



Minutes of the meeting of Rottingdean Parish Council on Monday 4 July 2022

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

Public Gallery Ward Cllr Fishleigh, Heather Butler

Questions from the public. **Cllr Fishleigh** said she had heard of the closure of the Blind Veterans building and was making enquiries about the associated Section 106/Community Infrastructure Levy funds that would become available.

1. Apologies for absence

Cllr Mark Cherrie

2. Declarations of interest

Cllr Lawrence indicated that as a Friend of Kipling Gardens she would recuse herself from discussions about their grant application. The Clerk agreed to present the application during the meeting.

3. Agreement of the minutes of the Parish Council meeting on 6 June. The following amendments were discussed:

- **Cllr Levins** said that his recollection of the presentation on the St Margaret's Church planning application differed from that described in the minutes. **Cllr Lawrence** said this was the text that had been provided in advance. **Cllr John (Chair)** suggested that the Clerk precis the statement, which was the normal practice, and re-circulated the amended minutes for Councillors to agree and the Chair of the meeting to sign.

Signed

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- Page 2 B&HCC amended to read BHCC
- Page 6, para 7 first bullet the crossed-out text removed.

The minutes were therefore held over to be agreed at the next meeting.

Matters arising

4. Action Log.

Non-Outstanding

5. Matters Arising

- **Cllr Levins** challenged the way his comments about declarations of interest had been represented in the June minutes. He said he had suggested that being a member of the congregation of St. Margaret's Church represented a *de facto* Conflict of Interest in Parish Council matters relating to St. Margaret's Church. To which end any member of that congregation ought necessarily to recuse themselves from Parish Council business relating to "their" Church. Having previously declared and Registered an Interest in St. Margaret's Church in Public Documentation (2019 Register of Interests), he had strongly suggested that Cllr Sheppard at least remained conflicted in relation to the St. Margaret's Planning Application. **Cllr Sheppard** said he was deeply upset by these comments and that as stated previously at the June meeting that he was no longer a member of the church or an attendee at the church and that he didn't understand why Cllr Levins had sought fit to raise the point again at this meeting, and that the recommendation made to the Council was one agreed by the Planning Consultative Panel. The Clerk confirmed that Cllr Sheppard's latest declaration of interest did not include any pecuniary interest in St Margaret's Church. **Cllr John (Chair)** said she regretted that this discussion had taken place. **Cllr Levins** indicated that he would like his objections recorded.
6. **Principal Residence Policy.** **Cllr John (Chair)** said an email from Ward Councillor McIntosh had been received urging the Parish Council to support the principal residence policy that was being considered by Brighton and Hove City Council. **Cllr John (Chair)** suggested that as the Parish Council (RPC) did not have a housing remit it was not the Council's role to express an opinion on the policy, but that Councillors might wish to express their own views. It was agreed that Cllr John (Chair) should respond in these terms to Cllr McIntosh.

Action: Cllr John to write to Cllr McIntosh

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Finance Update

7. Payments and invoices. The Clerk presented the following payments for authorisation

		VAT
HMRC June	£506.28	
C Hayes Salary June	£675.87	
C Hayes Comms (zoom)	£11.99	£2.40
Clamp Boxall (payroll)	£80.00	£16.00
J Lawrence (Platinum Jubilee Expenses)	£78.85	£11.26
N Fox (Platinum Jubilee Expenses)	£72.05	£3.04
Village Hall Hire (Platinum Jubilee)	£60.00	
C Shepherd (Musical Performance - Platinum Jubilee))	£100.00	
Artpod (Platinum Jubilee)	£100.00	
BHCC (Temporary Event Notice)	£21.00	
RVN Advert (Platinum Jubilee)	£100.00	
Handy Hardware ((Platinum Jubilee)	£75.80	
DMH Stallard	£8026.00	£1605.20
Room Hire (WW Centre)	£106.00	
Andrew Ashcroft (Neighbourhood Plan)	£480	£96.00
Toolkit (IT Services)	£120	£24.00
Total	<u>£10613.84</u>	

In addition, the Clerk said that, should the grant application from the Friends of Kipling Gardens be agreed, another £103.98 would need to be added to the total for authorisation. **Cllr Nixon** said that the invoice from DMH Stallard was an interim payment, and he had been notified that the total cost was likely to exceed the original quote of £6000 -£8000 and was now estimated to be £10,000 to £12,000. **Cllr Nixon**

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said this was understandable given the complexity of the contract and transfer deed but that he wanted to check what costs were included in the invoice before a remittance was issued. **Cllr Nixon** proposed that payment should be authorised, in principle, pending further information and that authority to make the payment should be delegated to the Working Group. The proposal was seconded by **Cllr Turnbull** and agreed unanimously.

8. June 2022 Accounts. The June accounts and reconciliation were presented and agreed. **Cllr Turnbull** said he was concerned that the procedure agreed for bank statements to be provided to support the quarterly reconciliation and that the reconciliation was signed was observed. The Clerk assured Cllr Turnbull that the bank statements would be checked by the Chair and the reconciliation signed and published and that this procedure had been followed for the last 3 quarters.

Major Projects

9. St Aubyns. **Cllr Nixon** gave the following update:

- A letter had been sent to Fairfax requesting handrails on the steps to the left-hand side of Field House. They were considering the request.
- Twitten lighting: A lighting design study proposal had been made by BHCC at a cost of £3700 (+VAT). They had asked RPC to contribute 50% of this cost. SCAG had discussed and proposed that this offer is accepted but that it was made clear that this did not mean that RPC would bear any of the costs of a lighting plan proposed. Funding sources would be sought once a design was available. **Cllr Nixon** proposed that the Council agree in principle to funding half the cost of the design study.

This was seconded by **Cllr Turnbull** and agreed unanimously.

- The Chapel refurbishment had commenced and would last 6 to 8 weeks. The pews from St Margaret's Church stored in the Chapel had been temporarily moved to the Pavilion while the Church found a permanent storage solution. **Cllr Nixon** said he wanted to record his thanks for the Church's work on this.
- The amended contract and Field specification were with Fairfax and a meeting had been requested.
- The consultation with community groups had gone well and comments recorded and circulated. A proactive approach would be adopted with other groups as they had not yet responded to the survey sent in May. In addition, the ideas collected so far from community groups and residents for the Field, Chapel and Pavilion would be posted on the website; a note publicising the consultation would be posted on Rottingdean Chat and an article published in the Rottingdean Village News.
- **Cllr Nixon** said he was also planning a 45-minute public consultation session at the Whiteway Centre prior to the RPC meeting on 1 August and asked if Councillors would be able to support the event.

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- By mid-August the project would in a position to look to develop some concepts for the future use of the Field, Chapel and Pavilion
- The draft brief for the Artistic Component had been circulated including RPC principles, BHCC guidelines and draft timetable for artistic component and working with artists. **Cllr John (Chair)** said that the aim was to get local artists to develop ideas for a static installation within the St Aubyns site that celebrated the rich history of Rottingdean including the St Aubyns' legacy. In addition, it was proposed that the component might include a replacement clock on the Pavilion. Residents would be consulted on the proposals. In the meantime, the brief would be sent to Debra May at BHCC.

The following points were made in discussion:

- Some residents had commented that they had not put forward proposals as they were unfamiliar with the layout of the Chapel and Pavilion. The project would look into the development of a video guide for the website.
 - The Artistic Component was not restricted to art installation but could extend to infrastructure such as seats.
 - Given that the demand for dedicated benches was not being met because of shortage of benches, perhaps seating could be part of the component.
10. **Lower High Street.** **Cllr Turnbull** advised the meeting that the Working Group met on 30th June and considered the response from Urban Movement to a request, at a meeting with them in April, to develop a more modest, fully worked up proposal, in discussion with BHCC, that was ready to implement. RPC now needed to clarify this brief in writing and further discussion may be needed before commissioning further work.
11. **Air Quality Management Area.** **Cllr Sheppard** provided the meeting with the following update:
- The group had met and considered the City Council's Draft Air Quality Action Plan 2022-2027 and public consultation They had noted that since the previous Air Quality Action Plan (AQAP) 2015 a cleaner bus fleet had been introduced, the City's first local cycling, walking and wheeling infrastructure plan had been developed, and 200 electric charging points had been provided.
 - The Plan had 5 priorities: increasing active travel, encouraging and supporting the uptake of ultra-low and zero exhaust vehicles, improving monitoring and public awareness, reducing emissions from buildings and promoting more partnership working.
 - The Group had noted that the English NO₂ limit was 36 ug/m³ but BHCC aspired to 30 ug/m³. The actions plan AIs indicated that in 2019 in Rottingdean High Street the average NO₂ level was 33 East side – a

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17% improvement between 2014 and 2019 and 35 West side a 15% improvement between 2014 and 2019.

- Councillors and members of the public were to be encouraged to complete the accompanying consultation document. This had been publicised previously by BHCC and more recently by RPC on social media. The consultation would run until July 10th.
- As previously discussed, the AQMA Group had considered what air quality data might be published on the RPC website. As an initial step it was recommended that the average annual data between 2010 and 2021 from the two diffusion tubes in the southern half of the High Street should be published. This was to be accompanied by a brief explanation to complement the AQMA information already on our website.

The following points were made in discussion:

- A key question was whether the reference to the development of an expanded Ultra-Low Emission Zone (ULEZ) would extend to Rottingdean .
- Air Quality data needed to be posted on the RPC website, but it should be made clear that this was BHCC data, questions about it should be directed to them and a link provided to the Air Quality Action Plan.

12. Planning

13. Applications considered in June. **Cllr Sheppard** took the meeting through the following applications

BH2022/01606 25 Chailey Avenue Rottingdean Brighton BN2 7GH

Creation of additional storey with balcony and erection of porch to front with revised fenestration."

Rottingdean Parish Council's planning panel considered the documentation related to this application and visited the site making observations from the front of the property.

RPC noted that the revised application from that previously submitted (BH2022/00568) was more in keeping with the street scene and is less bulky. We did though still have some concerns that the proposed rear balcony might have an adverse impact on the privacy of neighbouring properties. However, from our street visit and the documentation alone the panel were not able to arrive at a conclusive view.

For this reason, whilst the panel had no other objections to the application RPC would not in this case be taking a definitive view.

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BH2022/01755 6 The Park Rottingdean Brighton BN2 7GQ

Erection of a single storey side extension with new rear deck and internal alterations.

Rottingdean Parish Council's planning panel considered that the proposed single storey side extension with a new rear deck would be proportional and in keeping with the existing build, would not go beyond the rear boundary of neighbouring properties nor would it overlook those neighbouring properties.

Rottingdean Parish Council did not object to this application.

SDNP/22/02248/LIS Blind veterans UK

Change of use of Ian Fraser House and associated Chapel from Residential Care Home to provide 65 residential units, external and internal alterations to listed building, secure cycle storage provision, vehicle parking, conversion of existing garage to bin storage, hard and soft landscaping. **Cllr Sheppard** said that although this application was outside Rottingdean Parish, given its proximity and scale the planning panel would be submitting a comment and any observations or comments from other Council members would be very helpful.

Advisory Group Meeting Updates

14. **SCAG. Cllr John (Chair)** provided the following update in addition to the note circulated.

- Workshop Outcomes. It was recommended that the Programme Plan developed for the members workshop should be published alongside the Infrastructure Development Plan, In addition, the revised Managing Projects policy should be adopted including a light touch business case requirement for projects exceeding £1000. SCAG were to review future project expenditure with project leads and consider how the remaining project reserve should be allocated.
- Members Code of Conduct. It was proposed to remit the revised Code of Conduct to the Governance Group consider and make recommendations to the full Council.
- Platinum Jubilee. **Cllr John (Chair)** thanked Cllrs Lawrence and Fox for all their work that had made the Jubilee Picnic a great success. SCAG had agreed that the question of a permanent beacon on Beacon Hill, raised in the context of the Jubilee celebrations, remained to be resolved and recommended that this be taken up by the Beacon Hill Stewardship Group which was due to meet in September.

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- South Downs Local Plan. A letter had been received from the South Downs National Park Authority alerting the Parish Council to a Land Availability Assessment that they would be undertaking as part of the Review of the South Downs Park Local Plan and providing a draft methodology for the assessment for comment by 21 July. SCAG proposed that the Neighbourhood Plan Working Group should consider this with the Planning Consultative Panel and provide advice to the Council.

The recommendations were agreed.

15. VCAG. **Cllr Lawrence** provided the following in addition to the note circulated:

- The Jubilee picnic had gone well and was well attended. The overall cost had been below the £1000 earmarked by the Council
- St Margaret's Church had agreed to host a concert for young people to celebrate the birth 150 years ago of the composer Vaughan Williams. Sharon from Art Pod was volunteering students who attended Artpod to make skylarks which could be carried in a children's procession prior to the concert at St Margaret's church. The original plan for a procession to Beacon Hill had been dropped because of concern for the children's safety given that it would take place in fading light.
- A grant application from the local Speedwatch team for £1350 for new portable speed cameras was being considered.
- The Clerk advised the meeting that a grant application had been received from the Friends of Kipling Gardens for £103.98 to pay for new signage and to replace faulty locks now that volunteers were locking the Gardens overnight. VCAG recommended approval which was agreed.
- Village Hall Grant Application. **Cllr Lawrence** said that the group had carefully considered the application for £4000 towards the costs of a new floor. As the amount requested would almost exhaust the current grant budget, the fact that Village Hall had funds to cover the £4000 requested and as there were questions about the availability of the Hall for use by the wider community, the group were minded to decline the application. The following points were made in discussion.
 - i The concerns of the group were recognised
 - ii A Grant of £4000 would leave only £700 in the grant budget for the rest of the financial year.
 - iii A smaller contribution should be considered if money could be made available.

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It was agreed that the Clerk should be asked to review the grants budget and make recommendations to SCAG in the wider budget context, which would enable the application to be reconsidered.

Action: The Clerk to consider options for increasing the grant budget and provide advice.

16. NEAG Cllr Turnbull provided the following update:

- The Beacon Hub had continued to discuss options to improve disabled access from Marine Drive to the Hub and a proposal to open the Hub car park.
- A new contractor was being sought to install the new path at the west side of the Village Pond.
- A proposal for more varied planting around the pond was being developed by using logs into which wildflowers could be planted. It should cost between £500 to £600.
- The path between Hoggs Platt and Hilders Field was to be cleared of overgrown vegetation.
- The ivy covering trees and hedges on the Whiteway Bridle path had been looked at but was not considered a problem.
- The matter of Cliff stability at Rottingdean beach was still under investigation with BHCC who were awaiting an inspection from a specialist following an initial inspection by the BHCC engineers.
- The BHCC beach management team were looking into the replacement of the damaged coping stones on the Terrace wall. A request had also been received from a resident for hand rails to be installed at the stairs from the lower terrace to the upper terrace and the upper terrace to the stage.

The following points were made in discussion:

- i There was a concern about people throwing bread into the village pond which encouraged seagulls and which should be discouraged.
- ii BHCC should be pressed to resolved Cliff stability concerns as soon as possible and certainly before winter given the potential for a serious rock fall.
- iii The beach pebbles on the Multi-Use Games Area (MUGA) at the beach had been cleared by a resident but this was a continuing problem as the protection provided was not adequate. BEAG would take up the matter and keep the Council informed.

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17. BEAG. **Cllr Sheppard** provided the following update in addition to the note circulated.

- Cllr Sheppard had visited the St Aubyns site and met with Alex Shepherd of Fairfax to look to obtain more information concerning the new St Aubyns pavements. The red paving bricks were of a very similar design to those used in the High Street and beyond and would be very suitable as replacement bricks in those areas where the current pavement is worn and slippery. Alex Shepherd had given Cllr Sheppard a sample of the bricks which were Plain Staffordshire red clay pavers produced by Ketley Brick. Alex had said that the St Aubyns contractors would not be able to carry out the works but suggested that Edburtons who had a contract with BHCC would be worth approaching. Cllr Sheppard had contacted Edburtons requesting an onsite meeting.
- The doors on the Rottingdean Recreation ground public toilets had been in a poor state of disrepair. BEAG had written to BHCC saying that they considered that the doors did not provide sufficient safety and privacy. BHCC had agreed to replace them, and the work had now been carried out. BEAG thanked the team on site carrying out the work, sent a note of thanks to BHCC and publicised on social media.
- Cllr Poole had considered the request by Speedwatch for RPC to fund a mobile speed indicator. Cllr Poole had liaised with Sussex Police and looked at associated documents and information relating to speed indicators. BEAG discussed Cllr Poole's findings and at this stage would recommend to the full council not to proceed.
- The wooden frame on the electrical cabinet had become dislodged and required replacement. BEAG had asked two local contractors to carry out the work, but neither was available. BEAG would follow up.
- The surface of the road in the Give Way area just before the one-way system going south was in a very poor condition with potholes developing. BEAG had sent a request to BHCC highways asking if repairs to this area of roadway can be considered as a priority.
- On two occasions during the past month the defibrillator had been taken out of the cabinet during an emergency. On both occasions BEAG had been automatically informed and the defibrillator was taken offline until contact had been made with the local first responder team to carry out a check and then the defibrillator had been put back online.
- Concern had been expressed by residents about the number of weeds and general vegetation in the Eley Drive area of Rottingdean. BEAG had requested that BHCC carry out weed clearance since it was having an impact on at least 2 local residents with mobility needs who found it difficult to negotiate such vegetation. BEAG were aware that BHCC were actively seeking to employ more staff to carry out this work and that they were also looking to purchase specialist machinery.
- A resident had asked why vehicles sometimes parked on the green area adjacent to the bowling club despite the wooden post in place to prevent

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this. Cllr Sheppard had met with the President of the club who had informed him that maintenance and grass cutting work were carried out at least 3 times a week and that also those with mobility impairment occasionally required access. This information had been passed onto the resident who had thanked BEAG for their reply.

- A resident had reported that a bollard in Chailey Avenue had been hit by a vehicle and become seriously dislodged. Cllr Sheppard had investigated but could not locate the bollard in question. He had requested that the resident give more specific information. The resident had now replied to say that it was a bollard in Steyning Avenue which had now being repaired.
- A resident reported that an anti-seagull bin lid on the village green adjacent to the south entrance of Kipling Gardens was missing and that the bin was occasionally over full. This had been reported to BHCC and a request had been made that the second bin on the Green which is hidden under trees adjacent to the Dens be moved slightly further out so that it is more visible and takes the load off the other bin. Similarly, there were bins outside the post office which would benefit from lids.
- There were concerns about the siting of a large red bin in the High Street. This would be checked and if necessary, followed up.
- There were concerns about the condition of the road surface at the Steyning Road / High Street junction. This had impacted on a large drain cover which moved distinctly when vehicles drove over it. This would be reported to BHCC Highways.
- BHCC had assured BEAG that a bus shelter which had been damaged by Storm Eunice in February would be replaced by the end of June. BEAG had followed this up.
- **Cllr Turnbull** reported that a meeting would shortly be taking place between Tesco's management and local residents concerning the positioning of delivery cages in Victoria Mews. Additionally, Cllr Turnbull had suggested to Tesco's management that delivery lorries should park further forward to avoid causing an obstruction.

The meeting close at 21.36. The next meeting is on 1 August 2022

Chris Hayes, Parish Clerk

July 2022

Signed

Date