



Minutes of the Annual General Meeting of Rottingdean Parish Council Monday 15 May 2023

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

Public Gallery: Ward Cllrs Mark Earthey and Bridget Fishleigh,

Annual General Meeting

In Opening the meeting **Cllr Nixon (Vice Chair)** congratulated Ward Cllrs ~~Earthey~~ Earthey and Fishleigh on their election to Brighton and Hove City Council. Cllr Nixon also noted that in the Parish Council election 6 nominations had been accepted by the returning officer from existing Councillors for 9 vacancies. As no other nominations had been received by the deadline the returning officer declared a non-contested election and they were duly re-elected. This left 3 vacancies that would be filled by a co-option exercise in due Course. Cllr Nixon said he encouraged people in the community would put themselves forward to serve on the Council and in so doing serve their community.

1. Apologies for absence

None

2. Declarations of Parish Councillors interest in agenda items.

Cllr Turnbull, as a member of Rottingdean Arts declared an interest in the Rottingdean Arts Grant application to be discussed at the May meeting.

Elections

3. **Election of the Chair**. Cllr Nixon was proposed by **Cllr Turnbull**, seconded by **Cllr Lawrence** and duly elected Chair by unanimous vote.

4. **Election of Vice Chair of Parish Council**. Cllr Lawrence was proposed by Cllr Poole, seconded by Cllr Cherrie and duly elected Vice Chair by unanimous vote.

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Appointments

5. **To appoint the Deputy Responsible Finance Officer.** Cllr Turnbull was nominated by Cllr Lawrence, seconded by Cllr Poole and this was agreed by unanimous vote.
6. **To agree Advisory Group membership and lead Councillors for 2023/24.** Cllr **Nixon (Chair)** said the Councillors had previously discussed the matter and an interim structure had been proposed that would consolidate activity and reduce the number of meetings until the 3 Council vacancies had been filled. He advised the meeting of the following interim structure.

Group 1 SCAG, Beacon Hill Steering Group, Finance and Governance Sub Groups, Major Projects, Air Quality Management Area.

Members:

Cllr Nixon Lead

Cllr Lawrence

Cllr Levins

Cllr Turnbull To Lead for Finance, Governance and Lower High Street project.

Group 2 Built Environment and Natural Environment Group

Members

Cllr Cherrie (Lead) for BEAG issues)

Cllr Lawrence

Cllr Poole

Cllr Turnbull (Lead for NEAG issues)

Group 3 VCAG and LAT

Members

Cllr Lawrence (Lead)

Cllr Poole

Cllr Cherrie

Planning Consultative Panel

Cllr Poole (Lead)

Cllr Lawrence

This was agreed by the meeting

7. **To agree Parish Council representatives on Advisory Groups, Project Boards and Working Groups for 2023/24.** Cllr **Nixon (Chair)** proposed the following.
 - a He would continue to lead the St Aubyns working group with Cllr Lawrence, Levins and Turnbull as members along with Mike Bennett to assist on legal matters. **Cllr Nixon (Chair)** proposed that

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- b The Lower High Street Project would continue to be led by Cllr Turnbull. **Cllr Nixon (Chair)** with Cllrs Lawrence, Levins as members.
- c As Chair of the Parish Council, he would Chair the Beacon Hill Nature Reserve steering group with Cllr Turnbull also representing the Parish Council.
- d He, along with Cllrs Poole and Lawrence would represent the Council on the joint RPC/BHCC Air Quality Management Area group

The above was agreed by Councillors

Financial Regulations

8. **The RFO's Draft Annual Governance and Financial Report for 2022/23.** The Clerk said that due the need to engage a new internal auditor, following the retirement of the existing auditor, the internal audit had been delayed. He therefore proposed that the Annual Governance and Accountability Return (AGAR) be brought to the Council for approval at the meeting on the 5th of June. This was agreed. **Cllr Turnbull** said that as he would not be present at the June meeting, he would circulate his comments on the AGAR in writing before the meeting.

Parish Council Governance

9. **Review of register of members' interests.** The Clerk advised that he understood the current members interests posted on the Website to be up to date, but asked Councillors to let him know of any changes.
10. **Review of asset register and insurance arrangements.** The Clerk advised the meeting that the Parish Council had no assets and that all the necessary insurance was in place. He also advised the meeting that Chancel Repair Indemnity Liability insurance for St Aubyns would be taken out shortly on the advice of the legal representatives.
11. **Review of standing orders and policies.** The Clerk advised that following the review of all standing orders and polices in May 2022, a schedule for future reviews had been agreed. In 2023 Part 1 of the finance regulations and the Beacon Hill Steering Group standing orders were due for review along with the Data Protection and Freedom of Information policies. In discussion it was agreed that the reviews would be delayed until the 3 Council vacancies had been filled. **Cllr Levins** volunteered to review the Date Protection and Freedom of Information policies for consideration by the Governance Group prior to presentation to the Council.

Parish Council meetings for 2023/24.

12. **Dates of meetings.** The dates of meetings were agreed as circulated.

This concluded the business of the annual general meeting

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Ordinary Meeting

At the start of the meeting any member of the public is welcomed to speak for a maximum of 3 minutes, Councillors aim to provide a response during the meeting if possible, and if not will endeavour to respond in writing within the month.

In opening the meeting **Cllr Nixon (Chair)** praised the work of the former Chair, former Cllr Sue John, for her 10 years of service to the Parish Council (RPC) and through this to the community. He noted her leadership in reorganising the Council structure and in the initiation of major projects now underway and the production of the Neighbourhood Plan to be put to a referendum later in the year.

Public Questions.

Ward Cllr Fishleigh advised the meeting that BHCC had introduced a new system for residents to report concerns about the state of the infrastructure, that was proving very effective, and she encouraged the Parish Council to publicise it. Ward Cllr Fishleigh will share the link with Parish Council members.

Ward Cllr Earthey said he was in the process of organising energy drop-in sessions designed to help residents manage any concerns about energy bills and provide advice on how to reduce bills. Cllr Earthey said he was looking for assistance with venues as the initiative was entirely voluntary and unfunded. **Cllr Turnbull** mentioned that a meeting room was available at the Grange by arrangement with the Librarian. RPC offered to communicate the workshop through the website if details were given to The Parish Clerk.

1. **Apologies for absence**

None

2. **Declarations of interest** As declared in the AGM, Cllr Turnbull declared interest in the grant submission for Rottingdean Arts and would not vote on this topic.

3. **Agreement of the minutes of the Parish Council meeting on 3 April.** The minutes were agreed with the following amendment.

- Page 1 to include Cllr Cherrie amongst those present.

4. **Action Log.** The Clerk advised that no actions were outstanding

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5. **Matters Arising.** Cllr **Turnbull** provided a report back on the confidential item to discuss the Clerk's Pay that had taken place following the April meeting. He said that the meeting had agreed to increase the Clerk's hourly rate of pay from £13.00 to £13.65 from April 2023. This took the annual salary to £14,196, that was within the budget allocated.

6. **Finance Update**

- **Payments and invoices.** The Clerk sought authorisation for the following payments

		VAT
HMRC April	£531.85	
C Hayes Salary April	£ 709.80	
C Hayes Comms (zoom)	£12.99	£2.60
C Hayes (annual Microsoft Subscription)	£59.99	
C Hayes Stationery	£20.29	£3.17
Zurich Insurance	£261.50	
Room Hire	£25.00	
DMH Stallard (chancel repair liability indemnity insurance)	£392.00	
Total	<u>£2001.42</u>	

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

- **Bank balances** The Clerk advised the meeting that at the end of April the bank balances were

Unity Trust Bank Current Account	£	102.10
Unity Trust Bank Instant Access	£	62,697.02
C&C savings account	£	84,162.77
Cash at Bank	£	146,961.89

- **April 2023 Accounts.** The accounts were presented by the Clerk who noted that that the first instalment of the precept (£28,350) had been received. **Cllr Turnbull** asked why the grant for the Friends of Kipling Gardens and the

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amount agreed towards the coronation Big Help Out event had not yet been paid. The Clerk said that a bank account had only just been set up for the former and he had been awaiting receipts for the latter. The Clerk said he expected to be in a position to pay both items during May.

Major Projects

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

- All the railings promised at the sides of the steps throughout the Campus site were now in place, except those to the left-hand side of Field house, which are currently being manufactured.
- RPC met the BHCC lighting design project manager on April 13th to discuss the next steps. 4 metre columns positioned on the East side of the Twitten path were the only viable option. Trial holes would be dug to assess the complexity and cost of installation, but it was expected to be in the region of £70-100K. The option of using Heritage lighting was discussed and rejected as the columns must be foldable to allow for maintenance in the narrow space and the light heads needed to be adjustable to ensure any light spill into neighbouring properties was minimized. It was also noted that Heritage lighting would be a significantly higher cost even if it were feasible. BHCC reminded RPC that there were currently no funds available to provide lighting for the Twitten.
- All remaining legal points had been resolved and contracts had been signed and exchanged.
- Fairfax supported the final approved version of the Artistic Component Brief and would participate in the selection panel to provide expert technical advice.
- BHCC had been contacted about the timing of the last round of the Urban Tree Challenge to which they had agreed to submit an application to fund the proposed community orchard on an area on St Aubyns field, on RPC's behalf.

8. **Lower High Street.** Cllr Turnbull advised that costing on the revised concept design were still awaited from BHCC which he would follow up with Urban Movement

Action: Cllr Turnbull to contact Urban Movement to progress the costing of the Lower High Street concept design.

9. **Park Road Toilets.** The Clerk advised that shortly before the initially proposed finish date of 28 April, he had been informed of a delay in the manufacture of the

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cubicles. He said he had now been informed that delivery of cubicles was expected shortly but the contractors had not yet provided a new completion date. The Clerk said he was to follow this up with the BHCC engineer responsible this week.

Action: The Clerk to contact BHCC engineer in overseeing the Park Road Toilets refurbishment to ascertain an expected completion date for the work.

Planning

10. **Applications Received in April.** In addition to the note circulated (see attachment), **Cllr Poole** provided the following update:

- Application BH2023/00874, 49 Falmer Road Rottingdean Brighton BN2 7DA. This revised application had been objected to the as Panel considered that the proposed garage would still extend approximately 2.5 metres above pavement height and would only be set back some 2.8 metres from the front boundary wall. In addition, the proposal to infill the gaps between the brick piers with fence panels would provide a visual barrier extending up to a height of approximately 1.7 metres along the frontage of this property.
- Cllr Poole had become aware of an apparent emergency application for an 18 metre 5G mast to be erected in the Long Stay Car Park, although RPC has not been formally consulted. Cllr Poole was following up the matter.
- Concern had been expressed by residents about the design of the windows recently installed at Mill Cottage which, although they seemed to meet the conditions of the planning consent, were not in keeping with the character of this listed building. Cllr Poole was to contact the head of the BHCC planning authority to investigate what might done.

Action. Cllr Poole to contact BHCC planning department about the windows recently installed in Mill Cottage

Advisory Group Meeting Updates

11. **Strategy and Communications. Cllr Nixon (Chair)** said that the group had not met but that meeting had been arranged for 6 pm on 1st June.

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

- The volunteer event took place on 8th May and was well attended by voluntary organisations and residents. A suggestion had been made to compile a register of Rottingdean voluntary organisations to be posted on the RPC website that Cllr Lawrence was following up.
- A grant application for £2000 had been received from Rottingdean Arts (circulated to Councillors) to support the programme of concerts planned

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for the summer. **Cllr Lawrence** proposed approval of the application which was seconded by **Cllr Poole** and agreed by unanimous vote. Cllr Turnbull did not vote.

- A stall had been requested for RPC at the Village Fair that will take place on 5th August. The new fair organisers will probably by submitting a grant application to RPC as BHCC were now charging for such events. **Cllr Nixon (Chair)** suggested that the RPC should have the Neighbourhood Plan as its theme for the stall, which was agreed.
- Cllrs Lawrence and Turnbull had met with BHCC along with the Cricket and Football Club, PARC and users of the tennis courts to discuss future management. It was likely that Lawn Tennis Association funding would be available to refurbishment the Courts which would mean entry via a key pad in the future. The next step was to discuss longer term management arrangements with the Cricket and Football Club.
- Cllr Lawrence had attended the last meeting of the Local Action Team (LAT) that, following the end of the Section 106 bidding round, was to revert to its previous role that focused on local crime and anti-social behaviour. The current proposal was for a standing committee on which RPC was not represented. There was therefore a question of what role RPC should play in the LAT. In discussion it was agreed that RPC should be an observer at LAT meeting in the future, so it was aware of current activity.
- **Cllr Turnbull** pointed out that the Village Notice Boards produced by the Council were now full and contained a number of out-of-date items. **Cllr Turnbull** said he had thought that the boards had been intended to provide space for upcoming community events and notices would therefore be temporary. **Cllr Lawrence** agreed to look at the notice boards and send note to key holders reminding them that there were for time limited notices.

Action: Cllr Lawrence to send a note to Village notice board key holders reminding them that notices should be time limited.

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

- A number of residents had asked if they work on the pond to keep it good condition and had suggested a larger island and floating duck hut should be added to help protected ducklings. A resident had also reported the presence of a terrapin in the pond and a number of exotic ducks that appear to have been placed in the pond. **Cllr Turnbull** said he had requested report from Peter Birchall who is contracted to maintain the pond. **Cllr Turnbull** also said he would also seek the advice of Nick Lane, the local BHCC City parks ranger, about the prospect of members of the public working in the pond

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Action. Cllr Turnbull to contact Nick Lane about the prospect of members of the public working in the pond

- Rottingdean Heritage were developing a heritage trail around the village which would include leaflets and finger boards. Cllr Turnbull had been asked to represent RPC on the project. This was agreed.
- Work by BHCC engineers to test, and where appropriate, restore the structural integrity of the cliff face in and around Rottingdean Beach continued.
- Currently the Beacon Hub car park and café were only open in support of events, but plans had been made for extended opening of the café and the car park. However, some residents had expressed opposition to extended opening of the car park because of concerns about cars driving on to the Nature Reserve or otherwise disturbing the wildlife. Cllr Turnbull thought that the matter should be discussed by the Beacon Hill Nature Reserve Stewardship Group. The following points were made in discussion.
 - The Beacon Hub CIO did not require external consent to extend car park opening
 - Cars could be prevented from driving into the reserve by placing posts around the car park
 - The possible addition of up to thirty additional car parking spaces for the village would help towards easing the parking situation.
 - It was agreed to add the matter to the agenda of the BHNR SG meeting in September. Cllr Nixon (Chair) suggested that a paper be tabled for the meeting setting out the arguments for and against.

14. Built Environment Cllr Cherrie provide the following update:

- A suggestion received proposing that the “bells” on the junction of Vicarage Lane and the High Street be painted white to make them more visible was considered but deemed to not be practicable due to lack of BHCC funding for the work and ongoing maintenance costs. Similar “bells” in other parts of the city were not painted.
- The report received regarding the state of the footpath/bridleway at Hogg Platt had been investigated. Cllr Cherrie visited the site and although dry on the day of the visit, it was obvious how muddy the area would be in the winter or following heavy rain. This, along with the issues of overhanging branches and barbed wire had been passed to the Natural Environment Advisory Group, for consideration.
- Following complaints relating to the condition of the footpath at the bottom of Marine Drive, the Clerk had drafted a letter to leaseholders advising that BHCC would not carry out any work on this part of the pavement and it was a matter for the freeholder. The draft had been circulated for BEAG comment.
- An email had been received about the state of the pavements in Eley Drive that had not been “made good” after some recent building work in adjacent

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premises. The complainant also commented on grass cutting across the village, all of which had been passed onto BHCC.

The meeting closed at 21.20. The Next meeting is on 5th June.

Chris Hayes, Parish Clerk

Planning Applications Considered in April/May.

SDNP/23/01226/TPO. New Barn Road Falmer Road Rottingdean Brighton BN2 7FN

Pruning of trees around an Electricity Sub Station. T1 - Holme Oak: Reduce the side lateral branches on the south side of the canopy by 5-6m, Reduce the side lateral branches growing west over site entrance and road by 4-5m, Raise lower canopy to 5-6m from ground level. T2 - Holme Oak: Reduce the side lateral branches on the south side of the canopy by 5-6m. Reduce height of tree overhanging the site by 2-3m, Raise lower canopy to 5-6m from ground level. G1 - Group of Sycamore trees: Reduce side lateral branches overhanging site by 3m, Raise lower canopy to 5-6m from ground level. T3 - Ivy Clad Oak tree: Reduce side lateral branches overhanging site by 3m.

The trees are on the northern boundary of the Sub Station, growing on land belonging to Rottingdean Place. As such, they are covered by a generic Tree Preservation Order that applies to the whole of the gardens.

The overhanging branches from the trees are physically interfering with the passage of the large vehicles and machinery that need to access the site, hence the need to lop branches off the trees as detailed.

Having inspected the site, it was clear that the work needed to take place to maintain access to the Sub Station. As it is side and lower canopy branches that will be cut off, the crowns of the trees will not be touched, so there should be no long-term impact on the health of the trees.

Rottingdean Parish Council did not object to this application.

BH2023/00874 49 Falmer Road Rottingdean Brighton BN2 7DA

Erection of single storey garage and carport to front.

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Rottingdean Parish Council considered the documentation and noted that planning permission for a single storey garage to the front of the property was sought in July 2022. Due to the bulk of the proposed garage and the positioning of it well forward of existing building lines in this vicinity, planning permission was initially refused, a decision that was upheld on appeal.

The revised plans show the base of the proposed garage would be slightly lower than first planned and the ridge has also been reduced in height. Together with the hipped roof design, this does represent a decrease in the overall bulk of the proposal.

Having considered again the likely impact of this proposed garage, RPC considered the following: the property already had a garage located towards the rear edge of the property; the proposed garage would still extend approximately 2.5 metres above pavement height and is only set back some 2.8 metres from the front boundary wall; the proposal to infill the gaps between the brick piers with fence panels would in itself provide a visual barrier extending up to a height of approximately 1.7 metres along the frontage of this property.

For these reasons, it was still RPC's view that the proposed garage would have a detrimental impact on the street scene in this vicinity and would be in complete contrast to the other properties along this stretch of road.

Rottingdean Parish Council objected to this application.

**BH2023/00833 Our Lady Of Lourdes Catholic Primary School The Green
Rottingdean Brighton BN2 7HA**

Replacement of existing two storey timber curtain walling and stair window on North elevation with aluminium double glazed curtain walling and UPVC double glazed window.

Rottingdean Parish Council considered the application to replace an existing two storey section of wooden curtain walling and a stair window in part of the school building. It was noted that the new curtain walling would consist of white powder coated aluminium frames, the stair window of white UPVC, both with double glazing throughout. It was considered that the proposed installation would be in keeping with the overall appearance of the building, would conserve energy and be easier to maintain.

Rottingdean Parish Council did not object to this proposal.

BH2023/00814 12 Newlands Road Rottingdean Brighton BN2 7GD

Erection of single storey side extension, demolition of existing garage and conservatory, roof alterations/extensions including hip to gable roof extensions, existing dormers extended, new front dormer and rooflight and revised fenestration.

Demolition of existing garage and conservatory, erection of single storey side extension, roof alterations/extensions including hip to gable roof extensions, existing dormers extended, new front dormer and roof light, revised fenestration.

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Rottingdean Parish Council considered the planning documentation for this property. The proposal was to build a single storey side extension, to add a new front dormer to the roof and to extend existing rear dormers.

From the drawings, there did not appear to be any privacy or shadowing issues for neighbouring properties. The proposed side extension looks to be in proportion with the rest of the property, but the proposed extensions to the rear dormers and new front dormer looked more visually dominant and slightly top heavy.

However, there were many different building styles along Newlands Road, and for this reason, it was considered that this proposal would not adversely impact the overall street scene.

Rottingdean Parish Council did not object to this application.

BH2023/00576 13 Burnes Vale Rottingdean Brighton BN2 7DW

Erection of timber conservatory to replace existing.

Rottingdean Parish Council considered the planning documentation to replace an existing timber conservator. The existing base will be used to construct the new conservatory of the same dimensions.

Rottingdean Parish Council did not object to this application.

BH2023/01023 The Library, The Grange, The Green Rottingdean Brighton BN2 7HA

Installation of 2no roof lanterns to replace existing.

Rottingdean Parish Council considered the application to replace two existing roof lanterns on a grade 2 listed building. The documentation showed that the roof lanterns concerned were subject of an earlier application to replace them (BH2023/00280 - subsequently approved) that RPC commented on.

Our observations were that the replacement roof lanterns would be made from wood and of a very similar design, with slight differences in height of upstands/glazing but with the same overall dimensions as the existing roof lanterns. The roof lanterns cannot be seen from ground level and a site visit was not carried out. However, the photographs submitted with the previous application showed the existing roof lanterns to be in very poor condition and in need of replacement.

Rottingdean Parish Council did not object to this application.

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