



## Minutes of the meeting of Rottingdean Parish Council on 1 August 2022

Present Cllr John (Chair), Cllr Sheppard Cllr Nixon, Cllr Poole, Cllr Turnbull, Cllr Cherrie.

Public Gallery: Ward Cllr Fishleigh, Mike Haggar, Pam Haggar

Public Questions:

**Cllr Fishleigh** asked if the Parish Council had been contacted about Whiteways resurfacing, if the Parish Council would object to “20 is Plenty” stickers being attached to resident’s bins on Chailey Avenue and advised the meeting that Heritage England and Natural England had objected to the planning application for the former Blind Veterans building - St Dunstan’s. **Cllr Turnbull** said that no contact had been made about Whiteways resurfacing, but it was an issue that the Council had been looking at in the context of excess rainwater making the surface unsafe on which discussions were underway with Brighton and Hove City Council (BHCC). **Cllr Sheppard** said the Parish Council would not have an objection to the placement of stickers on residents bins and that the St Dunstan’s planning application was to be discussed later in the meeting.

**Mike Haggar** asked if the Parish Council would approach BHCC about providing additional parking within the village and asked if there were plans to make the car park at the Beacon Hub available. **Mr Haggar** also asked if the Parish Council could bring the matter of abandoned allotments to the attention of BHCC given the long waiting list. **Cllr Turnbull** said the Beacon Hub Charity were progressing plans to open up the Beacon Hub Car Park on a paid basis although potentially with an initial free period for residents. **Cllr Turnbull** also said that money from the St Aubyns and other developments was available for allotments, but the question was where to put them. **Cllr Sheppard** added that regular inspections were made and if allotments were not being cared for, they could be taken back.

**Mike Haggar** raised a further point about the planned reduction of hours of the gardener at Kipling Gardens and asked the Parish Council to raise the matter with BHCC given that

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this would be detrimental to the maintenance of this important village asset. **Cllr John (Chair)** said that she had already written to BHCC expressing the Parish Council's concern and that the matter was being considered.

**Pam Haggart** asked when Park Road toilets were to be refurbished. **Cllr John (Chair)** said that the Parish Council had been informed that work would commence in September.

1. Apologies for absence

Cllrs Fox, Lawrence and Levins had sent their apologies.

2. Declarations of interest

None

3. Agreement of the minutes of the Parish Council meeting on 6 June and 4 July.

Both sets of minutes were agreed and signed by Cllr John (Chair).

### Matters arising

4. Action Log.

- The Clerk advised the meeting that the Chair had written to Ward Cllr McIntosh setting out the Parish Council's position on the principal residents policy on 7 July and that the action to consider the Grants budget was on the agenda. Both outstanding actions were therefore cleared.

5. Matters Arising

None

### Finance Update

6. Payments and invoices. The Clerk proposed the following payments for authorisation

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**VAT**

HMRC July	£505.88	
C Hayes Salary July	£ 676.27	
C Hayes Comms (zoom)	£11.39	£2.40
C Hayes (Phone)	£ 20.00	
Norton Software annual license	£ 54.16	£10.83
Room Hire	£36.00	
One Digital (St Aubyns A3 printing)	£20.00	£4.00
<b>Total</b>	<b><u>£1323.70</u></b>	

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

7. Bank balances and accounts. The Clerk advised the meeting that the bank balances at the end of July 2022 were.

NatWest Current Account (cash	£100.00
NatWest Reserve Account	£70,197.89
Unity Bank Current Account	£500.73
Unity Bank Instant Access	£6,127.76
C&C savings account	£85,510.53
<b>Cash at Bank</b>	<b>£162,436.91</b>

The accounts were presented and approved.

8. The Grants Budget - Paper circulated

The Clerk advised the meeting that the current grants budget was £7500 and expenditure to date £2800 leaving £4700 available with 8 months of the financial year remaining. The Clerk said he expected an underspend on the operational costs budget of around £6500 and that there was a project reserve of around £50,000. However, the Clerk said that given the uncertainty of expenditure on the St Aubyns, Lower High Street and Pavement Improvement projects for the rest of the year he would not recommend moving money from the project reserve at the current time. If the Council wanted to increase the Grants budget, the Clerk advised that money could be moved from the contingency of £4948, up to a maximum of £3000, which would retain a contingency equivalent to 2 month's operational costs. In discussion **Cllr John (Chair)**

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said that this was a helpful analysis but proposed that no action was needed at the current time. This was agreed.

## Major Projects

### 9. St Aubyns Cllr Nixon provided the following update

- A letter had been sent to Fairfax requesting the fitting of handrails on the steps to the left-hand side of Field House which they were considering.
- The lighting design study proposal made by BHCC at a cost of £3700 +VAT will be implemented.
- The Chapel refurbishment had started on week commencing 13<sup>th</sup> June and was expected to last 6-8 weeks.
- An on- site meeting had taken place on 15<sup>th</sup> July with Fairfax to discuss the Chapel and Pavilion refurbishment. A picket fence would be installed at the boundary of the Chapel and the Estate. Fairfax had been requested to provide estimates for an extension and fitting of a toilet in the Chapel and for the toilet and kitchen in the Pavilion. The Schedule of Repairs for the Pavilion was discussed and the refurbishment of the scoreboard formally requested.
- The Working Group were still awaiting confirmation of a face-to-face meeting to resolve outstanding points on the Contract, Transfer Deed and Field Specification
- The interim invoice from DHM Stallard for £8026 plus VAT had been paid following receipt of the relevant supporting information.
- The Chapel had been registered with the Royal Mail. The address was The Chapel, 21 Nicholson Place, Rottingdean Brighton, BN2 7FZ
- Consultation meetings had been concluded with PARC, Whiteways Centre, St Margaret's Church, the St Aubyns Alumni, Our Lady of Lourdes Breakfast Group and Rottingdean Heritage. Initial feedback has also been given by Rottingdean Arts. A stall had been placed outside St Margaret's Primary school and feedback captured.
- The consultation meeting prior to the Council meeting had been well attended with concern expressed about parking and speeding on Newlands Road and further suggestions made for the future of the Field, Chapel and Pavilion.
- A leaflet incorporating artwork had been drafted and there would be displays at the RPC stall at the Village Fair.
- A meeting had taken place with Caroline Vitta, from the Trust for Developing Communities, who had provided some helpful suggestions about how the Village Youth can be involved in the St Aubyns project.
- The following approach had been adopted to encourage a wider community contribution:
  - List of ideas posted on the RPC website.
  - Rottingdean Chat post to inform about future consultation opportunities including the August 1<sup>st</sup> evening and Village Fair.

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- Have a stall at the Village Fair.
- Prepare a leaflet incorporating artwork we already have and arrange for an information stand at a high traffic location in the village. A draft had been prepared.
- After Contract signing consider with Fairfax the first opportunity to have a Chapel and Pavilion open day for residents
- The Scoping document for the Artistic component had been agreed with BHCC and would now be sent to Fairfax.
- Delays had required the Working Group to revisit some deadlines which were reflected in the project plan, but this did not affect the Working group's ability to meet the key objectives before transfer of the assets. The priority remained the completion of the legal process for the asset transfer and consultation with the community.

**Cllr Poole** asked if it was realistic to assume that BHCC would fund the Twitten lighting costs. **Cllr Nixon** said that it had been made clear to BHCC that RPC would not be able to fund this and that following the development of the lighting design funding sources would be explored. Cllr John (Chair) requested Cllr Fishleigh to investigate the Safer Streets funding programme.

10. **Lower High Street.** **Cllr Turnbull** advised the meeting that the Urban Movement proposal to develop a more modest and deliverable design was not considered satisfactory and that he had drafted a response setting out what was required that was to be agreed with the Working Group.

## Planning

11. **Applications considered in July.** **Cllr Sheppard** took the meeting through the following planning applications

BH2022/01448 18 Park Road Rottingdean Brighton BN2 7HL Demolition of existing garage, excavation to provide lower storey and erection of 1no two storey dwelling

Rottingdean Parish Council's planning group viewed this property from the street and considered the documentation related to this application proposing the demolition of an existing garage, excavation to provide a lower storey and the erection of 1 two storey dwelling. The Panel considered that this proposal makes good use of the available space between the two neighbouring properties, including the excavated works, but we did have some concerns relating to the length of the proposed development. Although there are no windows to the side of the 'extension' it would appear that a certain amount of natural light would be lost to number 20 Park Road.

However, without being able to view the property from the rear the Panel we were not able to make an accurate judgement and therefore did not take a definitive view.

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BH2022/02073 25 Falmer Road Rottingdean Brighton BN2 7DA. Erection of single storey front extension, installation of vehicle crossover

The Panel looked at the documentation relating to this application and also visited the property viewing it from the street. The block plan showed that the proposed garage would extend forward to the same building line as the neighbouring property number 23 which was stepped forward from number 25 to keep a similar distance from the boundary with the street. Given that these properties were all visible from the road and had a continuity of style / spacing / set-back, any extension would be visibly different, distinctly noticeable and out of keeping with the neighbouring street scene. Furthermore, the present building had a pleasing balanced appearance which was considered significantly negatively impacted by the extension. Additionally, the Panel noted that the line of the proposed extension facing the street did not have an entrance and were therefore somewhat unclear as to how this would operate as a garage.

Regarding the application for a second vehicle crossover, in 2012 the then buildings inspector did not have an issue with a similar application for an additional crossover, noting that "it gave some improvement to vehicular inter-visibility". The Panel agreed that this observation was still valid since vehicles approaching from the south do so after a bend in the road and an additional crossover further to the north would give additional time and improved visibility.

In summary Rottingdean Parish Council objected to the erection of a single storey front extension but did not object to the installation of an additional vehicle crossover.

BH2022/02104 1 Meadow Close Rottingdean Brighton BN2 7FB

Demolition of existing garage and erection of single storey annex

The Panel looked at the documentation relating to this application and also visited the property viewing it from the street. The Panel considered that the demolition of the rather unattractive existing garage with the proposed erection of a single storey annex would make a very effective use of the available space. Additionally, that the design of the proposed annex using predominately brickwork combined with a pitched roof would match the main building and also that the overall appearance of the proposed annex would be in keeping with the existing street scene. The Panel also noted that the layout would provide accommodation for two car parking spaces. Rottingdean Parish Council did not object to this application.

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SDNP/22/02248/LIS Blind Veterans UK Greenways Brighton & Hove BN2 7BS

Change of use of Ian Fraser House and associated Chapel from Residential Care Home (C2) to provide 65 residential units (C3), external and internal alterations to listed building, secure cycle storage provision, vehicle parking, conversion of existing garage to bin storage, hard and soft landscaping

As the former Blind Veterans UK in Ovingdean is such a large iconic building located in such close proximity to Rottingdean, the Panel agreed that it should submit a view on the recent planning application - SDNP/22/02248/LIS

The Panel considered the proposed change of use of Ian Fraser House and the associated Chapel from a Residential Care Home to provide 65 residential units with external and internal alterations to the listed building and a secure cycle storage provision, vehicle parking, the conversion of the existing garage into a bin storage and hard and soft landscaping.

The Panel were pleased to note that the footprint of the building would stay the same and that the only significant change to the front of the building would be a row of newly installed windows at ground level. It is also pleasing that the exterior of the chapel would largely remain the same but would be converted into a 4-bedroom dwelling. We recognised that it is important that there should be shared community facilities within the plans, and we note that the proposals include the retention of the swimming pool and the inclusion of a resident's cinema/meeting room. Additionally, the Panel were reassured that virtually all of the existing landscaped area would remain with the proposed addition of two communal courtyards. The Panel particularly appreciated that the cycle storage facility would be dug into a lower level with grass style roofing which would make it less conspicuous. Finally, the Panel were pleased to note that the existing parking provision would be sufficient with only minor changes to vehicle bay markings and that the existing vehicle entrances and driveways would stay intact.

The Panel were disappointed that the current proposals did not include any affordable homes, but we would be concerned that this was only made financially viable if it meant extending the footprint of the current building. Additionally due to the location of the proposed development being within the SDNP whilst sitting in very close proximity to Brighton and Hove, the Panel agreed that both authorities should work closely with one another and that any Community Infrastructure funds which are generated should be allocated to mitigate the impact of the development upon the local community.

BH2022/02177 49 Falmer Road Rottingdean Brighton BN2 7DA

Erection of single storey double garage.

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Rottingdean Parish Council Planning Panel considered the documentation related to this application and viewed the property from the front. The Panel noted that there had been extensive works carried out on the main building and that the front of the finished property sits approximately in line with five other neighbouring properties running largely parallel to the adjoining road.

The plans showed that the proposed double garage would be 6 metres long, 4.5 metres wide with a roof height some 3 metres higher than pavement level and would be sited about 4 metres in front of the building line of the house. In fact, the block plan showed that the proposed garage would be nearer to the pavement than the house.

The Panel considered that because of its size, bulk and proximity to the road that this proposed double garage would have a detrimental impact on the street scene and would be in complete contrast to the other properties along this stretch of road. Rottingdean Parish Council objected to this planning application.

BH2022/01924      Mill Cottage 79 High Street Rottingdean Brighton BN2 7HE

Roof alterations to include chimney repairs, roof structure repairs and replacement rooflights, replacement of existing timber windows and doors, internal alterations and any associated works (part retrospective).

The Panel considered all the available documents related to this application and viewed the exterior of the property from the road facing west and north.

This is a grade 2 listed building in the conservation area, but we were pleased to note that it appeared that the proposed works would not affect the external look of the property. We noted that the roof has already been removed and will be repaired and re-roofed using the existing tiles, together with natural products to insulate under the roof and similarly a damaged chimney stack will be rebuilt using the bricks removed during the demolition of the stack. Additionally, that all existing windows would be replaced with wooden sash windows of the same style and that two modern Velux windows would be replaced with flush-fitting roof lights. Overall, we would consider that visually the impact on the neighbouring conservation area will be unaffected.

Additionally, the Panel were pleased to note that it is proposed that some of the internal alterations previously made would be altered which would undoubtedly enhance the existing internal appearance of the property.

The Panel would agree with the Heritage Impact Statement that concluded that the proposed works within the conservation area would better reveal the significance of the property and that the interior changes, materials and fabric, together with the exterior works would tend to preserve the special interest of this listed building.

Rottingdean Parish Council did not object to this planning application.

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## Advisory Group Meeting Updates

### 12. SCAG – report circulated

- Review of Projects. At the invitation of **Cllr John (Chair)** the Clerk took the meeting through the paper (previously circulated) setting out forecast expenditure for projects during 22/23. The Clerk advised the meeting that there was likely to be an overall underspend on projects, providing a reserve of just under £54,000, but that the St Aubyns project was likely to overspend by about £10,000. **Cllr John (Chair)** said that SCAG had reviewed the paper and **recommended allocating a further £15,000 to the St Aubyns project budget** which should be sufficient to cover expected costs for the remainder of the year. This was proposed by **Cllr John (Chair)** seconded by **Cllr Poole** and agreed unanimously.
- Village Hall Grant Application. **Cllr John (Chair)** said that SCAG had reviewed the application and that while the contribution the Village Hall made to community life was appreciated, providing a grant of £4000 as requested would almost exhaust the grants budget with 8 months of the financial year remaining. In view of this, SCAG recommended a grant of £1000 was made towards to the cost of the Village Hall new floor. This was proposed by **Cllr John (Chair)** seconded by **Cllr Turnbull** and agreed unanimously.

13. VCAG **Cllr Poole** reported that VCAG had not met during August.

14. NEAG **Cllr Turnbull** Provided the following update.

- A concern had been raised by a resident about the condition of the top of the Terrace that Cllr Turnbull would investigate.
- Stones on the grass verge on Sheep Walk that prevented parking had been moved and vehicles were now being parked on the verge. Cllr Turnbull had investigated the possibility of acquiring heavier ‘Sarsen’ stones and had obtained a quote of £250 for seven stones (excluding delivery). **Cllr Turnbull** asked the meeting to agree to this expenditure, in principle, pending further information. This was agreed. **Cllr Sheppard** suggested that Cllr Turnbull liaise with BHCC.

15. BEAG – report circulated. Cllr Sheppard provided the following update:

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- The public consultation for the traffic regulation order TRO in Newlands Road was advertised on July 15<sup>th</sup> and will run for 21 days. RPC had registered their support for the proposed measures with the following submission.  
*“There have been ongoing issues along the entire length of Newlands Road with both speeding and vehicles causing obstructions due to anti-social parking. Rottingdean Parish Council have worked with BHCC and local residents to look for a solution involving additional parking restrictions which we consider will largely resolve these two issues. Rottingdean Parish Council support this proposed TRO”.*
- The variable speed indicator in Falmer Road to the north of Longhill School which had been out of action since February 2022, and which was reported to BHCC by RPC with subsequent follow up reminders had now been repaired. BEAG sent a note of thanks to BHCC and informed Longhill School who had been concerned that it was inactive.
- The bus shelter on the A259 adjacent to West Street car park which was demolished by Storm Eunice in February 2022, and which was reported to BHCC by RPC with subsequent follow up reminders had now been reinstated. This included a request to install seating which was not initially in place and also to replace a Southampton bus timetable with a Brighton bus timetable.
- One of the toilet cubicles in the Recreation Ground which had been out of action for several months and which RPC pursued with BHCC to have repaired has now been reopened.
- Following RPC’s discussions with the shop management, Tesco delivery lorries parking in West Street which occasionally blocked the entrance to Victoria Mews were now parking further down the road. Additionally, a security light operated by Tesco’s in Victoria Mews had now been repaired. The issue with delivery cages in Victoria Mews was ongoing but is regarded by RPC as a private issue which will hopefully be speedily resolved.
- On June 10<sup>th</sup> RPC reported potholes and other related damage to the road surface at the give way point on the Green going south to BHCC with repairs and remarking being carried out at the beginning of July.
- RPC requested to BHCC City Clean that the pavements in and around the Ely Drive area be cleared of weeds. This work was now nearing completion. Further to this it had been requested that the large, paved area in Meadow Parade be cleared.
- RPC had asked that the missing seagull cover on the bin located outside the southern Kipling Garden gate be replaced. City Clean had said that one is being sourced.
- The potholes reported by RPC at the Steyning Road / High Street junction had been repaired but a loose utility drain cover in the vicinity was causing a disturbance to nearby residents that had subsequently been looked at by BHCC highways inspectors to consider how this could be resolved. Residents had been kept informed.
- Due to its design, it will not be possible to fix any sort of anti-seagull mesh to the waste bin located outside of the post office.
- RPC had become aware of a large obstructive red wheelie bin which appeared on the High Street pavement outside Marias Homecare. RPC liaised with the shop owners who had been equally bemused that it had appeared but after persistently pursuing the suppliers of the bin, it had been removed

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- An informal request had been made by Neighbourhood Watch Speedwatch for the Parish Council to purchase a mobile variable speed indicator costing in the region of £4000. BEAG advised RPC against giving any financial contribution towards the purchase of an indicator at the present time but to further consider it as part of a future strategic review of traffic in the Village
- RPC had reported to BHCC that the Ely Crescent sign at the Court Ord junction had fallen off its post. This had now been removed and a new sign will be installed in due course.
- RPC reported to BHCC that two panes of plastic glass in the Meadow Parade bus stop were broken. They were subsequently replaced within a few weeks of the original notification.
- A utility cover on the High Street pavement outside of Shanes Kitchen, which was awaiting repair had, at RPCs request, been temporarily made safe with a metal covering rather than the insubstantial plastic fencing which had originally been placed around the broken cover.
- A loading only sign outside of Tesco's on the pavement in West Street which was dangerously rusted at the base, and which was originally passed from Tesco's management to a local resident and onwards to RPC had been reported to the BHCC parking infrastructure team and had been replaced within one week. RPC had thanked the team for their prompt response.
- RPC had written to the owner of a hedge in Meadow Close which had grown substantially onto the pavement requesting that it be cut back to the boundary. This had been carried out.
- A grant request from NHW speed watch to purchase an updated speed camera was passed from the Village Community Advisory Group for consideration by the BEAG advisory group. The view from BEAG is that RPC could not justify the grant given that the existing equipment is satisfactory. This was agreed

**ACTION** the Clerk to notify the Speedwatch team

- A dog waste bin located at the bottom of the twitten leading off the Beacon to Ely Crescent and which was seriously overflowing and commented upon by several residents and been reported by RPC to BHCC City Clean and was subsequently emptied. RPC would request that where possible dog owners should take waste bags home for disposal especially where a bin is obviously full.
- A resident concerned with speeding vehicles in Chailey Avenue had requested if it was possible for traffic calming measures to be installed. BEAG did not think that this was a viable request to put before BHCC Highways but would as necessary install additional '20 is plenty' signage.
- A clamped trailer which was apparently abandoned at a hazardous angle in Steyning Road near to the Twitten entrance had been reported to BHCC who had fixed a notice of warning to remove.
- A plate beneath the one-way sign at the Green end of Whiteway Lane saying 'One Way Only' had fallen off. This was reported to BHCC street signs who had said that it was unnecessary and would not be replaced as the visual arrow on the roundel is sufficient.

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- A resident in Royles Close had expressed concern that the BHCC street cleaning vehicle was not covering Royles Close. BEAG had spoken directly to the Street cleaning vehicle operative who said he would ensure that in future this is covered.

**The meeting closed at 21.08. The next meeting is 4 September 2022**

***Chris Hayes, Parish Clerk***

***August 2022***

Signed

Date