



Minutes of the meeting of Rottingdean Parish Council held on Monday, 4 October 2021 at 7.30pm in the Main Hall at the Whiteway Centre.

Present: Cllr John (Chair) Cllr Sheppard, Cllr Nixon, Cllr Poole, Cllr Lawrence, Cllr Turnbull, Cllr Fox.

Public Gallery: Ken Bodfish, Richard Treacher, Sally Connif, Cathy Taylor, Louise Arnold.

Questions from the public:

Richard Treacher said that he was concerned about vehicles parking on the kerb on the eastern side of Newlands Road which restricted access and resulted in drivers speeding along the road to avoid being held up. He suggested that the road be widened on the eastern side. **Cllr Nixon** said he and Cllr Sheppard had both met with parking enforcement team at Brighton and Hove City Council (BHCC) and were considering with them how best to tackle the issue. Warning notices had already been placed on vehicles parked on the kerb, which was having some effect, and proposals for parking restrictions on Newlands Road were being considered. In addition, 20 mph roundels had been placed on the road. and extra 20 mph signs had been put in place

Cathy Taylor asked for an update on what plans the Parish Council had made for the future use of the Field and the Chapel and when consultation of any proposals would begin. **Cllr Nixon** said the transfer of the Field and listed buildings was not expected until mid-2023 but that the Parish Council had set up a project to develop proposals for the future management and use of the Field and the legacy buildings. The aim was to be in a position to consult on emerging proposals early in 2022.

Louise Arnold asked when the Parish Council expected the planned refurbishment of Park Road public toilets to begin. The Clerk said that BHCC had advised that work would begin, subject to the Contractors availability, following an asbestos survey that they expected to take place in the next few weeks.

1. Apologies for absence

Ward Cllr Mears, Ward Cllr Fishleigh, Cllr Levins

2. Declarations of interest

None

3. Agreement of the minutes of the RPC meeting on 6 September 2021

- (i) The minutes were agreed.

4. Matters arising

- (i) Action Log. The Clerk provided the following update to actions not on the agenda,
 - 0807: Clerk to write to the management of Bazehill Manor reminding them of the provisions of the Wildlife and Countryside Act: Cllr Turnbull agreed to action.
 - 0108: Governance Group to discuss a review of Standing Orders: The Governance Group had met and agreed to update the Standing Orders and provide a revised draft for approval at the next Parish Council Annual General Meeting.

5. Lower High Street. Cllr Turnbull gave the following update:

- Following early stakeholder engagement on the concept design, the wider consultation phase was being planned. This would include:
 - A flyer distributed to all households in Rottingdean showing the proposed design.
 - Posters to advertise the consultation
 - A public exhibition on Saturday 23rd October in the Whiteway Centre.
 - Drop boxes located in 3 places in Rottingdean for people to express their views.
- A meeting had been arranged with Nick Hibberd, Executive Director Economy, Environment & Culture at Brighton & Hove City Council in November, to make the project more visible to BHCC and seek practical support.
- A bid for Section 106 funds was being developed - the artistic component was of particular interest.
- A meeting of the funding subgroup had taken place and Cllr Fishleigh had provided a list of potential sources.

6. Casual Vacancy

- (i) Process. The Clerk said that following the resignation of Cllr Fenwick, a public notice of the vacancy had been posted on the notice board and website that provided the opportunity for residents to call for an election. Had an election not been called by 8 October, the Parish Council would be able to hold a co-option exercise to fill the vacancy. A number of Cllrs expressed an interest in joining the selection panel.

Action The Clerk to write to all Councillors canvassing interest in membership of the Co-option selection panel

- (ii) Positions of Responsibility. The Chair asked Councillors to express an interest in filling the vacant positions left on advisory and working groups by Cllr Fenwick's departure. The following appointments were agreed:
 - Cllr Turnbull to Chair the Finance Sub-group. Cllr Fox to join the group

- Cllr Levins to join the Governance Group
- Cllr Lawrence to chair the Village Community group for the next twelve months
- Cllr Lawrence to join the Strategy and Communications Advisory Group
- Cllr Poole to join the Air Quality Management Area Working Group.
- Cllr Nixon to chair the St Aubyns Working Group.

7. Finance Update

(i) Payments and Invoices. The Clerk asked for approval to pay the following:

HMRC September	£618.66
C Hayes Salary September	£691.13
C Hayes Expenses (Zoom	£ 43.99 (+VAT £8.80)
C Hayes (phone top up)	£ 30.00
Clamp Boxall (payroll)	£ 77.00(+ VAT £15.40)
C Hayes (laptop)	£515.83 (+VAT £103.17)
One Digital (Beacon Hill Leaflet)	£280.00
Room Bookings	£108.00
Toolkit (IT Support)	£120.00 (+VAT £24.00)

Total £2484.61

Approval was proposed by **Cllr Turnbull**, seconded by **Cllr Sheppard** and agreed unanimously

2. Bank Balances

The Clerk advised the meeting that bank balances at the end of September were:

NatWest Current Account (cash)	£100.00
NatWest Reserve Account	£85,471.38
Unity Bank Current Account	£500.00
Unity Bank Instant Access	£7,536.41
C&C savings account	£91,715.41
Cash in Hand	£185,323.20

The Clerk reported that he was arranging to transfer £7000 from the Cambridge and Counties Bank account to the Unity Trust Bank. This would ensure the Cambridge and Counties bank balance was below the £85,000 covered by the Financial Service Authority Compensation Scheme. The Clerk also informed the meeting that the second half of the precept (£26,702) would be paid into the Unity Trust account on 8 October.

(ii) September Accounts. The Clerk presented the accounts for September and the quarterly bank reconciliation which were agreed.

(iii) Mid-Year Expenditure Report. The Clerk drew attention to the following key points of the report on half year expenditure previously circulated:

- Operational Costs: Current spend was below profile with an estimated year-end underspend of around £3,000
- Other Costs: Current spend was above profile with an estimated overspend at the year-end of around £1,200
- Minor Projects: Current spend was below profile with an estimated underspend at the year-end of around £3,500
- Major Projects: Current spend was below profile with an estimated overspend at the year-end of around £58,000

The Clerk said he estimated that the Parish Council would end the year with between £60,000 to £65,000 to carry forward to fund agreed projects.

8. Planning

(i) Applications considered in September. **Cllr Sheppard** advised the Council that the following applications had been considered in September:

BH2021/02779 Greenway Court Little Crescent Rottingdean Brighton BN2 7GS

Amendment to BH2020/00337 Render colour change.

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. They considered that the application for variation of condition 3 of application BH2020/00337 (Installation of render to all external elevations) to change the external render colour from white to light grey was reasonable and not a significant departure from the original application. Rottingdean Parish Council planning panel had not objected to this application.

BH2021/02370 Longhill School Falmer Road Rottingdean Brighton BN2 7FR

The erection of a free standing 149.5m squared canopy to provide cover from the elements for pupils during social time. Relocation of an existing bike-store and bin-store to the north of the school main building.

Rottingdean Parish Council's planning panel considered the documentation related to this application and visited the site making observations from the front and side of the school building. They considered that the erection of a free standing 149.5m squared canopy to provide cover from the elements for pupils during social time would be beneficial to the running of the school, that the design of the canopy was both robust and attractive and that the structure would be positioned far enough away from neighbouring properties so as not to unduly affect them. Additionally, the Panel considered that the relocation of an existing bike-store and bin-store to the north of the school main building was both necessary and sensible. Rottingdean Parish Council had not objected to this application.

BH2021/02852 Margos Mews High Street Rottingdean Brighton BN2 7HE

Installation of oak gates and posts to mews entrance.

Rottingdean Parish Council's (RPC) planning panel considered the documentation related to this application and visited the site making observations from the front of the property. They considered that the installation of oak gates and posts to the mews entrance was in keeping with both the Mews itself and the surrounding conservation area and that the gates would also provide the occupants with an additional level of security.

Rottingdean Parish Council planning panel had not objected to this application.

BH2021/03184 18 Rowan Way Rottingdean Brighton BN2 7FP

Erection of conservatory extension to rear.

Rottingdean Parish Council's planning panel considered the documentation related to this application concerning the erection of a conservatory to the rear of the property.

Rottingdean Parish Council planning panel had not objected to this application.

(ii) Cllr Sheppard also advised the meeting of the following:

- Applications previously considered at 14 Knole Rd, 17 Court Ort Rd, and for 2 heritage signs on the Green in Falmer Road opposite the Cricket Ground had been approved by the planning authority at BHCC in line with the Parish Council's view and one at 25 Chailey Avenue the Parish Council had not objected to had been refused.
- The Planning Panel had responded to a consultation by BHCC concerning the area of Coldean applying to become a neighbourhood forum. The Parish Council's support had been registered along with an offer of advice to the forum on the development of a neighbourhood plan.
- BHCC's planning department had invited the Parish Council to comment on the planning application made by St Margaret's Church for a two-storey extension to the North elevation. All members were encouraged to give their view on the application by October 10th to enable the planning panel to respond by the 25th October deadline

9. Advisory Group Meeting Updates

(i) Strategy and Communications. In addition to the note circulated, **Cllr John (Chair)** provided the following update:

- The Football Club were keen to present their proposals for a sports hub to the Council. The Clerk was arranging a suitable date.
- The Infrastructure Development Plan was being updated

- The AQMA Working Group had as BHCC for a meeting to discuss the availability of air quality data.
- (ii) Village Community **Cllr Lawrence** provided the following update:
- Two quotes had been received for mounting of the Notice Boards and one for £1200 was recommended which was now being proposed for agreement.

This was seconded by **Cllr Poole** and agreed unanimously.

- The Group was responding to the National Association of Local Councils call for Town and Parish Councils to reflect on their response to the Covid 19 pandemic and resilience arrangements more generally. The Group would seek views, including from the Church and Local Action Team, and provide advice on future resilience arrangements to the Council.
 - A report back had been received from St Margaret's Church on their Musical Workshop and Performance for which the Parish Council had provided a £400 grant. The event had gone well although there was a lower turn out than expected.
 - The Group was a member short so would welcome interest from other Councillors in joining.
- (iii) Natural Environment. Cllr Turnbull provided the following update in addition to the note already circulated.
- The Beacon Hill Nature Reserve Stewardship Group AGM Meeting was held on 19 September. The additional 2 notice boards had now been installed and a proposal for a further noticeboard at the Hub was being considered. The issue of fencing around the Reserve will be revisited in November when funds may be available.
 - Sheep had arrived on the Reserve and had been moved to the second area
 - Section 106 monies were now being considered by a sub-group of the Strategy and Communications Advisory Group to which ideas for Beacon Hill Nature Reserve will be submitted.
 - The Pond path design was being reviewed to incorporate proposals for a safe road crossing point for people with mobility or sight impairment.
 - Following a discussion with Toni Manuel (BHCC Seafront Officer) and a member of the Estates office at BHCC, the Group were to investigate options to manage safety concerns about cycling on the undercliff. Toni Manuel would also be contacting Southern Water about the warning pole missing from the bathing beach storm outfall.
- (iv) Built Environment – **Cllr Sheppard** provided the following update in addition to the report circulated.

- Two quotations had been obtained for the installation of bollards and two dropdown posts on the green area adjacent to the bowling club and for three bollards on the Village Green to replace missing bollards. The group were recommending the quotation submitted by Meakers amounting to £2,812.71.

This was proposed by **Cllr Sheppard**, seconded by **Cllr Poole** and agreed unanimously.

- The directional sign at the Woodingdean crossroads has now been installed. RPC had worked closely with BHCC Highways on the design of the sign which encouraged through traffic to avoid Rottingdean including positively directing vehicles of over 7.5 tons to not drive through Rottingdean. RPC had sent a note of thanks to BHCC officers.
- RPC had liaised with BHCC to ensure that the flint wall on the Lower High Street was repaired as speedily as possible. This work was now in progress and the Parish Council had sent a note of thanks to BHCC officers.
- As expected, the overall cost of the final phase of the heritage streetlighting project had increased. The cost to RPC was now put at £18,552 and BHCC would provide £10,574. BEAG recommended that this should be accepted and that additional funds be allocated.

This was proposed by **Cllr Sheppard**, seconded by **Cllr Turnbull** and agreed unanimously.

- Following RPC's request, the stop and white line markings at the Falmer Road end of the Recreation Ground Lane have been refreshed. RPC sent a note of thanks to BHCC officers.
- Advisory letters would be sent to three households in Rowan Way requesting that they cut back vegetation which is overhanging their boundary onto Falmer Road and causing an obstruction to pedestrians.
- RPC had requested that vegetation on the footway in Meadow Parade and Close be cut back as it was a safety issue for pedestrians. Similarly, a request had been made to cut back vegetation in Newlands Road. The work on all areas had been carried out.
- Following concerns expressed by residents about speeding in Newlands Road:
 - 20 mph roundels had been painted on the road and 20 mph signage has been installed on several lamp posts.
 - BHCC had installed a temporary vehicle activated indicator.
 - The local PCSO put advisory notices on vehicles parked on the footway telling drivers that this would be viewed as an obstruction.
 - A Traffic Regulation Order would be issued seeking consultation on where double yellow lines should be installed.

- Following a report from a resident in Dean Court Road, the Parish Council had reported to BHCC Highways Department that significant amounts of gravel were blocking storm drains in Lustrells Road and requested that a long-term solution be found.
- BHCC were consulting on their Local Transport 5 and Local Cycling and Walking Infrastructure Plan. BEAG would consider how the Parish Council might respond and provide advice at the November Parish Council meeting.
- Cllr Sheppard and Cllr Poole had attended an online consultation on how to improve the A259 (Eastbourne to Ovingdean) for the benefit of all users. A final report would be provided next March containing a number of significant intervention packages and seeking funding in the region of £50 million. Cllrs Sheppard and Poole had highlighted the air quality and safety impact of the heavy traffic on the A259 passing through Rottingdean from both east and west, particularly for pedestrians crossing to and from the seafront.
- RPC liaised directly with SSG and informed residents through social media re the roadworks which took place in Steyning Road involving the closure of part of the road at the entrance to the St Aubyns development. The impact on traffic on both the B2123 entering Rottingdean from the north and on the A259 travelling west to east was significant. However it was pleasing to note that SSG gave significant advanced warning to road users that the works would be taking place and that the the works finished within the prescribed time.
- RPC liaised directly with the contractors concerning the works beginning on October 4th for about 14 weeks to replace metal gas mains with plastic mains pipes in Grand Crescent, Steyning Road, Newlands Road, Lenham Road West, Little Crescent, The Park, Romney Road and also Whiteway Lane at half term. The Park will be used for the contractor's work materials. RPC will monitor the works and contact the contractors if necessary.

The meeting closed at 21.10. The next meeting is on 1 November 2021

Chris Hayes, Parish Clerk

October 2021