



## Minutes of the meeting of Rottingdean Parish Council Monday, 12 April 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: Boyd Darling, Sarah Wilkinson, John Olley, Chris Poole, Nigel Smith, Nadine Fox, Mike Nixon, Andy Wilson.

Cllr John (Chair) opened the meeting by asking for a minutes silence to mark the passing of HRH the Duke of Edinburgh. This was duly observed.

Public Questions:

**Nigel Smith.** Because of technical difficulties **Cllr Sheppard** read out Mr Smith's question. 'As there would seem to be no data for the first year of the planter, it does very much render the planter as worthless. Its value was in comparing like figures with like. This has not happened and given the reduction in traffic with more people working from home, will not give any sort of comparison on which to judge its success or otherwise. What is hard to dispute is that its presence / location limit visibility and it is potentially dangerous. Surely removing the planter would allow a genuine comparison with pre-planter air quality data with the ability to measure the change in traffic flow. That would give real meaning and evidence-based data to determine the way forward. There is a very strong view, and rightly so, that the planter has outlived any meaningful purpose which may have originally existed. There were 12 options on the original suggested alleviations which came from B&HCC in response the petition to research ways of improving air quality and congestion. This was adopted as the cheapest option. Unless we go back to the natural traffic flow, how can we judge the value or need for the planter? Perhaps post covid, no alleviation will be needed at least initially. However, there could ultimately be far more traffic if a high percentage of people return to the workplace and shun public transport. Hence a newly established unimpeded High Street must be the starting point for any and all observations. Let's see to what extent we now have an issue in the High Street and how the issue develops over time. In that way we could make our High Street safer and ultimately healthier. Also, Sam Rouse's assessment would be based on pre-covid like for like comparisons.

Additionally, I will inform the meeting of B&HCC Cllr Amy Heley's notice of motion to transform the centre of Brighton to a car free zone with the A259 coast road being permanently closed to traffic between Lower Rock Gardens and Montpelier Street, thus

denying access to all motor vehicles from both the East and West of the city to Brighton, I have pointed out that the A259 has Major Road Network (MRN) status. I have also pointed out to B&HCC the economic absurdity of B&HCC relinquishing a vast amount of parking revenue and removing the attraction of Brighton as a business / retail centre and a holiday destination. I approached Cllr Nancy Platts with a proposal to install and monitor 50 real time air quality monitors in the BN1 area with a view to constant monitoring of air quality. These would establish the extent of any required traffic restrictions in central Brighton. I would not expect the monitors to support the closure to traffic on the A259 with its parking accessibility and its status as an MRN. My proposal was made with the support of Drs Kirsty Smallbone and Kevin Wyche at Brighton University, who would manage installation and monitor the results. The cost would be just £10K with minimal ongoing costs. Several other cities boast such monitors, but 'Green' Brighton doesn't appear overly keen to join them. Planning for traffic, air quality and congestion simply must be based on credible supporting evidence. No such evidenced approach exists for Cllr Amy Heley's notice of motion. Cllr Nancy Platts passed my email onto Nick Hibberd with whom I have communicated. The proposal is supported by partial funding from a major landmark company in Brighton. It is hoped that RPC would wish to defend the ability of vehicle drivers to the East of the city to continue to enjoy car access to Brighton and Hove. Without such access, Rottingdean High Street would become intolerable and become the natural route to Brighton and Hove for those from Saltdean, Telescombe and Peacehaven.'

**Cllr Sheppard** said that the Parish Council (RPC) had been disappointed that the installation of the continuous analysers had been delayed until after the installation of the experimental traffic order. He said that the Parish Council had invested time and money into this scheme, and were determined to ensure accurate and accessible data was available for residents and the Parish Council to look at when considering whether the Experimental Traffic Regulation Order (ETRO) was making a significant impact.

On the matter of the impact of City Centre vehicle restrictions on traffic in Rottingdean, **Cllr Sheppard** said that the Parish Council recognised that BHCC are aiming to make Brighton and Hove carbon neutral by 2030. The Parish Council consider that it is important that all options are considered to work towards reducing the number of private cars in the city centre. RPC will follow with interest as this dialogue develops and note that there will always be exceptions for certain classes of vehicle including taxis and vehicles for the disabled and buses.

### **1. Apologies for absence**

Ward Cllrs Fishleigh and Mears

### **2. Declarations of interest**

None

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

**The minutes were agreed with the following amendments;**

- (i) Page 4 para 6 (i) the second line of payments for authorisation should read 'February Salary'

#### 4. Matters arising

- (i) Action Log. The action log was updated by the Clerk as follows:
- 0201: Closed; The Governance Group had now refined the experience matrix
  - 1202: One quote for the extension of the Pond Path had been received, another was expected shortly
  - 0103: Closed. All councillors had responded to the experience audit and two Cllrs had put their names forward to serve on the Casual Vacancy selection panel.
- (ii) Annual Village Meeting
- The Clerk advised that the Annual Village meeting was scheduled for Wednesday 21 April. A guest speaker had been invited: **Caroline Vitta**, Youth Work Manager (East Brighton). The meeting was being publicised on the website, notice board and social media. **Cllr John (Chair)** suggested that the reports from Councillors on the work of the Parish Council over the last year should be kept brief to allow 30 minutes for the guest speaker including a question-and-answer session. This was agreed.
- (iii) Future Council Meetings. The clerk advised the meeting that the Government has decided **not** to extend regulations allowing for remote Council meetings beyond 7 May 2021. This meant that, technically, all formal Council meetings will from 7 May need to be held in public. The Clerk reminded Councillors that the next meeting of the Parish Council was on 10 May and that the venues available to the Parish Council could not re-open until 17 May. The Council would therefore need to either hold the meeting on Tuesday 4 May via Zoom or after the 17<sup>th</sup> May. The following points were made in discussion:
- It would be possible to use the Whiteway Centre after the 17 May as a full health and safety had been carried out and social distancing measures were in place;
  - There was no urgent business needing to bring forward the Parish Council meeting
  - It was important to bear in mind that there was no guarantee that community centres would be able to open on 17 May.
- Cllr John (Chair)** reminded the meeting that the May meeting was also the Annual General Meeting and proposed that the meeting be held on 4 May via Zoom. This was agreed unanimously.
- (iv) Casual Vacancies. The Clerk advised the meeting that 7 residents had expressed an interest in the Council vacancies although 1 applicant had not yet completed the application form. The Clerk said that the next step was for the Council to appoint a panel and delegate responsibility to the panel to manage the selection process and come back to the full council with recommendations as per the Parish Council's Co-option Policy. The Clerk advised that the Council had agreed previously that the panel would consist of the Chair and the Vice Chair plus another Councillor and that both Cllr Fenwick and Cllr Levins had offered to serve in the Panel. **Cllr Fenwick** said she was happy for Councillor Levins to serve on the panel. This was agreed.

#### 5. Finance Update

**(i) Payments for Authorisation**

HMRC March	£ 579.81
C Hayes March Salary	£ 661.25
C Hayes Expenses (phone + zoom + stationery)	£122.72 (+ £18.55 VAT)
Neighbourhood Consultancy (Faye Carre)	£484.00
Newsletter Printing	£329.50
Rottingdean in Bloom Grant	£800.00
Clamp Boxall (Payroll)	£177.00 (+£35.40 VAT)
Toolkit	£122.00 (+£24.00 VAT)

**Total £ 3276.28**

Retrospective Authorisation	
MAD Distribution (Newsletter)	£ 225.00
One Digital (Balance of NP printing costs)	£ 546.00
Cllr Sheppard (Paving Slabs)	£ 19.85 (+£3.99 VAT)
Sussex All Trades (Jubilee Sign)	£ 350.00

**Total £1140.85**

The Clerk proposed that the above payments were authorised this was seconded by **Cllr Turnbull** and agreed unanimously

**(ii) Income and expenditure**

The Clerk advised the meeting that the bank balances at the end of March were;

NatWest Current Account (cash	£100.00
Unity Bank current Account (cash)	£500.00
NatWest Reserve Account	£89,408.94
C&C savings account	£91,259.20
Unity bank savings account	£24,212.63
<b>Cash in Hand</b>	<b>£205,480.77</b>

The Clerk also said that the Council should note that the cash available included the first half of the 2021/22 precept (£26,702) paid on 31 March 2021.

**3. Annual Governance and Accountability Return (AGAR).**

The Clerk informed the meeting that external Auditor (PKF Littlejohn) had requested a correction to the 2019/20 AGAR certificate. The return should have included precept payments received early in the previous two years in the years they were paid as required by the guidance, rather than when they were paid. The Clerk said he had provided an amended return to PKF Littlejohn which was now presented to the Council for information. The Clerk also said that the Council had been notified by PKF Littlejohn that the AGAR submission for 2020/21 was due **by 2 July 2021** and that he had arranged for the Internal Auditor, Peter Ashcroft, to complete the internal audit during April/May.

#### 4. Financial Regulations

The Clerk advised the meeting that in view of a number of urgent payments that had been required recently to progress important Council business, the Finance Sub-Group proposed to review the current financial regulations to consider providing the RFO with more flexibility. The group had agreed to come back to the Council with formal proposals at the next meeting that could be incorporated into the review of the Financial Regulations due this year. Updated Financial Regulations would then be formally proposed at the AGM. **Cllr Turnbull** said that as the AGM was the next meeting the revised regulations would need to be ready for approval for that meeting. **Cllr John (Chair)** said it would be helpful therefore if draft amendments to the Regulations were circulated to Councillors prior to the AGM.

#### 5. Cambridge and Counties and NatWest Balances

The Clerk advised that the Parish Council bank account balances at Cambridge and Counties Bank and in the NatWest Reserve account currently exceeded the limit of £85,000 protected by the Financial Services Compensation Scheme. The Clerk said he was therefore arranging the transfer of appropriate sums from both accounts to the Unity Trust Account.

#### 6. Planning.

- (i) **Cllr Sheppard** took the meeting through the following planning applications considered in March: RPC had commented as follows:

**BH2021/00501 Land Adjoining 2 Elvin Crescent Rottingdean Brighton BN2 7FF**

Comments: The Parish Council Planning Consultative Panel, having visited this site and being cognizant of the history note that this application appears to be the same as a previous planning application which was refused on appeal in March 2017. However, we recognise that this application can now be reconsidered as more than two years has elapsed since the previous application. We are of the opinion that the reasons for the previous refusal are still relevant and we are objecting to the application on the following grounds:

- The development would appear to be extremely cramped on such a small plot.
- The build would be very close to the diagonal boundary of the neighbouring site.
- The development would be harmful to the character and appearance of the area

**BH2021/00399 Northend House The Green Rottingdean Brighton BN2 7HA**

Alterations to the cottage within the gardens of North End House, incorporating: fenestration alterations; roof retiling; and then installation of conservation rooflights. Comments: Rottingdean Parish Council's Planning Consultative Panel have considered this application and do not have any objections. We recognise that a good deal of consideration and work has gone into these plans to ensure that the final design enhances and is in keeping with the form and character of the existing build. This includes the use of traditional handmade tiles, conservation style roof lights and the removal of a boiler flue. Additionally, we note that an existing window currently overlooking a neighbour's garden would be infilled.

**BH2021/00690 Old Place Cottage, The Green Rottingdean Brighton BN2 7HA**

Installation of side rooflights and revised fenestration. Comments: Rottingdean Parish Council Planning Consultative Panel do not have a definitive view on this application. We are aware that the property is located within the conservation area and note that the alterations to the two entrances involves a change to their overall appearance. Similarly, we note that it is proposed that several of the windows are either being enlarged and/or replaced with sliding sashes. With all these changes the plans do not appear to give details of what materials would be used. Additionally, we would think it would have been helpful if a heritage statement could have been submitted.

**BH2021/00641 3 Margos Mews High Street Rottingdean Brighton BN2 7HE**

Replacement of existing timber sash windows to front elevation

Comments: Rottingdean Parish Council Planning Consultative Panel do not object to this application. The applicant has provided detailed information, namely the Statement of Heritage Significance and a Design and Access Statement which show that a significant amount of consideration has been given to the comments made about a previous application in 2018. We are aware that the property is located in a prominent position within the conservation area but are happy that the proposed units are the slimmest available and that the application implies that the exterior elevation remains unchanged i.e., the glass will be seated within the frame and casement in a manner replicating the existing windows. However, we recognise that we are not experts in the technical specifications of this type of application and understand that the BHCC Planning conservation team may take a different view.

**BH2021/00719 12 Rowan Way Rottingdean Brighton BN2 7FP**

Erection of single storey front, side and rear extensions with associated alterations.

Comments: Having visited the site and looked at associated documents, Rottingdean Parish Council Planning Consultative Panel do not object to this planning application. Assuming that the materials to be used would be in keeping with the present building then the proposed front, side and rear extensions of the existing property and the total footprint would be reasonable and proportionate to the surrounding gardens. The front boundary of the proposed design would extend beyond the line of the neighbouring property but this would not have any significantly negative impact since it is a one storey build and there is a slight incline down from this neighbouring property towards the applicant's property.

**BH2021/00484 49 High Street Rottingdean Brighton BN2 7HE**

Erection of two storey rear extension incorporating revised fenestration and associated works. Comments: Rottingdean Parish Council Planning Consultative Panel do not have an objection to this application. We note that planning permission and listed building consent for exactly the same application was granted on November 6th 2017 and that this consent is not due to expire until May 1st 2021. The accompanying planning design and access statement gives a clear explanation for the reasoning behind the delay. Additionally, the heritage statement explains that the extension does not impact on the conservation area as it is not visible from the front. We are assuming that this is acceptable but we are confident that BHCC conservation officers will take this into consideration. Also, we appreciate the rationale and necessity for the extension i.e., interview rooms for customers, a kitchen space and cycle storage etc and it is pleasing that this property will continue to serve Rottingdean on an ongoing basis as a business premises.

**BH2021/00400 Northend House The Green Rottingdean Brighton BN2 7HA**

Internal and external alterations to the cottage within the gardens of North End House. External works include the installation of metal doors, roof retiling with clay tiles over new insulation and breather membrane, and the installation of rooflights. Internal works include layout reconfiguration, open fireplace installation, and forming a vaulted ceiling within the main living space. Rottingdean Parish Council Planning Consultative Panel recently responded to a planning application for this same property, reference BH2021/00690. We stated in response to this original application that we are aware that the property is located within the conservation area and noted that the alterations to the two entrances involved a change to their overall appearance. Similarly, we noted that it is proposed that several of the windows are either being enlarged and/or replaced with sliding sashes. We also commented that with all these changes the plans do not appear to give details of what materials would be used. Additionally, we commented that it would have been helpful if a heritage statement could have been submitted. We are pleased to see that in this 'follow up' application that the documentation includes a Design & Access Statement with a Heritage Impact Assessment and that it is evident that the proposed works will improve the current condition of the cottage and that it will also enhance the relationship between the cottage and North End House. We would agree that the proposed works do not adversely affect the overall appearance or special character of either the cottage, North End House, or the conservation area in general. We do not object to this application.

**BH2021/00874 6 Welsmere Road Rottingdean Brighton BN2 7DN**

Installation of a sunken patio to rear garden and replacement of existing rear first floor window with a Juliet balcony. Comments: Rottingdean Parish Council Planning Consultative Panel do not object to this planning application

**BH2021/00901 33 Grand Crescent Rottingdean Brighton BN2 7GL**

Alterations to roof line to create additional storey with two storey extension to front and rear elevations, conversion of garage into habitable space, vehicle crossover, external rendering and associated alterations. Comments. Having previously agreed to the major planning element of this development in February 2021 (BH0201/03733), Rottingdean Parish Council Planning Consultative Panel do not object to this planning application which focuses on the specifics of the rendering.

**BH2021/00667 Timbers, The Green Rottingdean Brighton BN2 7HA**

Erection of first floor rear extension. Comments: We are aware of a previously rejected application in 2015 which we noted was exactly the same as this recent application. Despite this we looked very carefully at this application and were pleased that a heritage statement was submitted as an additional document. However, having considered all documentation and visited a neighbouring property we are concerned that this extension would appear out of keeping with the present building and more specifically that the extension would detract from what was originally a barn. Additionally, we have concerns that the proposed development would to a certain extent have a rather overbearing impact on the neighbouring property. Rottingdean Parish Council Planning Consultative Panel object to this application.

**BH2021/00854 8 Meadow Close Rottingdean Brighton BN2 7FB**

Erection of single storey side and rear extensions, hip to gable roof alterations incorporating rear dormer and 1no rooflight, 2no rooflights to front slope, erection of

outbuilding in rear garden with associated alterations. Comments: Having viewed the property it is evident that the proposed single storey side and rear extensions with hip to gable roof alterations incorporating a rear dormer would be very much in keeping with a neighbouring property which has recently been developed and also with other properties in the vicinity. The extended building lines at both the side and back would be within the lines of the properties on either side and the rear dormer would sit within the roof line. The proposed outbuilding at the end of the rear garden would not appear to dominate neighbouring properties and looks to be proportionate in terms of the overall development. Our only reservation is that there is a tree located on the outbuilding footprint on the existing site plan but a tree is shown to be in a different position on the 'proposed' documents. Rottingdean Parish Council Planning Consultative Panel do not object to this development.

(ii) Tennis Courts. **Cllr Sheppard** advised that representatives from the Strategy and Communication Advisory Group were continuing to collate information on the future management of the Rottingdean tennis courts and will be meeting the head of City Parks to continue this process.

(iii) Meadow Vale development. **Cllr Sheppard** advised the meeting that the planning panel have arranged a meeting with a representative from Brooklands Homes who are now the developers of the land south of Ovingdean road known as Meadow Vale. This meeting will give the planning panel an opportunity to ask questions about the development in general, which already has approval for the construction of 45 houses, and also the specifics of the development including the appearance of the housing and surrounding amenities.

## 7. Advisory Group Meeting Updates

### (i) Strategy and Communications

- Update on Neighbourhood Plan. The Clerk advised the meeting that 50 responses had been received from residents, businesses and other organisations. The next step was for the Council to consider the comments and the need for any consequent amendments to the Plan before submitting it with supporting documents to the Planning Authority at BHCC by 9 July.
- Lower High Street. **Cllr Turnbull** reminded the meeting that Urban Movement, a landscape design company, had been appointed to develop a concept design for the Lower High Street and that an initial stakeholder engagement meeting had been scheduled for 13 April. He said this would start the process of wider consultation as the design developed. He said this first session was designed to seek views of the key local stakeholders on what currently works in the area, what doesn't work and how they would like to see the area develop. The work emerging from this and other early engagement would then be taken to the Project Board. The following points were made in discussion:



- It was disappointing that all local businesses could not have been invited;
  - It would be important to make all further local businesses aware of this and other consultation sessions planned.
  - It was important to bear in mind that this was an initial session with stakeholder representatives and that local engagement was planned before a much wider programme of consultation.
- Air Quality Management Area. **Cllr Sheppard** reported that the AQMA (Air Quality Management Area) working group had met to review the order and to put forward recommendations to the Environment, Traffic and Sustainability (ETS) committee that had met on March 16<sup>th</sup>. The working group then met again on 26<sup>th</sup> March to consider next steps. The ETS committee had decided to:
    - Make a right turn ban from the Eastern end of West Street a permanent feature.
    - Continue the Experimental Traffic Regulation Order measures for further period of up to 18 months from 24<sup>th</sup> April 2021 to enable to continue to monitoring of the air quality on the High Street.
    - Consider a left turn ban from Park Road onto the High Street because of safety concerns.

Additionally, RPC would meet with the BHCC scientific officer to look at air quality data and how that might be displayed on the RPC website.

- Cricket Club. **Cllr Sheppard** advised the meeting that the Cricket Club informed the Parish Council us of their continuing plans for a Pavilion, specifically that they have put in a pre-planning request with the South Downs National Park. The Cricket Club had enquired if RPC could provide them with a supporting letter. The request was refused as the Parish Council's would be formally consulted when the planning application was submitted.

(ii) Village Community **Cllr Fenwick** said that the group had not met but gave the following updates;

- The grant application from Rottingdean Heritage had been discussed and a revised application form was being completed.
- **Cllr Turnbull** advised that he had conducted a Village walk-about with Chris Davidson (Chair Rottingdean Heritage) to look at signage clutter and would come back to the Council with proposals.
- **Cllr Fenwick** advised that plans for the 'Beating Heart of Rottingdean' initiative aimed at highlighting mental health issues through an art installation at the Windmill was progressing well and that a grant application may be forthcoming from the organiser. **Cllr Turnbull** said that the Beacon Hub was involved in the initiative
- **Cllr Fenwick** said she was aware of a local Museum that was putting on an exhibition to enable people to reflect on lockdown experiences. The group thought that this would be an excellent idea for Rottingdean and would come back with proposals.
- **Cllr Lawrence** advised the group that in progressing work on co-ordinating the activity of local environmental groups she had come across material

published by the Friends of the Earth that suggested some interesting ideas worthy of consideration and would be seeking expert opinion on what might be done in Rottingdean.

- **Cllr Fenwick** said she had not been able to make contact with the Local Action Team and asked advice from other Councillors. **Cllr John (Chair)** said she would write to Chair of the group, Ward Cllr Mears.
- **Cllr Sheppard** suggested consideration be given to installing a Parish flagpole on the Village Green to be used for events and anniversaries. **Cllr Fenwick** agreed to look into this.

**Action: Cllr John (Chair) to write to Ward Councillor Mears**

(iii) Natural Environment **Cllr Turnbull** advised the group that following the substantial response from Parish Council to the City Council consultation on their Downland Estate Plan, he was to attend a one-day event on 23 April to discuss the plans.

- Beacon Hill. **Cllr John (Chair)** gave the following update:
  - The petitioners against proposals to change sheep grazing arrangements had been offered a meeting with the City Council. Cllr John had been invited and would attend the meeting when arranged.
  - She and some of the Friends were to meet on site with the Ranger later that week, to discuss the volunteer work programme
  - The Friends of Beacon Hill were now able to support the work of the Ranger in groups of 6.
  - It was hoped that the final two notice boards would soon be put up as social distancing restrictions were eased.

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

- At RPC's request, two residents on The Green and Falmer Road had cut back their hedges to their boundary line. It was agreed that, in future, letters about overhanging hedges could be sent to residents by the Clerk without bringing the matter to full council.
- The Jubilee sign at the end of Bazehill Road had been refurbished and is now back in position.
- Three hazards that were reported to BHCC had been removed: a mis-positioned paving slab at the end of Dean Court Road; a short metal obstruction in Park Road and the remaining fixings of a bench in Kipling Gardens.
- At RPC's request, road marking repainting had been carried out: a 'left turn only' at the bottom of West Street and the zebra crossing and adjacent markings on The Green.
- At RPC's request resurfacing work was carried out on West Street and the West Street Car Park.
- Following a report of speeding in Newlands Road, RPC had displayed additional 'Twenty is Plenty' signs.
- An advertising hoarding on the railings at the A259 junction had been reported to BHCC enforcement team and had been removed.

- **Cllr Sheppard** said he had attended the first meeting of BHCC's Active Inclusive Travel Forum whose purpose was to provide a positive, pro-active arena for the exchange of information and views on schemes and initiatives that support more active and inclusive forms of transport. The next meeting is on 7<sup>th</sup> July 2-4pm. **Cllr Sheppard** suggested that a representative from the Village Community Advisory Group might also attend.
- The 'School Streets' system in Whiteway Lane was no longer operating but parents and carers are in the main continuing to respect the spirit of the scheme by not driving cars up to the school. Additionally, the 'School Streets' sign had been removed.

**The meeting closed at 21.29.**

**The next meeting will be the Annual Village Meeting on Wednesday 21 April.**

**The Annual General Meeting following by a discussion of urgent business will take place on 4 May.**

**Chris Hayes, Parish Clerk**

**April 2021**