



Minutes of the meeting of Rottingdean Parish Council Monday, 6 September 2021

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

Chris Hayes, Parish Clerk (minutes).

Public Gallery: Cllr Fishleigh, Clive Dickson, Patsy Dickson, Sarah Randall, Collette Williams, Nigel Smith.

Public Comments.

Nigel Smith provided some background to the Air Quality Management Area designation for the High Street and the petition to Brighton and Hove City Council (BHCC) signed by 17,000 people and backed by the Parish Council. The petition sought a full traffic modelling study, the publication figures used to measure recent planning applications, an acknowledge that of compliance. the requirements for traffic assessments on all future planning applications affecting the A259 and B2123 and inclusion in City Plan 2 of definitive plans to reduce air pollution by reducing traffic along the High Street and at the A259 junction. **Mr Smith** said that residents had been waiting for 5 years for BHCC to provide monitoring data and properly tackle the dangers of poor air quality. **Cllr Sheppard (Chair)** said that the Parish Council took the matter of pollution very seriously and that discussions were taking place with BHCC to make the data gathered by the traffic sensors and air quality monitors available to residents in an understandable form.

Cllr Fishleigh said the requested double yellow lines on the corners of Chailey Avenue and Cranleigh Road were to be put in place by BHCC. She also said she was to have 25 pupils from Brighton College available for community work for one day and asked the Parish Council to consider what work might be available in the Village.

Collette Williams asked if the hedges removed along the Twitten as part of the St Aubyns development would be replaced. **Cllr Sheppard (Chair)** said as the Twitten was to be preserved but that works are currently taking place to facilitate the building on the southern part of the field.

Sarah Randall asked is action was being taken to make the paving outside Deveson's Delicatessen less slippery. **Cllr Sheppard (Chair)** said that the Parish Council had discussed the matter with BHCC engineers and were now awaiting quotes for the work, but it was unlikely to be completed before the Winter.

1. Apologies for absence

Cllr John

2. Declarations of interest

None

3. Motion Without Notice. Cllr Levins said he wanted to move a resolution without notice under paragraph 1.19 d) of the Parish Council's standing orders to introduce a new item for discussion and seek a vote on a motion. The Clerk raised a concern that paragraph 1.19 d) was designed to allow alteration of the order of business rather than introduce new items to be voted on. Cllr Sheppard (Chair) suggested the Council hear the proposed motion. Cllr Levins said that he proposed two motions:

- i) Motion 1: That the Governance Group be convened forthwith to consider for recommendation at the next full meeting of this Council, a redraft of the Standing Orders of this council, such document to be provided to that group, by Cllr Levins, within the next 7 days.
- ii) Motion 2; The following paragraph be inserted immediately on page 6 of the Standing Orders after paragraph 4 *"An advisory group (AG) may be convened for urgent or emergency business by a Quorum (as defined by paragraph 8 of the standing orders of members of that AG). Such convening and subsequent meeting of the AG may take place remotely or by email as may be the case."*

Cllr Sheppard (Chair) proposed that the matter be remitted to the Governance Group and that the group should meet before the next Council meeting. This was agreed by the Council.

4. Agreement of the minutes of the RPC meeting on 2 August 2021

- i) The minutes were agreed with the following amendment: Page 2 Paragraph 5 HMRC and Salary payments amended to read 'July'.

5. Matters arising

- i) Action Log. The Clerk updated the action log items not on the agenda as follows:
 - No.0807. The Clerk said he had been unable to write to the Management Company of Bazehill Manor to remind them of the provisions of the Wildlife and Countryside Act as according to the Companies register the Company no longer existed. Cllr Turnbull said he knew the people involved and agreed to take forward this action.

Action: Cllr Turnbull to write to the Management Company of Bazehill Manor to remind them of the provisions of the Wildlife and Countryside Act.

6. Lower High Street. Cllr Turnbull provided the following update:

- i) The concept design report received from the design consultancy had been well received by the local stakeholders consulted to date.
- ii) The next stage was to consult all Parish residents and plans were being made to;
 - arrange meetings with visual representations of the proposed development, probably in the Village Hall, with Councillors present to answer questions.
 - provide a leaflet to all households setting out the plans and seeking comments. It was hoped that the consultation would be completed within a month.
 - provide a number of ways for residents to provide feedback, via drop boxes round the Village, the website or by post.

It was hoped to complete this consultation within a month which would enable the final design to be completed and presented to the Parish Council and the Lower High Street Project Board.

- iii) A funding group had been formed, that included Cllr Fishleigh, and met to begin to identify possible funding sources. It had become clear that the close involvement of BHCC officials was essential. Arrangements were therefore being made to speak to Nick Hibberd, Executive Director, Economy, Environment and Culture.

Cllr Sheppard suggested members of the public might be invited to get involved in fund raising activities which was agreed,

7. St Aubyns

- i) **Street Names.** The names of local Rottingdean residents of significance had been put forward to the Street Naming and Numbering (SNN) team at BHCC who alongside the developers were responsible for deciding new street names. However, the Parish Council had objected to the name 'Lytton Place' given Edward Lytton's background. The team have now settled on Nicholson Place to celebrate William Nicholson (1872-1949), a landscape and portrait artist and wood cutter who lived in the Village. In future the SNN said that they would consult the Parish Council.
- ii) **Twitten cut back** A New phase of work at St Aubyns had commenced to prepare the ground for development on the south part of St Aubyns field. Although this would involve moving material to the northern part, this would be restored in preparation for hand over to the Parish Council following the completion of construction. This included cutting back the vegetation adjacent to the southern half of the Twitten.
- iii) **Steyning Road Closure.** Steyning Road was to be closed from ~~closed~~ 27 September to 1 October to enable key utilities to be contacted to the St Aubyns site. This will mean the closure of the road in the vicinity of the entrance to the St Aubyns development with no access to through traffic. The aim was to close for few days to allow all the work to be done in one go rather than piece meal over a few weeks and therefore provide less disruption.

8. AQMA. Cllr Sheppard (Chair) provided the following update:

- The Experimental Traffic Regulation Order (ETRO) had started in Oct 2019 for an 18-month trial to April 2021 and was recently extended to October 2022. Since 2010, 5 diffusion tubes had been placed across the High Street and data analysed each month.
- In December 2019 a traffic counter at the Costa Café and two continuous analysers were installed providing hourly figures of Nitrous Oxide levels at 66 Deans mews and 84 high street. The data was to be reviewed at the end of year to decide whether to continue with the analysers or focus purely on the diffusion tubes
- It was not possible to isolate the impact of any element of the measures, for example, the planter.
- Cllr Sheppard (Chair) and Cllr John had met with Sam Rouse, the scientific officer for air quality at BHCC and looked closely at the data and will present this to AQMA group.
- A payment of £1500 is now due from the Parish Council for monitoring and analysis to take through to end of this year. BHCC will invoice.

The following points were made in discussion:

- Although previously suggested, it was not possible to gauge the effect of removing the planter on the High Street given the number of other data variables.
- No clear conclusions could be drawn from the data gathered so far given the impact of the Covid 19 restrictions on traffic movement

9. Grant Application from Rottingdean Heritage. Cllr Fenwick advised that a new grant application form had been received from Rottingdean Heritage for a contribution of £1337.60 towards the cost of new Village signs and, as this had already been agreed in principle, she proposed the grant application be approved. The Clerk reminded the Council that only £800 remained in the Grant budget although there were underspends in other areas. Approval was seconded by **Cllr Turnbull** and agreed unanimously.

10. Finance Update

- Payments for Authorisation.** The Clerk sought authorisation from for the following payments:

HMRC August	£ 578.52
C Hayes August Salary	£ 661.85.
C Hayes Expenses (zoom)	£ 43.99 (+ £8.80 VAT)
Print Cartridges	£ 27.38 (+ £5.50 VAT)
Room Hire (RPC meetings)	£ 80.00
Room Hire (BEAG Meetings)	£ 120.00
PKF Littejohn (AGAR audit)	£ 300.00 (+ £60 VAT)

Total £1811.74

Authorisation was proposed by **Cllr Turnbull**, seconded by **Cllr Poole**, and agreed unanimously.

ii) **Income and expenditure.** The Clerk advised that the bank balances at the end of August were;

NatWest Current Account (cash	£100.00
NatWest Reserve Account	£85,470.68
Unity Bank Current Account	£500.00
Unity Bank Instant Access	£9,685.97
C&C savings account	£91,640.46
Cash in Hand	£187,397.11

iii) **Revisions to figures presented in August.** The Clerk advised that at the August meeting two payments for authorisation were included that had already been authorised and paid the previous month; Toolkit £120 (+VAT £24) and One Digital (£35.00). The correct amount for authorisation should therefore have been **£ 4788.01**. In addition, the Clerk said that the Council had approved the transfer of £69.99 to his account to enable the purchase of Norton computer security software based on an offer of the first two years cover for the price of one. However, the offer had changed to £20.82 (+VAT of £4.17) for year one followed by an annual subscription of £69.99. The Clerk advised the meeting that he would therefore arrange for a transfer £45.00 back to the Parish accounts.

iv) **Annual Governance and Accounting Return(AGAR) 2020/21.** The Clerk advised that the external auditor had certified the Parish Council AGAR for 2020/21 as in line with proper practices and that no issues had been noted. The certificate and audited AGAR would now be published on the Website

11. Planning Cllr Lawrence took the meeting through the following planning applications considered in August.:

BH2021/02593 17 Court Ord Road Rottingdean Brighton BN2 7FD

Erection of single storey front extension with associated alterations
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 erection of a single storey front extension with associated alterations was in keeping with the existing build, be proportionate to the surrounding space, would only marginally increase the existing footprint and would not be at odds with the existing varied street scene. Rottingdean Parish Council planning panel did not object to this application.

BH2021/02643 18 Little Crescent Rottingdean Brighton BN2 7GF

Conversion of garage and addition of front rooflight and rear dormer to create self-contained unit.

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 conversion of the garage and addition of front rooflight and rear dormer to create a self-contained unit would not exceed the present footprint and would not impact on neighbouring properties but we did, however, have reservations concerning the proposed windows replacing the garage doors. The design of these windows appeared not to be wholly in keeping with the existing fenestration of the property and would detract somewhat from the overall continuity of the building. Given this reservation Rottingdean Parish Council planning panel did not support this application.

BH2021/02831 29 Meadow Close Rottingdean Brighton BN2 7FB

Hip to gable roof alterations incorporating front dormer, 1 rooflight to front, rear and side slopes, 1 additional window to side elevation and revised fenestration with associated alterations.

Rottingdean Parish Council's planning panel had considered the documentation related to this application and visited the site making observations from the front of the property. They considered that the hip to gable roof alterations incorporating front dormer, rooflights, and additional windows to side elevation would not increase the existing footprint, would not impact unduly on neighbouring properties and would be in keeping with both the present building and other housing in the street. Rottingdean Parish Council planning panel did not object to this application.

In addition, **Cllr Lawrence** advised the meeting that a number of recently considered applications had been approved including; 118 Dean Court Road, 6 The Park and 28 Eley Drive. **Cllr Lawrence** also advised that an application to that had been refused has been appealed. In response to a question by **Cllr Sheppard (Chair)** about the concern raised by local residents about the seating construction outside the Erbe Restaurant, the Clerk informed the meeting the planning enforcement team at BHCC had requested a retrospective application and stipulated that this should include the provision of material more in keeping with the local area.

12. Advisory Group Meeting Updates

i) Strategy and Communications. Cllr Sheppard provided the following update

- The Clerk had been alerted to the fact the BHCC website entry for the Parish council was out of date and had contacted Mark Wall, Head of Democratic at BHCC, to arrange for the page to be updated.
- The Clerk and Cllr John were to meet BHCC on 21 September to discuss outstanding issues with their comments on the Neighbourhood Plan. This would be followed by a similar meeting with the South Downs National Park Planning Team. The next step would be to make appropriate changes to the Plan and publish responses to comments made by the public, prior to submitting the Plan to BHCC. .
- Cllr Sheppard, Cllr Nixon and the Clerk met on 16 July to discuss the future management of the Tennis Courts and Cllr Sheppard would take the proposal to SCAG for consideration and then to the next full Council meeting.

ii) Village Community **Cllr Fenwick** provided the following update:

- A quote had been received for fixing the new Village notice boards with a further quote expected shortly.
- The group were considering resilience information and contacts to be posted on the Council website and would bring forward ideas to the Council
- Visit Rottingdean had ceased to operate but a meeting had been arranged with interested residents to discuss the setting up of an informal group. Cllr Sheppard (Chair) requested that the Visit Rottingdean site be removed since it appears the site is not being managed and the information on the site is 3 to 4 years out of date.

iii) Natural Environment. In addition to the note circulated, **Cllr Turnbull** gave the following update:

- Beacon Hill. The Beacon Hill Nature Reserve Annual General meeting would take place on 16 September at 10 am and the Friends of Beacon Hill meeting would be a 7pm on the same day. Two new noticeboards were now due for installation and a demonstrator piece of fence would be installed near the Blind Veterans building. Discussions were ongoing with BHCC on their proposed new mowing regime as it was still unclear if this would include mowing the main paths.
- Section 106. It had been noted that sums had been allocated for Beacon Hill Nature Reserve and Kipling Gardens. In addition, there was an Artistic component that the group though might support the Lower High Street project.
- Tree Planting Project. Rottingdean in Bloom were surveying sites suitable for planting that included the Green outside the Bowls club but would not obstruct the views from houses opposite.
- Toni Manuel at BHCC had been contacted about the missing water pipe warning sign at the beach.
- Terraces. The group were seeking to make contact with people interested in forming and running a Pétanque group.
- Pond Path. Discussions were on-going with Sussex All Trades about their bid for the work to ensure the paving they would install would match the existing path. BHCC had signalled their agreement to the placement of a disabled parking space outside the Plough.

Cllr Fox suggested the Council should support a dismount area for cyclists between Terraces and beach huts to the west as the blind corner near Molly's café was a potential safety hazard for pedestrians, particularly children and had caused a recent near miss. It was agreed that the Natural Environment Advisory group would look at the issue.

iv) Built Environment , **Cllr Sheppard (Chair)** gave the following update;

- A quotation for the fixing wooden posts on the area next to the bowling green had been received; a further quote is expected on September 14th. It is likely that once the posts are in place double yellow lines will be required to prevent parking on the verge and causing a hazard.
- At RPC's request the repair of red paving bricks in various areas within the conservation area had been completed.
- As requested by Parish Council, drop down kerbs had been installed in Rowan Way / Ely Drive.
- Following a request by St Margaret's School and in liaison with BHCC and the Parish Council a traffic regulation order would be posted for road markings to be altered in the western end of Whiteway Lane to ensure that refuse and emergency vehicles could drive up the lane. The existing disabled bays to the left of the Whiteway would remain, as would the double yellow lines at the entrance but would be extended a further 7 metres where there were currently single yellow lines. Additionally, the 3 parking bays would be taken out and a single yellow line would be installed along the rest of the road.
- At the Parish Council's request, a damaged street sign in Romney Road and a 20mph road traffic sign in West Street that had sheared off had been replaced.
- At the Parish Council's request the double yellow lines adjacent to the Denes home which missed being refreshed had now been repainted.
- At the request of a resident a tree in the old Lloyds car park had been pruned; a further tree will be pruned when a nesting bird had gone.
- Following comments by residents and observations by councillors , a request was made to Costa Café to sweep the area in front of the café.
- Following the Parish Council's request the tarmac between Rowan Way and Falmer Road had been cut back whilst retaining its natural appearance.
- Trees from three properties in Rowan Way were overhanging onto Falmer Road opposite Rottingdean Place. The group had requested that letters be sent to the owners asking them to trim back the branches to their boundaries.
- There was significant vegetation growing through the footways in Meadow Close and Meadow Parade. This area and also the footway in Marine Drive adjacent to St Aubyns Mead had been reported to BHCC for clearance. Cllr asked that the group be notified of other any other streets that have significant growth.

- Following concerns raised about the significant number of drivers parking vehicles straddling the footway along the eastern side of Newlands Road, Cllr Fishleigh had requested that BHCC Highways consider what could be done to alleviate the situation.
- Concerns had been raised by residents about the number of vehicles being driven along Newlands Road exceeding the 20mph limit. The Parish Council had placed additional '20 is plenty' signs on lamp posts and the group felt that consideration be given to installing traffic calming measures as in Steyning Road
- A dangerously broken utility covering at the western end of Steyning Road had been made safe at the Parish Council's request.
- Concerns raised by a resident about a broken manhole covering on the footway alongside the Village Hall had been reported to BHCC.
- There would be events held across the City in support of a 'Car Free Day' on 22 September, with people encouraged, where possible, to walk or cycle.
- A resident had written local MP, Lloyd Russell Moyle, raising concerns about congestion and speeding on the Falmer Road and illegal parking around the Parish including on the green next to the bowling club. Cllrs Sheppard and Poole would follow up.

The meeting closed at 21.18. The next meeting is 4 October 2021

Chris Hayes, Parish Clerk

September 2021