



Minutes of the Annual General Meeting of Rottingdean Parish Council Monday 9 May 2022

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

Parish Clerk (Minutes)

Public Gallery: Ward Cllr McIntosh, Ken Bodfish, John Geismar, Chris Grinstead, Alison Wright

Annual General Meeting

1. Apologies for absence

Cllr Cherrie

Elections

2. **Election of the Chair.** Cllr Sheppard assumed the Chair to elect a Chair for 2022/23. Cllr John was proposed by Cllr Turnbull, seconded by Cllr Lawrence and agreed unanimously.

3. **Election of Vice Chair of Parish Council.** Cllr John assumed the Chair. Cllr Sheppard was proposed by Cllr John (Chair) seconded by Cllr Lawrence and agreed by majority vote.

Appointments

4. **To appoint the Deputy Responsible Finance Officer.** Cllr Turnbull was proposed by Cllr Levins, seconded by Cllr Poole and agreed unanimously.

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5. To agree Advisory Group membership and lead Councillors for 2022/23.

- a Chair and members of the Planning Consultative Panel. Cllr Sheppard was proposed for Chair by Cllr Lawrence seconded by Cllr Poole and agreed by majority vote. Cllr Levins advised that he wished to step down from the panel. It was agreed that Cllr Poole would join the panel.
- b Chair and Parish Council members of the Beacon Hill Nature Reserve Stewardship Group. It was agreed that the Council Chair would continue to Chair the Stewardship Group and that members of the Natural Environment Advisory Group would continue to represent the Council on the Group.

6. Parish Council representatives on Advisory Groups. Project Boards and Working Groups for 2022/23.

- a The following changes were agreed:
 - i Built Environment – Cllr Levins to leave the group and Cllr Cherrie would be approached to join the group.
 - ii St Aubyns Working Group – Cllr Levins to join.

7. Dates of Parish Council meetings for 2022/23. These were agreed.

8. Declarations of Parish Councillors interest in agenda items.

None

Financial Regulations

9. The RFO's Draft Annual Governance and Financial Report for 2022/23:

- i. The Parish Clerk took the meeting through Part 1 of the Annual Governance Statement. The statement was agreed by Councillors and signed by the Chair and Clerk.
- ii. The Annual Financial Statement was presented to the Council by the RFO. As the internal audit of the Financial Statement had yet to be undertaken, Councillors agreed to delegate authority to approve the statement for signature by the Chair to the Finance Subgroup once the internal audit had been completed.

Signed

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Parish Council Governance

- iii. **Review of register of members' interests.** The Clerk reported that all declarations of interest were up to date.
- iv. **Review of asset register and insurance arrangements.** The Clerk advised the meeting that no assets were held by the Council and that insurance arrangements were in place.
- v. **Review of standing orders and policies.** In addition to the papers circulated the Clerk advised the meeting that:
 - a He had reviewed all standing orders and policies, revised standing orders part 1, the Planning Scrutiny Process and the Managing Projects Policy and had proposed new review dates for all standing orders and policies.
 - b The outcome of the review process and revised standing orders and policies had been agreed by the Governance Subgroup and sent to members of the Strategy and Communications advisory group.

The following points were made in discussion:

- **Cllr Sheppard** said the standing orders suggested that Advisory and Working Group should vote on their recommendations prior to bringing them to the full Council. The Clerk advised that the Standing Orders provided the possibility for this process to be adopted as required by advisory and working groups rather than mandating it. **Cllr John (Chair)** suggested that the matter be considered when the draft Terms of Reference for each group were brought before the Council.

This concluded the Annual General Meeting.

Ordinary Meeting

Questions from the public:

John Geismar raised a concern about the fairly recent arrival of several fast-growing self-propagated trees on the St Margaret's School side of the brick wall opposite the end of his back garden. Mr Geismar expressed concern that if the trees were permitted to grow at a rapid pace while introducing more self-propagating seeds into the adjoining earth, the light

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and sunshine would be blocked from reaching his home and small garden. He said the school did not object to the removal of the trees and that he was prepared to cover the cost. **Cllr Turnbull** said the legislation on high hedges may be useful in persuading the City Council to remove or cut the trees although this depended on their height and type. **Cllr Turnbull** agreed to visit Mr Geismar and advise him further.

Alison Wright drew the Parish Council's attention to the proliferation of ivy in Whiteways Lane that was affecting the trees and smothering the natural fauna. **Cllr Turnbull** agreed to visit the site and then contact Alison.

Chris Grinsted asked if any progress had been made on plans to have a beacon on Beacon Hill to celebrate the Queens Platinum Jubilee and if was there any impediment to a beacon being organised by residents. **Cllr Turnbull** advised that discussion was ongoing with the local branch of the British Legion about the possibility of a beacon on Beacon Hill. **Cllr Turnbull** said that this would be a decision for Brighton and Hove City Council (BHCC) and the Parish Council's role would be to support measures to mitigate the impact on the nature reserve of a beacon. **Cllr Turnbull** added that an events licence would be needed by any applicant in order for the building and lighting of a beacon to be permitted.

1. **Apologies for absence**

Cllr Cherrie

2. **Declarations of interest**

Cllr Turnbull declared an interest in the grant application for Rottingdean Arts to be discussed later in the meeting.

3. **Agreement of the minutes of the Parish Council meeting on 4 April.** The minutes were agreed.

4. **Action Log.** The Clerk advised that no actions were outstanding.

5. **Matters Arising.** The Clerk provided the following update on the refurbishment of Park Road Toilets:

a The tender report for the refurbishment of Park Road Public toilets from BHCC had been received in early 2020. The Parish Council (RPC) had agreed to accept the Sussex Building quote of £48,463 + VAT.

b In May 2021, RPC were advised by BHCC that an electrical main needed moving before work could commence at a cost of £3,685.20 + VAT. BHCC

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agreed to pay half of these costs, leaving £1,910.50 to be paid by RPC. An additional £2000 was therefore added to the budget from the project reserve.

- c In January 2022, RPC had been informed that a steel beam was required to support the structure at a cost of £8,472.00 +VAT.
- d In March 2022, RPC had been advised that the contractor, the Sussex Building Company, had informed BHCC that, as they had submitted their original price in 2020, they would need an uplift of 25% on all costs. This was due to increasing costs of labour and materials across the construction industry. This would increase the cost to £60,578.75 + VAT. RPC were also advised that the cost and the risk of re-tendering would be equal to or greater than accepting Sussex Building's proposed increase.
- e This meant that the overall cost of the refurbishment including the structural works (as above) amounted to £69,050.75. RPC were initially asked to fund the whole increase by BHCC who had now agreed to cover half these costs requiring an additional £9500 to be transferred from the project reserve fund.
- f Councillors were asked to decide if the Parish Council should agree to this additional cost.

The following points were made in discussion:

- It would be important to establish a firm date for the start of the work if approval was to be given.
- A date for commencement could not be a condition of payment but it would be legitimate to press for a start date.

Allocation of £9500 to the Park Road Toilets project was proposed by **Cllr Turnbull**, seconded by **Cllr Levins** and agreed unanimously.

6. Finance Update

a Payments and invoices.

- i The Clerk proposed the following payments for authorisation.

		VAT
HMRC April	£781.13	
C Hayes Salary April	£976.27	
C Hayes Comms (zoom)	£11.99	£2.40

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C Hayes (Annual Software Sub)	£59.99	
One Digital (St Aubyns Posters)	£389.00	£77.80
Sussex All Trades	£1535.00	
Insurance Premium	£261.50	
Cloudscape (Website Domain)	£60.00	£12.00
J Whiting (St Aubyns)	£1000	£200
Room Hire	£67	
Total	<u>£5141.88</u>	

Payment was proposed by **Cllr Turnbull**, seconded by **Cllr Sheppard** and agreed unanimously.

- ii The Clerk also brought the Council's attention to payments authorised under Paragraph 7 of Financial Regulations during April:

Jay Butler (Gateway Signs)	£823.17
Toolkit (Comments Form)	£30.00 (+ £6.00 VAT)
Total	<u>£853.17</u>

- b **Bank balances** The Clerk advised the meeting that the bank balances at the end of April 2022 were:

NatWest Current Account (cash)	£100.00
NatWest Reserve Account	£70,180.39
Unity Bank Current Account	£500.30
Unity Bank Instant Access	£47,910.48
C&C savings account	£85,218.86
Cash at Bank	<u>£203,910.03</u>

- c **Budget for 2022/23.** The Clerk said that as the Parish Council had not been invoiced during 2021/22 for work to complete the Streetlighting Project and the refurbishment of Park Road Toilets, he had brought forward the amounts allocated for these projects into the Budget for 2022/23.
- d **April 2022 Accounts.** The accounts were presented to the Council by the Clerk. **Cllr Turnbull** said he had noticed that the income year-to-date columns were blank, despite income having been received. The Clerk said that this appeared to be a fault in the spreadsheet formula that he would put right and circulate a corrected version to Councillors.

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Urgent Business

7. **St Aubyns Cllr Nixon** provided the following update:

- The matter of the lack of disabled access on the steps at the side of Field House continued to be pursued with Brighton and Hove City Council planning officers.
- A meeting had taken place on Friday 6th May with BHCC lighting engineers, RPC and Fairfax to agree the basis for a design brief for lighting along the Twitten. BHCC had agreed to provide a quote for a lighting design assessment. BHCC had been asked if this could be funded via the sustainable transport element of the Section 106 monies, but Councillors had been told this had already been allocated.
- The project's architect had drawn up more detailed plans for enhanced options for the Chapel and Pavilion
- The Chapel refurbishment was due to start in mid-May and would take about 6 weeks. This would be followed by the Pavilion refurbishment.
- Progress was being made in drawing up the contract and transfer agreement although a few important details needed to be resolved.
- The consultation on the future use of the Field and buildings had begun with a well-attended exhibition at the Annual Village Meeting. The next stage would be to speak to local community groups and organisations and gather views from residents which would all be brought together by July.
- Everything in the project plan was on track apart from the specification for the Field urgently needing to be agreed with the developer Fairfax.

The following points were made in discussion:

- It was disappointing that S106 funds seemed to have already been allocated while discussions about how these could be allocated were still ongoing.
- It had been assumed that Ward Councillors were to be consulted on proposals to use the funds.
- It would be important to clarify with BHCC why the Parish Council were apparently being asked to fund work to make the Twitten, a public right of way, safe. **Cllr Nixon** said that the project was proceeding one step at a time to first see if there was a practical solution to the lighting and then pursue the matter of responsibility and funding for the design.

8. **Lower High Street. Cllr Turnbull** provided the following update.

- 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 disabled parking and potentially a drop off points for the residents.

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- Members of the Working Group had met with Urban Movement and BHCC on 27 April and had agreed that Urban Movement (UM) would provide a response to the RPC report on the consultation results with thoughts on a more modest set of measures that would shift the balance from vehicle to pedestrian dominance of LHS and move towards the longer-term concept design. This would include thoughts on disabled and resident parking, signage to restrict vehicular access, materials and design for a raised threshold to the Lower High Street (LHS) and ideas on seating and planting. Outline cost estimates will also be provided.
- RPC would, in conjunction with BHCC colleagues, consider early opportunities to close LHS for part of a day(s) to encourage the space to be used differently and demonstrate the future potential of the space.
- Subject to approval by the Council and views from the Project Board, the Parish Council would seek a quote from UM to work up these ideas into a set of costed proposals that could be implemented.
- Subject to approval by the Council and views from the Project Board, the Parish Council would commission UM or another urban design consultancy to draw up a scheme.
- RPC would then work with BHCC (and UM) to discuss where this plan would fit within BHCC's wider Infrastructure Development Plan and how it might be funded.

Planning

9. **Applications Received in April.** Cllr Sheppard took the meeting through the following applications:

BH2022/01097 35 - 37 High Street Rottingdean Brighton BN2 7HE

Installation of side entrance door to replace existing bay window, replacement of existing first floor windows with double glazed timber casement windows and new roof covering to studio workshop to rear.

Rottingdean Parish Council's planning panel had read the documentation relating to this planning application and also visited the property viewing it from the front and side. The Panel considered that the installation of a new side entrance door to replace the existing bay window would be a reasonable addition to the property and that it would in effect enhance the business use of the building by providing for more flexible usage. Additionally, the replacement of the existing first floor windows with double glazed timber casement windows would appear to be in keeping with the existing appearance of the building and would also ensure that the property is better insulated and more sustainable.

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Finally, the proposed new roof covering to the studio workshop at the rear of the building would not appear to negatively impact on the existing property nor significantly change the appearance of the building.

However, the Panel would expect that given the location of this property in the heart of the conservation area that these proposed changes were carefully considered to ensure that there were no negative impacts on the neighbouring vicinity.

Rottingdean Parish Council did not object to this application. (A majority decision)

BH2022/01140 12 New Barn Road Rottingdean Brighton BN2 7FN

Erection of a single storey rear extension

Rottingdean Parish Council's planning panel read the documentation relating to this planning application and also visited the property viewing it from the front. The proposed erection of a single storey 3 metre extension to the rear of the property with a roof pitched at an angle of 18 degrees we considered to be in keeping with the existing build and would not unduly affect neighbouring houses.

Rottingdean Parish Council did not object to this application. (A majority decision)

In addition, **Cllr Sheppard** advised the meeting that:

- A resident had contacted RPC to ask if planning permission had been given for the new bowling green sign. They stated that they considered it to be commercialisation of a beautiful and peaceful garden space open to all. They asked if it could be removed given that the green was obvious, and anyone interested had only to speak to the players. **Cllr Sheppard** had responded saying that he would consult with the bowling club chairperson and reply in due course.
- The street naming team at BHCC had written to RPC confirming that 'Allingham Place' had now been confirmed as the name of the new street in the Meadow Vale development. Henry Allingham had been a First World War veteran and died at the age of 113, having spent his later years at St Dunstan's in Ovingdean.

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Advisory Group Meeting Updates

10. **SCAG. Cllr John (Chair)** advised the meeting that the group had not met but planned to meet in May to consider the matters discussed at the workshop.

11. **VCAG. Cllr Lawrence** provided the following update:

- The group had received 3 grant applications:
 - An application from Rottingdean in Bloom (RiB) for £1000 to support the planting around the village including additional planting for the Queen's Platinum Jubilee celebrations. **Cllr Lawrence** proposed approval of the RiB grant, this was seconded by **Cllr Levins** and agreed unanimously.
 - An application for £1800 from Rottingdean Arts to support the annual programme of free concerts on the Terraces. **Cllr Lawrence** proposed approval of the Rottingdean Arts application which was seconded by **Cllr Poole** and agreed unanimously; Cllr Turnbull did not vote.
 - A third application for £500 had been received by PARC to fund a big band at a Swing Gala fundraising event in Kipling Gardens on 30 July. The event would be ticketed with proceeds being used to fund PARC's charitable activities. In discussion, it was agreed that further information was needed to ensure that the funds raised at the event would benefit the local community. Cllr Lawrence agreed to discuss the matter with PARC.
- **Cllrs Lawrence and Fox** advised the group that preparations for a Jubilee family picnic event to celebrate the Platinum Jubilee were well advanced. The local schools had been involved in discussion about the event and the local MP had agreed to attend. The event would run from midday to 5 pm and include a pudding competition with a bar provided by the Lions charity.
- **Cllr Lawrence** advised that she had attended a discussion on BHCC's Active Travel policy at which the High Street planter had been discussed with the case for and against the planter put forward with some passion. This had illustrated the strength of feeling about the planter and Cllrs Lawrence and Sheppard were to give some thought to organising a discussion about the planter in the village.

12. **NEAG. Cllr Turnbull** provided the following update.

- The potential for a beacon was undecided and a decision was awaited by BHCC. If an agreement was reached with the local branch of the British Legion, RPC would assist with mitigation of the impact on the Nature Reserve.
- The grazing had been completed and the Friends of Beacon Hill had been consulted before the sheep had been moved, as agreed.
- Section 106 submissions. Further discussions had taken place on disability access to Beacon Hill from Marine Drive and a concept had been developed. Beacon Hub members were to meet to consider how the disability access could

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be progressed. A potential pond had been designed and contact made with officials and a meeting had taken place on the Beacon but the idea seemed unlikely to progress.

- A meeting had taken place with the contractor who was sourcing the slabs for the path around the pond adjacent to the Plough. The disabled parking space had already been installed.
- The railings around the pond had been repaired but they were in a poor state and consideration was being given to more restoration. A site visit with a contractor had been made and a quote was awaited.
- Quotes had been received for a system that would introduce a wider variety of planting around the pond. The quotations were in the region of £100 per installation and further quotes are being obtained.
- The concerns about the stability of the cliff face had been followed up and a reply received from Toni Manuel the BHCC Beach Manager. She was seeking the engineers report which would be shared.
- The damaged coping slabs on the Terraces had been reported. Toni Manuel was seeking a contractor to undertake the repair. Rottingdean Arts will be repainting the Terraces and fixing the door.

13. **BEAG. Cllr Sheppard** provided the following update:

- The outstanding heritage lighting work had been completed. This involved the removal of two redundant columns opposite the bowling green and in Whiteway Lane and the painting of the remainder of a column also in Whiteway Lane. Cllr Sheppard had spoken directly to the BHCC lighting manager re the outstanding invoice and was reassured that it was currently being processed by the BHCC finance team.
- Cllr Sheppard had enquired when the work on the West Street car park perimeter wall would get underway and was told that a tendering process is nearing completion. Cllr Sheppard asked BHCC whether a risk assessment should be carried out, given the delay and the reason for the works. As yet a reply had not been forthcoming.
- Following the informal house to house survey in Newlands Road carried out by Cllr Nixon which showed support for the proposed change to parking restrictions, it had been confirmed by BHCC that a Traffic Regulation Order (TRO) will be issued sometime in May allowing for a 6-week formal consultation. The request for an additional TRO in St Aubyns Mead had not been accepted but would be reconsidered if the impact of the proposed parking changes in Newlands Road proved to have a negative impact on St Aubyns Mead. Residents had been informed.
- Following Storm Eunice where both toilet cubicles in the Recreation Ground were put out of action, one of the cubicles had now been reopened and reassurance had been given by BHCC Public Toilets (who have taken over from Healthmatic)

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that the remaining cubicle would shortly be back in operation. After BHCC had said that the replacement of the outside doors on the cubicles would be delayed for several months, Cllr Sheppard had requested that this should be reconsidered and BHCC had now promised that these works will become more of a priority.

- BEAG had reported a drain cover on the Falmer Road pavement close to the Rec entrance which had a hazardous hole in it to BHCC. This had now been replaced.
- Cllr Sheppard followed up on BEAG's initial report in February to BHCC that the variable speed sign approaching Longhill School going south had been out of action. He was told that an initial survey has been carried out but that due to health and safety reasons, before the sign can be repaired either a permanent access point would need to be cut into the embankment or temporary access arrangements put in place. Given its location near to the school, Cllr Sheppard had emphasised the importance of this road sign and had asked if it could be repaired as a matter of urgency.
- BEAG were aware that two new replacement benches had recently been installed in Kipling Gardens. A resident had written to RPC saying that they considered the benches to be unsightly and unsuitable and asked if the planning department were aware. Cllr Sheppard replied saying the benches in Kipling Gardens were the new design being used by Brighton and Hove City Council. They were easier to maintain than the former 'classic' bench design and this type of seating had a specific allocated space with arm supports for those who found this facility helpful when sitting down and standing back up. A bench of the same design had been installed in Rottingdean Recreation Ground over a year ago and had proved to be extremely popular.
- Following a request from BEAG the street sign in Park Crescent (off Park Road) had been replaced. Cllr Sheppard thanked the officer and his team who had carried out the work.
- A flickering streetlight on the A259 which was reported by BHCC in March had now been repaired.
- A large pothole on the Falmer Road going south near the variable speed sign which was reported by BEAG in March had now been repaired.
- A sign for the long stay car park which had become dislodged and had been reported by BEAG had now been repaired.
- The pedestrian railings on the A259 near to the Lower High Street junction which had been badly damaged by an HGV had been reported by BEAG and had subsequently been replaced.
- The road sign and bollard which had been badly damaged by a turning vehicle, and which had been reported by RPC at the beginning of April had now been addressed. The bollard had been reinstated and the road sign warning of speed bumps had been deemed redundant and would not be replaced.
- Following a resident raising concerns that the wooden covering on the wishing well on the Green had partly rotted, this had been reported by BEAG to City Parks.

Signed

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- Following a resident noting damage to several kerb stones on the road approaching the entrance to Dean Court Road, this had been reported by BEAG to BHCC Highways and had been promptly repaired.
- Following administrative changes, the Parish Council defibrillator located on the village hall which is registered with SECAMB had now been registered with a national database. However, regular checks of the defibrillator would continue to be carried out by First Responders who are linked to SECAMB. To assure continuity, Cllr Sheppard would copy the registration details to the Parish Clerk.
- A resident had contacted RPC over the sudden appearance of dog faeces uncleared on the High Street, stating that it was outrageous and reflected on Rottingdean and the Parish Council. Cllr Sheppard had written to the resident, saying it was most unfortunate that there were dog faeces on the pavement in the High Street and assuring the resident that this was not something which happened very often in and around Rottingdean. Cllr Sheppard had said that he would share the residents' concerns with his fellow Parish Councillors and that the situation would be monitored and if necessary, a message would put on the RPC website reminding dog owners to be consistently socially responsible.
- Cllr Fox asked if the bus shelter which had been destroyed in Storm Eunice would be replaced. Cllr Sheppard said that BEAG were monitoring the situation and would follow up in due course.
- Councillor Sheppard confirmed that a review would be undertaken into RPC taking over the management of the benches in the Parish.

The meeting closed at 21.26. The next meeting will be on the 6 June.

Chris Hayes, Parish Clerk

May 2022

Signed

Date