



Minutes of the meeting of Rottingdean Parish Council on Monday 8th January 2024

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

Public Gallery: Ward Cllr Earchy, Ward Cllr Fishleigh, Clive Bonney

Public Questions

Clive Bonney said that the fact that A259 eastbound traffic in the bus lane could not see westbound vehicles turning into Neville Road had caused a number of road traffic accidents. He suggested placing a large, curved mirror on the corner of Nevill Road, a warning sign at the junction and providing a yellow hatched box at the junction to resolve the situation. **Cllr Nixon (Chair)** suggest that Mr Bonney raise the issue through the BHCC portal as this had proved an effective way of getting BHCC to address issues. Mr Bonney also said he had sent the Parish Council details of central government grant funding available to support small and medium enterprises and community activities. Funds were currently held by Brighton and Hove City Council (BHCC) who, in his view, had not provided sufficient time for potential applicants to apply. He urged the Parish Council to seek an extension to the 17 January deadline to enable Rottingdean organisations to apply. **Cllr Lawrence** said that she would investigate the grant funding and raise the matter at the January meeting of the Rottingdean Forum. **Cllr Nixon** added that improving communication with BHCC about the availability of grant funding would be an important issue to discuss at the Councillor workshop scheduled for 11 January.

Ward Cllr Fishleigh said she was due to attend a further meeting with BHCC officers about the proposal from Greene King to fund refurbishment of the bus and tram shelters outside the White Horse Hotel in return for permission to post advertisements.

1. **Apologies for absence**

None

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Date

2. **Declarations of interest**

None

3. **Agreement of the minutes of the meeting on 4th December.** The minutes were agreed and signed by the Chair.

4. **Matters Arising**

- i. **Cllr Nixon (Chair)** said that since the last meeting he and Ward Cllr Fishleigh had met with BHCC about the liberation of Section 106 (S106) funds for projects agreed by the Local Action Team. **Cllr Nixon (Chair)** said he was also waiting for a response to a request for meeting with the head of the BHCC team responsible for S106 funds earmarked for sustainable transport, to discuss plans to deploy the funds.
- ii. **Cllr Cherrie** said that he had spoken to some Nicholson Way residents and asked them to contact their neighbours about changes to proposed parking restriction changes at the junction of Nicholson place and Steyning Road and come back to him directly with their findings.
- iii. **Cllr Nixon (Chair)** said that the intention had been to display the concepts for public art in St Aubyns Field from the 5 shortlisted artists in the Chapel, but this had not been possible. The concepts would be on display in the GB Room at the Whiteway centre from 11.00 am to 4 pm on the 13th and 14th of January.
- iv. **Cllr Nixon (Chair)** said he had spoken to the contractors currently working on the cliff face who had advised him that that they were aiming to complete the safety work along on the cliff face as far as the White Horse before the bird nesting season.

5. **Action Log** – The clerk updated the action log as follows:

- i. 0706 - Each advisory group to prepare a list of their priorities for discussion at the next Council meeting. To be discussed at the Councillor workshop on 11 January Closed.
- ii. 1004 - Cllr Turnbull to obtain stone samples for the new pond path and organise a visit to the site. Carried Forward
- iii. 1101 - 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. **Cllr Poole** reported that he had written to BHCC officers asking for

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Date

details of the analysis of traffic flow and air quality data before and after the planter removal and for a meeting date. Closed

- iv. 1201 - Cllr Cherrie to consider getting a quote for road resurfacing work in the Village and an approach to the Department of Transport (DfT)_to assist in funding. **Cllr Cherie** said he had looked at the DfT website, and it appeared funding was only available to unitary authorities. **Cllr Cherrie** said that he had therefore written Lloyd Russell-Moyle, MP for Brighton and Kemptown to seek his help. In addition, he had identified a contractor to provide an estimate for the work. Closed.

6. **Finance Update** - papers circulated

- i. Appointment of Deputy Responsible Finance Office (RFO). **Cllr Nixon (Chair)** asked for nominations for deputy RFO as Cllr Turnbull had now stepped down from the role because of other commitments. Cllr Poole was nominated by **Cllr Lawrence**, and this was seconded by **Cllr Turnbull**. Cllr Poole accepted the nomination, and his appointment was approved by unanimous vote.
- ii. Payments and invoices. The Clerk sought authorisation for the following payments

		VAT
HMRC December	£531.85	
C Hayes Salary December	£ 709.80	
C Hayes Comms (zoom)	£12.99	£2.60
C Hayes Comms (phone)	£30.00	
Rottingdean Village News (extra half page)	£30.80	
Room Hire	£118.00	
Toolkit It Support	£120.00	£24.00
Clamp Boxall Payroll Services	£80.00	£16.00
One Digital (Beacon Hill Nature Report)	£292.00	
Total	£1925.44	

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Date

Authorisation was proposed by Cllr Poole seconded by Cllr Levins and agreed by unanimous vote. The Clerk also advised the meeting that during December payments had been made in accordance with the financial regulations, para 7, for **£240** to Faye Carre for the Neighbourhood Plan graphic design and for **£10.00** to Whiteways Centre for a room hire payment adjustment. In addition, the Clerk advised that the payment of a grant of **£1650** to Neighbourhood Speedwatch, authorised at the December meeting, had been made and was recorded in the accounts.

iii. Bank balances The Clerk advised the meeting that at the end of December the bank balance were:

Unity Trust Bank Current Account	£104.09
Unity Trust Bank Instant Access	£44,256.41
C&C savings account	£81,493.20
Cash at Bank	£125,853.70

iv. December Accounts. The accounts were presented, and the Clerk advised Councillors that he had arranged a transfer of £5000 from the Cambridge and Counties account to the Unity Trust account to maintain the former balance below the £85,000 limit for funds protected by the Financial Services Compensation Scheme. The accounts were agreed. **Cllr Nixon (Chair)** reported that he had checked the quarterly reconciliation report and was satisfied that the accounts and bank statements balanced.

Major Projects

7. St Aubyns. In addition to the note circulated **Cllr Nixon (Chair)** provided the following update:

- Final completion of the transfer was subject to a third Deed of Variation being issued to include RPC in the list of parties exempt from certain developer obligations. Payment of BHCC's legal costs had been made in November and a copy of the signed third Deed of Variation was now awaited.
- The proposal for the RPC interim organisation to manage the St Aubyns assets had been modified to state that roles, responsibilities, and the constitution of the Stewardship Group should be defined before the group's first meeting. **Cllr Nixon (Chair)** proposed that the Council approve the amended proposal. This was seconded by Cllr Turnbull and agreed by unanimous vote.
- Cllr Nixon (Chair) and Cllr Turnbull were to attend a meeting with Fairfax and their Landscapers to clarify the detailed plan for landscaping of the St Aubyns Field.

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Date

- **Cllr Nixon (Chair)** asked all Councillors to make time to visit the public art concepts from the 5 selected Artists on display during the weekend on 13th and 14th January and let him have their feedback. This should include their preferences and any concepts that they believe would not work and why. The final selection was to be made on 17 January and a meeting was being arranged during w/c 22 January for Councillors agree that the work could be taken to the next stage. This would enable the successful artist to be notified and work to progress on the chosen artwork that could include seeking planning consent. Formal approval would then be sought at the February Council meeting.

Action: All to let Cllr Nixon know their views on the 5 public art concepts before the selection on 17th January

8. Air Quality Management Area. **Cllr Poole** said he had nothing to add to his earlier comments
9. Neighbourhood Plan. The Clerk advised the meeting that the 9th of February had been set for a referendum on the Neighbourhood Plan and the statutory information and been published in the BHCC and Parish Council website and copies of the draft Plan placed the Grange Library and Jubilee Library Jubilee Square in Brighton. The Clerk reminded Councillors of the guidance he had circulated about restrictions to Council publications and Councillor activity in relation to the Plan during the period leading up to the Referendum.

Planning

10. Applications considered December. Cllr Poole advised that the following applications had been considered during December.

BH2023/03111 22 Eley Crescent Rottingdean Brighton BN2 7FE

Roof alterations to include hip to gable roof extensions, front rooflight and rear dormer, erection of single storey rear extension with rooflights, conversion of existing garage to habitable space revised fenestration and associated works. No Objections

BH2023/03213 20 Chailey Avenue Rottingdean Brighton BN2 7GH

Erection of garage/workshop outbuilding with rooflight to replace existing garage. No Objections

BH2023/03282 St Margarets 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

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Date

storey side extension, revised fenestration, landscaping alterations and associated works (part retrospective). No Objections

Cllr Poole advised the meeting that the proposed development of 2-4 West Street was to be discussed by the planning committee on 10th January. Officers were recommending that consent be given subject to a number of conditions. Some of these conditions reflected the views expressed by the Parish Council but some of the Parish Council's objections had been ignored. He did not recommend any further action. The following points were made in discussion

- **Cllr Nixon (Chair)** said the future of the pharmacy had caused the most concern amongst residents
- **Cllr Turnbull** said he was aware that the pharmacy practice had been aware of the planning application but had been advised that any development would not take place for some time.
- It wasn't clear if the pharmacy had secured alternative premises in the Village for the period during the development work.
- It was agreed that an approach to the pharmacy manager should be made so that information about its future could be made available to residents. Cllr Nixon (Chair) agreed to talk to the pharmacy manager.

Action: Cllr Nixon (Chair) to speak to the manager of Rottingdean Pharmacy about the future of the practice, should planning consent be granted.

Advisory Group Meeting Updates

11. Strategy and Communications

- i. St Aubyns - Post Transition Organisation Proposals. **Cllr Nixon (Chair)** said he had nothing to add to his earlier comments
- ii. January Workshop. **Cllr Nixon (Chair)** asked that advisory group leads complete the table provided setting out their priorities for 2024/25 which would form the basis of the discussion at the workshop on 11 January to review priorities and the infrastructure development plan.

12. Village and Community. Cllr Lawrence provided the following update:

- The current Christmas Tree arrangements had become a bit of an industry. Colin Duffy had kindly donated the tree and Martin Carr (the farmer and his son) had put the tree in palace. However, there were problems with the electrical supply that the contractor working on St Margaret's cottage had kindly given his time to look at and had purchased a new junction box to house the plugs and cables for free. The disposal of the tree had also been problematic as City Clean would now only collect trees from designated sites. Although the electrical supply had been

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Date

fixed it was clearly vulnerable to breakdown as it was buried in wet soil. **Cllr Lawrence** suggested that when an electrical contractor was appointed to work on St Aubyns a thorough safety evaluation of this and the connected junction boxes on the Green should be undertaken and future arrangements for a Village tree should be reviewed.

The following points were made in discussion:

- Before an examination of the junction boxes is undertaken it would be important to establish ownership and responsibility for the supply.
- Alternatives to the current arrangements could include obtaining a live tree in a pot or planting a tree to decorate during the Christmas period.
- There were also schemes to rent a tree in a pot for the duration and return it.

Cllr Nixon (Chair) thanked Cllr Lawrence and the volunteers that had come forward to help install and dispose of the tree.

Action: Cllr Cherrie to establish the ownership of the electrical panels before an assessment of condition or any remedial work takes place.

- A meeting had been arranged for the Rottingdean Forum of community groups to discuss their plans for the coming year and possible grant applications that might come forward. **Cllr Nixon (Chair)** said that the future integration of community activity would be important when St Aubyns Field was transferred to the Parsh Council and consideration of how best the Parish Council could support this activity would be an important part of the discussion at the Councillor Workshop on 11 January.

13. **Natural Environment. Cllr Turnbull** reported that no report was available but that one would be provided for the next meeting

14. **Built Environment. Cllr Cherrie** said he had investigated a report from a resident of accident damage to the flint wall on the lower High Street close to the telescope. On inspection it was clear that the damage was in fact minor wear and tear that he would monitor and report to BHCC if the wall deteriorated further.

The meeting closed at 20.32.

The next meeting is on Monday 5th February

Chris Hayes, Parish Clerk

January 2024

Signed

Date