



## Minutes of the Meeting of Rottingdean Parish Council Monday 5 September 2022

Present; Cllr John (Chair), Cllr Sheppard, Cllr Nixon, Cllr Levins, Cllr Lawrence, Cllr Turnbull

Parish Clerk (minutes)

Public Gallery: Ward Cllr Fishleigh, Ken Bodfish

Questions from the public

**Ken Bodfish** asked if planning permission had been obtained for the new Croquet Club sign in Kipling Gardens, what progress had been made in making the steps at the right of Field House accessible for people with mobility issues and why a 'residents only' sign had been posted on the entrance to the St Aubyns campus site. **Cllr Nixon** said that the Parish Council had written to Fairfax about installing railings on the steps following advice from the Heritage Planning Officer who had advised that this would be acceptable although it would require listed planning consent. Fairfax had agreed to consider the matter. **Cllr Nixon** said the 'residents only' sign had been put up temporarily by Fairfax for the duration of the Chapel restoration and would then be removed when work was completed. **Cllr Sheppard** said that he had spoken to the Chair of the Croquet Club who was to discuss the concerns about the sign with members to decide what action might be taken.

. **Cllr Sheppard** said he would follow the matter up with the Croquet Club.

**Cllr Fishleigh** Advised the meeting that: BHCC were focusing on graffiti removal that would include the Marina and around Roedean School; that the college site at Ovingdean had been sold and would be opened as a prep school; and that the Ovingdean Speedwatch team had purchase a flashing speed limit sign. In addition, **Cllr Fishleigh** said that following a number of complaints about the sea water quality she was investigating the possibility of water quality testing.

### 1. Apologies for absence

The Clerk advised the meeting that apologies had been received from Cllrs Fox, Cherrie and Poole.

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## 2. Declarations of interest

None

## 3. Agreement of the minutes of the Parish Council meeting on 1 August.

The minutes were agreed and signed by the Chair

## Matters arising

4. **Cllr John (Chair)** said that now that the Victoria public house had closed the Parish Council might wish to write a letter of thanks to Philip Rees and former councillor Ian Wilson , thanking them for their contribution to village life and in particular their support to village residents during the Covid 19 pandemic. **Cllr John (Chair)** also advised the meeting that the Parish Council (RPC) had been approached to support an application for an honour for Ward Councillor Mary Mears. In discussion it was agreed that while Cllr Mears' long career of public service and her contribution to the local community should be applauded, it would be inappropriate for the Parish Council to support such an application.

**Action:** Clerk to draft a letter of thanks to the former managers of the Queen Victoria public house and a response to the request to support the honours application for Cllr Mears.

## 5. Action Log

The Clerk advised that the only outstanding action was for a letter to be sent to BHCC expressing concern about the state of the cliff face at Rottingdean beach which would be sent following the meeting.

## 6. Matters Arising

None

## Neighbourhood Plan

7. The Clerk said that over the summer the Consultation Statement and Equality Impact Assessment for the plan had now been completed following feedback from BHCC and that the final draft of the Plan was with the graphic designer for formatting. The final version of the Plan would be shared with Councillors prior to submission to BHCC for the next stage of consultation. This would take at least three months and a referendum on adoption would follow, but probably not until May next year given the timing of the local elections.

Signed

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## Finance Update

8. Payments for Authorisation. The Clerk asked the meeting for authorisation for the following payments

### VAT

HMRC August	£506.28	
C Hayes Salary August	£ 676.87	
C Hayes Comms (zoom)	£11.39	£2.40
RVN St Aubyns	£100	
David Smith Surveyor	£ 1400	£280
Room Hire	£12.00	
Faye Carre (Neighbourhood Plan)	£360	
<b>Total</b>	<b><u>£3066.54</u></b>	

These were proposed by Councillor Turnbull, seconded by Cllr Levins and agreed unanimously.

## 9. Bank balances

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

NatWest Current Account (cash	£100.00
NatWest Reserve Account	£70,204.24
Unity Bank Current Account	£500.73
Unity Bank Instant Access	£3,690.14

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C&C savings account	£85,653.42
<b>Cash at Bank</b>	£160,148.53

10. **Accounts for August.** The accounts were presented by the Clerk and approved.
11. **Annual Governance and Accountability Return (AGAR) 2021/22.** The Clerk advised the meeting that he had received notification from the Independent Auditor that the AGAR for 2021/22 had been certified.

## Major Projects

12. **St Aubyns. Cllr Nixon** provided the following update in addition to the note circulated

- Following a number of complaints from residents of Newlands Road about dust from the St Aubyns site, Cllr Nixon had spoken to Fairfax site manager and had satisfied himself that everything was being done to limit dust and arranged for the water dowsing schedule to be posted at the entrance to the site
- Residents of Denes Mews visited the St Aubyns campus site by invitation on Friday 26<sup>th</sup> August due to concern about continued dust and noise from work directly adjacent to their boundary. This area should be completed in the coming weeks and actions have been agreed with Fairfax for the interim period. Denes Mews residents had approached the BHCC Planning enforcement supervisor regarding concerns about unexpected loss of privacy due to the St Aubyns development adjacent to their boundary.
- The Chapel refurbishment was nearing completion. Scaffolding was being erected around the Pavilion, but refurbishment was likely to be carried out in stages over the next 4-5 months. The surveyor had worked very effectively with Fairfax throughout the Chapel refurbishment and was monitoring a snagging list before formal Practical Completion.
- RPC had received a response to the Transfer Deed. All key points requested by RPC had now been accepted. However, there remained an issue regarding the beneficiaries of covenants to be resolved.
- The Fairfax response to the RPC Contract and Schedule requests had been received and reviewed by the Working Group. RPC had sent a counter response and were still awaiting confirmation of a face-to-face meeting to resolve outstanding points.
- The stall at the Village Fair had had a steady stream of visitors, many of whom were not aware of the project. The updated list of ideas received from the August consultation evening and the Village Fair stall had been posted on the RPC website.

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- Draft objectives for the Management and Governance activity had been developed and would be finalised at the next Working Group meeting on 12<sup>th</sup> September. It was planned to give an update to the full Council at the November meeting.
- The Artistic Component brief had been sent to Fairfax

13. **Park Road Toilets.** The Clerk advised the meeting that the refurbishment work was due to begin on 12<sup>th</sup> September and he and Cllr Levins were to meet with BHCC officials 7<sup>th</sup> September to discuss the arrangements for the work

14. **Lower High Street.** **Cllr Turnbull** advised that following the agreement of the Working Group a request was to be sent to Urban Movement for a more modest and deliverable proposal. **Cllr Turnbull** also said that the Parish Council had received a letter from the new manager of the White Horse advising that the hotel was to be part of a new group of boutique hotels and that they wished to discuss the proposals for the Lower High Street. A meeting was to be arranged.

## Planning

15. **Applications considered in August.** **Cllr Sheppard** took the meeting through the following applications:

BH2022/02379 - 45 GOREHAM AVENUE BN2 7DP. Roof alterations and extensions including raising roof ridge height to create first floor, addition of 2no front dormers & 3no rear dormers and 2no front rooflights. Erection of single storey rear extension and associated landscaping works.

The Panel considered the documentation related to this application and viewed the property from the front. The Panel considered that the proposed extensive development of the existing bungalow would be in keeping with similar changes that have already been made to many other buildings in the street. Additionally, it appeared that the ridge height of the new development would be in keeping with other neighbouring properties although it also appeared that the new rear line of the proposed development would extend slightly beyond the line of number 43 and significantly beyond number 47 Gorham Avenue. However, it would seem that the proposed build would not be intrusive to neighbouring properties and that the extended footprint would be proportionate to the total area of the gardens surrounding the existing property. Rottingdean Parish Council did not object to this application

BH2022/02456 - 8 COURT ORD COTTAGES BN2 7FT. Erection of single storey garden room to replace existing garage.

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The Panel considered the documentation related to this application and viewed the property from the front facing Meadow Close and the rear facing Court Ord Road. The Panel noted that the proposed application to build a single storey garden room had a larger footprint than the garage that it would replace. However, the Panel considered that such a development would remain proportionate to the available space and that the pitched roof, although higher than the current roof on the garage, would be more attractive than the present build. Also, the Panel considered that the proposal would not be out of keeping with the current street scene at this end of Court Ord Road and that it would not significantly impact on neighbouring properties. The Panel did recognise however that the loss of the garage would mean that there would not be any available off-road parking. Rottingdean Parish Council did not object to this application

BH2022/02471 - 43 CHAILEY AVENUE BN2 7GH. Erection of single storey side and rear extensions with associated works to replace existing garage and rear garden room

The Panel considered the documentation related to this application and viewed the property from the front facing Chailey Avenue and south facing Steyning Road. The Panel recognised that the erection of a single storey side extension to replace the existing rear garden room and a further extension to replace the existing garage would mean that the footprint of the proposed changes would in effect remain very similar to the present build. In addition, the Panel considered that although it would be a pitched roof replacing the current flat roof on the garage, they considered that this would actually enhance the property and that it would be in keeping with the present build both in terms of design and height. Similarly, the Panel thought that the proposed design of the extension to replace the garden room would be in keeping with the present build and that the ridge line of the part pitched, part flat roof would not, it appears, extend beyond the current building line. Additionally, the Panel considered that the two extensions would be proportionate and in keeping with neighbouring properties and would not have a detrimental impact upon the existing street scene. Rottingdean Parish Council did not object to this application

In addition, **Cllr Sheppard** advised the meeting that the application for a garage at 49 Falmer Rd that the Council had objected to had been refused. **Cllr Sheppard** also mentioned that he had had informal discussions with the Bowling Club who were developing a planning application for a new club house.

## Advisory Group Meeting Updates

16. SCAG. **Cllr John (Chair)** advised the meeting that SCAG had not met but would be meeting the following week.

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17. VCAG. **Cllr Lawrence** provided the following update'

- A proposed budget for the event to celebrate the 150<sup>th</sup> anniversary of Ralph Vaughan Williams on 12<sup>th</sup> October that was being developed with Nick Lane the Beacon Hill Ranger and Artpod was discussed. This would involve a procession by local children through the village ending up at St Margaret's Church where a concert would be provided by Create Music, a not-for-profit organisation that provided arts education and performance opportunities for local children. The event was supported by Encore, an organisation set up to raise money for nominated charities The total cost of the event was estimated to be £3550, and the organisers were looking for a donation from the Parish Council of £1000, which with other funding already secured would leave £1700 to be raised.

In discussion, Councillors agreed to provide a donation subject to a clarification of some aspects of the arrangements for the event and on the condition that information was provided about how the funds were spent and that the funds would need to be returned if the event was cancelled. A donation of £1000 was proposed by Cllr Lawrence, seconded by Cllr Turnbull and agreed unanimously. The Clerk was asked to draft a letter setting out the conditions of the donation.

- Cllr Lawrence was still seeking to secure the fixing of the sixth notice board
- The group were to discuss resilience planning with an emergency planning officer at BHCC

**Action:** Clerk to draft a letter to Vaughan Williams event organisers setting out the conditions of the donation.

18. NEAG. Cllr Turnbull provided the following update:

- There had been a number of emails about the proposition for a permanent beacon on Beacon Hill. The matter would be discussed by the Beacon Hill Steering Group at their AGM on 15<sup>th</sup> September.
- The Beacon Hub were finalising plans to improve accessibility to the Hub and Nature Reserve and had also agreed to open the car park and were looking to purchase a parking machine. There was likely to be an initial free parking period for local residents.
- A proposal had been made by a resident to include planting on the Terraces to improve its stability and appearance, however, enquiries made with BHCC had revealed that it was a Natural England designated Site of Special Interest which would preclude planting.
- A letter had been received about the dangerous condition of the Terrace steps that would be referred to BHCC.
- Proposals had been made to increase the seating at the story telling installation in the Undercroft, to add adult seating and instal additional cycle

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stands. **Cllr Nixon** suggested it might be an opportunity to raise the issue of how best to manage cycling in this area. **Cllr Turnbull** said he had come across a successful scheme in the Isle of Wight and would circulate the details.

**Action** Clerk to forward the letter about the steps at the Terraces to BHCC.

19. **BEAG**. In addition to the report circulated, **Cllr Sheppard** provided the following update:

- Residents had requested that steps on public land adjacent to the Bowling Club benefit from white lines being painted on the edges to improve visibility. BEAG forwarded a request to BHCC who had said that it could be done at a cost of £477 to the Bowling Club. BEAG reported that the steps were not on Bowling Club land but that the Club would paint the lines themselves as it would also benefit members. BEAG had asked BHCC if this would be acceptable, and they had agreed. The Bowling Club would carry out the work at the end of the season.
- Over the past few months' consideration had been given by BEAG for wooden posts being installed around Court Ord Road/New Barn green area. BEAG had decided that this should not be taken forward as parking on the green area appeared to have a minimal impact and that restrictions would in all likelihood have a detrimental impact on residents in the surrounding roads.
- As previously mentioned, the wood covering the Well on the Green was deteriorating and BHCC have agreed to replace it and works were currently being carried out. Discussions were taking place with the family who arranged to have a planter on the Well as the dampness from the planter probably accentuates the deterioration. The plaque would almost certainly remain.
- The weed clearance in the Ely Drive, Rowan Way area of Rottingdean had been completed. A follow up had been sent about Meadow Parade which was particularly overgrown.
- 4 kerbstones which were adrift from pavement on the corner of the High Street and Vicarage Lane had been reported by BEAG to BHCC Highways for repair.
- BEAG had been notified that the Defibrillator required a software update. It had been booked in to take it away for the update on September 26<sup>th</sup>. The Circuit would be notified that this was happening, and the Ambulance Service would be made aware. This was likely to take a few days.
- A resident had highlighted overflowing bins in the Lower High Street area. However temporary large wheelie bins were on the seafront and there was an expectation that residents where possible would use these additional bins or take their rubbish and recycling home with them.
- Unfortunately, a couple of weeks ago the recycling and waste bins adjacent to the Village Hall had been seriously overflowing and it had taken several emails sent over a number of days by BEAG and Cllr Fishleigh before the bins had been

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emptied and the area cleared. In the meantime, BEAG had posted a request on local social media that where possible additional waste and recycling should not be added to the area.

- A Meadow Close resident had highlighted access difficulties for refuse and other vehicles accessing Meadow Close. After a discussion with the resident and consideration by BEAG had proposed that the following note be delivered to the neighbourhood.

*“Residents have made us aware that there has been a marked increase in vehicles being parked on the roads around Meadow Parade and Meadow Close. On occasions this has resulted in larger vehicles including refuse, recycling and garden waste and delivery vans and lorries having been unable to gain access. The worst-case scenario is that emergency vehicles would have restricted access. The Parish Council would kindly request that when parking on the road to please be aware of larger vehicles requiring access.”*

- It had become evident that a street sign on the Green opposite Bazehill Road was causing an unnecessary obstacle for access onto the area in front of the bowling green for maintenance vehicles and disabled drivers. This was considered by the street sign team and subsequently the sign had been moved 3 metres further south.
- A streetlamp on the A259 at the top end of Nevill Road was inactive and a neighbouring streetlamp was flashing, both causing a hazard to drivers. This had been reported to the streetlighting team on August 19<sup>th</sup>. Additionally, a further street lamp on the A259 opposite Hyders was inactive and streetlighting had been notified.
- A wooden bollard on the Village Green had been damaged beyond repair by the ITV Grace film crew. They would replace it with a similar bollard. BEAG had informed the company that the bollards were supplied by Meakers of Peacehaven.
- A kerbside drain cover at the corner of Steyning Road had become dangerously dislodged and had been highlighted on social media. Armed with a crowbar Cllr Sheppard and H. Sheppard had put it back in place.
- Window panes had been broken in the bus stop shelter adjacent to Meadow Parade. Unfortunately, this was the second occurrence within 2 months. The damage had been reported to BHCC for repair.
- Works were carried out on September 1<sup>st</sup> to replace the utility cover on the pavement outside of Shane’s Kitchen.
- The proposal for the Newlands Road Traffic Regulation Order which went out for consultation will now be taken forward. Additionally, following a resident’s suggestion, white access protection markings where double yellow lines would not be applied will be offered to the properties on the east side south of number 20. BEAG had also requested that a full explanation of the outcome and offer were provided for all the residents.
- Residents had reported that in the last few weeks there has been a noticeable increase in vehicle congestion going eastwards into Rottingdean and some enquired if there had been any changes to the signal timings. After investigation by

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the senior traffic signals manager, it was found that the green times were being affected by a faulty vehicle detector. This had been repaired and vehicle queues had now normalised. Also, he had commented that a CCTV camera with a view of the junction would be useful somewhere along here as then the control centre could monitor it.

- Residents in Royles Close had reported that one of the street name signs at the end of the road had become illegible. A request had been made to the BHCC street name signing team and the sign had been repainted. A note to say thank you had been sent to the team.

The meeting closed at 21.12. The next meeting is on 2<sup>nd</sup> October

***Chris Hayes, Parish Clerk***

***September 2022***

Signed

Date