



Minutes of the meeting of Rottingdean Parish Council Monday, 6th of June 2022

Present: Cllr Sheppard, Cllr Lawrence, Cllr Levins, Cllr Turnbull, Cllr Nixon, Cllr Poole, Cllr Fox, Cllr Cherrie.

Public Gallery Ward Cllr Fishleigh, Ward Cllr Mcintosh, Dave Bull, Pam Thompson, Margaret Allan, Rosalind Costello, Father Anthony Vicar of St Margaret's, and Heather Butler.

Cllr Sheppard Chaired the meeting

1. Questions from the public.

Bridget Fishleigh indicated that she would be seeking in her capacity as a ward councillor, to explore with Rottingdean residents whether they would like to see resident parking in the village.

Father Anthony provided account of why St Margaret's church required a new extension. He said the whole purpose of the project was to make the church more open and accessible for the congregation and the wider local community. It was driven by the need for urgent repairs to the main floor space of the church and to bring people together. The Church did not envisage what was effectively the addition of a kitchen, a new office and a second meeting room having a significant impact on parking issues in the village. The intention was that those who were able would walk to church (or use mobility scooters) or public transport. The original extension to the left of the main door had been added to the church building in 1974 and Fr Anthony said that anyone who had visited recently would have seen a real need for upgrade and improvement. Two windows would be newly enclosed on the north side of the Church. He added that the proposal sought to maintain the beauty and dignity of the Church as a place of worship and also to provide contemporary facilities on the same site to enable the church to be used and enjoyed by the local community. Father Anthony clarified that St Margaret's was a registered charity with no income from the Church of England or the Diocese of Chichester.

Signed

Date

Pam Thompson – Would like more places to recycle waste in the village and more information/education about those facilities which do exist. She asked whether either the pavilion or chapel could be used for these purposes. She said she would like to see recreation facilities on the field at St Aubyns. Cllr Nixon offered to meet with Pam to discuss her ideas for future use of the St Aubyns assets.

At the end of the meeting Pam Thompson said she did not approve of the newer style benches, such as those in Kipling Gardens, Cllr Sheppard said that BHCC have said that the older style benches are not suitable for a lot of people with mobility problems in particular people with problems such as bad hips, who struggle to get up from the more laid-back bench. The idea of the new ones is that they are much easier to sit on and particularly get up from and that the option of a position where people can push themselves up with each arm helps as well. Cllr Turnbull said that he did not approve of the new type of benches as he felt they clashed with the older style of bench.

Dave Bull – Reported on the discussions with BHCC which had made the lighting of the Beacon possible. Efforts had been made to ensure that there was no disruption to the skylarks, the event was well stewarded, and debris cleared from the site the following morning. Approximately 400 attended and others watched from their own homes. It was acknowledged that it would be helpful to have discussions about a more permanent fixture for future beacons

Margaret Alan was concerned that Tesco's in West Street are using a private land adjacent to their store to move and store empty food crates the noise is becoming intolerable. The residents affected by this want to establish whether Tesco are acting within the law. Cllr Turnbull advised he was working with another resident David Hunt, on this to clarify the position, and has also been in discussion with senior managers at Tesco to resolve the issue.

Rosalind Costello – is a neighbour of Margaret Allan and explained that she is also frustrated by the use and location of the food cages at Tesco

Ian Wilson – Landlord of the Queen Vic, he couldn't attend but asked for a statement in support of the proposed extension to St Margaret's be read out.

As a resident of, and business owner in Rottingdean for the last decade, I would like to lend my support to the planning application for the extension to St Margaret's as I believe it will bring a much-needed amenity to the village and make the Church better suited to future generations. The church has an opportunity right now to make the building function better for future generations just as previous generations have done. While it is easy to throw objections to the plan which seem mainly based in prejudice and only loosely in fact, knowing some of those most vociferously against I feel it is important to note that most of these objections seem to come from people who won't be using the church for many more years - if they do at all. I think that these objectors should consider carefully what benefit objecting to this plan brings to them, and why it is so important that they prevent something that will bring tangible benefit to those younger than them, and to the wider community, and that these objections are considered in this light.

1. Apologies for Absence

Signed

Date

Cllr John (Chair), Chris Hayes, Parish Clerk

2. Declarations of interest

Cllr Levins asked whether any councillor had an interest in St Margaret's Church, when he was asked to clarify what he meant by this Cllr Levins said he was aware that at one stage Cllr Sheppard had registered an interest in St Margaret's. Cllr Sheppard confirmed this was no longer the case and this reference had been removed from the register.

There were no declarations of interest.

3. Agreements of the minutes of the Parish Council meeting on the 9th of May 2022.

The minutes were agreed with the following amendments:

- Para 6, d to add "Because it was the income that had year to date columns blank the minutes should read 'despite income having been received'
- BEAG report to add 'Councillor Sheppard confirmed that due to the excessive time taken for BHCC to supply dedicated benches that consideration had been given to RPC taking over the management of the benches.'

4. Action Log

The chair reported that no recorded actions were outstanding

5. Matters Arising

- a) Cllr Turnbull advised that there was a need to clarify which is the correct sum to be paid to Jay Butler. The correct sum is £823.17
- b) Cllr Turnbull also noted that the issue concerning the storage cages at Tesco had been discussed at the meeting on the 9th of May.
- c) Cllr Turnbull advised that he had met with John Geismar to discuss the hedge of trees between himself and St Margaret's School a meeting has been set up with the school to discuss the matter.

Signed

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6. Finance Update

Finance Report June 2022

a) Payments for Authorisation

Cllr Turnbull proposed the following payments for authorisation. He explained that the invoice for J Whiting has been authorised by Council 2 months ago and was within the budget agreed

VAT

HMRC April	£506.28	
C Hayes Salary May	£675.87	
C Hayes Comms (zoom)	£11.99	£2.40
C Hayes (Phone)	£20.00	
One Digital (Jubilee Posters)	£81.00	£16.20
John Whiting (Architect)	£2500	£500
Cloudscape (Website Domain)	£60.00	£12.00
Room Hire	£86.00	
Total	<u>£3941.14</u>	

Payment was proposed by Cllr Cherrie, seconded by Cllr Levins and agreed unanimously

b) Bank balances

The bank balances at the end of May 2022 were;

NatWest Current Account (cash	£	100.00
NatWest Reserve Account	£	70,186.54
Unity Bank Current Account	£	500.30
Unity Bank Instant Access	£	21,476.40
C&C savings account	£	85,301.97
Cash at Bank	£	177,565.21

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Cllr Turnbull confirmed that the bank balance matched the balance on the cashbook

c) Annual Governance and Accountability Return 2021/2022 (AGAR)

Cllr Turnbull stated that following approval by the Internal Auditor on 20 May, the Finance Subgroup have now approved the Accounting Statement which is presented for formal Council approval (attached). The Internal Auditor made one suggestion which was to investigate the possibility of key person insurance of individuals whose absence may have an impact on the functioning of the Parish Council. The Parish Clerk will investigate and report to the Council.

There is now a requirement to formally approve the Annual Governance Statement and the Accounting Statements, minuting approval and having the Chair of the meeting sign the documents. This can then be dispatched to the external auditor.

The Annual Governance Statement was proposed by Cllr Poole, seconded by Cllr Cherrie and agreed unanimously

The Accounting Statement was proposed by Cllr Cherrie, seconded by Cllr Nixon and agreed unanimously

The Chair, Cllr Sheppard, agreed to sign the documents

d) May 2022 Accounts

Cllr Turnbull presented the accounts prepared by the Parish Clerk for May 2022. He confirmed that all the expenditure noted for the month had been previously authorised by Council or, as with the Street lighting invoice, by email.

The May 2022 account was proposed by Cllr Poole seconded by Cllr Sheppard and agreed unanimously

Urgent Business

7. St Aubyns

- Cllr Nixon reported that BHCC had advised that it wasn't possible to create wheelchair/mobility scooter access to the left of field house as there wasn't adequate space. Fairfax had advised the Parish Council they weren't permitted to put railings on the steps as building was grade II listed. However, BHCC have agreed that it is a sensible suggestion, and it will need a listed planning application to do this. RPC to send a letter to Fairfax asking them to add railings to the steps.
- Work to provide safe lighting in the twitten beside the St Aubyns was ongoing

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- The RPC have received detailed drawings of the plan and elevation for the Chapel and the Pavilion enhanced use options. They include a toilet and kitchenette facilities in both. As to whether RPC proceeds with this depends upon the outcome of the community consultation and a case being made for funding and use.
- Refurbishment of the Chapel was meant to have started this week, but as people are now starting to move into the area around the old cottages the developer's priority has been to make good this space.
- A meeting was held on 12th May between RPC, RPC's surveyor, and Fairfax to review the detail of the schedule of repairs for the Chapel. A photographic inventory of all artifacts in the chapel has been made and will be documents in the coming weeks.
- The RPC are holding discussions with Fairfax and BHCC about the deed of transfer, contract and schedule of works. Good progress is being made.
- Field specification- currently we only have the landscaping plan for the field but are working on a detailed specification with the developers Fairfax have been helpful, good progress has been made but some points remain to be resolved.
- Consultation with community groups about future use and funding is proceeding, a meeting with representatives of PARC has taken place and other meetings have been arranged. There is a document on the RPC website that individual members of the public can contribute to.
- Once the legal stream is completed then work can start on the details of the governance and management options for the St Aubyn's assets. This will involve amending project planning timescales from a start in May 2022 to July 2022
- Cllr Turnbull asked about the Artistic Component and Cllr Nixon explained that work on this had started and a paper would be presented to the working party at its next meeting
- Cllr Sheppard asked whether it would be possible for representatives of community organisations to visit the chapel. Cllr Nixon suggested that we wait until the refurbishment has been completed.

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8. Lower High Street –

Cllr Turnbull reported that there a meeting had been held was to be a meeting between RPC, Urban Movement and BHCC to discuss the way forward. A proposal is emerging, but it requires further work and costing. An individual letter has been sent to residents of the Lower High Street advising them that the concept is to be reconsidered following their representations.

9. Park Road Toilets

BHCC have said that work will begin in September this year and will take approximately 6 weeks to complete.

Planning

10. Applications received in May

PLANNING – BH2022/01519 – 3 ROYLES CLOSE ROTTINGDEAN BN2 7DQ

Roof alterations incorporating rear dormer, balcony and rooflights.

Rottingdean Parish Council Planning Panel read the available documentation, looked at the property from the front and rear, viewed the property looking back from Northfield Rise and to gain a wider perspective we made use of Google Sat imagery.

We consider that the proposed additional room in the loft space with a sloped dormer below the ridge line with two additional windows would be in keeping with the style and overall appearance of the current property. We consider that this alone would not unduly affect the privacy of neighbouring properties or those to the west of the property in Northfield Rise.

However, although we can appreciate the scenic benefits of the proposed balcony on the flat roof, we are conscious, as far as we can ascertain without being able to view from the roof, that with the size of the balcony being approximately 5m by 2m that this will very likely have a significantly negative impact on the privacy of the neighbouring home to the south side and similarly those homes to the west located lower down in Northfield Rise. Additionally, there would potentially be similar privacy issues affecting the property in the northeast corner of Challenors Close.

Rottingdean Parish Council do not support this planning application.

PLANNING – BH2022/01406 – 113 DEAN COURT RD ROTTINGDEAN BN2 7DL

Enlargement of dormer to front elevation, conversion of garage to habitable space and revised fenestration.

Rottingdean Parish Council Planning Panel considered the available documentation and viewed the property from the front.

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We found the photographic document with the proposed dormer extension shown superimposed on the building particularly helpful and we are reassured that the extended dormer would be in keeping with the existing dormer and proportionate to the building as a whole. Additionally, we consider that the extended dormer is acceptable in terms of the overall street scene and would not affect the privacy of neighbouring properties.

Similarly, the proposed conversion of the existing garage into a habitable room would not spoil the appearance of the existing property and we note that there is room on the forecourt to park at least one vehicle.

Rottingdean Parish Council do not object to this application.

PLANNING – BH2022/01345 – 2A ROYLES CLOSE ROTTINGDEAN BN2 7DQ

Installation of a front dormer window within a loft conversion which is currently being constructed within the parameters of permitted development having been previously submitted as a lawful development roof conversion BH2021/0448.

RPC planning panel visited the property and viewed it from the front and were able to see that the shell of the front dormer had already been constructed. We noted from both our observations and the submitted documents that the proposed front dormer window would be positioned in the centre of the property and that it would be in keeping with the rest of the development with Georgian paned windows to match the other front windows. Also we considered that the front dormer window would not in any way be obtrusive to immediate neighbouring properties, nor would it overshadow those same properties.

Additionally, we found the CH1095/ planning statement within the submitted documents particularly helpful and noted that the proposed front dormer would be very similar in size and style to other properties with front dormers in the same street.

Rottingdean Parish Council do not object to this application

BH2021/03462 St Margaret's Church, The Green, Rottingdean, BN2 7HA

Rottingdean Parish Council have carefully considered the documentation related to this application for the erection of a two-storey extension to the north elevation. Additionally, several councillors made on site visits looking both at the exterior and interior of the building. We appreciate that many of the changes particularly in the late 19th and early 20th century were far reaching and we understand that going forward for St Margaret's Church to remain in use and flourish that further change is inevitable. It is the Parish Council's view that these proposed plans would make for a larger and more flexible space and would provide for improved facilities and enhanced accessibility.

We consider that the extension would not impact on the overall appearance of the church since when viewed from different aspects the design is in essence a sympathetic extension of the existing two storey 1970s vestry. We particularly note that the proposed extension sunken into the ground would ensure that the ridgeline matches that of the 1970's extension. We are also pleased to note that most of the

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historic fabric of the Church would remain unaltered and that the principal views would remain predominately unchanged. The only view that would be altered is looking south from the western end of Dean Court Road, but we consider that this change would not have a noticeably significant impact.

Additionally, we are of the opinion that the simple yet traditional design of the extension with the large amount of non-ecclesiastical glazing would complement the existing vestry rather than a design which attempted to copy the older parts of the church.

The Parish Council are very conscious that an extension in this particular location could have had a seriously negative impact upon the Burne- Jones/William Morris windows on the North Wall. However, the extensive roof light would allow natural daylight to fall onto the smaller Burne-Jones/William Morris stained-glass window allowing it to continue to be appreciated from the nave whilst the larger Burne-Jones/William Morris window in this planning application is no longer internalised.

We were interested to note that the re-opening of an existing doorway on the north wall of the nave would create a strong link between the existing church and the proposed extension.

We understand that if this development were to proceed then a number of 19th and 20th century gravestones would need to be relocated. This of course would be a highly sensitive process, but we are reassured that this would be carried out with professionalism, dignity, and sensitivity.

Rottingdean Parish Council do not object to this application.

Advisory Group Meeting Updates

11. SCAG

It was noted that a meeting was in the process of being arranged

11 VCAG.

Cllr Lawrence provided the following update:

- The Jubilee picnic was well attended, and many congratulations have been passed to **Cllr Lawrence and Cllr Fox** who organised the successful event. The final accounts are not yet complete, and **Cllr Fox** agreed to submit them soon
- The grant application from PARC for a Hog Roast that was discussed at the last meeting has been put in abeyance. **Cllr Lawrence** has discussed the request with the applicant and agreed that if the profits are to be directed to a charitable cause such as recreation facilities for young people a grant application towards the cost of this would be considered.

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- It was proposed that the sixth notice board which was to have been located on the green surrounded by the road known as the Park in Rottingdean heights should be located adjacent to the Rottingdean Rec. This was agreed.
- The distressing vandalism at Kipling Gardens was noted. **Cllr Lawrence** informed the Council that a volunteer rota was now in place and the Gardens were being locked each night. The BHCC have done a risk assessment and the volunteers have been briefed there will be a grant application submitted to the parish council to fund replacement notices and any additional keys

Contact has been made with the PSCO to identify the vandals

Some negative comments have been noted regarding the restrictions on dogs in the Gardens. It was agreed that this should continue because it created a safe space for children and leisure activities

- The **VCAG** is organising a Ralph Vaughan Williams event for children in October to celebrate the 150th birth of a composer with Rottingdean connections. This work is in co-ordination with St Margaret's Church
- **Cllr Lawrence and Cllr Sheppard** met with Sustrans to discuss traffic through the village, and it was agreed to continue this work. **Cllr Turnbull** proposed that a strategic review be undertaken to encourage drivers to understand they were in a different and managed environment. There was widespread support for this, and a proposal will be brought back to the Council and conversations will continue with Sustrans.

12. NEAG

Cllr Turnbull advised

- the council that our role as a Parish Council with respect to the lighting of the Beacon was to mitigate the impact in the nature reserve, He also acknowledged that it was important to find a permanent solution and that the Beacon Hill Stewardship group would pick this up.
- there were ongoing issues with repairs required to the Terraces, liaison was taking place with BHCC, Ward Cllr Fishleigh's assistance would be sought.
- Inspection of the overgrown ivy in Whiteway lane is being arranged, although it should be noted this is a bridle path.
- It was reported at the meeting that the twitten between Steyning Road and the Whiteway centre is very overgrown. Likewise, the footpath between Hog's Platt and the recreation ground

13. BEAG

Cllr Sheppard provided the following update

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Date

At the BEAG May Meeting it was agreed that Cllr Sheppard should continue as Chairperson and additionally Cllr Cherrie attended the meeting, and we are pleased to confirm that he has agreed to be part of the BEAG group.

- RPC were invoiced for the final phase of the heritage streetlighting project and a payment of £18,352 has been made.
- A badly worn and hazardous rectangular drain cover located on the walkway alongside the Village Hall which was initially reported in August 2021 by RPC was followed up on three occasions and has now been resurfaced with a layer of concrete. RPC thanked the officer and his team for carrying out the work.
- RPC have recently been informed by BHCC that the pedestrian light on the traffic island on the A259 at the top of Nevill Road, which is out of action and was reported by RPC in January and followed up in March, is due to a power problem and will require a new feed which will take longer to repair than initially anticipated.
- A flickering streetlight on Marine Drive, just west of Chailey Avenue, which was reported by RPC at the beginning of March has now been repaired.
- The High Street road sign which was in a state of disrepair located on the wall above Foxes Estate Agent and was reported by RPC has been replaced with a new sign. RPC thanked the officer and his team for carrying out the work.
- BEAG have decided that for the meantime they will monitor the number of vehicles that park on the green area around Court Ord/New Barn roads before considering what the next steps might be.
- BEAG carefully considered a resident's request for no cycling signs on the pavement between the long stay car park and the lower High Street but have decided that this would not be beneficial or appropriate.
- BEAG previously reported that they had asked BHCC to repair a small hole in the wood that caps the well on the village green. Since then they have approached the Heritage archivist for more information about the well and have learnt that the site is that of an original village well which was rediscovered by a water diviner in 1977 and then young people undergoing community service reached a depth of 66 feet in very challenging conditions to help reclaim the well to help replenish the pond. RPC have subsequently re written to BHCC with this information asking that the wood capping the well be made secure.
- BEAG have carefully considered a resident's request to install additional measures to make it safer for pedestrians exiting the twitten onto Falmer Road and have decided that this should not be carried any further.
- An out of action streetlight on Steyning Road which was reported by RPC last month has been repaired.
- A metal bollard on Steyning Road which had been hit by a vehicle and been seriously dislodged was reported by RPC to BHCC and was replaced within one week. RPC thanked the officer and his team for carrying out the work.
- Several residents who live in Victoria Mews adjacent to the Tesco's supermarket in West Street approached RPC complaining about Tesco staff positioning delivery cages in such a way as to cause an obstruction. Cllr Turnbull is liaising with residents and Tesco's management to resolve the issue.
- RPC have been approached by Rottingdean & Saltdean NHW/Speedwatch as to whether RPC would support a mobile automatic speed monitor for Rottingdean. Cllr Poole is investigating and will report back to BEAG.

Signed

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- Towards the end of May many users of the Recreation Ground reported a foul smell emanating from a manhole cover adjacent to the toilet block. RPC reported this to BHCC Public Toilets, and they responded promptly and subsequently informed RPC that they had unblocked the drain, pumped out the waste and disinfected the immediate area. RPC thanked the officer and his team for carrying out the work.

The meeting closed at 9.05 pm

Next Meeting 4 July 2020

Signed

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