



## Minutes of the Meeting of Rottingdean Parish Council on Monday 5 December 2022

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

Chris Hayes, Parish Clerk (minutes)

Public Gallery: Lynda Hyde, John Bustard, Ken Bodfish, Nigel Smith, Chris Grinsted.

Questions from the Public.

**Ken Bodfish** said he had noticed that the steps linking the St Aubyns campus site to the Twitten were very steep and without a handrail that would make this route unsuitable for people with mobility difficulties. **Cllr Nixon** said he would raise the issue with Fairfax.

**Nigel Smith** advised the meeting that the A259 had been designated part of England's Major Road Network, eligible for funding to reduce carbon emissions, to improve public transport and better to serve as a connection to the national rail and road network. He said the Environment Transport and Sustainability Committee (ETSC) at Brighton and Hove East Sussex County Council (ESCC) were leading a joint study with Brighton & Hove City Council (BHCC) to apply for funds following on from the 17,000 signatory A259 'Big Petition', who were consultees. The group had ensured that the study had evidence about the deterioration in bus and general traffic journeys times since 2010. This had driven traffic into less suitable side roads to such an extent that the A259 now carried less traffic and had explained where the bottlenecks were and what caused them, a prerequisite for tackling them. BHCC had been less forthcoming, possibly because increasing flows back to 2010 levels conflicted with their desire to reduce traffic and had to date shown no interest in answering the key questions needed to tackle delays. Mr Smith said that the group were working separately with some councillors to get them to understand why BHCC would continue to miss its carbon targets so badly and must reduce the congestion that was so profligate with the local carbon footprint and severely degraded local public transport. **Cllr John (Chair)** thanked Mr Smith for the update and said that traffic management was a key concern for the Parish Council and part of the expanded role of the Air Quality Management Group.

Signed

Date

**John Bustard** asked if the Parish Council could press BHCC to resurface the stretch of Falmer Road between Rottingdean Place and Ovingdean Road given the very poor state of repair. **Cllr Cherrie** said that the issue would be taken up with BHCC.

The Clerk said that as Cllr Fishleigh could not attend the meeting, she had asked that the following update be given on her behalf.

- She was liaising with the Bowls Club following the refusal of their planning application for new changing rooms because of the proposed height of the roof that would intrude on nearby properties
- She was attending the South Downs National Park planning meeting that would discuss the proposed redevelopment of the former St Dunstan's Blind Veterans Centre.
- She had contacted the owners of the Queen Victoria public house who were considering the viability of re-opening.

1. Apologies for absence

Ward Cllr Fishleigh

2. Declarations of interest

None

3. Agreement of the minutes of the Parish Council meeting on 7 November 2022. The minutes were agreed subject to correcting of a typing error at the top of page 4 and changing the references to Nitrous Oxide on pages 4 and 5 to Nitrogen Dioxide.

## Matters arising

4. Action Log. No action outstanding.

5. Matters Arising:

- a) Election of Vice-Chair. Cllr John (Chair) asked for nominations. **Cllr Lawrence** nominated Cllr Nixon. This was seconded by **Cllr Turnbull** and unanimously agreed.

Signed

Date

## Finance Update

### 6. Payments and invoices.

a The Clerk proposed the following payments for authorisation

#### VAT

HMRC November	£536.65	
C Hayes Salary November	£ 714.87	
C Hayes Comms (zoom)	£11.99	£2.40
C Hayes (Stationery)	£29.16	£5.83
<b>Total</b>	<b><u>£1292.67</u></b>	

Authorisation was proposed by **Cllr Turnbull** seconded by **Cllr Levins** and agreed unanimously.

#### b. Bank balances

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

NatWest Current Account	£	100.00
NatWest Reserve Account	£	67,777.70
Unity Bank Current Account	£	101.29
Unity Bank Instant Access	£	26,177.06
C&C savings account	£	86,142.91
<b>Cash at Bank</b>	<b>£</b>	<b>180,298.96</b>

**Cllr Turnbull** asked if the amount in the Cambridge and Counties was being reduced below £85,000 so that it would be covered by the Financial Services Compensation Scheme. The Clerk said a transfer from the Unity Trust bank had been requested but that 3 months' notice was required because of the terms of the account.

**The Clerk presented the accounts for November were presented and agreed.**

Signed

Date

7. Budget for 2023/24. The Clerk summarised the key points of the paper circulated proposing the budget for 2023/24 (Appendix A).

- a It was proposed to increase the operational budget from £27,399 to £36,195 to take account of addition costs associated with St Aubyns
- b An increased grants and donation budget of £9000 was proposed given the demand in 2022/23, potential grants requests associated with the Coronation and because of the financial situation
- c The infrastructure budget would be slightly reduced from £8500 to £5500 given the lack of call on the budget in 2022/23 and a number of the items had been moved to the projects budget.
- d A projects budget of £88,000 was proposed to cover:

St Aubyns	£20,000	Basic use investment
Lower High Street Phase 1	£50,000	For Phase 1 design/implementation
Neighbourhood Plan	£1000	Communications
Pond Path	£7000	
Pavement Improvements	<u>£10,000</u>	Scoping/phase 1
	<b>£88,000.00</b>	

The Clerk said he therefore proposed an overall Parish Council budget requirement for 2023/24 of £138,695 compared to the £187,149 provided for 2022/23. The following points were made in discussion:

- **Cllr Nixon** said that the St Aubyns Working Group had recommended that the 2023/24 St Aubyns assets maintenance spend (£8500) was funded from the one-off maintenance lump sum grant paid to RPC on transfer and that this should be shown in the accounts at the appropriate time. The Group also recommended that that the one-off items such as power supply, lighting, security system, fire systems, benches and bins needed to enable the basic use of the assets should be funded from the RPC project reserves where possible. **This was agreed.**
- **Cllr Turnbull** said that he and Cllr Lawrence were to work up proposals for activities to help the community manage energy bills during the winter months and that provision was needed in the budget. It was agreed that proposals should be brought forward for the Council to consider.

Signed

Date

The budget proposals as set out by the Clerk were then proposed by **Cllr Turnbull** seconded by **Cllr Levins** and agreed unanimously.

## Major Projects

8. St Aubyns. In addition to the note circulated **Cllr Nixon** provided the following update:

- Fairfax had agreed the need for railings on the steps to the left-hand side of the Field House subject to heritage approval. Preparation would start when scaffolding around the steps was removed in January 2023.
- A request had been made to BHCC for an update on the Twitten lighting assessment.
- The Chapel refurbishment had been completed except for the replacement of one door which was on order. The Practical Completion certificate would be issued when the north facing external door had been replaced.
- The Pavilion refurbishment had started, and it was hoped to be completed by January 2023.
- The Field specification had been approved by Fairfax.
- Discussions were ongoing with BHCC regarding the principles for a Third Deed of Variation to the section 106 agreement to include RPC in the category of parties exempt from certain developer obligations. RPC had also requested clarification regarding the best approach to planning permission for potential enhancements identified during the consultation process, if needed in the future.
- The cost of setting up a CIO had been reviewed and it was agreed that £10K was at the upper end of expectations but a provision for this amount should be considered given the complexity of the assets, associated legal relationships (Fairfax /BHCC/RPC, etc.) and the fact that RPC is a government body with stringent due diligence requirements.
- An additional activity with associated tasks had been added to the Project plan covering the Transition Preparation in 2023.

**Cllr Levins** asked if the second half of the Twitten was to be resurfaced by Fairfax. **Cllr Nixon** said that Fairfax had already agreed to repair the surface and that he would follow up the matter with them, although this may need to await the outcome of the lighting study which could involved cabling work under the Twitten surface.

Signed

Date

9. Lower High Street. **Cllr Turnbull** provided the following update

- Members of the Working Group had met with Paul Dodd and Olli Davey from Urban Movement (UM) to discuss the next stage of the design work. A further meeting would take place on 10th January to kick off the design work which should be ready for presentation to the February RPC meeting.
- UM are working up proposals to extend the kerb on the east side closest to the A259 junction with a differentiated surface at the threshold and suggestions for street furniture and green infrastructure. The design will include disabled parking and drop off points in response to consultation comments. UM would consider how some seasonal variation could be incorporated into the design to allow access to the businesses during the winter.
- BHCC will hopefully cost the design and incorporate it into their infrastructure development plan.
- The aim was to have an affordable first phase to test out that would not compromise the longer vision for a pedestrian priority area.
- The Working Group were also working closely with Greene King as they develop their plans to upgrade the White Horse.

10. Air Quality Management Area/Traffic Management. **Cllr Poole** provided the following up date

- The planter had been put in place as part of a set of Air Quality Management measures decided by the Environment, Transport and Sustainability Committee (ETSC) and it would be the Committee to decide on its future.
- A formal process had to be followed and evidence-based advice needed to be put before the committee.
- A proposed Parish Council statement was therefore before the meeting to ask the committee to make the yellow hatching close to the junction with A259 permanent and remove the planter for a year to test the positive and negative effects of its removal on air quality.
- The Council were asked to ratify the statement.

The following points were made in discussion.

- **Cllr Levins** said it was important to record that the Parish Council had already drafted this note before the email campaign that had in fact included emails from a number of non-Rottingdean residents.
- **Cllr Lawrence** said that she recognised the safety concerns raised by residents but supported the statement and that it was important that an orderly process was followed.

Signed

Date

The statement was approved by unanimous vote to be forwarded to the joint Parish Council/ BHCC Working Group.

#### 11. Neighbourhood Plan (circulated)

**Cllr John (Chair)** said that the Plan had now reached its final iteration and was ready for submission to BHCC. The Clerk advised that because of the purdah period prior to the Council elections in May 2023 it was unlikely to go before the Tourism, Equalities, Communities & Culture Committee before June next year.

**Cllr John (Chair)** then proposed the following resolution.

***“That the Parish Council approve the Neighbourhood Plan and agree to its submission to Brighton and Hove City Council for consultation as per Regulation 16 of The Neighbourhood Planning (General) Regulations 2012”***

The resolution was seconded by **Cllr Turnbull** and agreed unanimously.

## Planning

#### 12. Applications considered in November (paper circulated). Cllr Poole provided the following information:

**BH2022/03259      St Margaret’s Cottage The Green Rottingdean Brighton  
BN2 7HA**

Roof alterations to include raising of ridge height with rear rooflights, side dormer, side rooflight, hipped roof to existing front dormer, two storey rear extension, single storey side extension, revised fenestration, creation of vehicular access with turntable for car, landscaping alterations and associated works"

Rottingdean Parish Council examined the proposals for a two-storey rear extension, single storey side extension and the creation of vehicular access with turntable for a car at the front of the property. It was noted that Pre-Application advice for the proposal had been sought and the plans reflected the advice that had been given.

Most of the work would be to the rear of the property, but an orangery with glass lantern roof would be on the north side of the house and could be visible from the road. However, it was felt that the high boundary wall fronting the pavement at this point would mitigate any visibility issues.

Signed

Date

Rottingdean Parish Council did not object to the proposals for a two-storey rear extension and a single storey side extension.

The proposal to knock out a section of the flint wall to the left of the front entrance of the house would provide vehicle access and parking in front of the house. Rottingdean Parish Council agreed with the Pre-Application comments that the proposed works would not be in character within this part of the Rottingdean Conservation Area. Whilst the proposed solid timber gates and a rebuilt brick pillar would mitigate this to some extent, there were concerns that a gate high enough to screen a vehicle parked in front of the house and wide enough to allow vehicle access would itself look disproportionate in size and have a negative impact on the street scene.

Rottingdean Parish Council objected to this part of the application which Cllr Poole said had now been withdrawn.

**BH2022/03473 Grass Verge at Bazehill Road Bazehill Road Rottingdean Brighton BN2 7DB**

Installation of 15m high slim-line telecommunications monopole supporting 6no antennas, 1no wraparound equipment cabinet at the base of the monopole, 2no equipment cabinets, 1no electric meter cabinet and ancillary development thereto including 1no GPS module."

Rottingdean Parish Council (RPC) had examined the proposal for the installation of a 15m high slim-line telecommunications mast with 6 antennas, a wraparound equipment cabinet at the base of the mast, plus 3 separate equipment cabinets, to be sited at a location in Bazehill Road on the edge of the Southdown National Park.

RPC was invited to comment on this proposal in the Pre-Application Consultation. The following observation was made:

*" A large area within the centre of Rottingdean village is a protected Conservation Area and the village is surrounded by the South Downs National Park. Rottingdean's heritage should be protected as far as possible, so the height, siting and visual appearance of 5G masts is of vital importance."*

It was noted this was an application from one provider and that separate applications would follow in due course from the three other service providers. Their applications would also be based on topography and existing signal coverage, so there could be four masts planned for this location on Bazehill Road, plus those areas in the village where further masts were required.

RPC recognised the requirement for national 5G coverage but believed that masts should be shared by the four providers, should be shielded, sited where they are least noticeable and where they merged in as far as possible with the existing street scene i.e., next to tall street lighting columns.

Signed

Date



This application was for an unshielded mast that would be between 3 to 7 metres higher than surrounding trees. The location was on the boundary of the SDNP and in an elevated position, so a mast at this point would be highly visible from surrounding areas and would severely detract from the landscape, including the protected area adjacent to it.

Rottingdean Parish Council objected to this application.

**BH2022/03474     36 Gorham Avenue Rottingdean Brighton BN2 7DP**

Erection of single storey first floor rear extension, porch to front and new pitched roof over garage.

Rottingdean Parish Council examined the proposals for a single storey first floor rear extension, porch to front and new pitched roof over garage.

The rear extension was planned as a first-floor extension to existing ground floor rooms and wouldn't increase the footprint of the property. It wouldn't be directly visible from the road and appeared to be proportionate compared with neighbouring properties.

The front porch and new pitched roof over the garage would be visible from the road, but the style and materials planned would be in keeping with other local properties, so it was not considered that this would have a negative impact on the street scene.

Rottingdean Parish Council did not object to the application.

**BH2022/03417     102 Dean Court Road Rottingdean Brighton BN2 7DJ**

Remodelling of dwelling incorporating raised roof ridge height to create an additional floor with habitable rooms in the roofspace, erection of front, side and rear extensions, demolition of existing garage, landscaping and widening of existing crossover.

Rottingdean Parish Council examined the proposals for the remodelling of a bungalow, incorporating a raised roof ridge height to create an additional floor with habitable rooms in the roof space, erection of front, side and rear extensions and the demolition of an existing garage.

The existing footprint of the bungalow was approximately 96 sq/m and the proposals would increase this to 150 sq/m. The gross internal area of the property would increase from approximately 96 sq/m to 273 sq/m as a result of the two additional floors being added. However, the plans showed the new ridge height would be in proportion compared with the houses on either side, so although the finished building would have a much larger internal area than the existing bungalow and a 50 percent bigger footprint, we considered that this would fit in with the existing street scene.

Signed

Date

It was noted that the new building would have some contemporary elements, such as dark grey aluminium window and door frames together with dark grey zinc roof panels. As there are already other properties in Dean Court Road with similar contemporary touches, it was not considered that this would have a negative impact on the street scene.

Rottingdean Parish Council did not object to the application.

**BH2022/03115 54 Nevill Road Rottingdean Brighton BN2 7HG**

Demolition of existing side extension and erection of single storey side and rear extension. Roof alterations including front and rear dormer and front rooflight.

Rottingdean Parish Council considered the documentation relating to this application. We noted that an existing single storey side extension would be demolished, and a larger side and rear extension would be built onto the property. This would be single storey with rooflights and a flat 'green' roof.

From the plans, the proposed extension would not significantly alter the appearance of the front of the property. Whilst it would extend beyond the current building line at the rear of the property, as a single storey extension, this would not appear to impact on privacy or natural light for neighbouring properties.

The planned front and rear dormers in the roof would be constructed with flat roofs and clad with metal panels. It was thought that the resulting look would not be in keeping with nearby properties but, as this property was not within a conservation area, RPC wished only to note this opinion.

Rottingdean Parish Council did not object to the application.

**BH2022/03523 78 Eley Drive Rottingdean Brighton BN2 7FG**

Roof alterations incorporating front and rear hip to gable extensions, side dormer and 2no. side rooflights. Replacement of existing rear conservatory with single storey extension.

Rottingdean Parish Council considered the proposals for a single storey bungalow to undergo roof alterations to convert front and rear hip roofs to gable extensions, plus the addition of a side facing dormer to create two new bedrooms and a bathroom within the enlarged roof space. An existing rear conservatory would be converted into a single storey extension.

The proposals did not increase the footprint of the property and the planned use of fibre cement cladding to the dormers was in keeping with other properties in the area. The addition of a dormer on the south side of the property would not appear to affect privacy or natural light to the neighbour on that side.

Signed

Date

Rottingdean Parish Council did not object to the application.

## Advisory Group Meeting Updates

### 13. SCAG (report circulated) **Cllr John (Chair)** provided the following update

- Vacancy. **Cllr Lawrence** nominated Cllr Turnbull for the vacancy on the Group left by Graham Sheppard's departure. This was seconded by **Cllr Nixon** and agreed unanimously.
- The group recommended a Councillor should lead on communications for the Council that would involve drafting a new styled update for the Rottingdean Village news to include an article by a Councillor each month, managing social media updates and ensuring the website news was up to date. **Cllr Fox** agreed to take on this role and liaise with the Clerk.
- The group had agreed that Cllr Poole would lead on the work on Air Quality Management.

### 14. VCAG Cllr Lawrence provided the following update:

- The meeting organised in conjunction with St Margaret's Church on the 15th of November to discuss concerns about the rising costs of fuel bills had gone well, with three speakers all dealing with different topics and ideas. The group were considering what further help and advice might be provided including a leaflet with energy saving advice for residents.
- The Christmas tree was up on The Green.
- The Parish Council had entered a Christmas tree in St Margaret's Church tree Festival that had been a success.
- A meeting was planned with the BHCC Resilience Team to discuss RPC resilience arrangements.
- Cllr Lawrence and Cllr Nixon had attended a meeting of the Local Action Team at which both local Police Community Safety Officers were present. The meeting discussed refocussing its future role on residents' safety and security concerns and agreed to amalgamate the Rottingdean, Ovingdean and Saltdean teams.

### 15. NEAG **Cllr Turnbull** provided the following update

- The Group had decided to await an approach from the Rottingdean Branch of the Royal British Legion for a beacon on Beacon hill before considering the matter further.

Signed

Date

- It had been hoped that funds to improve disabled access to Beacon Hill could be available from a construction infrastructure levy (CIL) for which bids were being sought by South Downs National Park. However, BHCC had decided that this should be included in the S106 fund bidding process already underway.
- PARC were considering extending the children's reading area at the Undercliff
- No response had been received to the letter sent to the BHCC Seafront Manager setting out safety concerns about the cliff face at Rottingdean Beach. Cllr Fishleigh had agreed to take up the matter.
- Efforts were being made to obtain a price for the placing of large Sarsen stones on the grass verge on Sheep's Walk to prevent parking.
- Further quotes were being obtained for the extension of the path around the pond on the western edge adjacent to the Plough Inn.
- The group were taking forward a request by a resident to get Rottingdean Beach designated bathing water status.

16. BEAG (report circulated) in addition to the report circulated **Cllr Cherrie** provided the following update.

- The group had discussed the possibility of meeting monthly at the Grange Library, in a room which the RPC would not be charged for. However, it came to light the room under discussion may be used for another purpose in the near future, so that idea was put on hold. Cllr Poole will re-visit this in the spring of 2023. In the meantime, Cllr Cherrie will arrange dates for meetings in the New Year and contact the Parish Clerk with a view to booking the Round Room at the Whiteway Centre.
- Two separate requests for memorial benches in the village that had now been pending for some time were being pursued by Cllr Poole.
- The group also agreed to develop a proposal for RPC to take control of all dedicated bench requests and subsequent process.
- The dispute between Tesco and local residents was ongoing. However, it was felt the RPC had gone as far as it could with this, and it was now a matter for BHCC's attention.
- The wall around the West Street carpark had deteriorated. Cllr Cherrie had contacted BHCC and although a start date for the work was not available, BHCC had agreed to fit Heras fencing to protect the integrity of the wall.
- The group had concluded that Jubilee Square would provide a more suitable location for a new bike rack rather than The Green suggested by BHCC. BHCC had agreed with this proposal and would be liaising with Royal Mail and others before consulting with RPC again.
- Three separate defective lampposts had been reported to BHCC along with a defective street sign on the junction of Northfield Rise and Dean Court Road.
- A resident had raised a concern about an obscured streetlight on The Green near Dean Court Road. Overhanging trees around the lamp had now been trimmed back.

Signed

Date

- A resident had complained about horse manure on a footpath and the general un-swept condition of footpaths on Falmer Road. On a cursory inspection, the pathway was clear; it will continue to be monitored, and if any further issues arose the Group would approach Full Council about writing to local stables to remind them of their responsibilities. in the meantime, Cllr Cherrie had written to Cityclean requesting an overview of the street sweeping regime for the entire village.

**The meeting closed at 21.08 the next meeting will be on 9 January 2023**

Signed

Date