



## **Minutes of the meeting of Rottingdean Parish Council on Monday, 10 January 2022.**

Present: Cllr John (Chair), Cllr Sheppard, Cllr Lawrence, Cllr Levins, Cllr Cherrie, Cllr Nixon, Cllr Poole, Cllr Fox.  
Chris Hayes, Parish Clerk (Minutes)

Public Gallery: Ward Cllr Fishleigh, Whit Mason.

Question from the public:

**Whit Mason** Expressed concern about the volume of traffic passing through the village that he thought was damaging to its character and preventing it fulfilling its potential as an historic village. Mr Mason said he had a number of ideas to reduce traffic flows and was minded to start up a campaign on the issue, **Cllr John (Chair)** thanked Mr Mason for his contribution and said that, given the long history of the issue and ideas that had been considered previously, the Council would write in response to his concerns.

**Cllr Fishleigh** said she had been surprised by the Council's decision to discontinue with the air quality sensor in and around the High Street and was interest if measures to reduce pollution other than the planter to slow traffic passing through the via the High Street and Steyning Road were planned. **Cllr Sheppard** said that the sensors had not worked well and provided unreliable data whereas the diffusion tubes that had also been placed around the High Street had worked well and the Council would in due course arrange for data to be made available.

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

Ward Cllr Mary Mears and Cllr Turnbull

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

**Cllr John (Chair)** declared an interest in item 5.2 on the agenda.

### **3. Agreement of the minutes of the Parish Council meeting on 6 December 2021**

- (i) The minutes were agreed with the following amendment to the response to points raised by Ken Bodfish; **para bullet point 10 that should read:**

*“Cllr Nixon said that the lighting was to be discussed with Fairfax Properties and BHCC to ensure the Twitten and paths through the development and Field were*

*pleasant to walk through and safe. He also said that the hedges had been removed in accordance with planning consent and would follow up to ensure that they are replaced where required by the approved drawings”*

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#### 4. Matters arising

- (i) Action Log; The Clerk reported that he had written to the management of Bazehill Manor reminding them of the provisions of the Wildlife and Countryside Act 1981, following the removal of a nesting box last year. This cleared all outstanding action points.
- (ii) **Cllr John (Chair)** proposed that Cllr Cherrie should join the Village Community Advisory Group which was agreed.

#### 5. St Aubyns

- (i) Report from the Working Group. **Cllr Nixon** said that the Working Group and workstreams had been undertaking work since the December Council meeting on three aspects of due diligence work to enable the Council to be reassured that the financial liabilities of acquiring St Aubyns Field, the Chapel, Pavilion, War Memorial and Water Fountain were fully understood; that community uses could be found for these assets and that a viable model could be set up for their governance and management. In addition to the background papers provided, **Cllr Nixon** gave the following update:
  - Community Use of the Assets. **Cllr Nixon** said that minimum viable uses for the Chapel and Pavilion had been discussed and validated. For the Chapel this could be as a museum for limited events such as Remembrance Day, alumni day or exhibitions as per Rottingdean Windmill. The Pavilion could be used as an open shelter and meeting place for users of the field or as a storage area for recreation equipment. **Cllr Nixon** said that more active uses had been explored for example, the Chapel being used as a place for Council meetings, community events or exhibitions and the Pavilion used as a community (not-for-profit) charity café or leased out to a charity but further work was required. The ability to generate revenue from these assets also needed to be confirmed with Brighton and Hove City Council (BHCC).
  - Financial Liability. **Cllr Nixon** said that the financial liability assumptions had been validated by the Working Group. The maintenance lump sum of £350,000 that would be provided to the Council at the point of transfer could last up to 15 years for the minimum use scenarios or 10 years if additional administration costs were incurred. Up-front investment was expected to be in the region of £25,000 for the minimum use scenarios rising to £50,000 for active use scenarios. The lump sum cover could also be extended by an early investment strategy, fund raising, and a potential Parish Council annual grant and some minor revenue generation.

- Governance Model. **Cllr Nixon** said that the Working Group had reviewed the draft position paper on Governance and Management Organization options previously circulated. The groups had concluded that a new Charitable Incorporated Organization (CIO) would best meet the criteria required for such an organization enabling contract creation and management, fundraising, limiting trustee liability, allowing appropriate community accountability and broad stakeholder involvement. Direct management of the assets by RPC would be feasible if necessary or for a transition period. However, this would incur administration costs, require a focus on fundraising within the limits of a non-charitable organization and would leave RPC with full financial liability. The Working Group also recommended that RPC retain the freehold of the Field and buildings should it accept the offer and therefore, at minimum could influence the future maintenance requirements and use through the landlord/ tenant relationship. This was agreed.
  
- Rottingdean Village News Article. **Cllr Nixon** thanked Councillors for their comments on the proposed article about St Aubyns planned for the next issue of the Rottingdean Village News to be published in late January. **Cllr Nixon** said that this was the first time residents would receive details of the proposed transfer. The Working Group proposed that local Community Groups, local Schools and Churches be sent an advance copy along with a letter asking the extent to which they may wish to be involved with the project in the future. This was agreed.
  
- (ii) Appointment of Legal Support and an Architect. **Cllr Nixon** advised that the Working Group had reviewed the two quotes provided for legal support in the acquisition of the Field and related buildings (previously circulated) and recommended that D M H Stallard be appointed. This was proposed by Cllr Nixon seconded by **Cllr Levins** and agreed by majority vote, **Cllr John (Chair)** abstained. The Council also confirmed approval, previously obtained by correspondence, to appoint an architect.
  
- (iii) Meeting with Fairfax Properties. **Cllr Nixon** reported that the meeting with Fairfax Properties held earlier in the day had been very helpful and constructive and gave the following feedback:
  - Fairfax Properties were prepared to include in the transfer a modest area of land around the Chapel that would enable a kitchen and toilet to be added and a path laid at the side of the building.
  - They confirmed that a play area for under 6 years olds would be provided adjacent to the Pavilion.
  - As there was no agreed conservation management plan for the field, Fairfax Properties had agreed to work with the Council on a method statement that would set out what reparations would be undertaken to the Field and perimeter prior to hand over.
  - Warranties for reparation work undertaken on the Field area, Chapel and Pavilion would also be provided.

The following points were made in discussion:

- The Council would need to consider the precise nature of a CIO to be formed. This could either take the form of 'a foundation' where the same people are trustees and members or 'an association' where members are distinct from trustees.
- It might be useful to consider if the filtration basin to be installed in the Field to ensure good surface water drainage could be covered.
- Fund raising might be difficult given the lump sum available to the Council.
- The Council will need to be ready to respond to questions from residents that may arise from the article in Rottingdean Village News.

## 6. Lower High Street

- (i) Report from the Working Group. No report was provided in the absence of Cllr Turnbull.

## 7. Finance Update

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

		<b>VAT</b>
HMRC December	£585.31	
C Hayes Salary December	£766.13	
C Hayes Expenses (zoom)	£43.99	£8.80
Clamp Boxall (Payroll)	£77.00	£15.40
C Hayes (Phone)	£20.00	
Toolkit (IT Support)	£120.00	£24.00
G Sheppard (Defibrillator Battery)	£165.00	£33.00
Room Hire (advance to March 2022)	£162.00	
G Sheppard (RVN St Aubyns article)	£100	
<b>Total</b>	<b>£2039.43</b>	

Cllr Sheppard advised the payment for the St Aubyns article could be made directly to the Rottingdean Village News. Authorisation of the above payments was seconded by **Cllr Sheppard** and agreed unanimously

- (ii) **Bank balances** The Clerk advised the meeting that the bank balances at the end of December were;

NatWest Current Account (cash)	£	100.00
NatWest Reserve Account	£	85,473.54
Unity Bank Current Account	£	500.03
Unity Bank Instant Access	£	18,753.50
C&C savings account	£	84,940.66
<b>Cash in Hand</b>	<b>£</b>	<b>189,767.73</b>

The Clerk said that the above reflected a transfer of £7000 from the Cambridge and Counties account to the Unity Trust Bank account to keep all balances below the £85,000 covered by the Financial Services Compensation Scheme.

**(iii) Precept for 2022/2023** The Clerk advised the Council that he would be preparing advice, with the Finance Subgroup, on options for setting the level of the 2022/23 precept during January for decision at the February Council meeting.

**(iv) VAT** The Clerk advised that the 2021/22 quarter 3 VAT refund claim (£2665) was made on 3 January.

**(v) December Accounts and Reconciliation.** The accounts and quarterly reconciliation report were presented and agreed.

## 8. Planning

(i) **Cllr Sheppard** took the meeting through the following planning applications considered in December:

### **BH2021/03832 18 Park Road Rottingdean Brighton BN2 7HL**

Erection of single storey rear extension and roof alterations incorporating hip to gable roof extension with rear dormer, side window and associated works.

Rottingdean Parish Council's planning panel had considered the documentation related to this application and visited the site making observations from the front of the property. The Panel considered that the proposed erection of a single storey rear extension and roof alterations incorporating hip to gable roof extension with rear dormer, side window and associated works would be proportionate and in keeping with the existing building and that it would not impose unduly on neighbouring properties. Rottingdean Parish Council planning panel had not objected to this application.

### **BH2021/04154 11 Welesmere Road Rottingdean Brighton BN2 7DN**

Erection of single storey front porch extension and garage extension incorporating gable end pitched roof to porch and associated alterations.

Rottingdean Parish Council's planning panel had considered the documentation related to this application and visited the site making observations from the front of the property. The Panel had considered that the proposed erection of single storey front porch and garage extension incorporating gable end pitched roof to porch and associated alterations would be proportionate to the surrounding space, in keeping with the mixed street scene and would not impose on any of the neighbouring properties. Rottingdean Parish Council planning panel had not objected to this application.

**BH2021/04244 and BH2021/04479. The Rottingdean Lounge and Bar 89 High Street Rottingdean Brighton BN2 7HE.** Installation of raised decking to rear (Retrospective).

Rottingdean Parish Council's planning panel had considered the documentation related to these applications and visited the site making observations to the rear of the property. The Panel had considered the retrospective applications for the installation of two decked areas with the larger being 520 mm in height extending across most of the

width of the westerly end of the garden, 16 metres from the building and the smaller adjacent raised area being 190 mm in height being 8 metres away from the building.

The Panel had been of the opinion that this retrospective proposal did not have a direct impact on the Grade 2 listed building since the raised areas were not attached to and are located well away from the building. The Panel considered that the proposed raised areas did not affect the structure, setting, character and appearance of the listed building and importantly mean that greater use can be made of the garden as an outside dining area.

Although the garden is directly adjacent to neighbouring properties which overlook the garden the Panel had been of the opinion that given the height of the raised areas that they did not unduly impact on these properties. Rottingdean Parish Council planning panel did not object to these two applications.

Additionally the Panel wished it to be noted that it was inaccurately stated by the applicants in the Heritage Statement of 28 November 2021, under 1.2 that "The proposal has been discussed informally by the client and Graham Shepherd (Planner for Rottingdean Parish Council), who has looked favourably on the proposal"

Cllr Graham Sheppard wished it to be known that he did visit the Lounge Bar in the early part of the summer in 2021 when the decking was first constructed and as a resident was concerned that the decking would be used for musical presentations but he was reassured that it was for outdoor dining only. Further, Cllr Sheppard had advised the Landlord that it would be advisable to run it past BHCC planning

**BH2021/01031 Substation – Meadow Vale development** ... Cllr Sheppard advised that BHCC had refused this application for a non-material amendment to the proposed electricity substation located adjacent to Ovingdean Road as it would result in a material visual change to the approved street scene and the character of the development and could not be considered a non-material amendment to the approved plans.

(ii) Meadow Vale street name. **Cllr Sheppard** told the meeting that, following discussion between RPC councillors and consultation with Ovingdean Residents Association, it was recommended that the name 'Fairfield Place' be put forward to the Street Naming Committee at BHCC.

(iii) The Clerk advised the meeting that following a complaint from a resident about the exterior illuminated sign on the premises of John Hilton Estate Agents in the High Street, an enquiry had been raised with the BHCC planning enforcement team.

## 9. Advisory Group Meeting Updates

(i) Strategy and Communications No report

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

- The final phase of the streetlighting project is hopefully nearing completion. Cllr Sheppard was to arrange to meet the head of the streetlighting team to check works and arrange for payment. The additional lighting on the north zebra crossing was an excellent safety enhancement. It was evident that several streetlights were partially obscured by tree branches. Once streetlighting works were completed, BEAG would carry out a survey and where necessary arrange for pruning to be carried out.
- It had previously been noted that the three Rottingdean gateway signs were faded and required upgrading. Cllrs Turnbull and Sheppard had been in liaison with local resident Jay Butler who had identified a suitable image from one of Mick Bensleys artworks which was similar to the present signage and a quotation would be obtained to produce and install new signs.

**Action:** Cllr Sheppard to circulate the old and newly proposed images to all members.

- BEAG with Cllr Poole leading have considered NHW request that RPC support the installation and possible funding of vehicle activated speed alert signs in Falmer Road. Current data provided by the local Speedwatch group shows an average of 4% of vehicles speeding in the 30 mph zone, 8% in the 20 mph zone. Three years ago, the figures were 10% and 6% respectively. There were 350-400 vehicles per hour (one way) monitored by the Speedwatch operations, which equates to 14-16 cars per hour above the 30 mph limit and 28-32 cars per hour above the 20 mph limit. The figures were discussed with PC O'Connell, Sussex Police Speedwatch Coordinator. It was noted that the percentage of speeding offenders in Rottingdean has reduced over the last three years which reflects the trend across the County. The reduction is attributed to the work of the local Speedwatch scheme. PC O'Connell stated that current figures would not justify any local additional enforcement action being taken by the Roads Policing Unit. Injury accident data for Falmer Road over the last five years showed there was a total of 1 fatal, 2 serious and 2 slight injury accidents. Having considered the data, the installation of speed alert signs is not currently recommended, nor would this be supported by BHCC.
- There had been concern about drivers very occasionally driving in the wrong direction in the one-way system with no signage exiting Hog Plat. A request had been submitted to BHCC street signs who had installed a sign opposite Hog Plat and would also install a sign at the end of Olde Place Mews within the next two weeks.
- Residents had requested an extra 'The Green' street sign to avoid confusion for deliveries. However, the street sign team considered additional signage was not necessarily which Cllr Sheppard would explain to residents.
- At the Parish Council's request, residents had cut back trees and hedging at the rear of Rowan Way.
- Following the decision at the December meeting to go ahead with the installation of further replacement bollards on the Village Green, GS had met with a representative from Meakers who confirmed that 24 bollards would need replacing with the remaining bollards to be sawn off to the same height. The cost would be £2,138.40. inc VAT

- A safety cover for the electrics on a streetlamp in Meadow Close urgently required fixing. BHCC streetlighting team had been contacted and had carried out the repair.
- At the December meeting, resident Mr John Bustard had raised his concerns over the poor condition of the road surface on the Falmer Road between Ovingdean Road and the entrance to Rottingdean Place. The Parish Council agreed that this was not particularly satisfactory and had contacted BHCC Highways. They had responded saying that they were aware and that this particular section of road was part of a three-year programme and the scheduling of the works is dependent on budget and citywide priorities. The communication had been sent to Mr John Bustard.
- Cllr Cherrie had advised BEAG that a street lamp located on the A259 junction opposite the White Horse was permanently flashing. Also, BEAG had been notified by local resident, Mr Mike Bennett, that the streetlight outside the Village Hall in Park Road was out of action. Both issues had been passed on to the BHCC streetlighting team.
- The lights on the Christmas tree went out just before the end of the year. On checking it was found that water had seeped into the connections at the base of the tree. Temporary repairs were carried out and the lights were on again by New Year's Eve. Cllr Sheppard requested that a new sealed box was purchased in readiness for next Christmas. The anticipated cost not more than £20. This was agreed. Cllr Sheppard recorded his thanks to local resident Harry Sheppard and colleague for initially repairing the lights and later removing the lights and tree. Cllr Sheppard was to arrange collection by City Clean. Cllr Sheppard also recorded thanks to local resident Bini McCall who had organised community carol singing around the tree.
- First Responders who kindly check the defibrillator on the Village Hall once a month had reported that the battery inside the defibrillator was no longer retaining its charge and informed the ambulance service to temporarily deregister it. BEAG had ordered a replacement battery, costing £198, which arrived within two days, and which had been installed by the First Responders the previous weekend who had notified the ambulance service that the defibrillator was back on line.
- **Cllr Nixon** reported that = a parking sign in Steyning Road was leaning markedly to one side. BEAG had made the BHCC parking team aware and the sign had been replaced within two days.
- The perimeter wall around part of the West Street car park was reported by RPC in March 2021 to BHCC due to concerns over a series of cracks which had appeared. Last week Cllr Sheppard attended a meeting with a BHCC officer and contractors who would be rebuilding the wall that will be constructed out of concrete and set into a base with 600 mm above the surface. This was to meet the standards required for a wall to be crash resistant. Cllr Sheppard had asked if the wall could be made more cosmetically acceptable and it was agreed that a layer of bricks would be added around the concrete. There would not be any planting troughs and Rottingdean In Bloom have been informed so they can remove any bulbs etc that have been planted. Additionally, the redundant steel archway would be removed.
- Residents who live adjacent to the Lower High Street had contacted RPC about = cones persistently placed across the road on the bottom half of the Quarter Deck. Cllr Sheppard had contacted BHCC to request that the cones and the fencing be removed now that repair work on the flint wall had been



- completed Residents had been informed that this action was taken and subsequently the fencing and cones had both been removed.
- Following on from a request to BHCC involving previous work on road markings at the eastern end of the Recreation Ground Lane, the markings at entrances to roads to the north of this on the Falmer Road had all been refreshed.
  - Cllr Nixon had informed BEAG that a road sign at the southern end of Newlands Road had been completely uprooted. It was reported to the BHCC road sign team and also posted on social media. The sign had now been reinstated.
  - Cllr Nixon raised a concern about the delay in the consultation of the Council and residents on possible options for alterations to the parking restrictions in Newlands Road and the subsequent traffic regulation order (TRO) consultation. Cllr Sheppard had agreed to send a follow up message to BHCC seeking reassurance that the consultation on the proposals would take place as agreed and before the TRO is published.

(iii) Village Community The group had not met since the December Council meeting

(iv) Natural Environment The group had not met since the December Council meeting. **Cllr Fox** said she was following up the report of the broken rainwater drainage pipe at Rottingdean Beach. In addition, it was proposed that the maintenance of the path on the east side of the pond should be added to the contract to maintenance work currently carried by Peter Birchall.

**Action:** The Clerk to contact Peter Birchall.

**The meeting closed at 21:01. The next meeting will be on 7<sup>th</sup> February**

**Chris Hayes, Parish Clerk**

**January 2022**