



Minutes of the meeting of Rottingdean Parish Council Monday, 5 July at 7.30pm

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

Chris Hayes (Parish Clerk) – Minutes

Public Gallery: Collette Williams, Sarah Randall.

Sarah Randall asked if the road markings on the High Street at the entrance to Denes Mews could be repainted or the yellow hatching extended, as entry and exit to the Mews was becoming difficult. **Cllr Sheppard** said that BHCC had considered this as part of the air quality improvement works but had decided that to repaint the white keep clear road marking or to extend the yellow hatching would negatively impact on the distance vehicles would have to wait back from the junction. **Cllr Sheppard** said that he appreciated the difficulty of entering and exiting Denes Mews and would take resident's concerns to the next joint BHCC / RPC air quality meeting.

1. Apologies for absence

(i) Cllr Fox

2. New Councillors. At the invitation of the Chair, **Cllrs Nixon** and **Poole** introduced themselves and both said they were looking forward to contributing to the important work of the Council.

(i) **Allocation of roles** Cllr John (Chair) proposed that the new Councillors be allocated to the following advisory and working groups:

- Cllr Fox: Natural Environment Advisory Group, the Lower High Street Working Group and Project Board
- Mike Nixon: Strategy and Communications Advisory Group, the Governance Group and St Aubyns Working Group
- Chris Poole: Village and Community Advisory Group and Built Environment Advisory Group

This was agreed by the Council.

Signed

Dated

3. Declarations of interest

- (i) **Cllr Turnbull** declared an interest in the grant application for St Margaret's Children's Workshop.

4. Agreement of the minutes of the RPC meeting on 7 June 2021

- (i) The minutes were agreed with the following amendments:
- Page 1 para 4 (i) Action 0203 - replace 'revised' with 'further'.
 - Page 2 Para 8 change 'April' in the first sentence to 'May'

5. Matters arising

- (i) Action Log. The Clerk updated the meeting as follows:
- 1202: Quotes for the new Village Pond path. To be discussed later in the meeting
 - 0203: Grant application from Rottingdean Heritage for a contribution to new Village signs. A further application form is to be provided once final costs have been established.
 - 1008: Finance sub-group to consider purchase of Norton Cyber security software. This had been agreed by the Finance sub-group.
 - 0708: Clerk to send a grant application to PARC for a new Rottingdean banner on the Undercliff. The form was issued, and grant paid.

6. Finance Update

- (i) **Payments for Authorisation.** The Clerk presented the following payments for authorisation:

HMRC May	£ 618.66.
C Hayes May Salary	£ 691.13
C Hayes Expenses (zoom)	£ 43.99 (+ £8.80 VAT)
C Hayes (Defibrillator Case)	£499.00 (+ £99.80 VAT)
One Digital (LHS letters)	£ 35.00
Toolkit IT Support	£120.00 (+£24.00 VAT)

Total £2007.78

Retrospective Authorisation. The Clerk advised the Council that the PARC grant had been approved in principle at the May meeting and PARC had advised him that they needed the funds by 25 June to meet a payment deadline set by Brighton and Hove City Council. In view of this the Clerk had sought authorisation by correspondence to approve and pay the grant.

Grant – PARC	£2000.00
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Total £4007.78

Cllr John (Chair) said authorisation was now being proposed, this was seconded by **Cllr Turnbull** and agreed unanimously.

(ii) **June Accounts.** The Clerk took the meeting through the June Accounts and Bank Reconciliation document. The accounts and reconciliation were agreed.

(iii) **Income and expenditure.** The Clerk advised that the bank balances at the end of June were.

NatWest Current Account (cash	£	100.00
NatWest Reserve Account	£	89,411.17
Unity Bank Current Account	£	500.00
Unity Bank Instant Access	£	13,813.84
C&C savings account	£	91,485.77
Cash in Hand	£	195,310.78

(iv) **Annual Government and Accountability Return.** The Clerk advised the meeting that the return had been sent to the external auditor PKF Littlejohn on 9 June and that he expected to hear from them in late July.

(v) **Bank Accounts.** The Clerk advised that Cambridge and Counties Bank were processing the request to add him as a signatory to the account that would enable him to obtain account information by phone.

7. Planning

(i) Applications considered in June. **Cllr Sheppard** took the meeting through the following planning applications considered by the Planning Consultative Panel in June:

BH2021/01876 6 The Park Rottingdean Brighton BN2 7GQ

Erection of single storey rear extension with associated works. Rottingdean Parish Council's planning panel considered that the erection of a single storey rear extension would be in keeping with the existing build, would not go significantly beyond the rear boundary of other neighbouring properties or overlook neighbouring properties. However, they were conscious that the extension on the side of the property appeared to be close to the boundary and suggested due consideration was given to the impact of this building line. Rottingdean Parish Council Planning Panel did not object to this application

BH2021/01966 59 Falmer Road Rottingdean Brighton BN2 7FJ

Installation of sliding gates and replacement of infill panels to garden wall. Rottingdean Parish Council's planning panel considered the documentation related to this application and visited the site. The Parish Council considered that installation of sliding gates and replacement of infill panels to the garden wall would be in keeping with the existing build, would enhance the appearance of the building,

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improve security, and would not affect neighbouring properties Rottingdean Parish Council Planning Panel did not object to this application.

BH2021/02016 25 Little Crescent Rottingdean Brighton BN2 7GF

Demolition of existing conservatory and erection of single storey rear extension with associated works.

Rottingdean Parish Council's planning panel considered the documentation related to this application and viewed the frontage of the site. They considered that the demolition of the existing conservatory and erection of a single storey rear extension would be in keeping with the existing build, would make good use of the space currently occupied by the conservatory, is proportionate to the surrounding garden and would not in any way affect the neighbouring properties. Rottingdean Parish Council Planning Panel did not object to this application.

(ii) In addition, Cllr Sheppard provided an update on the following applications:

- The application by Sea of Spice 55 Marine Drive to divide the existing kitchen into two had been withdrawn.
- The application by the owners of The Timbers, The Green had been refused. RPC had not taken a definitive view on this application.
- The application from 115 Marine Drive had been withdrawn. RPC had previously objected to this application.
- The application from 18 Wilkinson Close had been approved. RPC had previously objected to the application.

Cllr Sheppard also advised the meeting that St Margaret's Church were planning to extend the Church on the north side to improve facilities and provide additional space. This development was to be financed by the sale of the adjoining Cottage and surrounding grounds. Related to this sale was a pre-planning application to convert the Cottage into a residential property and build 3 mews-style houses at the eastern end of the gardens. The Parish Council had been advised of the application by St Margaret's Church and had met twice with Father Anthony Moore and Michael Maddox, the Project Manager to discuss the proposals and to seek clarification on issues centred around the sensitivity of the site, accessibility, and car parking. **Cllr Sheppard** said that until there was a formal planning application the Parish Council would not provide a view on any proposals. Following a question from **Cllr Turnbull**, it was confirmed that any forthcoming application would be brought to the full Council for discussion.

(iii) **Cllr Levins** gave an update on the plans by Blind Veterans UK to relocate from the site in Ovingdean. The organisation is looking for a buyer for the site and aim to leave by 2024. **Cllr Levins** confirmed that the building bordered the Parish boundary and was Grade 2 listed.

8. Advisory Group Meeting Updates

(i) Strategy and Communications

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- Update on Neighbourhood Plan. **Cllr John (Chair)** advised the meeting that the Working Group had met 3 times to consider the responses to the consultation and in particular comments from BHCC officers and the South Downs National Park Planning Authority. Some of the comments were to be incorporated into the Plan but some were not straightforward and required discussion with the authorities. The Plan would not change radically but some significant rewriting would be required. A further draft would be circulated to Council members in due course.
- Lower High Street. **Cllr Turnbull** provided the following update.
 - Consultation had now taken place with local stakeholders and residents on St Margaret's and Highcliff Court and their views incorporated in the report now being compiled by Urban Movement.
 - A draft plan had been written by UM but required further work and a meeting was being arranged later this week with UM.
 - A project board was being arranged for the end of July/early August following which the plan would be presented to the Council.
 - The aim was to deliver several wider consultation events with the village beginning in early September.

In response to a question from Cllr Sheppard about the tone of the comments from stakeholders and residents, **Cllr Turnbull** said these had been positive including on sensitive issues such as parking. **Cllr Levins** added there had been some concerns expressed that the development might lead to increased noise.

- Priorities Workshop. **Cllr John (Chair)** advised that a workshop for Councillors would be held in late July to consider the Vision for the Parish, Priorities and Delivery mechanisms and that the Clerk had agreed to facilitate the session.

(ii) Village Community

- Grant Application - St Margaret's Children's Workshop. **Cllr Fenwick** said the group had looked at the application (by correspondence) and there was some missing information, lack of clarity about the proposed intention of the event for which a contribution had been requested and regarding some of the associated costs. The following points were made in discussion:
 - It appeared that the event was to invite 30 children to participate but it was not clear how they would be selected.
 - It would be difficult to provide support for an event that was exclusive of the wider community.
 - It was clear that further information was needed.

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Cllr Fenwick advised that the Village Community Advisory Group would discuss the application this week and seek further information from the organisers.

Action: VCAG to consider further and advise the Council

(iii) Natural Environment: **Cllr Turnbull** provided the following update:

- Beach Chalets. The Parish Council had objected to the fact that half the 30 beach chalets in Rottingdean had indefinite leases given the long waiting lists. The City Council had agreed to change the leases for all chalets to an 8-year term and to require people moving away from the area to relinquish their leases. In addition, the report from the City Council had identified the potential for more chalets in Rottingdean adjoining the existing ones to the East of the Multi-Use Games Area and further east between Rottingdean and Saltdean. The more remote chalets presented problems in terms of services provision and their susceptibility to vandalism. The City Council were now developing a project plan to construct new chalets that will be presented to the Tourism, Enterprise Culture and Communities Committee.
- Kestrels. Kestrel nesting had been destroyed at Baze Hill Manor. BHCC Rangers had advised that the matter should be reported to the Police. The group considered that as the management of the Manor had offered to place nesting boxes at the site, a better approach would be a conversation with the management and a letter from the Parish Clerk reminding them of the provisions of the Wildlife and Countryside Act.

Action: Clerk to write to the management of Baze Hill Manor reminding them of the provisions of the Wildlife and Countryside Act.

- Village Pond Path. Two quite different quotations had been received. It was recommended that the Natural Environment Advisory Group discuss with the contractor providing what seemed the most reasonable quote to ensure it included the full requirements set out in the tender letter. The Group were also beginning enquiries about the provision of a disabled parking space adjacent to the Pond.
- The Terraces. The Group would like to see the Terraces used more extensively and are seeking to encourage this. Discussions were underway with a comedy act and the Group were also exploring the possibility of establishing pétanque (a form of bowls) provided this does not damage the surface.
- Beacon Hill Nature Reserve. The BHCC management plan for the Reserve was out for consultation with the Beacon Hill Stewardship Group and had been circulated to Councillors for information. The Group had noted that City Parks no longer intended to mow the paths without any prior discussion. BHCC had provided costs for the proposed fences and gates on the eastern side of the Reserve that indicated metal fencing was

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the most cost effective given its greater longevity. The plan would be discussed by the Beacon Hill Stewardship Group

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

- Land adjacent to the Bowls Club. Having met with a supplier of boulders it seems likely that the cost would be more than what had been anticipated. Wooden posts were being considered as a cheaper option. A map of underground services had been obtained from BHCC that did not show any underground services. Costings and a recommendation would be brought to the August Council meeting.

Action: BEAG to provide a proposal for posts to be placed on the green outside the Bowls Club to prevent parking.

- Pavements in the Conservation Area. Cllrs met on site with a BHCC engineer. He would provide costings for Marshall red brick stones to consider for the High Street area and arrange for works on the pavement between Dean Court Road and The Green. This would include weeding, cleaning and repointing. BEAG would contact the arboriculture team at BHCC to request that overhanging trees were pruned to allow sunlight onto the paved area.
- A pothole in Bazehill Road which was reported by RPC had been repaired.
- Following RPC's previous request, BHCC engineers would replace and repair damaged red bricks in the conservation area. Work would be scheduled during the summer months.
- A large pothole at the entrance to the one-way system going south had been reported to BHCC and had been scheduled as an urgent repair.
- It had been agreed with Rottingdean in Bloom that additional hanging baskets could be hung on the new heritage lamp posts when the final phase was completed.
- At the Parish Council's request, the hedge in the Steyning Road / A259 twitten had been trimmed and repairs had been carried out to the fence.
- Cllrs had visited a resident in The Rotyngs to offer guidance concerning a boundary wall and fencing.
- Cllr Sheppard had visited a resident in Park Road to offer advice and guidance concerning a large overhanging tree in the car park of the former Lloyds bank.
- BHCC had been asked to cut back overhanging trees and bushes in Falmer Road adjacent to the Rotyngs that were impeding pedestrians on the pavement.

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- Cllr Levins had met with Police Community Support Officer (PCSO) Scott to discuss the anti-social use of electric scooters. He had learned that the police can only intervene if they witness the use of scooters on public roads/land. At Cllr Levins request, PCSO Scott had also spoken to the manager of Lloyds Pharmacy concerning anti-social parking in front of their property.
- Significant flyposting on the railings at the A259 junction had been reported to BHCC enforcement and removed.
- The local Neighbourhood Watch group had asked the Parish Council to request the installation of additional variable speed signs in Falmer Road. BEAG would take this forward.
- Following concerns raised by a resident involving safety on the lane leading to the Recreation Ground, it had been agreed to fund two signs advising drivers to drive carefully. Additionally, BHCC had agreed to cut back foliage on either side of the lane so that pedestrians could stand safely on the side as vehicles pass.

The meeting closed at 21.12. The next meeting will be on Monday 2 August at 7.30pm

Chris Hayes, Parish Clerk

July 2021

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