



Minutes for the meeting of Rottingdean Parish Council on Monday, 7 March 2022 at 7.30 pm in the Main Hall at the Whiteway Centre.

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

Chris Hayes, Parish Clerk (Minutes)

Public Gallery: Ward Cllr Fishleigh, Ken Bodfish

At the start of the meeting the Chair, Cllr Sue John led a minute's silent reflection in support of people experiencing loss, suffering and displacement in Ukraine, resulting from Russian warfare.

Questions from the public:

Cllr Fishleigh said that she had seen air quality data and was not convinced that air pollution had reduced. She suggested that the planter in the High Street was replaced with a yellow hashed area with CCTV monitoring and a ban imposed on turning left from Park Road.

Ken Bodfish asked if his concern raised at the last meeting regarding the lack of disabled access on the steps at the right of Field House had been followed up. **Cllr Nixon** said that the matter had been raised with Fairfax who had advised that the steps had been restored as required by the listed planning consent. **Cllr Nixon** said that the matter would therefore be raised with planning officers at Brighton and Hove City Council (BHCC).

1. **Apologies for absence**

None

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Date

2. **Declarations of interest**

Cllr Turnbull advised the meeting that the contractor who had been commissioned to install the new village notice boards had been contacted by him to undertake some home improvements.

3. **Agreement of the minutes of the Parish Council meeting on 7 February 2022**

(i) The minutes were agreed with the following amendment

a. para 7 i) '*John Whiting (Surveyor)*' changed to '*John Whiting (Architect)*'

4. **Matters arising**

(i) Action Log. The Clerk advised the meeting that there were no outstanding actions.

5. **St Aubyns**

(i) Report from the Working Group. **Cllr Nixon** provided the following update:

a. The BHCC Heritage Planning Officer, Tim Jeffries, had visited the site on 8 February and expressed a preference for a small Chapel extension on the north side rather than an integral toilet and kitchen area on the south side, but both were considered acceptable in principle as was the proposal for a WC and kitchenette in the Pavilion. Mr Jeffries also advised that there was flexibility regarding the future of the old cricket scoreboard. The Working Group (WG) recommended that the Parish Council (RPC) retain the scoreboard and refurbish it at the same time as the Pavilion.

This was agreed.

b. The WG recommended that the architect continues to work on the preparation of a detailed planning submission for the Chapel and Pavilion. This would include estimated costs for the addition of a toilet and kitchenette in the Chapel in a small extension. These facilities were essential for all but the mothball/selected opening options. The cost of this work for both the Chapel and Pavilion was approximately £6500, plus VAT, including the planning submission and listed building consent. The timing of this would aim to coincide with the confirmation of use scenarios from consultation.

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Date

- c. Six quotes had been sought for a surveyor to support the project; two had quoted and the working group recommended that David Smith be appointed.

This was agreed

- d. The counternotice had been served to Fairfax lawyers confirming RPC acceptance of the transfer offer subject to the transfer agreement and contract. A review of the legal documents provided by the Council's legal representatives had indicated that there was much work to be done to ensure that the transfer document and contract properly reflected the specific needs of this transfer.
- e. Parallel discussions had started with Fairfax on the technical issues. At a meeting on 2 March, outstanding issues with the Chapel repair schedule had been discussed and Fairfax had agreed to respond on the detailed Field specification and hold a further meeting to discuss the Pavilion schedule of repair.
- f. A site visit had taken place with a BHCC Streetlighting Officer to discuss lighting of the Twitten. This would be complex as placement of power lines would be difficult and costly and the impact of new lights on wildlife and the surrounding properties needed to be assessed. The Working Group were to request a lighting design assessment be undertaken by BHCC in order to be able to consider the options.
- g. A project plan for the transfer and associated activities had been developed and circulated to Councillors.
- h. Work to develop a Charitable Incorporated Organisation (CIO) model to manage the Field and associated building would take place between May and September 2022 once the contract has been finalized. This would permit RPC approval in September 2022, allowing 9-12 months for legal set up and recruitment before the final transfer.

The following points were made in discussion:

- Experience indicated that there could be a significant delay in approval of a CIO.
- It was suggested that fallback option might be for the Parish Council to manage the Field and associated buildings directly, but this would bring with it additional administrative costs.
- The Highways Department at BHCC would not pay for the lighting of the Twitten as this had not been included in the planning

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approval specification. The matter would need to be taken up with the planning officers.

- Funding the architect to develop planning applications for upgrades to the Chapel and Pavilion needed careful consideration given the uncertainty of the demand for future community use. However, it was important to develop achievable proposals to enable an effective consultation.

(ii) Chapel Roof insulation. The Clerk took the meeting through the key points of a paper previously circulated on options for the insulation of the Chapel roof and drew attention to the following points considered by the Working Group:

- There is an argument from an environmental point of view for insulating the roof and indeed the whole building.
- Only insulating the roof could cause problems with damp elsewhere in the building.
- Full insulation of the Chapel would require a significant investment and require planning permission, which may not be straightforward given the building's listed status.
- It is not clear if there would be sufficient demand to justify this expenditure.
- Not insulating the roof would not preclude any of the enhanced uses already considered.
- Retrofitting an insulated roof would be possible.

On balance the Working Group **did not recommend** that the roof was insulated at this time. In addition, the Working Group recommended that the offer from Fairfax to hand over the Chapel prior to the transfer should be declined.

This was agreed

6. **Lower High Street.** Cllr Turnbull gave the following update:

- The results of the consultation had been consolidated and the main issues identified were access, nuisance, seasonal variation in usage and cost. It was proposed that the Council engage Urban Movement to update the concept. RPC could then commission work with BHCC on the revised proposal to develop the next stage.
- Further discussion had taken place about how the mainly positive feedback and constructive comment can be incorporated into a revised concept that reflects concerns. It was agreed that the revised concept would be brought before the Council and the Project Board for discussion and then further consultation.

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Date

- The Working Group were to meet w/c 21 March to agree a revised concept and potential phased development and would then seek further consultancy input and bring back proposals to the Council.

7. Finance Update

- (i) Payments and Invoices. The Clerk proposed authorisation of the following payments:

		VAT
HMRC February	£519.67	
C Hayes Salary December	£692.93	
C Hayes Expenses (zoom)	£11.99	£2.40
C Hayes (Printing)	£44.02	£9.55
Room Hire (including advance to February 2023)	£336.00	
M Bensley (Gateway Sign Artwork)	£300.00	
Total	<u>£1904.61</u>	

These were seconded by **Cllr Turnbull** and unanimously approved.

The Clerk also drew the Council's attention to the following payments agreed during February under para 7 of the Financial Regulations.

J Whiting (Architect) £500 (plus £100 VAT)
J Butler (Gateway Signs) £823.17.

- (ii) The Clerk advised the meeting that the bank balances at the end of February 2022 were;

NatWest Current Account (cash	£	100.00
NatWest Reserve Account	£	70,474.91
Unity Bank Current Account	£	500.03
Unity Bank Instant Access	£	22,454.18
C&C savings account	£	85,077.33
Cash in Hand	£	178,606.45

- (iii) The Accounts for February were presented and agreed.

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Date

8. Planning

- (i) Applications considered in February. **Cllr Sheppard** took the meeting through the following applications:

BH2022/00238 38 Nevill Road Rottingdean Brighton BN2 7HG

Erection of single storey rear extension, extension to existing dormer and installation of additional rooflight and window adjacent to front entrance. 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. The proposal for the construction of a single storey rear extension with an infill to the existing dormer is in keeping with the present building and most importantly the rear line of the extension does not go beyond the line of the neighbouring properties. Also, the proposed rooflight and window adjacent to the front entrance both appear to be reasonable additions to the application. Rottingdean Parish Council did not object to this application.

BH2021/04552 66 High Street Rottingdean Brighton BN2 7HF

Internal alterations to layout of first floor. Rottingdean Parish Council's planning panel considered the documentation related to this application which provides for a new shower room and wardrobe to serve the principal bedroom on the first floor. One existing door set is to be re-sited further along the landing and a set of panelled doors are placed within an existing partition with matching joinery and door details. Having referred to the detailed Heritage Statement we recognised that the proposal is for minor internal alterations to allow for more efficient use of the accommodation and that there are no material alterations to the fabric of the building apart from the insertion of new stud partitioning and the repositioning of an existing door. Rottingdean Parish Council did not object to this application.

**BH2022/00266 St Edmunds Steyning Road Rottingdean Brighton
BN2 7GA**

Replacement of existing conservatory with the erection of two storey and single storey rear extensions with pitched roofs, rear single storey flat roof extension incorporating a roof terrace, revised fenestration and associated works."

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. The proposed construction of a two storey and single storey rear extension incorporating a roof terrace is in keeping with the existing build, is proportionate to the garden space and we recognised that part of the footprint of the extension would be negated by the removal of the existing conservatory.

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Date

However, the overall footprint of the proposed extension extends significantly beyond the rear line of the two adjoining properties and taking into account the proposed terrace we would expect that this is carefully considered particularly in terms of the potential loss of privacy.

9. Advisory Group Meeting Updates

(i) Strategy and Communications

- Permanent Beacon Fixture. **Cllr John (Chair)** advised that she had chaired a meeting attended by Cllr Mary Mears, the Park Ranger and the local branch of the British Legion about a permanent beacon on Beacon Hill. This would be sited in a predesignated place which has been removed from the Higher Level Stewardship Agreement to mitigate the impact on the Nature Reserve and wildlife. The local British Legion branch had agreed to bring forward proposals for consultation and were optimistic that funding could be raised. In the meantime, the British Legion were to work with the Ranger on arrangements for a beacon for this year's Platinum Jubilee celebrations.

The following views were expressed in discussion:

- Obtaining planning permission from the South Downs National Park would not be straightforward.
- The need for a permanent beacon was questionable given the impact in the environment and wildlife.
- A portable beacon should also be investigated

It was agreed that SCAG would discuss the matter further once a proposal had been brought forward and come back to the Council with advice.

b. Section 106 – report from the Local Action Team (LAT) meeting.

Cllr Sheppard advised at the meeting of the LAT on 23 February ideas for Section 106 funding had been put forward from members of the LAT which Debra May, Section 106 Officer at BHCC would now consider. This had included suggestions supported by the Parish Council:

- **Beacon Hill:** Better access from the Car Park and potentially a pond:
- **Tennis Courts:** To ensure that the two tennis courts located in the Recreation Ground are fit for purpose and possible adoption by the Parish Council.

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Date

- **Bowling Club:** Plans put forward by the bowling club providing adaptations that would assist with access from street level to the green.
- **Kipling Gardens:** To improve the overall accessibility of the gardens.
- **Rottingdean Allotments:** A proposal to reclaim disused plots located at the western edge of the allotments adjacent to Beacon Hill.
- **Play and leisure activities:** To consider the possibility of new play and leisure facilities on the open space on St Aubyns Field.

c. Members Workshop. **Cllr John (Chair)** advised that the Clerk would be canvassing availability for a members' workshop in late March to consider progress on projects, business planning, organisation and allocation of resources. **Cllr Lawrence** also suggested the group reflect on village resilience.

d. Air Quality Management Area (AQMA) Cllr Sheppard gave the following update:

- On February 23rd a meeting was held with Cllr Sheppard, Cllr Fishleigh, Cllr Mary Mears and Sam Rouse – BHCC Scientific Officer. The purpose of the meeting was to discuss the reasons for RPC's decision to continue to focus on the data gathered from the diffusion tubes in the High Street rather than investing more time and money on the sensors.
- Before the meeting Sam Rouse clarified that the object of hiring the sensors was to monitor more than one pollutant and achieve hour by hour figures which could be put on a website. There were no baseline measurements using the air quality (AQ) sensors prior to the experimental traffic orders. The indicative AQ sensors were innovative technology that had not previously been trialled in Sussex. The sensor at Dene Mews-RHS provided a longer span of data than expected from 25/11/2019 through to July 2021.
- Diligent data checks and co-location studies showed similar seasonal patterns to other monitors. Also, that there were working challenges and costs in 2020/21 including:
 - the requirement for certified electric connections for AQ sensors
 - the need for site visits during strict work from home periods
 - retention of staff
 - supply of parts, especially semiconductors

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Date

- **Cllr Sheppard** had re-emphasised that as initially planned RPC would aim to publish historical comparative data obtained from the diffusion tubes on the RPC website. It was suggested that this could be done once updated and refined data had been released-
- RPC's AQMA Working Group would meet when this becomes available to consider next steps.

(ii) Built Environment. In addition to the papers circulated **Cllr Sheppard** gave the following update:

- Cllr Sheppard had met with the BHCC Streetlighting Manager and a walkaround took place to check the final phase of the streetlighting works. In addition to the agreed works, and without any extra cost to RPC, two additional replacement columns had been installed. There were two old columns to be removed, the top of a streetlight in Whiteway Lane and a replacement lantern on the building at the bottom of Steyning Road but due to scaffolding this has delayed the installation. The invoice for RPC's payment amounting to £18,204 would be issued shortly.
- The three replacement Rottingdean Gateway signs were now being produced and 50% of the cost has been paid up front and the artist Mick Bensley would shortly be paid for the rights to use his artwork.
- To prevent on-pavement parking and anti-social driving in Newlands Road, suggested new road markings are being considered as a potential TRO. Additionally, BHCC would install white lines in front of two driveways at the southern end of Newlands Road to assist with visibility and to facilitate safe passing.
- At RPC's request, to direct run off rainwater into drains in Whiteway Lane, mud and leaves had been dug back. This to be monitored as silt can reaccumulate.
- The flickering streetlight at the High Street/Marine Drive junction, which RPC reported to BHCC had now been repaired.
- A flickering streetlight on Marine Drive close to Chailey Avenue had been reported for repair.
- On February 9th Cllrs Sheppard and Lawrence attended a further BHCC Active Travel Forum. Presentations were given on pavement licencing and enforcement, the Local Cycling & Walking Wheeling Infrastructure Plan LCWIP, and on rail travel accessibility.
- Following on from ongoing residents' concerns re parking difficulties in the High Street area Cllr Poole had carried out an initial audit. Cllr Poole reported initial figures of available parking and these will be considered further by BEAG.

Signed

Date

- Rottingdean Heritage had requested that a grit bin in Whiteway Lane next to the Grange wall be moved as it was considered a potential security issue, in that previously it had been used by intruders to climb over the wall and cause damage to the flower beds. Cllr Sheppard made a request, but it was not judged by BHCC to be a significant issue but nevertheless would be considered further when the next grit bin review takes place.
- A sunken southern water drain in Newlands Road was reported and had subsequently been repaired.
- Cllr Sheppard met with a local resident who had requested that a dedicated bench in memory of her daughter be located on the lower terraces where there is an available space. The request was submitted to the BHCC dedicated bench team. Unfortunately, this would not be acted on in the short term as there was a waiting list.
- A previously submitted request for a bench on the grass area at the western end of Whiteway Lane had been agreed.
- A request for a dedicated bench in Kipling Gardens had been approved and would be installed within the next few weeks.
- A large pile of soil and concrete which appeared on the grass verge on the Falmer Road opposite Rottingdean Place was referred to Highways and was subsequently removed.
- BEAG will ensure that the bus shelter, demolished by Storm Eunice, located at the western end of West Street car park is rebuilt.
- Rottingdean In Bloom had enquired how they might go about installing hanging basket brackets on four of the new streetlighting columns. Cllr Sheppard referred them to the appropriate officer and discussions are proceeding. The brackets would be painted in the same colour.
- RPC had asked if City Parks could please lay some topsoil on the grass at the bottom of Whiteway Lane which had been damaged caused by a vehicle driving over it. This had been done including laying grass seed.
- A loose cover on a streetlight in Gorham Avenue had been reported to BHCC for repair.
- A request to replace the street sign for Lower Park Crescent which was largely illegible had been submitted to the BHCC street sign team. Confirmation had been received that the sign would be replaced without the house numbers but incorporating a cul-de-sac sign.

(iii) Village Community Cllr **Lawrence** provided the following update:

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Date

- Cllr Lawrence met with Adam of Sussex Trades on Friday the 4th of March and walked around the village confirming the location of each of the noticeboards. Adam was awaiting delivery of the oak posts and would notify Cllr Lawrence when installation would take place. Cllr Sheppard would post an announcement on Rottingdean Chat.
- In light of the pandemic, members of the Group had spoken to a number of people in the community about village resilience. A summary for discussion would be provided for the March Members workshop.
- Members of the Working Group had attended a meeting with other village organisations in late February to discuss events to celebrate the Queen's Platinum Jubilee. It had been agreed to hold a picnic in Kipling Gardens on Sunday the 5th of June starting at mid-day finishing in late afternoon. Entertainment would include games on the village green, organised by Roger of the Lions, with some live music and Morris Dancers.
- Working Group members had held a meeting with Sharon of Artpod, Bernard Turnbull on behalf of Rottingdean Arts, Jonathon Hodgson and Mark and Cllr Lawrence to discuss the arrangements for a children's parade up to Beacon Hill in mid-October to celebrate the birth of Ralph Vaughan Williams. It was agreed that Sharon would contact the local primary schools to establish interest.
- The group had considered a grant application from the Eco Well-being Initiative organisation seeking funds for technology equipment for a drop-in session run from the Whiteway's Centre for people wanting to help people operate their equipment more effectively. The group had a number of concerns about the demand for and the proposed set up of the service and recommended it was not approved. A letter explaining why the grant was not supported would be sent to the applicants.

(iv) Natural Environment **Cllr Turnbull** provided the following update:

- A draft response to the Glover Report and the Government response was in progress to be discussed w/c 21st March by NEAG and then Council by 4th April.
- The Ranger's proposed grazing arrangements on Beacon Hill were to be reviewed just before the start and discussed with the Friends of Beacon Hill.
- A concept for better disabled access to the Nature Reserve had been drafted and will be considered at a site visit in March. This and a proposal for a pond would be submitted to the S106 WG. Consideration was also being given to a S106 bid for fence repair on the southern border the Reserve.

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Date

- The railings around the pond had been robustly repaired by the Highways Department but it was clear that they did not see this as a priority. The Parish Council may therefore need to consider getting the railings in a good state of repair prior to repainting.
- Work to install a paved path around the pond adjacent to the Plough should commence in April.
- Options to increase planting around the Village Pond were being considered and Pete the Pond would be consulted.

The meeting closed at 21.50. The next meeting will on 4 April 2022

Chris Hayes, Parish Clerk

March 2022

Signed

Date