



## Minutes of the meeting of Rottingdean Parish Council Monday, 4 April 2022

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

Chris Hayes, Parish Clerk (Minutes)

Public Gallery: Ward Cllr Fishleigh, Dave Bull, Bob McClelland

### **Question from the public;**

**Dave Bull** advised the meeting that he had received a number of objections and negative responses to the proposal from the local British Legion Branch, of which he was Chair, for a beacon on Beacon Hill to commemorate the Queen's Platinum Jubilee. In addition, he reported that a number of hostile emails had been sent to his work email address. In view of this he said he had decided not to proceed with the proposed beacon. **Cllr Turnbull** suggested that a beacon might still be possible with mitigations and agreed to meet with Mr Bull to discuss. **Cllr John (Chair)** said the ultimate decision was for the City Council.

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

None

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

None

### **3. Agreement of the minutes of the Parish Council meeting on 7 March 2022.** The minutes were agreed.

### **4. Matters arising**

(i) Action Log. The Clerk reported that no recorded actions were outstanding.

Signed

Date

## 5. St Aubyns

(i) Report from the Working Group. In addition to the note circulated, **Cllr Nixon** provided the following update:

- a The issue of dust management had been discussed with Fairfax on a recent visit and monitoring and dowsing logs had now been provided.
- b Following an issue raised by a resident, the matter of the lack of measures to allow disabled access up the steps to the right of Field House had been reported to planning officers at Brighton Hove City Council (BHCC). A response had not yet been received
- c Fairfax were now proposing to replace the whole roof on the Chapel rather than just the south elevation as required by the Conservation Management Plan schedule of works. Cllrs Nixon and Poole along with the RPC surveyor were to meet with Fairfax to walk through the Chapel schedule of works and agree working arrangements during the repair work.
- d Fairfax were about to order the replacement panels for the Pavilion roof so the Parish needed to decide whether to request insulated panels which would cost the Council £10,000. In considering this matter Councillors were asked to bear in mind that such an investment would not be cost effective unless the rest of the building were insulated which would cost around £15,000, making a total investment of £25,000. Given the uncertainty about the level of community interest in using the building, the Working Group did not recommend that insulated panel should be purchased. This was agreed unanimously.
- e The Working Group had now agreed the objectives for consultation of the Chapel which were to:
  - Explain what is to be transferred to the Parish Council
  - Capture interest from community groups and residents in using the Field and buildings
  - Assess opportunities to raise revenue
  - Raise awareness and seek volunteersA similar exercise would be completed for the Field and Pavilion
- f The consultation would be kicked-off at the annual village meeting and run through May and June. The aim was to have feedback in July.
- g **Cllr Sheppard** said a useful meeting had taken place with the **St** Aubyns site manager and the BHCC lighting manager about the Twitten lighting. The BHCC lighting department had been very positive and helpful but had indicated that lighting the Twitten would be difficult and could cost up to £70,000. Discussions were continuing to consider a lighting feasibility study.

Signed

Date

## 6. Lower High Street (LHS)

(i) Report from the Working Group. **Cllr Turnbull** gave the following update;

i In response to concerns raised about the lack of parking and vehicular access in the consultation on the concept design, the Working Group had agreed on a revised proposal that would incorporate:

- A raised surface at the threshold to LHS to signal entry into a pedestrian priority area
- Dedicated loading areas
- Disabled parking
- Drop off points
- A small number of timed parking spaces for residents of St Margaret's at the Quarterdeck potentially with a lockable bollard.

No structural changes were envisaged for this initial stage of the development.

ii Cllr Turnbull and Cllr John (Chair) had met with Urban Movement (UM) who had agreed to approach BHCC to see what was possible and map out the next steps. A further meeting had been arranged with UM for 27 April to discuss the next steps.

iii Subject to LHS Working Group approval and Project Board input into the revised proposals, the Group would obtain quotes for further professional support to achieve a first phase. Agreement from the Council will then be sought to commission further scoping work and authorise expenditure.

7. **Park Road Toilets Refurbishment.** The Clerk advised the meeting that the BHCC engineer leading the project had advised him that the cost of the refurbishment had now increased to around £69,000. This was because of the need to move an electrical main, the discovery that a steel beam was needed to support the structure and notification of a 25% increase in the cost of the building work quoted in 2020. The Clerk had asked BHCC for a contribution to the additional costs and would advise the Council further when a reply had been received.

Signed

Date

## 8. Finance Update

- (i) Payments and Invoices. The Clerk proposed the following payments for authorisation:

		<b>VAT</b>
HMRC March	£467.00	
C Hayes Salary March	£634.53	
C Hayes Comms (zoom)	£11.99	£2.40
C Hayes (Stationary)	£6.75	£1.35
One Digital (St Aubyns Posters)	£39.00	£7.80
Clamp Boxall (Payroll)	£177.00	£35.40
Toolkit (It Support)	£120.00	£24.00
<b>Total</b>	<b>£1456.27</b>	

These were seconded by **Cllr Turnbull** and agreed unanimously

- (ii) March Accounts and Reconciliation. The Clerk advised that the bank balances at the end of March were:

NatWest Current Account (cash	£100.00
NatWest Reserve Account	£70,175.51
Unity Bank Current Account	£500.30
Unity Bank Instant Access	£20,395.62
C&C savings account	£85,149.22
<b>Cash in Hand</b>	<b>£176,320.65</b>

- (iii) Annual Governance and Accountability Return. The Clerk advised the meeting that he had received a request for the AGAR from the external auditor. The return was due by Friday 1 July 2022. The Clerk proposed the following timetable:

<b>Activity</b>	<b>Date</b>
Draft Accounting and Governance Statement	4 April to 8 April
Agree with Finance Subgroup	11 April to 15 April
Internal Audit	15 April to 29 April
RPC sign off	9 May
Submission to External Auditor	w/c 9 May

This was agreed

Signed

Date

## 9. Planning

- (i) Applications considered in March – paper circulated. **Cllr Sheppard** took the meeting through the following applications:

**BH2022/00786            1 Court Farm Road Rottingdean Brighton BN2 7FL**

Erection of single storey side extension to form double garage and widening of existing vehicular crossover.

Rottingdean Parish Council's planning panel read the documentation relating to this planning application and visited the property viewing it from the front. The panel considered that the erection of a single storey side extension to form a double garage would not overlook or unduly affect neighbouring properties and would be appropriate and in keeping with the existing street scene. Specifically, the panel thought that the proposed build would be in line with the front of the existing house and that there would be a one metre gap along the full length of the boundary fence. Additionally, the panel considered that it would be reasonable for the existing vehicular crossover to be widened to accommodate the two-vehicle entrance.

Rottingdean Parish Council did not object to this application.

**BH2022/00584            Tye Cottage 21 The Vale Brighton BN2 7AB Extension**

Roof alterations incorporating a raised ridge height with front, side and rear gable end extensions, front and rear dormers, side rooflights to create first floor level. Erection of single storey rear extension with first floor terrace above, side link extension to garage, revised fenestration and associated alterations.

Rottingdean Parish Council noted that the proposed roof alterations incorporating a raised ridge height with front, side and rear gable end extensions with front and rear dormers, would have had an impact on the street scene and neighbouring housing.

However, the property had a clear gap around it and was set back from the front boundary and the panel recognised that there were similar types of housing further along the same road. Additionally, the erection of a single storey rear extension with a first-floor terrace and a side link extension to the garage, appeared proportionate to the land and it would seem that this aspect of the proposal would also not unduly impact on the neighbouring property.

Rottingdean Parish Council did not object to this application.

To note that The Vale is not within the Parish but was considered as it is on the boundary between Rottingdean and Ovingdea

Signed

Date

**BH2022/00568            25 Chailey Avenue Rottingdean Brighton BN2 7GH**

Erection of porch at front of property and first floor extension to create additional floor incorporating revised fenestration, roof alterations and associated works.

Rottingdean Parish Council lodged a view on a previously submitted planning application BH2021/02510 concerning this same property and did not object.

However, despite the revised planning application appearing to show that the roof line was now lower, on reading in detail the BHCC planning officers report on the reasons for refusing the original application and on reflection, the panel agreed that the overall design did not respect the character of the area, with a bulk and massing which is excessive for the width of the plot and that it appears cramped within the street scene.

Rottingdean Parish Council objected to this application.

**BH2022/00238            38 Nevill Road Rottingdean Brighton BN2 7HG**

Erection of single storey rear extension, extension to existing dormer and installation of additional rooflight and window adjacent

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.

The proposal for the construction of a single storey rear extension with an infill to the existing dormer was in keeping with the present building and most importantly the rear line of the extension did not go beyond the line of the neighbouring properties. Also, the proposed rooflight and window adjacent to the front entrance both appeared to be reasonable additions to the application.

As reported last month. Rottingdean Parish Council did not object to the originally submitted application and specifically noted it appeared that the proposed rear extension would not infringe beyond neighbouring extension.

However, amended plans were submitted that lengthened the proposed extension from 6.3 m to 7 m. Also, on reflection the panel were concerned that the properties in Nevill Road were on a steep incline, and this would tend to accentuate the impact of the proposed extension on neighbouring properties.

Rottingdean Parish Council therefore objected to this application.

Signed

Date

(ii) Cllr Sheppard also provided the following updates:

- 38 Nevill Road. This application had been approved and BHCC stated in their decision to approve the application that the scheme had been amended twice during the course of the application. Initially to increase the depth of the extension 7 m and then due to officer concerns has been amended again to reduce the proposed extension depth to 6.3 m.
- St Edmunds, Steyning Road – approved (RPC no objection)
- 66 High Street – approved (RPC no objection)
- 4 Meadow Close – approved (RPC no objection)
- The Lounge Bar – approved but required to remove fencing abutting raised decking and to infill lower area
- Naming of street in Meadow Vale development – RPC had agreed that they would support street name Allingham Place, named after Henry Allingham war veteran and former resident of St. Dunstan's.

## 10. Advisory Group Meeting Updates

### (i) Strategy and Communications

- a) Annual Village Meeting. **Cllr Lawrence** advised people that the doors would open at 6.45 pm to allow time for residents to browse the information boards on St Aubyns prior to the meeting. **Cllr Nixon** said that the Round Room and GB Room had been booked in addition to the Main Hall to allow access to the boards, and the plan was to restrict the numbers in each room at any one time to avoid congestion. **Cllr John (Chair)** suggested Councillors should be assigned to specific boards to answer questions. **Cllr Lawrence** requested approval in principle to the cost of the posters that was expected to be below £200. This was agreed.
- b) Review of Standing Orders and Policies. The Clerk advised the meeting he was in the process of reviewing all the of Policies and Standing orders. He said he would be recommending that at least four were revised including Section 1 of the Standing Orders. The Clerk said he was about to send his draft revisions for discussion by the Governance Group prior to approval by the Strategy and Communications Group and then the full Council at the Annual General Meeting on 9 May.

Signed

Date

(ii) Built Environment. In addition to the paper circulated Cllr Sheppard gave the following update:

- BEAG proposed that the 3 old Rottingdean Gateway signs should be auctioned in some way to raise money for charity. They could be displayed at the Village Fair behind the Parish Council stall and sealed bids could be invited. This was agreed.
- Cllr Nixon had asked residents in Newlands Road if they would be in favour of the proposed Traffic Regulation Order (TRO) to restrict parking. An overwhelming majority were in favour. Cllr Nixon had also talked to residents in St Aubyns Mead who were concerned about the impact new restrictions in Newlands Road might have on St Aubyns Mead. All were in favour of an extension of the Newlands Road TRO to incorporate double yellow lines down the north side of St Aubyns Mead. Cllr Sheppard would discuss with BHCC Highways.
- Following further discussions within the BEAG group it was recommended that RPC did not pursue a request for a residents parking scheme.
- A loose electrical cover on a streetlight in Gorham Avenue had been reported by Cllr Poole to BHCC streetlighting and had subsequently been repaired.
- A resident had highlighted that it was difficult to see the edges of a set of steps on the footway adjacent to the bowling green. Cllr Sheppard had written to BHCC requesting that the edges of the steps were painted to aid visibility.
- A resident had raised concerns about vehicles parking at the Steyning/Chailey junction. This was considered by BEAG but at this point no further action was considered necessary.
- The main entry sign in the Marine Cliffs car park had been completely dislodged. BEAG had reported this to BHCC for repair.
- Cllr John had noticed that the High Street sign above Fox's estate agents was largely illegible. BEAG had reported this to the BHCC street sign team who had advised that if the height allowed it would be repainted.
- The pedestrian railings at the High Street A259 junction which were badly damaged by an HGV had been reported to BHCC.
- The planter in the High Street had been hit by a vehicle on March 19<sup>th</sup> and BEAG requested that BHCC check the planter for damage and safety issues. This had been carried out.
- Due to a backlog and staff shortages the dedicated bench list had been temporarily closed. BEAG would like RPC to consider if the Parish Council could take over this role and would provide further information particularly about future maintenance responsibilities.

Signed

Date



- Residents who lived in the proximity of the green space between New Barn Road and Falmer Road had raised concerns about an increasing number of vehicles parking on this area and damaging the grass and the appearance of the area. BEAG would consider whether to recommend if this area should have wooden posts installed like the Village Green and the area in front of the bowling green. The meeting agreed that options should be considered.
- The bridleway sign pointing to the Recreation Ground in Falmer Road had once again been out of place and had now been repositioned.
- Advance notice had been given that the High Street would be closed for Southern Water works from 7pm – 5 am from 11<sup>th</sup> to 14<sup>th</sup> April. RPC had publicised this on social media and will post again nearer to the time.

(iii) Village Community

- a) Five new notice boards had now gone up around the village and keys allocated to community groups wishing to use them. A 6<sup>th</sup>, planned for Park Green in Saltdean, had not been installed following complaints from residents and would now be stored and potentially installed at St Aubyns.
- b) Platinum Jubilee Celebrations. Cllrs Lawrence and Fox had spoken to a number of community groups and settled on a family picnic event on the Green. Enquiries were being made about live music. The group would come back to the Council with further proposals.
- c) The group had received a grant application for £300 for a street party for around 31 houses in Dean Court Road. £200 was for live music. However, since RPC are funding an open event on the Village Green it was agreed that this request should be refused. **Cllr John (Chair)** proposed that £1000 be allocated for Platinum Jubilee events from the well-being and contingency budget. This was agreed.
- d) A children's parade was being planned along the High Street and up to Beacon Hill with some musical accompaniment to celebrate the 100<sup>th</sup> anniversary of the birth of composer Ralph Vaughan Williams. A proposal would be brought to the next Council meeting.

Signed

Date

(iv) Natural Environment. **Cllr Turnbull** Provided that following update:

- a The Glover Report. This is a comprehensive report on how national parks and Areas of Outstanding National Beauty should be managed and organised in the future. The key recommendations were that the natural environment should be restored in addition to being preserved and made accessible to all. The report was of consequence to the Parish given that it was a gate way to the South Downs National Park. In Cllr Turnbull's view, the Government's response fell short of many of recommendations and appeared to wish to impose a 'top down' level of bureaucracy with complex social economic measuring, performance targets, management plans and DEFRA appointed chairs. Cllr Turnbull would circulate a draft response for the Parish Council to consider and asked for responses by 8 April.
- b A quote on the installation of a new path around the pond adjacent to the Plough was still awaited
- c Plans to improve access to the Beacon Hill from Marine Drive are currently being developed
- d Quotes for additional planting around the Pond are being gathered
- e In response to a question from Cllr Nixon, Cllr Turnbull advised that he had written to BHCC about the state of the cliff face at Rottingdean Beach but despite a reminder had not had a reply. He would pursue.

**The meeting closed at 21.25. The next meeting will on 9 May 2022**

**Chris Hayes, Parish Clerk**

**April 2022**

Signed

Date