



Minutes of the Meeting of Rottingdean Parish Council on Monday 4th December 2023

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

Public Gallery; John Bryant, Mike Haggar, Ward Cllr Earthy, Ward Cllr Fishleigh.

Questions from the public

John Bryant said he wanted to express his support for the Speedwatch team's grant application for a more up to date speed gun. Mr Bryant explained that the new equipment requested was multi-directional and able to differentiate between vehicles travelling in different directions providing more accurate and reliable measurement. He said the speedwatch team's work was welcomed by residents and was an effective speeding deterrent. **Cllr Lawrence** said the application was on the agenda for discussion.

Mike Haggar asked when the Section 106 funds would be made available to the projects forwarded from Rottingdean. He was particularly concerned about the delays in getting the funds for the Kipling Gardens project that was waiting an assessment by Brighton and Hove City Council. **Cllr Nixon (Chair)** said the release of S106 funds was a priority for the Parish Council and that he had attended a meeting that day, organised by Ward Cllr Fishleigh, with the head of the S106 team at BHCC who had agreed to provide a link with the work of the teams in BHCC responsible for distributing the funds that was now underway.

Ward Cllr Earthy said that he had received concerns from residents about loss of parking spaces as a result of proposals to improve visibility near junctions. He wanted to ensure that the message was clear that this was not the intention and that the changes were being made to improve road safety. **Cllr Cherrie** said the notice explaining the proposed changes to yellow lines at the junction of Steyning Road and Nicholson Place had been posted on social media had not received any negative feedback so far.

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Ward Cllr Fishleigh said that having campaigned to successfully get Falmer Road resurfaced up to the approach to the Village, she now wanted to find a way get the rest of the road through the Village resurfaced. She suggested that the Parish Council could get a quote for the work from a private contractor and write directly to the Department of Transport to enquire if any central funding was available. Cllr Cherrie agreed to assess the feasibility of an approach to the Department of Transport.

Action: Cllr Cherrie to consider getting a quote for road resurfacing work in the Village and an approach to the Department of Transport to assist in funding.

1) **Apologies for absence**

Apologies had been received from Cllr Poole

2) **Declarations of interest**

None were declared. **Cllr Turnbull** said he wanted to advise the meeting that due to a number of other commitments he intended to stand down as a Councillor from the end of March 2024 and in the interim immediately step down as Deputy Responsible Finance Officer. **Cllr Nixon (Chair)** said there would be an opportunity to celebrate Cllr Turnbull's significant contribution to the work of the Council in the remainder of his term but wanted to put on record the thanks of the Council for Cllr Turnbull's commitment in supporting the Council and residents over the last few years, that would be sorely missed

3) **Agreement of the minutes of the meeting on 4th December.**

The minutes were agreed and signed by the Chair

4) **Matters Arising**

None

5) **Action Log.** The Parish Clerk provided the following update:

- a) 0706. Each advisory group to prepare a list of their priorities for discussion at the next Council meeting. This will be discussed at the January workshop. Closed
- b) 1001. Cllr Cherrie to write to BHCC to follow up the issues of responsibility for the repair of the pavement outside properties near the A259 and lower high street junction. **Cllr Cherrie** said he had contacted BHCC several times, but they had not taken up the matter because ownership of the properties and adjacent pavement remained unclear and the fact that the

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extent of the damage did not meet their minimum requirement for repair. It was agreed that the matter should therefore be closed. Closed

- c) Cllr Turnbull to obtain stone samples for the new pond path and organise a visit to the site. **Cllr Turnbull** said he was still trying to find samples of the preferred type of stone. Carried forward
- d) BEAG to contact BHCC about returning the bins on Park Road back to their position at the side of the toilet building. The public waste bins had been returned to their original location. Closed
- e) Cllr Poole to ask BHCC for an update on a date for a meeting of the joint Parish Council/BHCC Air Quality Management Area working group. Carried forward
- f) Cllr Lawrence to produce a proposal for a ‘Meet Your Councillors’ event for consideration. To be discussed on the agenda. Closed
- g) The Clerk to circulate the Instagram account content governance proposal. The proposal was circulated on 13 November. Closed
- h) BEAG to report back on the notification to BHCC of a resident slipping on the brick pavement. This had been reported to BHCC who were looking at the matter. Closed

6) **Finance Update**

- a) Payments and invoices. The Clerk asked for authorisation for payment of the following invoices

HMRC November	£649.59	
C Hayes Salary November (16 additional hours)	£ 840.60	
C Hayes Comms (zoom)	£12.99	£2.60
Rottingdean Village News (one page co-option advert balance due)	£10.00	
Room Hire	£78.00	
St Aubyns (3 rd Deed of Variation legal fees)	£1000.00	
Total	£2591.18	

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Cllr Nixon (Chair) advised the meeting that the Section 106 3rd deed of variation had been requested by the Parish Council following legal advice that without it the Parish Council could be liable for a number of developer obligations. It had been hoped that Fairfax would pay half of the BHCC legal costs with the Parish Council paying the balance. However, Fairfax have agreed to pay their costs but were unwilling to make a contribution to the BHCC costs as the requested change is to the benefit of RPC. Further legal advice had suggested that the Parish Council should pay all of the BHCC costs. ~~The working group~~ SCAG had considered the matter and recommended that the costs be paid. This was agreed by the meeting.

Authorisation of the payments set out above was proposed by Cllr Levins, seconded by Cllr Turnbull and agreed by unanimous vote.

- b) **Bank balances** The Parish Clerk advised the meeting that the bank balances at the end of November were:

Unity Trust Bank Current Account	£	103.37
Unity Trust Bank Instant Access	£	43,768.19
C&C savings account	£	86,186.70
Cash at Bank	£	130,058.26

- c) November Accounts. The accounts were presented and agreed.
- d) Budget 2024/25. The Parish Clerk provide the following summary of the budget paper previously circulated (Appendix A)
- i) The paper provided proposals for allocation of budget for expected expenditure in 2024/25. Project budgets were to be further refined at the January workshop which would also consider how the surplus might be allocated. The finalised budget and precept would then be agreed in February.
 - ii) It was estimated that the Parish Council would have spent £96,000 by the end of March 2024, leaving a bank balance of £107,000 which, with estimated income, including an unchanged precept, would leave £182,000 available for 2024/25.
 - iii) The paper proposed:
 - (1) An increase in the operational budget from £36,195 to £42 900 to reflect the transfer of St Aubyns and consequent maintenance costs of £14,000, and other minor increases, for example, in the cost of the Village Pond maintenance. The Clerk reminded the meeting that costs of St Aubyns maintenance would be met from the one-off developer lump sum payment of £350,000 for maintenance costs.

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- (2) A reduction in the grants budget from £9000 to £7500 and the infrastructure budget from £5000 to £2700 based on last year's expenditure and recent trends.
- (3) Following discussion with lead Councillors, the paper proposed carrying forward £50,000 for phase 1 of the Lower High Street project, and £10,000 for pavement improvement and £16,500 for St Aubyns to bring the buildings and Field up to basic community use proposals agreed at the October Council meeting. This would provide a total project budget of £76,500 as detailed in the paper.
- iv) The total budget for 2024/25 would therefore amount to £129,600 which when deducted from the £182,000 estimated to be available in 2024/25 would provide an estimated surplus of £52,000.
- v) The allocation of the surplus and final budget would be agreed at the January workshop and inform a decision on the level of the 2024/25 precept in February.

The following points were made in discussion.

- **Cllr Turnbull** noted that VAT had not been included in the calculations. The Clerk explained that this was because VAT paid was not always reclaimed in the same tax year, so it had been emitted from the figures for clarity.
- **Cllr Nixon (Chair)** said that a key aim for the January workshop would be to examine priorities and, in an environment where BHCC had very limited funds, to direct spend where it could bring the most benefit to the residents.
- **Cllr Turnbull** asked if that meant that the £129,600 budget may change. **Cllr Nixon (Chair)** said he would not expect the allocation to budgets other than the projects budget to change, but that a re-examination of project spend and allocation of the surplus could result in a higher overall budget.

The Clerk asked for the Council's agreement to the proposed budget allocation for expected expenditure set out in the paper and detailed in Annex A. The budget allocation for 2024/25 proposed in the paper was agreed by the Council subject to further discussions at the January workshop.

Major Projects

7) St Aubyns **Cllr Nixon (Chair)** provided the following update.

- Residents of Field House had reported that an agreement had been reached with Fairfax to screen the gravel at the entrance to the property to a more uniform size. The overspill onto the public pavement would be monitored before any solution was agreed about how this might be managed.
- A meeting with the BHCC parking design team took place on Thursday 9th November to confirm a solution to improve visibility for cars exiting Vaughan Williams Way. A visit also took place to view the visibility issues raised by Nicholson Place residents.

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- A draft proposal for the St Aubyns interim organisation to manage the assets was agreed by the strategy and communications advisory group (SCAG) and had been circulated for comment.
- A fine-tuned Artist's Brief had been circulated to Councillors. There were no fundamental changes to the previous agreed version but, in addition to setting out the themes, the full brief included guidance on constraints such as, plans for a community orchard in part of the Field and that any installation should keep the area around the Pavilion, water fountain and war memorial clear.
- Dates had been set for the Artist Selection Panel (15th December) and, following community consultation the Final Art will be selected on 17th January. The Panel would include two RPC representatives, a Ward Councillor, a BHCC Public Art Department manager, Fairfax and former Council Chair, Sue John, as project Lead. Shortlisted artists' concepts would be displayed in the Chapel on 13th and 14th of January.

The following points were made in discussion.

- **Cllr Turnbull** said he would like to see the roles of individual members of the proposed St Aubyns advisory group made clear to avoid confusion. **Cllr Nixon (Chair)** agreed to incorporate this and circulate a further draft for agreement at the next Council meeting.
- Cllr Nixon (Chair) suggested that the fact that there was no water or power available on the Field needed to be made clear in the brief. Councillors decided not to change the brief as this was implicit if not explicit in the existing constraints.
- It would be important to check that adequate lighting and heating could be provided for the display of shortlisted artists' concepts.
- **Cllr Levins** asked if Fairfax were going to resurface the north end of the Twitten that was currently treacherous. **Cllr Nixon (Chair)** said they were not under an obligation to do so but had agreed to make good any damage and that he would raise the matter with them.
- **Cllr Turnbull** expressed concern that the seeding of the Field may be delayed thus not allowing time for the two grass cuts prior to handover. **Cllr Nixon (Chair)** said that a timetable for the field landscaping had been received which allowed adequate time for seeding and cutting, but agreed that progress should be monitored.

8) Air Quality Management Area. No update.

9) Neighbourhood Plan. The Clerk provided the following update:

- The changes recommended by the examiner and agreed at the November Council meeting had been incorporated into the Plan that was circulated to Councillors on 28 November

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- Arrangements had been made for the Plan to go forward to the Culture, Heritage, Sport, and Economic Development Committee on 8 the December and then the full Brighton and Hove City Council (BHCC) on 14 December
- Should the plan be approved, BHCC would set up a village referendum on the Plan in the early part of 2024. The precise timing was yet to be determined.

Cllr Nixon (Chair) said that the minutes should record the Council's thanks to the Clerk for his work on the plan and also to former Council Chairs, Sue John and Bob Webzell and former Cllrs Heather Butler and John Bryant who had developed the plan over a number of years. The Council then approved the Plan.

Planning

- 10) Applications considered November. **Cllr Lawrence** advised the meeting that two applications were received in November.

BH2023/02996 Green Shutters Steyning Road Rottingdean Brighton BN2 GA
Erection of raised rear patio with steps to garden (retrospective). The Parish Council did not object to this application

BH2023/03023 4 New Barn Road Rottingdean Brighton BN2 7FN. Erection of part single storey, part two storey rear extension. Cllr Lawrence and Cllr Poole were to visit the site later in the week.

Advisory Group Meeting Updates

11) Strategy and Communications

- Meet Your Councillors Event. **Cllr Lawrence** advised that she had circulated a poster advertising the event on 8th January for the Village notice boards and to be posted on social media. The aim was to encourage residents to come forward with ideas for the Council to consider and to use the opportunity to encourage people with an interest in supporting the village to become a Councillor. **Cllr Lawrence** suggested that light refreshments would be provided. **Cllr Nixon (Chair)** said residents who had informally expressed an interest in becoming a Councillors should be invited to the event.
- January Workshop. **Cllr Nixon (Chair)** advised the meeting that an agenda had been circulated that included a proforma for advisory group chairs to complete on key priorities for their groups. The overall aim of the workshop would be to develop projects and initiatives that would provide tangible benefits for residents every few months. **Cllr Turnbull** volunteered to provide some sandwiches for the event.

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- **The Clerk** advised the meeting that the review of the Parish Council risk register had been completed and the register signed off by the Chair and Vice Chair.

12) **Village and Community. Cllr Lawrence** provided the following update

- A grant application had been received from the Speedwatch Team for a more sophisticated speed gun to provide more accurate and reliable readings. A similar application had been received earlier in the year and had been declined as it was thought that a static speed camera might be a better investment. However, the Police had advised that speeding in Rottingdean wasn't a serious enough to warrant a speed camera and so it was recommended that the Council approve the application. Approval was proposed by Cllr Levins seconded by Cllr Lawrence and approved by unanimous vote.
- The Village Christmas tree would be put in place on the village green on 7th December
- A meeting of the Rottingdean Forum was being arranged in January to consider village events over the coming year. Cllr Lawrence was to attend and would encourage organisations to come forward with grant applications where appropriate

13) **Natural Environment. Cllr Turnbull** provided the following update

- **Cllr Turnbull** had attended the Local Action Team meeting where it was confirmed by the Police and Community Support Officer that Rottingdean remained a low crime area. The group had debated the problem of acquisition and storage of equipment to support young people and had agreed to form a management group to look at the issue.
- The application for bathing water status designation for Rottingdean beach put forward by the Friends of Rottingdean Coast and Environment and supported by Ward Cllr Earthey and Cllr Turnbull, had been successful and would take effect from May.
- Cllr Turnbull was to speak to the resident who had asked that large stones to prevent parking be placed on both side of the road on Sheep Walk.
- **Cllr Nixon (Chair)** noted that cliff face repair work was taking place in Ovingdean and wanted to be reassured that this would continue into the Rottingdean cliff face that had been reported to BHCC several times. **Cllr Turnbull** said he thought repairs had already taken place. **Cllr Nixon** said he would take a look.

14) **Built Environment. Cllr Cherrie** provided the following update.

- Greene King were to meet with BHCC to discuss Greene King's offer to renovate both the bus and old tram shelter outside the White Horse in return for permission to place advertising on the shelters. **Cllr Cherrie** thanked Ward Cllr Fishleigh for her work in organising the meeting.
- The proposal to change the position of yellow lines at the junction of Nicholson Place and Steyning Road to improve visibility for cars exiting Nicholson Place had been

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posted on the Parish Website and social media. In addition, yellow lines were to be placed at the corners of the junction of Vaughan Willaims Way and Newlands Road to improve safety.

- **Cllr Turnbull** said concerns had been expressed to him by local traders about the number of parking spaces being lost because of the repair work on
- the West Street car park. He had spoken to the contractors who had agreed to remove some of the spoil to free up more spaces.

In closing the meeting **Cllr Nixon (Chair)** said that the early months of the New Year were shaping up to be a very busy period for the Council, with the workshop, referendum and work on the artistic brief and that capacity would need to be reviewed.

The meeting closed at 21.26. The next meeting is on Monday 8th January 2024.

Chris Hayes, Parish Clerk

November 2023

Signed

Date

Rottingdean Parish Council – Proposed Budget Allocation 2024/25**Author: Chris Hayes, Responsible Finance Officer****December 2023****Summary**

Expenditure has risen over the last three years, mainly driven by spending on major projects. I estimate that at the 2023/24 year-end the Parish will have spent around £96,000. This will leave a bank balance of just over £107,000 that, with estimated income and the precept, if unchanged, would provide an estimated £182,000 for 2024/25

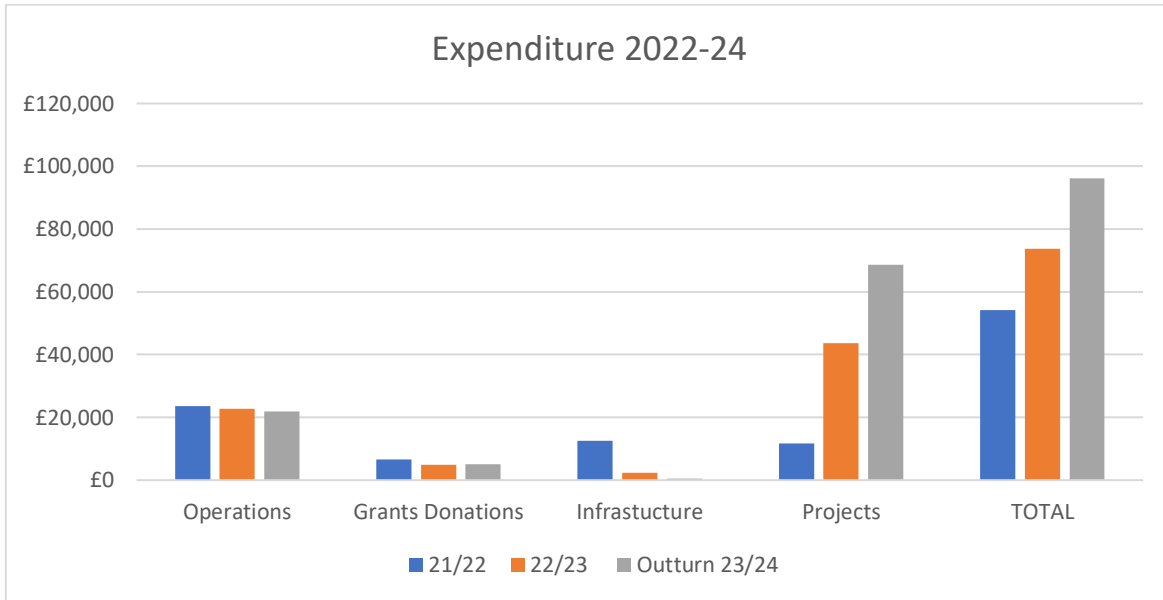
For 2024/25, I am proposing reduced budgets for grants and infrastructure, based on 2023/24 spending patterns. Operational costs will increase on the acquisition of St Aubyns, and I have provided budgets for capital expenditure on the Lower High Street and St Aubyns based on discussions with project leads. I am therefore proposing a budget requirement for 2024/25 of £129,600 compared to the £185,695 in 2023/24. (See Annex A). The end year bank balance, the precept income (at 2023/24 level), income from bank interest and draw down from the one-off St Aubyns developer contribution will be sufficient to fund this budget and provide a reserve of around £52,000 on current estimates. Allocation of this reserve and the final budget allocations will be determined at the January workshop.

The last three years

1. Expenditure over the last three years has risen as major projects have got underway. Operation and Grant spend has remained fairly flat. Over the past two years the infrastructure budget has significantly underspent, partly because items previously included in this budget line have been moved into project spending.

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Proposed Budget Allocation for 2024/25 – See Annex A for the full details

2. Operational Costs. Operational costs should remain largely the same for 2024/25. I have included a contingency of £5000 for unplanned events. The Parish will, however, start to incur operational costs for St Aubyns so I have included an additional £7500 for maintenance compared to last year’s budget, based on the basic community use calculations. The one- off lump sum for maintenance provided by the developer will be available to draw on for St Aubyns maintenance costs.

Proposal: An increase from £36,195 to £42,900

3. Grants and Donations. The Parish Council looks like spending less than the £9000 allocated grants/ donations budget in 2023/24, so I propose reducing this back to the 2022/23 level of £7500.

Proposal: A decrease from £9000 to £7500

4. Infrastructure. This budget was hardly called on during 2023/24 and I don’t expect much more expenditure for remainder of the year which will leave an underspend of just under £5000. I therefore propose to maintain a modest amount of £2700 spread across existing budget heads.

Proposal: A decrease from £5500 to £2700.

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5. Major Projects. In consultation with project leads and SCAG, and pending the January workshop discussion, I am proposing a projects budget of £76,500 for 2024/25 which will meet the requirements set out below:

St Aubyns	£16,500	Basic use investment
Lower High Street Phase 1	£50,000	For Phase 1 implementation
Pavement Improvements	<u>£10,000</u>	Scoping/phase 1
	£76,500.00	

Proposal: A decrease from £88,000 to £76,500

6. Overall Budget

I am therefore proposing an overall budget requirement for 2024/25 of £129,600 compared to the £185,695 in 2023/24 as below with the detail in Annex A:

PAYE	£15,500
Operational Costs	£27,400
Grants	£7,500
Infrastructure	£2,700
St Aubyns	£16,500
Lower High Street	£50,000
Pavement Improvement	£10,000
<u>Total Budget</u>	<u>£129,600</u>

C Hayes, RFO

December 2023

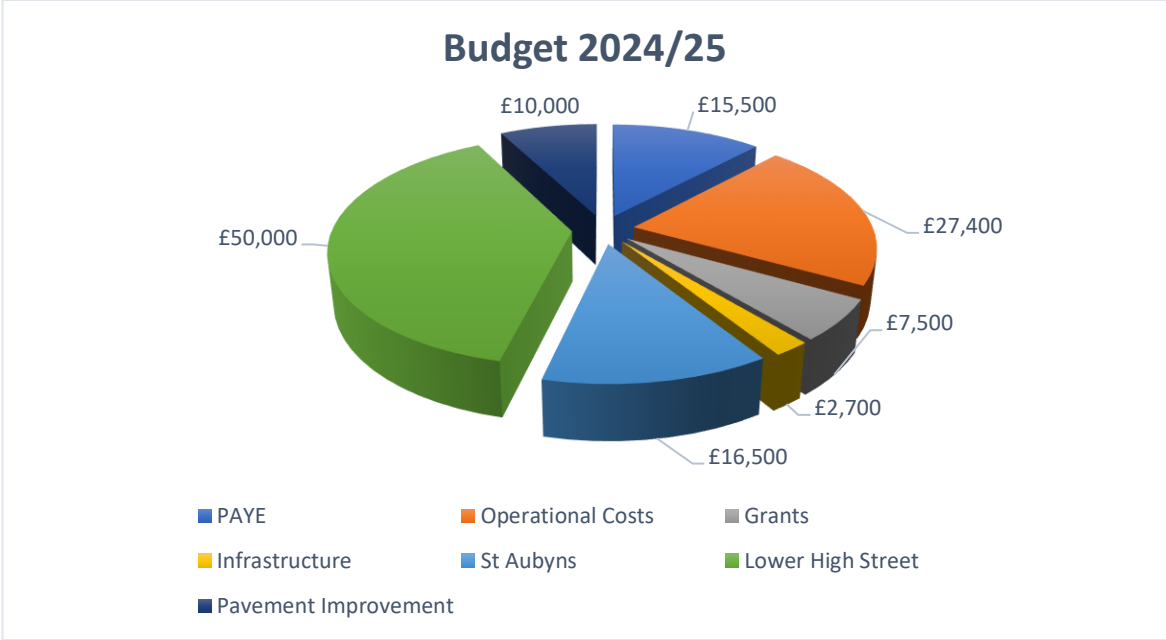
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Table 1 Proposed budget 2024/25 (three-year comparison)
Annex A

Budget	23/24 Budget	21/22 Outturn	22/23 Outturn	23/24 Outturn Est	24/25 Budget	% budget change
Annual day to day operational costs						
Clerks salary + PAYE	£15,500	£15,288	£15,256	£15,465	£15,500	0%
Clerk Expenses	£50	£0	£0	£59	£50	0%
Payroll admin	£500	£408	£417	£425	£450	-10%
Printing & Stationery	£450	£266	£36	£88	£250	-44%
Insurance	£2,600	£262	£262	£262	£2,500	-4%
Meeting room hire	£1,200	£1,630	£1,459	£1,567	£1,500	25%
Subscriptions	£90	£70	£54	£50	£50	-44%
Postage & comms	£250	£634	£244	£235	£200	-20%
Audit fees	£525	£511	£426	£820	£900	71%
Website (DD)	£530	£480	£480	£480	£550	4%
Newsletter/Publicity	£650	£955	£1,142	£907	£650	0%
LNR Expenses/Leaflets and Annual Report	£550	£416	£109	£746	£400	-27%
St Aubyns Maintenance	£6,500			£0	£12,000	85%
Pond Maintenance	£1,800	£1,600	£1,800	£1,800	£2,900	61%
General expenses/Contingency	£5,000	£1,051	£1,046	£219	£5,000	0%
Sub Total	£36,195	£23,570	£22,730	£23,122	£42,900	19%
Grants & Donations						
Grants & Donations	£9,000	£6,563	£4,975	£6,425	£7,500	-17%
Sub Total	£9,000	£6,563	£4,975	£6,425	£7,500	-17%
Infrastructure						
Signage improvements	£1,000	£1,473	£2,358	£0	£250	-75%
General Improvements	£1,000	£8,598	£0		£1,000	0%
Access improvements	£1,000	£2,380	£0		£300	-70%
Well being	£1,500	£0	£0	£254	£1,000	-33%
Road safety speeding and 20 & 30 mph sig	£1,000	£21	£0		£150	-85%
Pond island refurbishment	£0	£0	£0			
Sub Total	£5,500	£12,472	£2,358	£254	£2,700	-51%
Major Projects						
St Aubyns	£20,000	£4,100	£19,227	£10,918	£16,500	-18%
Lower High Street	£50,000	£7,553	£4,425	£4,425	£50,000	0%
Neighbourhood Plan	£1,000	£484	£960		£0	-100%
Park Road Toilets Refurb and Rebuild	£47,000	£0	£19,106	£46,342	£0	-100%
Pavement Improvement	£10,000	£0			£10,000	0%
Pond Path	£7,000	£0			£0	-100%
Sub Total	£135,000	£11,653	£43,717	£68,685	£76,500	-43%
TOTAL	£185,695.00	£54,257	£73,781	£98,487	£129,600	-30%

Table 2. Key Areas of Expenditure



PAYE	£15,500
Operational Costs	£27,400
Grants	£7,500
Infrastructure	£2,700
St Aubyns	£16,500
Lower High Street	£50,000
Pavement Improvement	£10,000
Total Budget	£129,600