



Minutes of the meeting of Rottingdean Parish Council Meeting held on Monday, 6 December 2021

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

Chris Hayes, Parish Clerk (minutes)

Public Gallery: Ken Bodfish, John Bustard, Mark Cherrie

Questions from the Public.

Ken Bodfish congratulated the Parish Council on their work so far on St Aubyns which was looking like a high standard development. Mr Bodfish did however express concern about the inadequate lighting in the Twitten and also asked if the hedges that had been removed around the Field were to be replaced. **Cllr Nixon** said that the lighting was to be discussed with Fairfax Properties to ensure the Twitten and paths through the development and Field were pleasant to walk through and safe. He also said that the hedges had been removed in accordance with planning consent and would be replaced following the completion of construction work.

John Bustard expressed concern about the state of the road surface between Ovingdean Road and Rottingdean Place. He acknowledged that repair was not the Parish Council's responsibility but asked if the Parish Council (RPC) could raise the matter with the City Council. **Cllr Sheppard** agreed that resurfacing was needed and said he would raise the issue with the City Council Highways department.

1. Apologies for absence

Ward Councillors Mary Mears and Bridget Fishleigh

2. Declarations of interest

None

3. Agreement of the minutes of the RPC meeting on 1 November 2021

- (i) The minutes were agreed with the following amendment:
- Page 7 second line 'welcoming' deleted

4. Matters arising

- (i) Action Log: The Clerk provided the following update for those item not on the agenda:
- 0807 The Clerk to write to the management of Bazehill Manor following the removal of nesting box. An address had now been found and a letter would be issued.

5. Casual Vacancy

- (i) **Cllr John, (Chair)** advised the meeting that after interviewing all three applicants for the Council vacancy the panel proposed that Mark Cherrie should be co-opted on to the Parish Council. This was put to a vote and agreed unanimously.

6. St Aubyns

- (i) Report from the Working Group. **Cllr Nixon** gave the following update in addition to the note circulated.
- Very productive meetings had taken place with both Fairfax Properties and BHCC planning team who were very open to ideas for the future use of the Chapel. The Heritage planning officer had agreed to visit the site in January to discuss possibilities.
 - Fairfax Properties had made a formal offer 1 December to transfer the Field, Chapel, Pavilion, Water Fountain and Memorial as per the Section 106 agreement. The Parish Council had 12 weeks to respond which meant that a formal decision would need to be taken at the February Council meeting. On current plans if the Council were to accept the transfer it would take place in September 2023.
 - While this represented a unique opportunity for the Council to secure this asset for future community use, some due diligence work was needed. In particular, to clarify what work would be done to the Field and boundaries prior to hand over, to ensure a community use for the Chapel and Pavilion and to consider future management and governance arrangements. Meetings were planned over the next two weeks to consider these issues.
 - Some initial work had been done on the potential maintenance costs which indicated that the £350,000 that would be paid to the Parish Council by Fairfax Properties would be enough to cover 10 to 15 years' maintenance costs following which costs would need to be met by the Parish or an organisation appointed to manage the assets.
 - In the interim, **Cllr Nixon** said that a law firm, architect and surveyor would need to be appointed to support the Parish Council in preparing for the handover. This was agreed by the Council.
 - The following points were made in discussion:
 - **Cllr Levins** asked what assumptions had been made about the condition of the Field at the point of transfer in developing the future maintenance costs estimates. **Cllr Nixon** said this was a key area to be agreed with Fairfax prior to handover.
 - The additional precept revenue from the housing development would contribute to future costs
 - It was agreed that Cllr Poole should be invited to support the work stream looking at the future of the Chapel.

- It would be important to ensure that a mechanism was in place to quickly allocate funding for legal and other professional support should this exceed the £3000 currently in the Budget.

(ii) As previously notified, the following motion was then read out by the Clerk.

"In order to secure the future community benefit of St Aubyns Field together with the Chapel, Pavilion, Water Fountain and Memorial, the Council are minded to accept the transfer of these assets as set out in the section 106 agreement, subject to a due diligence exercise being completed to the satisfaction of the Council"

This was proposed by **Cllr Nixon**, seconded by **Cllr John (Chair)** and agreed unanimously.

7. Finance Update

(i) Payments for Authorisation. The Clerk requested authorisation for the following payments:

		VAT
HMRC November	£565.46	
C Hayes Salary November	£744.32	
C Hayes Expenses (zoom)	£43.99	£8.80
C Hayes (Printing and Stationery)	£63.11	£4.41
Room Hire WW	£84.00	
Remembrance Day Wreath	£25.00	
B Turnbull (LHS Exhibition)	£211.95	£19.54
R J Meaker (Posts)	£2344.14	£468.83
G Sheppard (Post Keys)	£35.55	
P Birchall (Pond Maint)	£1600.00	
One Digital (LHS Display Boards)	£68.00	
One Digital (BHNR Reports)	136.00	
Total	£5921.52	

The Clerk also formally recorded prior approval of the following payment which had been made by correspondence in order for the work to be completed in February

Greenbanks (Notice Boards)	£5910.41	£1182.09
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Approval of the above payments was proposed by **Cllr Turnbull**, seconded by **Cllr Sheppard** and agreed unanimously

(ii) Bank balances. The Clerk advised that the bank balances at the end of November were:

NatWest Current Account (cash	£100.00
NatWest Reserve Account	£85,472.81
Unity Bank Current Account	£500.00
Unity Bank Instant Access	£18,219.00
C&C savings account	£91,867.98
Cash in Hand	£196,159.79

- (iii) Budget for 2022/23. The Clerk took the meeting through a paper setting out a proposed budget for 2022/23 previously circulated and approved by the Finance Subgroup and Strategy and Communications Advisory Group – attached. This was proposed by **Cllr Turnbull** and seconded by **Cllr Levins** and agreed unanimously.

8. Planning

- (i) Report of the meeting with Meadow Vale Site Manager. **Cllr Sheppard** said that he and Cllr Levins had met the lead planner for the developer, Brookworth Homes, and the site manager. Both were impressed with the organisation and planning which had gone into establishing the site. There had been significant engagement with local residents and Longhill School to establish safety measures and work patterns which minimised the impact on local residents. Lorries would be arriving and leaving the site between 8.30 am and 3pm and working hours would be 8am to 6pm on weekdays and 9am to 1pm on Saturdays. A contact had been established with the site manager with whom any issues that arose could be discussed with. The building works would be completed within 18 months to 2 years. **Cllr Levins** added that he thought this was a very competently organised development and that the developers had taken measures to minimise the noise and traffic nuisance.

9. Advisory Group Meeting Updates

- (i) Strategy and Communications – Report circulated
- **AQMA**. **Cllr Sheppard** gave the following update
 - There had been diffusion tubes in place on the High Street and seafront since 2009. These were small tubes mounted on the wall about 2.5 metres above the road surface. They were analysed monthly, and the results published in the BHCC annual Air Quality Management report and audited by DEFRA.
 - In December 2019 two continuous analysers were purchased as a result of discussions within the joint RPC / BHCC action group. The object of purchasing these was to achieve hour by hour figures which could be put on a website. However, there had been problems installing and calibrating and ongoing inconsistency and unreliability with the analyser data. Additionally, the company who installed the sensors had requested a further £1500 for maintenance and data capture for the remainder of the financial year. The AQMA group were of the opinion that the diffusion tubes provided a much more accurate stream of historical information which the Parish Council would aim to share with local residents via the website and that the Council's interest in the continuous analysers should be discontinued. This was agreed.
 - Section 106 next steps. In addition to the note circulated **Cllr Sheppard** provide the following update:
 - The Section 106 working group had met 3 or 4 times, met with the Local Action Team (LAT) working group and attended the full LAT.
 - There was unlikely to be any significant difference between the priorities of the LAT and RPC and RPC were to nominate someone to sit on the LAT working group.
 - The working group were also looking at the sustainable transport element of S106 funding which is not within the scope of the LAT group.
 - The group were confident that RPC would benefit from the S106 funding while further discussion/negotiation was needed.
 - Lower High Street. Cllr Turnbull provided the following update:

- The consultation had been completed although responses continue to be received.
 - The majority were positive although some concerns had been expressed about vehicular access and resident parking.
 - The working group would now bring forward further proposals for the consideration of the Project Board and Council
 - A positive meeting had taken place with Nick Hibberd, Executive Director Tourism, Economy, Environment and Culture and colleagues from BHCC. The project was now to be included in the BHCC infrastructure development plan.
 - In order to access funding, RPC were advised to develop specific projects ready to go and £25,000 had been put in the Parish Council Budget for 2022/23 for this purpose.
 - Cllr Turnbull was to work on the next iteration of the proposals and would provide a further update at next month's Council meeting.
- Covid 19 Safety. The Clerk advised that under current legislation, Parish Council were required to hold face to face meetings following advice on social distancing. There was, however, discretion in relation to working group meetings. The following points were made in discussion:
 - Working groups had few members and were able to distance and open windows in the Round Room which should be safe.
 - Larger meetings could be held via Zoom
 - It might be advisable for members to take a lateral flow test before Council meeting but this would be left to members discretion.
 - The position would be reviewed at the January meeting

(ii) Built Environment – In addition to the report circulated Cllr Sheppard provided the following update:

- To prevent vehicles parking on the open area in front of the bowling club, work was completed installing wooden bollards and two drop down posts. The cost had come to £2812.97 with an additional £35.55 for keys. This included 3 bollards on the village green.
- The final phase of streetlighting project was underway and due to finish Jan/Feb 2022. BEAG will monitor the works and sign off on completion for payment of £18,552. The group had been in touch with the streetlighting team as one of the streetlights in Whiteway Lane appeared to have not been painted where 2 in the vicinity had been painted.
- There was continued concern about the lack of grip on the footway adjacent to Dean Ct Rd. A quotation was forthcoming but likely to be in the region of £17,000. To tarmac the same area would cost in the region of £4,000.
- There were no objections to the Traffic Regulation Order to extend the double yellow/single yellow lines in Whiteway Lane. BHCC had agreed to make this a priority as it was important for school access to be carried out in early January.
- The group were considering possible safety enhancements around the Longhill bus stop crossing. Initial liaison with Cllr Fishleigh and BHCC School Streets had taken place and the school had been contacted. Cllr Sheppard was to meet with the Assistant Head in January to consider options.
- The Christmas Tree had been installed on the Village Green. Thanks to the sponsors – Voipfone and those who assisted with the works and the installation of the lighting.

- Following RPC's liaison with Healthmatic and BHCC the repairs to the broken locks and water dispensers at the recreation ground public toilets had been carried out. In addition, PARC and RPC reported to Healthmatic / BHCC had reported that the bottom of both cubicle doors were worn and broken. A decision had been made to replace the bottom of both cubicle doors with sections of wood.
- The commemorative plaque on the wall on the Village Green was badly damaged. RPC had contacted the family who confirmed that they would replace the plaque and kindly declined RPC's offer of assistance.
- The group were following up a request from a resident for RPC to consider placing a dedicated bench on the grass adjacent to OLOL Church in Whiteway Lane.
- A request from a resident that an electrical goods bin in the long stay car park be emptied had been reported to BHCC and had now been attended to.
- Following a concern from a resident that the bridleway sign on Falmer Rd was misaligned it had been checked and moved into the correct direction pointing down the Recreation Ground lane. The resident had thanked RPC.
- BHCC had invited requests for additional bike hubs & a report of use of current hubs. BEAG had liaised with the community group and responded that the hub located adjacent to the White Horse in the Lower High Street was well used by visitors and residents
- Concerns had been raised about cars turning against the one-way system out of the Convent. Signage for drivers exiting the Convent had subsequently been installed along with directional signage opposite the Convent entrance by BHCC Highways Department.
- The Highway Department were to instal similar signage for vehicles turning against the one-way system out of Hog Plat.
- A request from residents for an additional 'The Green' street sign to avoid confusion north of the one-way system had been passed on to BHCC who had agreed.
- 20 bollards around the village green needed replacing. BEAG recommended replacing 20 bollards further into the ground for stability/look and to reduce the remaining bollards to the same height. This would costs approximately £2000. Works agreed.
- A report of loose paving bricks outside 86 High St (McWilliam Wealth Management) and 102 High Street had been checked, photographed and reported to Highways.
- Two redundant road work signs lying on the verge in Steyning Road had been reported to Highways for removal.
- A large tree at The Rotyngs / Falmer Rd had come down over the footway. This had been reported to Highways with a photograph and posted on social media to raise awareness. It had been removed during the same day.
- Blocked drains in Lustrells Road causing significant overflow into Dean Court Road had been reported to BHCC, who had removed the gravel run off and undertaken significant work to clear 3 storm drains. Residents had thanked RPC.

(iii) Village Community. **Cllr Lawrence** provided the following update:

- The new notice boards had been ordered; 4 would be placed at various points in the centre of the Village and 1 in Meadow Parade and 1 at Rottingdean Heights

- Notices to place in the boards would now be invited. The aim would be to ensure these were kept up to date.
- The group continued to canvass views on resilience from businesses and the Church.
- Plans were underway for next year's well-being event.
- A letter had been received from the organisers of the musical event at St Margaret's and unspent grant money was to be returned.
- Discussions were also underway with the LAT about possible new youth provision

(iv) Natural Environment, **Cllr Turnbull** gave the following update:

- Discussions were on-going with the builder contracted to extend and improve the path around the pond nearest the Plough.
- The bar that had become detached from the pond fence had been reported. Additionally, it was confirmed that the same contractor would paint the railings.
- Peter Birchall, who maintained the pond, had offered to also repair some of the stone slabbing along the road edge of the pond path – this was agreed.
- An update from BHCC on the engineer's report on cliff safety at Rottingdean beach was still awaited
- The Beacon Hub were to re-think how best to improve access from the A259 to the Hub and Nature Reserve and were not yet in a position to apply for a grant.

The meeting closed at 21.18. The next meeting is the 10 January 2022

Chris Hayes, Parish Clerk

December 2021



Rottingdean Parish Council

Notice of a Motion to be tabled at the Parish Council Meeting on 6 December 2021 (as per Standing Orders paragraph 1.18)

Motion

“In order to secure the future community benefit of St Aubyns Field together with the Chapel, Pavilion, Water Fountain and Memorial, the Council are minded to accept the transfer of these assets as set out in the section 106 agreement, subject to a due diligence exercise being completed to the satisfaction of the Council”

Proposed: Councillor Mike Nixon

Date: 01/12/2021

Seconded: Councillor Sue John

Date: 01/12/2021

Background Information

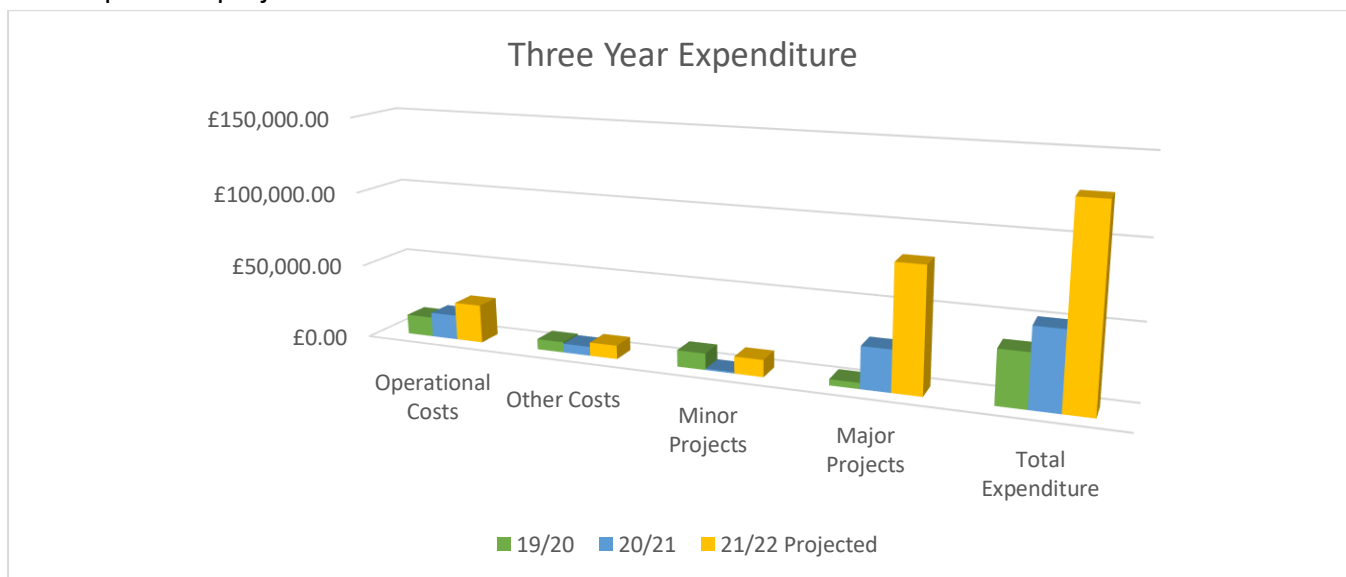
Fairfax Properties have formally offered the transfer of St Aubyns Field, the Chapel, Pavilion. Memorial and Water fountain on 1 December as per the Section 106 agreement. The Parish Council have 12 weeks to respond.

Summary

Over the last three years expenditure has risen, mainly driven by an increase in operational costs and spending on major projects. It is likely that at the 2021/22 year-end the Parish will have spent £128,573. This will mean a year end bank balance of just over £105,000. For 2022/23 only minor adjustments are proposed for operational, other costs and maintenance budgets but significant sums are likely to be required for the Lower High Street, St Aubyns and other projects included in the Infrastructure Development Plan. The Budget requirement for 2022/23 is estimated to be £103,164 compared to the £129,995 provided for 2021/22. The end year balance will meet this requirement and with precept income provide just over £55,000 for future project requirements. In terms of budget presentation, I propose to separate the routine maintenance budget from project budget and also set out projected project expenditure over a three year period. This will provide a clearer link with the Infrastructure Development Plan.

The last three years

1. Expenditure over the last three years has risen as major projects have got underway. There has been an increase in operational costs, mainly due to the Clerks’ increased hours. The Covid 19 pandemic has affected spending with a shift to online communication over the period and delays in planned project work.



Projected Expenditure 2021/22

2. Expenditure for 2021/22 is estimated at £128,573. The key assumptions are set out below:
 - a. Operational Costs. A slightly lower spend in the second half of the year with lower expected PAYE costs, as the Clerks hours reduce, balanced by an increase in room hire.

- b. Other Costs. The second half of the year spend will be around a third of that spent so far given that the Grants budget has been exhausted and the main consultation on the Neighbourhood Plan completed.
- c. Minor Projects. Between now and the end of March I have assumed further expenditure of £10,300:
- i. £7500 on Notice Boards
 - ii. £2800 for posts on the Green outside the Bowls Club
- d. Major Projects. Between now and March I have assumed expenditure of £82,095
- i. Lower High Street £8595
 - ii. Park Road Toilets £52,000
 - iii. Streetlamps Phase 5 £18500
 - iv. St Aubyns £3000

This is summarised and compared with previous years below:

	19/20	20/21	21/22 Projected	As at Nov	Spend Nov to Mar
Operational Costs	£13,316.21	£16,724.84	£22,771.00	£12,716.40	£10,054.60
Other Costs	£7,028.75	£6,062.00	£9,037.80	£7,021.80	£2,016.00
Minor Projects	£10,901.09	£907.71	£11,264.83	£964.83	£10,300.00
Major Projects	£4,000.00	£27,495.40	£85,500.00	£3,405.00	£82,095.00
Total Expenditure	£35,246.05	£51,189.95	£128,573.63	£24,108.03	£104,465.60

Proposed Budget for 2022/23

3. Operational Costs. These should remain largely the same although I propose to include all of the operational contingency - £5582 (which represents 3 months expenditure). This will therefore increase the budget from £22,750 to £27,414 which compares to estimated expenditure of £22,771 in 2021/22.

Proposal: Increase from £22,520 to £27414

4. Other Costs. The Parish Council provided grants totalling £6500 in 2021/22. I therefore propose an increase in the budget to £7500. Conversely, expenditure on the Neighbourhood Plan should be less as the main consultation has been completed. I therefore propose an increase from £7500 in 21/22 to £8500 in 22/23 which compares with expenditure in 21/22 of just over £9000.

Proposal: An increase from £7500 to £8500

5. Maintenance. From 2022/23 onwards I propose to show the budget for routine maintenance separately from the budget for significant improvement to infrastructure (as set out in the Infrastructure Development Plan). I propose a maintenance budget of £8250 which is considerably

less than the £17,000 provided in 2021/22 but mainly because it will not include minor projects. The expenditure for 2021/22 is estimated at just over £11,000.

Proposal: A decrease from £17000 to £8250.

6. Major Projects. I propose to show expenditure on major projects (those included in the Infrastructure Development Plan) over a longer period which will illustrate how the Parish Council intends to deploy project reserves in the future. This is shown at Annex B below. However, for 2022/23 I propose a budget of £59,000 which will meet the requirements set out below, as agreed with project leads:

St Aubyns	£15,000.00
Street Lighting Phase 5	£0.00
Lower High Street Phase 1	£25,000.00
Traffic volumes & air pollution	£2000.00
Pond Path	£7,000.00
Pavement Improvements	£10,000.00
Sub Total	£59,000.00

Proposal: £59,000

This assumes the Street lighting Phase 5 and Park Road toilet refurbishment projects will have been completed and the new Village notice boards installed.

The Budget requirement for 2022/23 would therefore total £103,164 compared to the £129,995 provided for 2021/22 and estimated expenditure of £128,573. The detail is set out at Annex A.

Funds available in 2022/23

7. The end of October the bank balance stood at £209,221. With expected income and expenditure, the balance is estimated to be £105,255 at the end of the year. This is shown below. With a requirement for 2022/23 of £103,164 the Parish will have just over £2000 plus precept income for future project funding.

Estimated Year End Out Turn

31 st October Balance	£209,221.40	
Income Nov – Mar	£500.00	
Total	£209,721.40	
Exp Nov-Mar		
Expenditure Opps and Other Costs	£12,070.60	
Expenditure Minor Projects	£10,300.00	
Expenditure Major Projects	£82,095.00	
Total	£104,465.60	
	Balance c/f	£105,255.80

Chris Hayes, RFO

December 2021

Proposed budget compared to 2021/22

Annex A

	21/22 budget	21/22 Expenditure	22/23 budget	% budget change
Annual day to day operational costs				
Clerks salary +	£16,000.00	£16,377.00	£15,000.00	-6.25
Clerk Expenses	£400.00	£515.00	£100.00	-75.00
Payroll admin	£570.00	£408.00	£500.00	-12.28
Printing & Stati	£450.00	£308.76	£450.00	0.00
Insurance	£300.00	£261.50	£261.50	-12.83
Meeting room	£500.00	£380.00	£1,200.00	140.00
Subscriptions	£100.00	£69.99	£69.99	-30.01
Postage & com	£100.00	£725.00	£200.00	-72.41
Audit fee	£600.00	£511.25	£525.00	-12.50
Website (DD)	£700.00	£528.00	£525.00	-25.00
Newsletter/Pu	£400.00	£554.50	£650.00	62.50
LNR Expenses/	£300.00	£496.00	£550.00	83.33
Pond Maintena	£1,600.00	£1,600.00	£1,800.00	12.50
General expend	£500.00	£36.00	£5,582.87	1016.57
Sub Total	£22,520.00	£22,771.00	£27,414.36	21.73
Other Costs	21/22 Budget	21/22 Expenditure	22/23 Budget	% Budget Change
NP Consultanc	£1,500.00	£2,500.00	£1,000.00	-33.33
Grants & Dona	£6,000.00	£6,537.80	£7,500.00	25.00
Sub Total	£7,500.00	£9,037.80	£8,500.00	13.33
Minor Projects				
Signage improv	£3,000.00	£7,850.00	£2,000.00	-33.33
General Improv	£7,500.00	£593.86	£1,000.00	68.39
Access improve	£3,500.00	£0.00	£3,000.00	-14.29
Well being	£1,000.00	£20.97	£2,000.00	100.00
Road safety sp	£2,000.00	£2,800.00	£250.00	-87.50
Pond island ref	£0.00	£0.00	£0.00	
Sub Total	£17,000.00	£11,264.83	£8,250.00	-51.47
Major Projects - indicative figure				
St Aubyns Research		£3,000.00	£15,000.00	
Street Lighting Phase 5		£18,500.00	£0.00	
Lower High Street Phase 1		£12,000.00	£25,000.00	
Traffic volumes & air pollution		£0.00	£2,000.00	
Pond Path		£0.00	£7,000.00	
Pavement Improvements			£10,000.00	
Park Road Toilets		£52,000.00	£0.00	
Sub Total		£85,500.00	£59,000.00	
		£128,573.63	£103,164.36	-19.76

Long Term Funding Requirement for Projects*

Long term Expenditure on Projects				
IDP Projects	22/23	23/24	24/25	Total Over Planning Period
Lower High Street Phase 1	£25,000.00	£150,000.00	£150,000.00	£325,000.00
Traffic Volumes & air pollution	£2,000.00	£0.00	£0.00	£2,000.00
Park Road Toilets Refurb	£0.00	£0.00	£0.00	£0.00
St Aubyns	£15,000.00	£10,000.00	£0.00	£25,000.00
Pavement Improvements	£10,000.00	£0.00	£0.00	£10,000.00
Pond Path	£7,000.00	£0.00	£0.00	£7,000.00
Total	£59,000.00	£160,000.00	£150,000.00	£369,000.00
Projected Reserve	£55,495.44		£0.00	£0.00
Potential c/f		£55,495.44		
Fund Raising Requirement		£104,504.56	£150,000.00	£254,504.56

**With precept at 2021/22 level*