



Minutes of the Meeting of Rottingdean Parish Council on Monday 3 October 2022 at 7.30 pm at the Main Hall in the Whiteway Centre.

Present; Cllr John (Chair), Cllr Levins, Cllr Nixon, Cllr Poole, Cllr Fox, Cllr Lawrence, Cllr Cherrie.

Chris Hayes, Parish Clerk (minutes)

Public Gallery: Ward Cllr Fishleigh, Sarah Randall

Questions from the public.

Cllr Fishleigh advised that she had met with Brighton and Hove City Council (BHCC) Highways officers to discuss the poor condition of Whiteways Lane and as result gravel would be put down to make the surface safer.

Sarah Randall said that she and residents of Denes Mews had complained to BHCC about the height of houses in the St Aubyns development adjacent to the mews that were compromising the privacy and security of their properties. They had been informed that the development was in line with the planning consent requirements. Sarah said residents were planning to build some screening on top of the wall adjacent to the development and wanted the Parish Council's support in seeking funding from the developers. **Cllr Nixon** suggested he discuss the matter with Sarah after meeting.

Cllr John (Chair) opened the meeting by recording the Parish Council's congratulations to Rottingdean in Bloom who had won a Gold Award in the South and South East - Parishes In Bloom competition and St Margaret's Church who had achieved a Silver Gilt Award.

1. Apologies for absence

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Apologies had been received from Cllrs Sheppard and Turnbull

2. **Declarations of interest**

None declared

3. **Agreement of the minutes of the Parish Council meeting on 5 September.** The minutes were agreed as drafted apart from a change to the date of the October meeting from the 2nd to the 3rd

Matters arising

4. **Action Log.** The Clerk advised that all outstanding actions had been cleared.

5. **Matters Arising.** None

Members Code of Conduct

6. **Revised Code for approval.** The Clerk advised the meeting that the Governance Group had met and reviewed the revised Code of Conduct for Councillors and recommended approval. Adoption of the revised Code was proposed by Cllr Levins, seconded by Cllr Nixon and agreed unanimously.

Finance Update

7. **Payments and invoices**

- **Payments for Authorisation. The Clerk advised the following payments were for authorisation**

VAT

HMRC September	£506.28	
C Hayes Salary September	£ 675.87	
C Hayes Comms (zoom)	£11.99	£2.40
C Hayes (phone)	£30.00	
Clamp Boxall	£80.00	£16.00
Room Hire	£106.00	

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Toolkit	120.00	£24.00
Total	<u>£1530.14</u>	

Authorisation was proposed by Cllr Levins, seconded by Cllr Poole and agreed unanimously.

The Clerk also advised the meeting that an invoice for £360 from the external auditor, PKF Littlejohn, was paid during September by agreement with the Council Chair and Deputy Finance Officer in accordance with para 7 of the Financial Regulations.

- **Bank balances**

The Clerk advised the meeting that the bank balances at the end of September 2022 were.

NatWest Current Account	£100.00
NatWest Reserve Account	£67,716.65
Unity Bank Current Account	£101.29
Unity Bank Instant Access	£29,397.60
C&C savings account	£85,801.00
Cash at Bank	£183,116.54

- **September Accounts and Bank Reconciliation.** The accounts were presented and agreed, and the Clerk advised the meeting that the cash book and statements reconciled. The reconciliation was signed by the Clerk and the Chair.

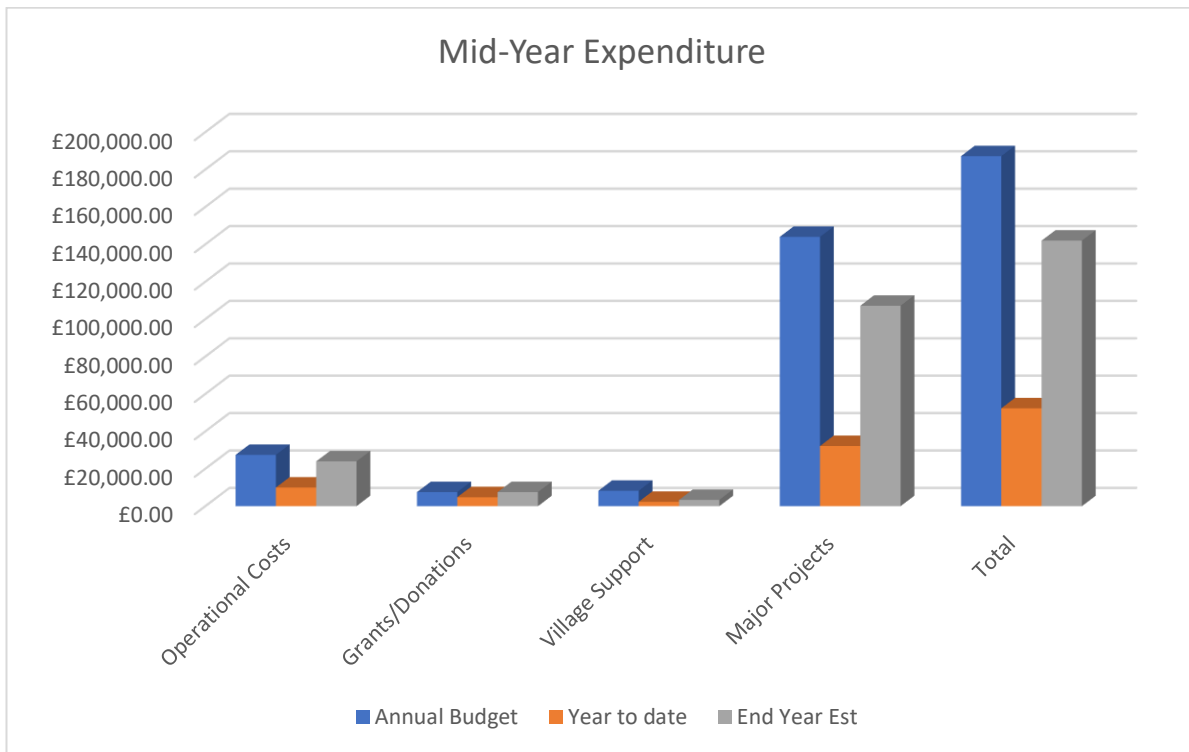
- **Mid-year expenditure report**

The Clerk took the meeting through a mid-year expenditure report that showed the expenditure position at the end of September along with the estimated outturn.

- At the end of September 28% of the overall budget had been spent. This was less than might be expected at the mid-point but largely driven by underspending on Village Support and Major Projects.
- For the second half of the year, the Clerk said he expected spending on Major Projects to become more aligned to the budget over the remainder of the year with significant further expenditure likely on St Aubyns and Park Road Toilets.
- The Clerk said he had not factored in expenditure on the Lower High Street or the pond path which could increase spending by £16,000 bringing the year end spend on Major Projects up to 85% of budget and overall expenditure to 75% of budget.
- Expenditure on grants and donations and the operations were expected to come more in line with budget expectations over the second half of the year.
- Overall, on current planning assumptions it was likely that spending would be well within the budget at the year end.

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	Annual Budget	Year to date	Forecast Oct -Apr	End Year Est
Operational Costs	£27,399	£9,976 (36%)	£13,967	£23,944 (87%)
Grants/Donations	£7,500	£4,800 (64%)	£2700	£7,500 (100%)
Village Support	£8,250	£2,358 (28%)	£1,000	£3,358 (40%)
Major Projects	£144,000	£32,184 (22%)	£75,000	£107,184 (75%)
Total	£187,149	£52,324 (28%)	£92,667	£141,986(75%)

Major Projects

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

- Fairfax had agreed the need for railings on the steps to the left-hand side of Field House subject to heritage planning approval. Fairfax were to follow up.
- Twitten lighting: The lighting design study proposal made by BHCC was underway and Councilor Fishleigh had raised the topic of future funding with BHCC.

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- The 'Restricted to Residents only' signs on the path leading to the Chapel would be left in place until January 2023 when the Campus site would no longer be designated as a building site. This was for public safety.
- The Chapel refurbishment was nearing completion with Practical Completion certification provisionally planned for October 10th.
- The Pavilion refurbishment had started and it was hoped to be completed by Christmas.
- Fairfax had no budget to refurbish the Scoreboard (which was not in the Schedule of Repair), and suggested RPC consider use of some of the Artistic Component. They would provide an estimate of refurbishment costs.
- A meeting was held on 27th September with senior Fairfax personnel where the remaining legal points in the Transfer Deed, Contract and Schedule document were discussed and the way forward agreed in principle.
- Agreement was also reached on the finer points of the Field Specification and the document was being updated accordingly.
- The agreements would now be formalised into the contract documents and annexes and discussed at the next St Aubyns Working Group meeting before sharing with the full Council.
- Despite likely closure of remaining terms of the Contract, Schedule and Transfer Deed, the timing of the approval and exchange of the Contract might still depend on the issuance of a third deed of variation from BHCC.
- A full council workshop would be arranged for end October to review the ideas from the public for the future use of the Field and buildings and propose next steps and priorities. The workshop would also discuss priorities for 23/24, including the budget and the appropriate initial Management and Governance approach.
- The Scoping document for the Artistic Component had been agreed with BHCC. Fairfax would like RPC to lead and involve Fairfax and BHCC according to the approved process.

9. Lower High Street **Cllr Fox** provided the following update:

- The working group meeting agreed a letter sent to Urban Movement (UM) seeking an initial, more modest and deliverable plan that would be the basis for future phases of the development.
- Following the departure of Nick Hibberd, from BHCC new officers had been identified to assist in the development of the project . The group agreed to recommend that the Parish Council accept the quotation of £8850.00 on the basis that the revised design:
 - Focused on the Phase 1, lower cost traffic management and indications of the 'special zone'
 - Could accommodate seasonal variation.
 - Was clear how Phase 1 would fit into later phases

The following points were made in discussion:

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- **Cllr Poole** asked if UM would be given a target budget for this first phase **Cllr Levins** said the plan was to achieve the aims of the first phase by signage and road markings – so it should be low cost. **Cllr John (Chair)** added that the aim was to get the plan accepted into the BHCC Infrastructure Development Plan and seek funding sources
- **Cllr Nixon** asked at what point residents would be consulted. **Cllr John (Chair)** said that the initial plan had been revised following the initial consultation and residents would be consulted on the revised plan provided by UM.

Agreement in principle to the UM quote was proposed by Cllr Levins, seconded by Cllr Fox and agreed unanimously.

Planning

10. Applications considered in September. **Cllr Poole** took the meeting through the following applications

BH2022/02452 Land Opposite 12A To 14 The Vale Brighton BN2 7AB

Installation of solar panels to rear elevation roof slopes.

The Consultative Panel considered the documentation related to this application and assumed that as the three blocks of houses that the solar panels were to be installed on were not yet built that the addition of solar panels must have been counter to the original permission, so needed to be considered as a separate matter. The panels would be built into the pitched roof at the rear of the properties, and it appeared that they would not be visible from The Vale and would be unobtrusive when viewed from within the new 'Skylarks' development. Additionally, the Panel recognised that these panels would provide green energy which is in line with Brighton and Hove's de carbonisation objectives

Rottingdean Parish Council did not object to this application

BH2022/02523 Little Barn The Green Rottingdean Brighton BN2 7DD

Part demolition of existing rear extension and erection of pitched roof single storey rear extension, re-pitch roof of existing rear extension and associated alterations.

The Consultative Panel considered the documentation relating to this application. We noted that an existing single storey rear extension would be partially demolished and a new, larger rear extension would be built onto it, which would increase the existing living accommodation and footprint of the property. Internal works were also planned that would remodel some of the ground floor rooms. Where new windows were planned, they would be powder coated aluminium and double glazed.

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The property was within the Rottingdean Conservation area, but was not a listed building. In our view, the proposed works would be proportionate and, as they wouldn't be visible from the road, would not be detrimental to the street scene.

Rottingdean Parish Council did not object to this application.

BH2022/02684 1 Court Farm Road Rottingdean Brighton BN2 7FL

Certificate of lawfulness for proposed erection of side extension to form garage.

The Consultative Panel considered the documentation relating to this application for a Certificate of Lawfulness relating to the proposed erection of a single storey side extension to a semi-detached house. The drawings showed that the extension would be a garage with a WC facility.

The dimensions and materials shown on the plans appeared to be within the allowances for Permitted Development. We noted from the drawings that the existing dropped kerb would also be moved and access slightly widened but did not feel that this would have a detrimental impact on safety for vehicles on the road or for pedestrians.

Rottingdean Parish Council did not object to this application.

BH2022/02693 59 Dean Court Road Rottingdean Brighton BN2 7DL

New metal roof to 2 rear extensions including one dormer extension, replacement of existing rear and side mock Tudor finish/elevations with timber and metal cladding and replacement of existing pitched roofs to side office and garage conversion rooms with flat roofs.

The Consultative Panel examined the documentation for the proposed refurbishment of the sides and rear of this detached house, the plans showing the use of contemporary zinc roofing panels and wood cladding to replace the mock Tudor materials and style. It was noted that no changes were planned to the mock Tudor frontage and no difference to the footprint of the property.

The CGI photo within the documents was helpful in being able to visualise the proposed finished look. Whilst very different from the current appearance, we noted that similar contemporary materials had already been used on nearby properties in Dean Court Road, so the proposed zinc panels and wood cladding would not be out of keeping with surrounding properties.

Rottingdean Parish Council did not object to this application.

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BH2022/02786. Rottingdean Bowls Clubhouse The Green Rottingdean Brighton

Refurbishment of existing clubhouse and associated works including replacement of existing changing rooms and sanitary facilities with single storey block to South elevation and erection of single storey storage building to North-West corner."

The Consultative Panel considered the documentation for this application and viewed the site from the eastern boundary of the club.

Clubhouse

The Bowling Club site is within the Rottingdean Conservation area and the plans show that the clubhouse, a former agricultural building with flint walls and a clay tile roof, would be retained and refurbished. However, the ancillary buildings comprising the club changing rooms and toilets were built in the 1970's and have no heritage value. The Access Statement notes that they are considered to have reached a condition beyond repair.

The Heritage Statement details a proposal to demolish these buildings and replace with a new changing room block built alongside the existing flint structure of the clubhouse with the existing doorways to the clubhouse retained as a link to the new building. The proposed building is single storey and subordinate to the main building with a lower ridge height.

It was noted that all proposed materials would in keeping with the existing building - timber windows, weather boarding and plain clay tiles to match surrounding buildings. It was also noted that the long roof of the proposed changing room block would be a distinctive part of the development and has a simple design with the same pitch as the existing building and minimum apertures for roof windows.

The plans for the new changing room block appeared to be sensitive to their surroundings and of appropriate design for the conservation area. The proposed light green façade would also help the building to blend into the predominately natural environment.

It was noted that the roof ridge of the new facilities would obscure some of the dormer windows of the residential properties to the south of the site.

Rottingdean Parish Council did not object to this part of the application.

Storage facility

The single storey storage building planned for the far side of the Bowling Green in the North-West corner would require the removal of hedging for it to be built. It would be 8.57 metres wide and about 4 metres high and directly visible from the road. It is considered that it would interfere with the otherwise natural sightlines that

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extend beyond the grounds and is not considered to be appropriate or sensitive to its surroundings.

Rottingdean Parish Council objected to this part of the application.

Advisory Group Meeting Updates

11. SCAG (report circulated). Cllr John (Chair) provided the following update:

- Draft Position Paper on the Air Quality Management Area Experimental Traffic Regulation Order had been circulated for members to agree.
- Members Workshop. The workshop to agree St Aubyns next steps had been arranged for 6 pm and 8 pm on Thursday 27 October at the Whiteways Centre.
- A note had been sent to Ward Cllr Fishleigh in response to her letter about the future of the LAT supporting its continuation with a focus on crime and anti-social behaviour as per its original remit.
- At the Beacon Hill Stewardship AGM, the City Parks Ranger had reported that the beacon lit for the Queen's Platinum Jubilee had been well organised and policed and was cleared up successfully. As there was still a desire for a permanent brazier type beacon on Beacon Hill a task force had been established to discuss this proposition.

12. VCAG (report circulated)

- Village Resilience – a meeting was in the process of being arranged with Paul Stanford from BHCC emergency planning team to discuss the appropriate network that exists between RPC and the BHCC in the event of an emergency, in light of current rising energy costs.
- Accounts from the Queen's Platinum Jubilee celebrations in Kipling Gardens – The final invoice had now been settled and the total spend amounted to £706.70.
- Noticeboard 6. Cllr Lawrence had contacted Adam of Sussex Trades to get the 6th Noticeboard installed at the Recreation Ground and would remind him of the outstanding paving work beside the Pond.
- At a meeting with Cllr Sheppard, Cathy Taylor of PARC, Keith Meeres of Rottingdean Cricket and Football Club and BHCC it was agreed that adult (male) football up would be moved to Happy Valley to allow youth league matches to be played at the recreation ground.
 - As with other tennis courts in Brighton, the city council is looking to divest responsibility for the maintenance of the tennis courts at Rottingdean Recreation Ground to the local community. Cllr Sheppard had circulated a paper explaining the options and costs if RPC were to take this on. SCAG had asked VCAG to investigate which groups and users in Rottingdean might be prepared to contribute towards the running of the courts.

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The meeting noted Cllr Turnbull had raised serious reservations about the prospect of the Parish Council taking on the Tennis Courts that would need to be taken into account.

- Representations had been made to use some of the St Aubyns assets for a space/place for teenagers to meet in the village. The latest available demographic data for Rottingdean indicate that just over 254 residents are between the age of 10 and 19 for whom there wasn't currently anywhere in the village to meet up, particularly in bad weather. Caroline Vitta from the Trust for Developing Communities had made suggestions about shelters with Wi-Fi which could be used as a meeting place. SCAG felt that VCAG should consult more widely about possible places in the Parish and seek to engage with children at Longhill School. Consideration was being given about how to hold a conversation with young residents of Rottingdean about a meeting space.
- Christmas Tree purchasing and placing the Christmas Tree on the village Green would also be passed to the Village Community Advisory Group. Cllr Sheppard had drafted some comprehensive guidance on how that could be done.
- The Parish Council had been approached about participating in the annual Christmas Tree Festival at St Margaret's Church.
- Lark Ascending Event was to take place on the 12th of October, weather permitting, with the children's parade starting on Lower High Street outside Artpod at 6 p.m. and moving down the High Street for a concert at St Margaret's Church at 7.30 pm. Sharon from Artpod had accepted the £1000 donation made by RPC towards the cost of the event and confirmed that they were prepared to accept the liability for the event and that the donation would be returned if it is cancelled. Plans were very much in evidence, the Lark Lanterns were being made, and flyers had been circulating.

13. NEAG (report circulated), Cllr Fox provided the following update:

- The group was having preparatory discussions with the local Royal British Legion in preparation for a Beacon Hill Stewardship Group meeting to discuss a permanent solution to the lighting of beacons.
- A homeless person sleeping in the Undercroft and another camping on the stage had been interviewed by Streetwise who were looking to relocate them.
- Disability access to Beacon Hill had been discussed by Beacon Hub and a plan had been agreed that was with a drafting engineer
- PARC had forwarded tentative proposals to install more large pebbles and seating in the Undercliff story telling area. A grant application for support would be forthcoming
- A letter had been sent to the Seafront Officer from BHCC about the cliff face safety, but no reply had yet been received.
- Beacon Hub had agreed that the car park should be opened 24/7 and were currently seeking a parking machine that would allow the first hour free.

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- A request to consider planting on the Terraces was discussed on site with BHCC. They would not support any planting as it was a Site of Special Scientific Interest (SSSI) and is in the control of Natural England who would not agree.
- A meeting with BHCC to consider additional cycle stands proposed by PARC by the Undercroft had been had been positively considered.
- Litter encouraging rats had been addressed by BHCC with an additional bin but an approach to the Fish and Chip Shop was to be considered to see how they could contribute to improving the area.
- NEAG did not think that the signage for dog owners was adequate and will be formulating a proposal

14. **BEAG** (report circulated). **Cllr Cherrie** gave the following update.

- It was agreed that Cllr Cherrie would become Chair of the BEAG Group when Cllr Sheppard steps down in December. Cllr Sheppard will meet with Cllr Cherrie to ensure a smooth hand over.
- Following the approval of the Newlands Road Traffic Regulation Order (TRO) work has begun to install both double yellow lines and single white lines in front of driveways as requested by residents.
- Councillor Fishleigh had written an article for the October/November Village News giving an explanation of how a residential parking scheme would work and how the process could be initiated. It is likely that this would raise comment and questioning. The BEAG Group had minuted at a previous RPC meeting that they were generally not in favour of such a scheme but clearly if the majority of residents supported the concept, then it would go ahead. The process is, however, complicated and protracted.
- The works to repair potholes and the drain cover at the Steyning Road / High Street junction have been completed.
- Following BEAG reporting that the street name sign located at the southern end of Eley Crescent had been broken beyond repair, a new sign had been installed. This was posted on social media.
- Following requests from BEAG and Cllr Fishleigh the trailer which was parked in a hazardous position in Steyning Road had now been removed.
- BEAG reported at the last meeting that following their request, weed clearance had taken place across the Eley Drive area but that there was extensive weed growth across Meadow Parade. This was reported and the area had now been cleared. It should be noted that the Labour and Conservative Groups on the City Council had raised their concerns about this issue and a report will be published in the new year to consider the way forward.

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- The defibrillator located on the Village Hall had as planned been taken away for a manufacturer's software update and had now been returned and put back in place. The Ambulance Service were kept informed throughout the process.
- Following BEAG's request to BHCC the various streetlights which were faulty on Marine Drive to the south of Nevill Road had been repaired.
- The bollard on the village green which was inadvertently damaged by the film production company had now been replaced with a new bollard.
- The bus shelter on the Falmer Road adjacent to Meadow Parade which was vandalised, for the second time within 2 months and reported to BHCC, had now been fully repaired.
- A resident suggested that a 20-mph road marking be painted on the Falmer Road adjacent to the cricket ground as an additional reminder to alert drivers going south. BEAG discussed and agreed that this should be brought forward to Full Council for approval.

This was agreed by Councillors

- A resident alerted BEAG to a BHCC plastic fencing panel which had been placed by residents across the road on the lower end of the Quarter Deck. BEAG had informed Highways and the fencing was subsequently removed.
 - An electrical lamp post cover had fallen off a streetlight in Meadow Close. This had now been replaced.
 - Residents had said that the street light on The Green where the one-way system begins going south had become badly obscured by trees and that it meant that this area was not sufficiently lit for drivers and pedestrians walking on the pavement towards Dean Court Road. BEAG had asked Highways Maintenance if this could be addressed.

The meeting closed at 20.53. The next meeting is on 7th November

Chris Hayes, Parish Clerk

October 2022

Signed

Date