



Minutes of the Meeting of Rottingdean Parish 3 July 2023 at the Whiteway Centre

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

Public Gallery: Ward Cllr Earthy, Ward Cllr Fishleigh, John Bustard.

Public Questions:

Ward Cllr Earthy made the following points:

- He had been consulting a number of groups, including the police and local cyclists, about his campaign for better signage and barriers at the café's on the undercliff to manage speeding cyclists, prior to raising the matter at the Environment, Transport and Sustainability Committee at their meeting on 5th July. Depending on the outcome the meeting his next step would be to raise a petition.
- He and Cllr Fishleigh continued to press BHCC to extend the opening time of the public toilets in Rottingdean and Saltdean to beyond the current 2.30 pm and had volunteered to close the Saltdean Oval toilets so that they could remain open until 5 pm.
- Following complaints that payment for local parking was now only possible via an App, Cllr Earthy said that Brighton and Hove City Council were in talks with a provider to organise the provision of parking vouchers by local retail outlets near the affected car parks and wanted to make sure Rottingdean would be included. **Cllr Nixon (Chair)** said Parish Councillors had also received complaints and RPC would review the complaints and decide if we would take a position.

Action BEAG to review complaints and consider what action might be taken.

- A school girl had been injured following a collision with a car near the Bus Stop opposite Longhill school and Cllr Earthy was concerned that there was no crossing. **Cllr Lawrence** said that the Parish Council had raised the matter with BHCC on a number of occasions but had been advised that there was not enough pedestrian traffic to warrant a crossing. **Cllr Nixon (Chair)** suggested that the Parish Council should raise the issue with BHCC again as there had now been an accident.

Signed

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Date

Action: BEAG to resend the previous BHCC e-mail referring to this issue informing them of the accident and asking if the matter could be reviewed.

Ward Cllr Fishleigh said she had again raised the issue of the poor state of repair of the bus shelter outside the White Horse hotel and although she had been informed that funds were available for repair, she was still waiting to hear when repair work would begin.

John Bustard said that the green space at 'The Park' in Rottingdean had not been mowed for some time and the grass was now so long that it was inhibiting its use by the community. He had complained to BHCC to no avail and asked if the Parish Council could make representations to the BHCC. **Cllr Lawrence** suggested writing to Rob Walker the head of City Parks and **Cllr Turnbull** said he would draft a letter for the Clerk to send

Action: **Cllr Turnbull** to draft a letter to Rob Walker about maintenance of The Park green area.

1. **Apologies for absence**

Apologies had been received from Cllrs Poole and Levins

2. **Declarations of interest**

None

3. **Agreement of the minutes of the meeting on 7 June.** The minutes were agreed and signed by the Chair.

4. **Matters Arising**

- i. **Cllr Turnbull** said that he had contacted Urban Movement, the urban design company working on the Lower High Street concept design, who were still awaiting costings for the revised design from BHCC.

5. **Action Log** The following outstanding action was updated:

- i. **Cllr Turnbull** said he had contacted Nick Lane (City Parks) about the request from a group of volunteers to help maintain the village pond but that this had been rejected because of safety concerns. It was agreed the Clerk would inform the volunteers

Action: The Clerk to advise the group of volunteers that had requested to help maintain the pond that this was not possible because of safety issues.

6. **Finance Update**

- i. **Payments for Authorisation.** The Clerk sought approval for payment of the following invoices

VAT

HMRC June	£531.85	
C Hayes Salary June	£ 709.80	
C Hayes Comms (zoom)	£12.99	£2.60
Beacon Hill Leaflets	£366	
Room Hire	£24.00	
Clamp Boxall	£80.00	£16.00
Toolkit	£120.00	£24.00
Total	<u>£1844.64</u>	

Payment was proposed by Cllr Turnbull, seconded by Cllr Lawrence and approved by unanimous vote.

- ii. **Accounts.** The accounts for June were presented and approved.
- iii. **Bank balances.** The Clerk advised the meeting that the bank balances at the end of June 2023 were:

Unity Trust Bank Current Account	£	102.67
Unity Trust Bank Instant Access	£	57,836.61
C&C savings account	£	84,673.77
Cash at Bank	£	142,613.05

- iv. **The Annual Governance and Accountability Return (AGAR)** The Clerk informed the meeting that the AGAR for 2022/23 had been submitted to the external auditor, PKF Littlejohn, on 6th June.
- v. **Quarterly Spending Report.** The Clerk took Councillors through a report circulated advising them that at the end of the first quarter the Council had spent around 16% of the overall of the budget. This left £140,000 available for the rest of the year but the

final invoice for Park Road toilets for around £30,000 was expected during July/August.

Major Projects

7. St Aubyns. **Cllr Nixon** provided the following update:

- It had been agreed that the future work on the lighting concept for the Twitten would now be taken on by BEAG.
- Comments were awaited from BHCC on the latest draft of the 3rd deed of variation of the Section 106 agreement, that removed the Parish Council from certain developer obligations.
- The submission to the Urban Tree Fund for trees to be planted on the Field was due at the end of June and there was a requirement for half the trees to be planted prior to 31st March 2024. Given that this was the earliest date for transfer of the land to RPC and there was a need to understand the outcome of the Artistic Component proposals, the working group proposed to focus on successful implementation at transfer of the agreed Field specification/ BHCC approved landscaping plan before committing to any further enhancements. This was agreed.
- Former RPC Chair, Sue John, had agreed to take the lead for the work on the Artistic Component aspect of the St Aubyns project as a co-opted member of the St Aubyns working group. A letter had been sent to BHCC regarding their participation in the selection panel and a kick-off meeting was being organised.

8. Air Quality Management Area. **Cllr Nixon** provided the following update:

- The Environment, Transport and Sustainability Committee (ETSC) was to meet on 5th July to discuss a report from officers proposing that the planter be removed for a 12-month period to test the impact in air quality, following 4 weeks of traffic flow monitoring on Steyning Road.
- It was also proposed that the decision whether or not to replace the planter following the 12-month period should be delegated to officers.
- Depending on the outcome of the ETSC meeting, discussions would need take place about the arrangements and the planter removal.

Action: **Cllr Poole** to request a meeting of the joint RPC/BHCC air quality management area group following the traffic monitoring in September.

There was some discussion about whether the planter should be placed elsewhere in the village, but the meeting concluded that given its condition and likely maintenance requirement this was not viable.

9. Park Road Toilets. The Clerk advised the meeting that the main internal components were now in place and over the last two weeks final fitting and snagging had been underway. Unfortunately, the hand wash/drier manufacturer had sent the wrong component parts and so replacement ones had been ordered and were to be delivered this week. Fitting the drier would complete the work.

Planning

10. Applications Received in June.

- **Cllr Lawrence** took the meeting through the paper circulated (Annex A) and mentioned and drew attention to the fact that the Parish Council had objected to application BH2023/01525 for 102 Dean Court Road Rottingdean as it was felt that the height and width of a proposed dormer window, extending from the first floor to roof height, was out of proportion with the other elements of the design.
- **Cllr Nixon (Chair)** drew the Councillors attention to a license application from the Elate café on Marine drive that sought to serve alcohol at tables in the café from 11.00 am to 10.30. pm. This had resulted in a number of complaints from residents about potential noise and anti-social behaviour. The Parish Council had submitted comments to the licensing authority expressing concerned that the use of the outside seating until 10:30 pm could bring additional disturbance to residents, suggesting that there should be **no off-site sales** and requesting that Elate take reasonable steps to ensure customers did not disturb neighbours when leaving. An oral hearing was to be organised at which RPC would have the option to attend.

Advisory Group Meeting Updates

11. **Strategy and Communications** – paper circulated

- i. Co-option The Clerk advised the meeting that no applications for the Councillor vacancies had been received. The following points were made in discussion:
 - The Clerk should draw up a list of previous applicants that might be contacted about the vacancies.
 - Cllr Lawrence would talk to voluntary groups
 - If there were no applications by the August Council meeting, the Council would decide whether to extend the timetable or re-advertise in the Autumn
 - A panel would be needed to consider applications, in addition to the Chair and Vice Chair, Cllr Turnbull agreed to be a member of the Panel
- ii. Communication of Priorities for 2023/24. **Cllr Nixon (Chair)** took the meeting through the paper circulated setting out the Parish Council's priorities and actions supporting them. He said the intention was that this would form a way of communicating what the Council did and enable the development of a portfolio of activities that would be reviewed regularly and inform decisions about priorities

and resource allocation. **Cllr Nixon (Chair)** also suggested that each advisory group could use the document to establish their priorities for 2023/24 on which they could report back to the Council. This was agreed.

Action: Each advisory group to prepare a list of their priorities for discussion at the next Council meeting.

- iii. Neighbourhood Plan. The Clerk advised the meeting that BHCC were now appointing an examiner to review the plan. Following examination, if the plan was judged to meet the legal requirements, some revisions would probably be required prior to a referendum that would likely take place in the Autumn/Winter. In the meantime, the Clerk and Cllr Nixon (Chair) were developing a presentation of the Plan for the Parish Council stall at the village fair.
- iv. Confidential Document Disposal. The group had agreed that any documents in the archive material currently being reviewed by the Clerk that were no longer needed would be disposed of by a specialist confidential waste disposal company. This was agreed.

12. **Village and Community. Cllr Lawrence** gave the following update.

- i. Village Fair 5th August. Cllr Lawrence had spoken to the fair organisers about their grant application for £2000 intended to defray costs and enable more money to be given to charity. However, it was not clear how this was to be spent and the application mention the hiring of a new sound system. Whilst the Parish Council fully supported the fair, it was agreed that Cllr Lawrence should speak to the organisers about how the money was to be spent and on the basis of this discussion offer a grant of £200. This was considered an appropriate amount to cover additional costs including the fee now required by BHCC for the use of Kipling Gardens
- ii. Section 106 Projects. Cllr Lawrence had written to Simon Barratt, who was leading on section 106 work for BHCC, seeking a progress report on the section 106 funded projects that affected the Parish, but had not received any reply. It was agreed that the Chair would take up the matter with Mr Barratt and potentially the CEO.

Action The Chair to contact Simon Barratt about progress on the Sections 106 funded projects that would affect the Parish

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

- Discussions continued to find someone to manage the car park and the café that would enable longer opening hours.

- Cllr Turnbull was in discussion with three contractors about the repair of the pond railings and installation of a pond path adjacent to the Plough.

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

- The letter to leaseholders at the foot of Marine Drive about the poor state of repair of the pavement outside their premises had been distributed. However, it has been pointed out by 4 of the residents that BHCC actually owned the leases to at least some of these properties. **Cllr Cherrie** suggested he write to BHCC informing them that the repair appeared to be their responsibility along with any liability should someone be injured as a result of the uneven surface. This was agreed.

Action: Cllr Cherrie to write to BHCC informing them that the repair appeared to be their responsibility along with any liability should someone be injured as a result of the uneven surface.

- A concern expressed by residents about the 24-hour lighting on the St Aubyn's development was being addressed by the developers who proposed that the lights be turned off between midnight and 5 am. Residents had been informed.
- Cllr Cherrie and Ward councillors had contacted BHCC about the West Street car park wall but nothing had yet been agreed.
- Cllr Cherrie had contacted BHCC again about the bus shelter at the White Horse hotel and had been advised that a number of issues relating to this shelter were under consideration and that he should receive an update shortly.

The meeting closed at 21.08. The next meeting is on 7th August.

Chris Hayes, Parish Clerk

July 2023

Signed

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Date

Planning Applications Considered in June

BH2023/01334 1 High Street Rottingdean Brighton BN2 7HR

External alterations to the roof of existing building to facilitate the extension to an internal staircase and creation of two ensuite bathrooms. Installation of air conditioning plant equipment at roof level and associated infrastructure

Rottingdean Parish Council considered the additional documentation relating to the planned development to the White Horse, (approved reference BH2022/03669). It was noted that the alterations planned were mainly internal and for the purpose of further improving the facilities of the hotel. The works to the roof would not be visible externally. Rottingdean Parish Council did not object to this application.

BH2023/01251 Mill Cottage 79 High Street Rottingdean Brighton BN2 7HE.

Internal alterations and roof alterations incorporating revision to existing rooflights and installation of additional rooflight, revised external drainage pipes to front and associated works

Rottingdean Parish Council considered the planning documentation for the above works. It was noted that extensive alterations to the property have already taken place and these planned works are minor alterations to those works and have minimal impact to the external appearance of the property.

Rottingdean Parish Council do not object to this application."

BH2023/01222 19 Nevill Road Rottingdean Brighton BN2 7HH. Replacement of existing windows to front, rear and east elevations with double-glazed aluminium windows and creation of new window to west elevation. (Retrospective

Rottingdean Parish Council considered the retrospective planning application for the replacement of existing windows and the creation of a new window. It was noted that the dark grey aluminium frames of the new windows are more contemporary looking than the previous white upvc and were considered acceptable.

The upper and lower floor bay windows at the front of the house were white upvc framed windows consisting of 4 panes of glass to the front elevation. These had been replaced with large, single panes of glass. It was not thought that these looked in keeping with the general street scene in this part of Neville Road. However, as this was not within the conservation area and given that the work had already been undertaken, Rottingdean Parish Council did not object to this application.

BH2023/01555 1 High Street Rottingdean Brighton BN2 7HR. Application to vary Condition 1 of planning permission BH2022/03669 to allow amendments to approved drawings

The amendments relate to the roof of the planned conservatory at the rear of the premises and the new side entrance planned for the Eastern elevation. Having examined the proposed changes (glass roof changed to flat roof and glazed lantern, with powder coated steel frame. Double door reduced to single door to create additional landing space at the top of the stairs to be able to comply with building regulations), it was felt that the proposals would not detract from the overall appearance and functionality of the building.

Rottingdean Parish Council did not object to this application.

BH2023/01525 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, revised fenestration, demolition of existing garage, landscaping and widening of existing crossover. Rottingdean Parish Council examined the proposals for the remodelling of this bungalow. The majority of these proposals were previously considered and accepted by RPC in 2022 (BH2022/03417). This application contains a number of relatively minor changes to the original plan, such as slate tiles instead of zinc for the roof and the size of skylights. However, it also proposes the addition of a very tall central window to the front elevation, extending from the first floor to roof height. Having carefully considered these new drawings, it was felt that the height and width of this dormer window made it look out of proportion with the other elements of the design. This was in contrast with the initial application where the design looked balanced and in keeping with the overall street scene in this area.

For this reason, Rottingdean Parish Council objected to this application.