



Minutes of the Meeting of Rottingdean Parish Council at 7.30 pm on Monday 7 August 2023 at the Whiteway Centre

Present: Cllr Nixon (Chair), Cllr Lawrence, Cllr Turnbull, Cllr Levins, Cllr Cherrie.
C Hayes, Parish Clerk (minutes)

Public Gallery; Ward Cllr Earthey, Ward Cllr Fishleigh, Brian Webb, Mrs Webb, Rosie Daley, Janice Mead, Ashling Coackly-Burns, Collette Sarah, Maywood, Roddy Barns, Mrs Barns, May Deacon.

Questions from the Public:

Rose Daley and Janice Mead asked what the plans were for the future use of the Chapel and reported that the boarding had fallen from one of the Chapel windows. **Cllr Nixon, Chair** said he would follow up the window boarding and explained that the Council were working on a transition plan for when the Parish took ownership of the Chapel in March 2024. He said that initially only the basic enhancements would be made to the Chapel, the Field and Pavilion to allow some basic Community use. **Cllr Nixon** also offered to speak to the St Aubyns residents more widely about the St Aubyns project after the meeting.

Sarah Maywood asked for advice about an overgrown sycamore tree at the rear of the former tea house at the top of the High Street which was now tapping on a property window in St Aubyns Mead. **Cllr Turnbull** advised Ms Maywood to initially contact the owner of the property to ask if they would cut back the tree and then contact Brighton and Hove City Council (BHCC) if this did not resolve the matter.

May Deacon and Mrs and Mrs Webb asked what could be done to establish responsibility for repair the pavement outside their properties on Marine Drive which they had contacted BHCC about but had not had a response. **Cllr Cherrie** said there remained some confusion within BHCC about ownership and responsibility for the pavement and its repair and agreed to write further to the City Council.

Action Cllr Cherrie to write to BHCC to attempt to get clarity of responsibility for the repair of the pavement outside properties near the A259 lower high street junction.

Ward Cllr Fishleigh advised the meeting that she was following up two issues:

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- Complaints about the gravel drive outside Field House that was spilling out on the adjoining pavement, and which was not suitable for people with mobility issues.
- The move to electronic only payment for parking in the Village where she understood that the owners Handy Hardware had agreed to host a Paypoint machine where car parking fees could be paid.

Ward Cllr Earthy reported on his campaign to make the undercliff safer for pedestrians by promoting responsible cycling.

- He had asked question at the Transport and Sustainability Committee.
- He was arranging a walk along the undercliff with interested parties to survey current signage and notices.
- The sessions on responsible cycling, run by PCSO Harry Scott, were continuing
- He was considering what further steps might be taken, for example, raising a petition

Cllr Turnbull advised the meeting that he had met with Cllr Earthy to discuss Parish Council support for the issue that he would cover in his report back from the Natural Environment working group. **Cllr Cherrie** said that the undercliff would be included in the emerging traffic management strategy being developed by BEAG that would shortly be circulated to Councillors.

1. **Apologies for absence**

Cllr Poole

2. **Declarations of interest**

None

3. **Agreement of the minutes of the meeting on 3 July.** The minutes were agreed and signed by the Chair

4. **Matters Arising**

None

5. **Action Log** – The outstanding actions were updated as follows.

- i. 0702: BEAG to write to BHCC about a need for a crossing following an accident on Falmer Road opposite Longhill School
- ii. 0703 Cllr Turnbull had contacted Rob Walker at BHCC about the unmown grass at 'The Park' in Rottingdean and learned that while licensing issues are being resolve with the main contractor, a secondary contractor was compiling a list of priority areas that he was to obtain a copy.

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- iii. 0706; Advisory Groups had begun work on compiling a list of their priorities
- iv. 0707: The Chair had written twice to Simon Barrett about progress on S106 projects but has not had a response. The Clerk was to follow up.

Action. the Clerk to chase up the response from Simon Barrett in the S106 Projects

6. Finance Update

- i. Payments and invoices. The Clerk asked for authorisation for the following payments:

		VAT
HMRC June	£531.85	
C Hayes Salary June	£ 709.80	
C Hayes Comms (zoom)	£12.99	£2.60
C Hayes (Phone)	£20	
Village Fair Posters	£32.25	£6.45
Room Hire	£80.00	
Total	<u>£1386.89</u>	

Authorisation was proposed by Cllr Turnbull, seconded by Cllr Levins and agreed by unanimous vote.

- ii. The accounts for July were presented and approved.
- iii. Bank balances. The Clerk advised that the bank balances at the end of July were:

Unity Trust Bank Current Account	£	102.67
Unity Trust Bank Instant Access	£	55,749.37
C&C savings account	£	84,957.75
Cash at Bank	£	140,809.79

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Major Projects

7. St Aubyns In addition to the note circulated, **Cllr Nixon (Chair)** provided the following update:
 - The Twitten lighting project had been handed over to BEAG to kick off the fund identification phase.
 - A meeting between Fairfax and Denes Mews residents took place on July 25th to discuss potential solutions to improve privacy. Fairfax were considering the costs and whether they would contribute financially.
 - Wording is being finalised with the legal teams on the third Deed of Variation that will include RPC in the list of parties exempt from certain Developer obligations.
 - The working group would now focus on the Artistic Component and the Transition Management organisation.
 - A meeting was held with BHCC Public Art manager to discuss the development of the Artistic component, funded by a developer contribution of £54,000 as part of the planning consent, and to be placed on the Field. The public art manager shared advice and experience about the brief/process. Sue John, the former Parish Council Chair, was assisting with this work and was to present the findings at the next Working Group meeting.
8. Air Quality Management Area. In Cllr Poole's absence **Cllr Nixon (Chair)** said that a meeting of the joint RPC/BHCC working group was to be arranged to discuss the next steps.
9. Park Road Toilets. The Clerk provided the following update:
 - Following delays due to Covid 19 restrictions, consequent material supply delays and unforeseen structural repairs, the refurbishment had now been completed to a high standard.
 - He and Cllr Nixon (Chair) had attended a handover meeting with BHCC and the Contractor on site on 9th August.
 - To ensure accessibility for all and with limited space available, the design was now configured as an all-gender facility. This had enabled the incorporation of an accessible toilet and entrance ramp.
 - At the time of the visit a few adjustments were required, including ensuring the entrance door could be locked open, but it was hoped that the toilets would re-open within the next week.
 - Once the date of re-opening was confirmed, the Clerk would post a notice on the website and social media.
10. Lower High Street. **Cllr Turnbull** provided the following update:

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- The proposals for the lower high street to become a pedestrian priority area with the potential for outdoor dining had been revised following the initial consultation
- A new concept design for a first phase of the work had been developed by Urban Movement UM (an urban design consultancy), which incorporated disabled parking, drop-off points and proposals for seasonal traffic restrictions. Costings of the design were still awaited from BHCC.
- UM now wished to close this phase of the project as no time scale for the delivery of the costings had been provided by BHCC.

Cllr Nixon said that this might be an issue to take up with BHCC at a more senior level and suggested the Clerk include this with other matters RPC wished to speak to BHCC on at a senior level.

Action Clerk to include the Lower High Street project with other strategic issues that needed to be progressed with BHCC and press for meeting at a senior level.

Planning

11. Applications Received in July – In addition to the paper circulated (Annex A) **Cllr Lawrence** provided the following update:

- The Bowling Club application BH2023/00157 related to planning permission submitted earlier in the year; it was seeking to vary conditions set down on the earlier planning permission by Brighton and Hove City council. Some of these related to noise from indoor players, heating pumps, outdoor playing after 8pm, hand dryers etc. The planning application had generated some controversy and the latest one had attracted 10 comments to date. The Parish Council received a direct approach about parking on the upper green adjacent to the Falmer Road the architect advised the following, that he planning application for the refurbished clubhouse and new changing rooms did not include issues relating to parking. We agreed with Graham Shepherd, previously of the parish council, that bowling club parking on the green would remain to be informal as it had in the past. This was at the time when the parish council installed the timber bollards along the edge of the green. The Parish Council noted that the Bowling Club is a highly valued facility located with the conservation area and sincerely hopes that club members and residents can resolve their differences over the planning application.
- Two objections have been made by neighbours about the plans to build a rear extension and create a bedroom door onto the roof of the balcony at 39 Chailey Avenue. The plans made no reference to a roof terrace or a door opening onto it, in fact the plans referred to an extended window which goes down to the floor rather than a door. It was therefore difficult to find evidence which supported these objections

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Advisory Group Meeting Updates

12. **Strategy and Communications.** In addition to the paper circulated Cllr Nixon (Chair) provided the following update:

- The group discussed a problem of replacing a dedicated bench recently removed by BHCC from Kipling Gardens given the fact that the dedicated bench service at BHCC has been temporary suspended while they work through the backlog. Although the prospect of RPC taking over the service for Rottingdean had been discussed, this was not recommended given the administrative burden that this would impose. The situation would however be reviewed in the Autumn. In the meantime, the Kipling Gardens gardener had managed to replace the bench.
- The Clerk advised the meeting that the Neighbourhood Plan was now going through examination by an independent examiner who had raised some initial questions to RPC and BHCC. A proposed RPC response had been circulated which would form part of the composite response to be sent to the examiner by 18 August. The draft response was agreed.
- Prompted by the discovery of a proposed 'Secret Mayhem' event at Balscomb Farm the Clerk had ascertained that Temporary Event Notices are not normally circulated as only the police and environment health department can object. In the end the Police objected to this event, and it did not take place.
- The group were recommending that the Co-Option exercise be extended to 30 September to ensure a good number of applicants. This was agreed.
- The group had discussed how successful the Village Fair had been despite the weather and the fact that the RPC stall was well attended with much interest shown in St Aubyns and the lower High Street project. **Cllr Nixon (Chair)** wanted to formally record thanks on behalf of the Parish Council to the organisers who had rapidly and effectively re-organised the event across three venues at very short notice.

13. **Village and Community.** The group had not met during July

14. **Natural Environment.** Cllr Turnbull provided the following update.

- An email seeking the support of the Parish Council in obtaining bathing water status for the beach at Rottingdean had been received some time ago. The matter had been considered at the time but considered too onerous for the Parish Council to take on. Now a group of interested parties had formed the 'Friends of Rottingdean Shoreline' and were anxious to take the application forward. The group also wanted to change visitor's behaviour when visiting the beach to reduce the amount of litter and nuisance from barbeques. Cllr Turnbull had met with the group to discuss how the Parish Council might assist with their plans.

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Cllr Nixon (Chair) suggested Cllr Turnbull provide a note of the plans of the Friends of Rottingdean Shoreline for the Strategy and Communications advisory group to consider.

Action Cllr Turnbull to provide a note of the plans of the Friends of Rottingdean Shoreline for the Strategy and Communications advisory group to consider,

- Follow a meeting with Cllr Earthy, to discuss pedestrian safety on the undercliff Cllr Turnbull had assembled some examples of safety schemes and guidance to support the initiative. He had also ensured the Rottingdean Gap would be included in the initiative as there was no signage on the slope to Rottingdean beach. The question of enforcement had arisen and in this context the status of the undercliff as a highway needed to be established as conflicting advice had been received. Cllr Turnbull would continue to liaise with Cllr Earthy on behalf of the Council

Action: Clerk to investigate if the Undercliff is classed a Highway.

15. **Built Environment. Cllr Cherrie** provided the following update:

- An overview of how the BEAG could fulfil the requirements in contributing to the Parish Council's drive to construct a strategic and cohesive approach to the Council's work was discussed. This was identified as being a more holistic approach to the general traffic and transport issues affecting the village. Further meetings will be held to drill into the detail, hopefully with BHCC support.
- The West Street carpark wall work was due to commence. The Clerk confirmed that a communication had been posted on the website and social media.
- The bus stop in Cranleigh Avenue now had a proper tarmacked boarding & alighting area as opposed to the previous slippery grass verge.
- A complaint about parking on the grass verge at the Bowling Club was discussed. This the complaint, related to a planning application that was being dealt with by the planning consultative panel.

The meeting closed at 21.10. The next meeting is on 4th September

Chris Hayes, Parish Clerk

July 2023

Signed

Date

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Planning Applications Considered in July

BH2023/01745 10 Wilkinson Close Brighton BN2 7EG

Erection of rear conservatory to replace existing and new open side porch, conversion of part of garage into utility room, insertion of new rooflights and revised fenestration.

Rottingdean Parish Council examined these proposals and noted that they replaced a previously approved application for a two-storey side extension and additional first floor side extension (BH2022/03649). This application is on a much smaller scale and, externally, has minimal visual impact, consisting of a new open side porch and two new rooflights. It is not considered that this has a negative impact on the street scene or neighbouring properties.

Rottingdean Parish Council did not object to this application.

BH2023/00486 114 High Street Rottingdean Brighton BN2 7HF

Removal of rear balcony, insertion of rooflights, insertion of rear dormer window and replacement front windows with double glazed timber sash windows (Amended description). Removal of rear balcony, insertion of rooflights, insertion of rear dormer window and replacement front windows with double glazed timber sash windows (Amended description).

Rottingdean Parish Council had previously considered the planning application for this property which is within the Rottingdean Conservation Area. The description of the work now includes replacement front windows with double glazed timber sash windows to match the existing. Our previous comments (below) still apply.

“Pre-planning advice has been taken account of and the rear dormer would now have a flat roof to reduce its visual prominence. Also, the original plan for side dormers has been amended to conservation style roof windows and these would again reduce visual dominance. It is not considered that the proposed changes would be detrimental to the overall street scene”.

Rottingdean Parish Council did not object to this application.

BH2023/01777 9 Cranleigh Avenue Rottingdean Brighton BN2 7GT

Erection of part one part two storey rear extension with rear roof terrace, revised fenestration, alterations to boundary wall to create crossover and parking area with any associated works.

It was noted that at the time of visiting and writing that five neighbours had objected to this planning application, the common themes of these objections are over development and a planned roof terrace. The block plan indicates that back of the extension ends at the same point as the adjacent properties, but it looked as though the new development may overshadow neighbouring properties at first floor level it was difficult to tell. With regards to the roof terrace, it was noted that number 17 Cranleigh Ave has built a large roof terrace which overlooks much the same set of properties as the one in the planning application. Our view was that BHCC planning team would assess whether the plans meet or exceed building regulations, and the Parish Council did not object to this application.

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BH2023/01903 43 Rowan Way Rottingdean Brighton BN2 7FP

Roof alterations to create an additional storey including raising the roof ridge height, installation of rear dormer and 8no front rooflights, new window to front gable end, render to elevations and associated

Whilst this is a significant extension to a bungalow - involving the addition of a complete upper storey, as it is a detached property in a street of mixed styles and so the Parish Council did not object to this development.

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