' atmosphere and the restriction of private vehicle access with a number of businesses favouring seasonal private vehicle restrictions.
 - The report proposed two phases. Phase 1 covered the land from the A259 junction to the slipway and proposed a pedestrian priority area but would still allow deliveries. Within Phase 1 there were two options, the key difference between Options 1 and 2 was the repositioning of the junction with the A259. In Option 2, the junction would be moved 1.5 meters west to allow a wider pedestrian walkway from the crossing point into the LHS.

- The proposed phase 2 would extend the redevelopment beyond the Quarter Deck to The Gap and the Terraces. This might include an all-weather covering for the Terraces, a lift from the Quarter Deck to the Undercliff and planting and seating at points along the slipway down to the Undercliff.

Cllr Turnbull said the Working Group and Project Board had met and accepted the report, favouring Option 2 although Brighton and Hove City Council (BHCC) had not yet considered the report. A number of potentially challenging issues had been identified:

- Whether or not to relocate disabled parking
- The wisdom and practicality of seasonal parking restrictions
- Funding

Cllr Turnbull proposed that the Council accept the report, decide which option they favoured and move forward to wider consultation. The following points were made in discussion:

- **Cllr John (Chair)** expressed disappointment that BHCC, although part of the Project Board, had failed to engage on this issue and that only one of the three ward Councillors on the Project Board had attended the last meeting.
- **Some members commented that** Option 2 looked the more attractive, including the relocation of disabled parking to the West Street and Long Stay car parks.
- The difference in the range of costs set in the report related to the specification and quality of materials and the extent to which planting, new street lighting and other services were included. The higher specification would provide for better surfaces, for example, a non-slip red brick paving to tie in better with the High Street north of the A259 junction and white granite paving at the threshold of the pedestrian walkway.
- The surface would be level across the LHS but the threshold from the pedestrian only walkway to the rest of LHS would be marked by a textured surface to ensure visually impaired people could navigate the space safely.
- Although the lack of provision for bicycles had been a key issue in the Village Survey, there was nothing specific in the report about this.
- If the junction with the A259 was moved east this could cause a bottleneck at the adjacent crossing point on the A259.
- It would be possible to make substantial changes in the short term by designating LHS as a Pedestrian Priority Area with appropriate signage.

Wider engagement

Cllr Turnbull then advised the meeting of proposals for wider engagement:

- an A4 size folded flyer to be delivered to every dwelling in the Parish.
- an event with display boards showing the proposed design and at which Councillors would be available to answer questions.

- closing of the LHS for an afternoon or holding a drop-in event on the Terraces
- Publicising the proposals via the Parish Council website, via social media and the Rottingdean Village News.

Cllr Turnbull advised that the ambition was to hold these events over August and complete this consultation in early September although this would rule out closing the LHS given the lead-in time to obtain the agreement of BHCC. **Cllr Sheppard** voiced concern about the short timescale. **Cllr John (Chair)** suggested that Cllr Turnbull provide the Council with a consultation document that included a realistic timetable.

Action: Cllr Turnbull to circulate a consultation document and timetable.

Funding.

Cllr Turnbull said the Working Group and Project Board had agreed to set up a separate funding group comprising Cllrs Turnbull and Fox and co-opting Cllr Fishleigh who had experience of raising funding for the Saltdean Lido project. The group would look to BHCC to support funding opportunities, including regeneration monies and also consider private partnerships.

Cllr Sheppard expressed a number of concerns:

- what had started out as an achievable and affordable project focussing on the Quarter Deck was now covering the whole of the Lower High Street.
- attracting funding for a project such as this as compared to the regeneration of Saltdean Lido would be very challenging.
- there was a danger of unreasonably raising resident expectations and of putting the Parish Council in a position of pursuing an unachievable goal.

However, Cllr Sheppard said that he would support the project.

Cllr Turnbull proposed that; the report be accepted by the Council; Option 2 be agreed as the favoured option and that the Council take steps in the short term to designate LHS a Pedestrian Priority Area. This was seconded by **Cllr John (Chair)** and agreed unanimously.

- **Priorities Workshop – next steps** The Clerk said that he would write up the discussion on a future Vision, Priorities and Delivery for the Strategy and Communications Advisory Group prior to full Council discussion.
- **Park Road Toilets.** The Clerk advised the meeting that he had been informed by BHCC that work on the refurbishment would start in September and was seeking further details about the start date and arrangements to be put in place during the work.

(ii) Village Community

- Grant Application - St Margaret's Children's Workshop. **Cllr Fenwick** said the group had considered the application and spoken to the Musical Director of the event. This had been helpful but concerns remained with some aspects of the cost information provided. The Group recommended that £400 be provided towards the cost of the event. The following points were made in discussion:
 - Concerns were expressed about the exclusivity of the event to children of a single faith;
 - Information provided to the Charities Commission by the event organisers suggested one of the aims was to increase the Church congregation.
 - The issue was whether it was right for the Parish Council to support such an exclusive event.
 - The Clerk confirmed there was no legal bar to providing funds.

Cllr Fenwick proposed that £400 be offered but a note made in the offer letter that future applications would only be considered if events were inclusive. This was seconded by **Cllr Levins**. The motion was carried by majority vote with five Councillors voting for, two against and two abstentions.

- Notice Boards. The Clerk confirmed that 3 quotes had been sought from local builders, but no responses had been received so far.
- Kipling Gardens. **Cllr Lawrence** advised the meeting that she had spoken to Nick Lane, City Parks Ranger, about the health and safety aspects of a proposal for a group of volunteers to lock Kipling Gardens in the evenings. **Cllr Lawrence** said she had arranged a meeting with the volunteers and Nick Lane, the Kipling Gardens gardener, Cllr Sheppard and ex-Councillor Butler, given her previous involvement in organising a rota of volunteers to lock the gardens. **Cllr Lawrence** said she had made clear that the Parish Council's role was limited to facilitating discussion between the volunteers and City Parks.

(iii) Natural Environment

- Beacon Hill Nature Reserve. **Cllr Turnbull** provided the following update:
 - Further informal meetings had taken place about the management of the Nature Reserve. Notice boards near St Dunstan's and at the Hub/Sheep Walk locations would be erected shortly. To accompany the notice boards a further 3000 leaflets were required, and quotations would be sought for a repeat print run.
 - BHCC had issued a management report for the Reserve that indicated a proposed change to the mowing regime. A discussion was currently underway with Friends of Beacon Hill and BHCC about which paths should be mowed. BHCC had authorised an investigation by officials into the feasibility of the fence proposals and this report was awaited.
 - **Cllr John (Chair)** advised the meeting that the Beacon Hill Annual General Meeting would be held on at 10.30 am on 16 September at the

Whiteway Centre with the Friends of Beacon Hill event from 7pm to 9pm in the evening.

- Tree Planting. Offers had been made by BHCC to fund some planting of trees in the Parish. A discussion had taken place between Rottingdean in Bloom and BHCC about possible locations. The Natural Environment Advisory Group (NEAG) had recommended that the Parish Council become part of these discussions to ensure that there is co-ordination over locations and an approach had been made to Helen Clarke from Rottingdean in Bloom.
- The water outlet pipe warning sign off the beach had disappeared and the lifeguards considered it to be necessary. Tony Manuel BHCC Seafront Manager was investigating with other officials.
- The Terraces. NEAG recommended that the Terraces be used more extensively. The walls and floor had been painted, repairs to the storeroom door were underway and the area had been swept clean and was available for use. Discussions with Brighton Pétanque Club had confirmed that the area was suitable for a limited number of pétanque games to take place at the same time and that there was a significant demand in Rottingdean. NEAG recommended that an interested person willing to form and run the club was identified.
- Pond Path. A meeting with Sussex All Trades had been arranged to ensure that the proposed paving would blend with the existing path
- Beach Chalets. A project plan from BHCC is awaited.

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

- Following concerns expressed by local residents about vehicles parking on the green area adjacent to the Bowling Green, the placement of timber bollards had been considered that would cost around £2250 as opposed to the £10,000 to £15,000 estimated costs for the placement of boulders. The Built Environment Advisory Group (BEAG) were to obtain quotes but to continue to monitor parking on the Green. In discussion, it was suggested that benches could be placed on the Green to prevent parking or some of the Green maintained as a wild meadow which would be investigated.
- Cllr Sheppard had met with a BHCC engineer to discuss much needed repair of the lower pavement on the south side of Marine Drive which was part owned by BHCC and shop owners. BHCC were to consider costs and report back.
- A meeting with a resident, Cllr Fishleigh, Cllr Sheppard and Safety officer Len Holloway had taken place to discuss the shared pedestrian/cycle shared space along Falmer Road south of the vale. This would need to be financed by the Section 106 fund so would be competing against other priorities.

- Rottingdean Women's Group had closed and BEAG had provided advice on the process and costs for obtaining a commemorative bench. The group had subsequently opted for a Gertrude Jekyll style flower bed in the Grange.
- The Parish Council funded new polycarbonate defibrillator cabinet had been installed by an electrician. Cllr Sheppard had met with First Responder representative to test the device and had subsequently registered the Defibrillator with the Ambulance Service.
- Discussion with BHCC about a request from a resident for a disabled parking space in the Recreation Ground car park had revealed that it was not possible as there were no other markings on the car park.
- A pothole at the entrance to the south bound one way system reported to the BHCC highways team had been repaired.
- The waste bin in Whiteway Lane / St Margaret's School entrance used for the disposal of dog waste had been removed by BHCC City Clean following a request to the Parish Council by Headteacher, Rachel Kershaw.
- BHCC had reinstalled the white lines across the entrance to Challoner's Mews following a request from the Parish Council on behalf of a resident.
- A crumbling drain edging in Dean Court Road reported to BHCC highways following a request by a resident had been repaired.
- Cllrs Poole and Sheppard had met with the Neighbourhood Watch group who had asked the Parish Council to support the installation of further vehicle activated signs in Falmer Road. Cllr Poole was to obtain detailed data from the Police liaison officer to inform further decisions.
- Cllr Sheppard had met with a resident who had raised concerns about the speed of vehicles in the approach to the Recreation Ground and had subsequently installed 5mph and Child aware signs.
- The red traffic light out of action on signals going south on High Street had been reported to BHCC on July 15th and repaired on the same day.
- Cllr Sheppard had met a BHCC engineer and confirmed that the resurfacing of the footway would take place on Nevill Road between Sheep Walk and the A259
- A meeting had been arranged with a BHCC highways officer to clarify the proposed 'School Street' changes in Whiteway Lane.
- A request had been made to BHCC road signs to repair a damaged street sign at the east end of Romney Road.
- A road sign at the north end of Newlands Road twisted out of position had been repositioned by BHCC following a request from the Parish Council.
- BHCC had confirmed that a 20mph variable road sign which appeared on a lamp post in Chailey Avenue was official and placed by BHCC for a 6-week period.
- A 20mph road sign at the western end of West Street that had sheared off and was lying in the road had been removed following a request to BHCC road signs and BEAG were to monitor its replacement.

The meeting closed at 21.29. The next meeting of the Parish Council will be on 6 September at 7.30pm at the Whiteway Centre.

Chris Hayes, Parish Clerk

July 2021