



## Minutes of the Meeting of Rottingdean Parish Council on Monday 5 June 2023

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

Public Gallery: Ward Cllr Fishleigh, Ward Cllr Earchy

Questions from the Public

Cllr Earchy raised the following issues

- Having attended the Local Action Team (LAT) meeting and spoken to the local Police Community Support Officer (PCSO), Cllr Earchy suggested that the LAT represented the best forum at which to liaise with the PCSO on matters of local crime and anti-social behaviour. **Cllr Lawrence** agreed that now the LAT was focussed on crime and anti-social behaviour it was the right forum for community groups to liaise with the PSCO. **Cllr Levins** agreed but said that on specific issues the PSCO was happy to visit Rottingdean for informal discussion which was helpful from a visibility point of view. **Cllr Nixon (Chair)** agreed that a single forum for local groups such as the Neighbourhood Watch to liaise with the PSCO made sense and said that Cllr Lawrence had agreed to attend the LAT on behalf of the Parish Council (RPC), but that RPC reserved the right to contact the PSCO outside the LAT meeting on specific issues.
- **Cllr Earchy** advised that following the injury of a child on the undercliff after a collision with a bicycle, he wanted proper signage to be put in place at the Brighton and Saltdean entrances to the undercliff, advising cyclists of the alternative cycle path adjacent to the A259, and also the provision of clearly marked 'no cycle' zones at the cafes at Ovingdean, Rottingdean and Saltdean. Cllr Earchy said that while the police had said it would be difficult to enforce speed limits for cyclists on the undercliff, they would want to be informed about E-Scooters illegally using it as a roadway. Cllr Earchy asked for RPC support including any financial support for signage. **Cllr Nixon (Chair)** said the RPC would be happy to support the campaign and that the matter of inconsiderate cyclists and e-scooter users on the undercliff had

been raised by a number Rottingdean residents. **Cllr Nixon (Chair)** said that Cllr Turnbull would be the main contact along with Cllr Cherrie. He also said that resources might be available, but that RPC would need to liaise with Brighton and Hove City Council.

- **Cllr Earthy** said he had had complaints about anti-social behaviour from people staying in properties being used as Air B and Bs in Ovingdean and wanted to alert RPC to the possibility of this spreading to Rottingdean.

1. **Apologies for absence**

Cllr Turnbull

2. **Declarations of interest**

None

3. **Agreement of the minutes of the Parish Council AGM and meeting on 15 May.** The minutes for both the AGM and May meeting were agreed

4. **Action Log.** The Clerk advised that the following actions were outstanding

- Cllr Turnbull to contact Urban Movement to progress the costing of the Lower High Street concept design. To be carried forward
- Cllr Lawrence to send a note to Village notice board key holders reminding them that notices should be time limited. **Cllr Lawrence** said she had inspected the notice boards and most notices now seemed to be up to date but would send a note to key holders. Carried forward
- Cllr Turnbull to contact Nick Lane about the prospect of members of the public working on pond maintenance. To be carried forward

5. **Matters Arising.**

None

6. **Finance Update**

- Payments and invoices. The Clerk requested authorisation of the following payments:

## VAT

|                      |                         |         |
|----------------------|-------------------------|---------|
| HMRC May             | £531.85                 |         |
| C Hayes Salary May   | £ 709.80                |         |
| C Hayes Comms (zoom) | £12.99                  | £2.60   |
| Internal Audit       | £400                    | £80     |
| Room Hire            | £37.00                  |         |
| DMH Stallard         | £4,526.00               | £901.20 |
| <b>Total</b>         | <b><u>£6,217.64</u></b> |         |

Authorisation was proposed by **Cllr Levins** seconded by **Cllr Cherrie** and agreed unanimously.

- Bank balances. The Clerk advised that the bank balances at the end of May were:

|                                  |          |                   |
|----------------------------------|----------|-------------------|
| Unity Trust Bank Current Account | £        | 102.10            |
| Unity Trust Bank Instant Access  | £        | 57,804.59         |
| C&C savings account              | £        | 84,417.95         |
| <b>Cash at Bank</b>              | <b>£</b> | <b>142,324.64</b> |

- May 2023 Accounts. The Clerk presented the accounts, which were approved.
- The RFO's Draft Annual Governance and Financial Report for 2022/23: The Clerk advised the meeting that the Annual Governance and Accountability Return (AGAR) had now been completed and agreed with the Cllr Turnbull the Deputy Responsible Finance Officer. The Clerk then took the meeting through the Annual Governance Statement and the Accounting Statement previously circulated and asked for Council approval for the AGAR to be submitted to the externally appointed auditor. The Clerk added that once submitted, the unaudited AGAR would be posted on the Parish Council website and residents would have the opportunity to examine the Parish Council accounts. Approval of the Annual Governance statement was proposed by Cllr Cherrie, seconded by Cllr Lawrence and approved unanimously. Approval of the Accounting Statement was proposed by Cllr Poole, seconded by Cllr Lawrence and approved unanimously. **Cllr Nixon (Chair)** thanked the Clerk for his work in the AGAR and signed both documents.

## Major Projects

7. **St Aubyns** Cllr Nixon (Chair) provided the following update:
  - Handrails had been fitted to the steps on the left-hand side of Field House.
  - Confirmation of the dates for the trial holes to assess the cost of a 4-meter column proposal to light the Twitten lighting had not yet been received from BHCC.
  - The Chancel repair insurance was now in place and the wording of the Third Deed of Variation, that would include RPC in the list of parties exempt from certain developer obligations, was being finalised with the legal teams.
  - Agreement had been reached that the Artistic Component would be installed in the Field and a meeting to start the selection process was being arranged.
  - Over the next few months, the project would focus on the artistic component and developing a transitional working group to put in place the necessary arrangements for maintenance and security the Chapel, Pavilion and Field. The group would also explore the appointment to the group of external members with particular expertise and comeback to the Council with proposals.
8. **Lower High Street.** No update
9. **Park Road Toilets.** The Clerk advised that he had been in contact the BHCC building surveyor now overseeing the project last week and was informed that the cubicle panels delivered to site were faulty and were urgently being repaired by the manufacturer. This would take about 12 days. Fitting the cubicle panels was, however, the final stage of the work but it was unlikely that the work would be completed until July.

## Planning

10. **Applications Received in May.** In addition to the paper circulated (Annex A), **Cllr Poole** provided the following update:
  - The application to build a large garage at 45 Falmer Road, that RPC had objected to, had now been refused by BHCC
  - The proposal for a 5G mast to be erected in the long stay car park on an emergency basis had been withdrawn. The meeting agreed that the Parish Council would need to remain vigilant given that this was the third proposal for 5G masts in the Village.
  - The BHCC planning office had responded to a complaint forwarded about the modern style of the new windows fitted to Mill Cottage, stating that as the leaded windows taken out were probably added in the 1920's or 30s, the replacements were considered acceptable by the heritage planning officer.

- Advice had been sought from the planning officer at BHCC following a complaint received about the High Street facing wall of 77 the High Street, that had been painted bright pink.

## Advisory Group Meeting Updates

### 11. Strategy and Communications Cllr Nixon (Chair) provided the following update

- Legal officers at BHCC had confirmed that co- option to fill the three Councillor vacancies could go ahead. Draft advertisements for the website, notice boards and social media had been circulated for comment. In discussion it was agreed the co-option process should get underway and that no specific skills or experience should be mentioned in the advertisements which would ensure they would attract a wide range of candidates. **Cllr Lawrence** suggested that the advertisement should be circulated to the Rottingdean Forum which was agreed.

**Action:** The Clerk to post the advertisements for co-option to the three Councillor vacancies on the website, notice boards and social media and provide copies to Cllr Lawrence for circulation to the Rottingdean Forum.

- SCAG discussed Parish Council priorities for the next 3 years and proposed that a vision document should be drafted that consolidated all planned Council activity and projects into a portfolio showing how each supported the objectives set out in the vision. A draft document would be discussed at the next SCAG meeting prior to presentation to the Council
- BHCC had advised that the removal of the planter would need to be referred to the Environment, Transport, and Sustainability Committee (ETSC) on 6<sup>th</sup> July. In addition, BHCC Officers had proposed that traffic flows on Steyning Road should be measured prior to the planter removal. This was contrary to what had been agreed at the last meeting of the joint RPC/BHCC AQMA group. Cllr Poole, on behalf on RPC, and Ward Cllr Fishleigh had raised concerns about this approach but had yet to receive a reply. The meeting agreed that a copy of any papers going to ETSC should be provided to RPC prior to submission and, if necessary, RPC would write formally to BHCC setting out its concerns.
- Following a decision by BHCC that public toilets would be closed at 4 pm due to staffing difficulties, Cllr Fishleigh had asked if RPC could organise volunteers to close the toilets later. Whilst agreeing that 4 pm was far too early for public toilets in the Village to be closed, after due consideration, SCAG recommended that RPC should not get involved in closing the toilets but lobby BHCC to provide later opening. This was agreed.

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

- A grant application had been received from the organisers of Rottingdean Fair requesting £2000 to cover costs and provide more money for charities. **Cllr Lawrence** said the application had been prompted by the fact that BHCC were now charging around £150 for use of Council Kipling Gardens and an ambition to expand the range of activities and entertainment on offer at the fair. **Cllr Lawrence** said she considered the amount requested excessive and suggested she discuss it with the organisers. The following points were made in discussion:
  - The Fair was an important event for the Village that RPC would want to support.
  - £2000 was a significant proportion of the Grants budget.
  - It was agreed that a grant of between £200 to £400 would be more appropriate to cover the cost of having to pay BHCC for the use of Kipling Gardens. Any further monies would require a more detailed case being made.
  - It was agreed that Cllr Lawrence should speak to the organisers to manage expectations and bring the matter to the July Council meeting for approval.

**Action.** **Cllr Lawrence** to discuss the application with the organisers of the fair and provide advice to the July Council meeting.

- A number of discussions had taken place with players, BHCC, the Lawn Tennis Association and the Football and Cricket Club about future management arrangements for the Rottingdean Tennis Courts. The Lawn tennis Association would be undertaking some maintenance of the two courts at the recreation ground. Although a lock and key pad had been put on the gates this was yet to be made operational, views were divided on whether this was a good thing The Cricket and Football Club were now considering if they could provide the administration for the Tennis Courts in future and charge fee for taking on these responsibilities

13. **Natural Environment** No update

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

- Following an earlier complaint regarding the state of the footpath/bridleway at potentially dangerous barbed wire along the path to the recreation ground at Hogg Platt, Cllrs Cherrie and Turnbull visited the site. Cllr Turnbull did not believe the barbed wire was a danger as it was set so far back from the path, that one would need to cross over some bushes etc to get to it. The matter of the surface becoming slippery when wet was also considered but as this was bridleway, resurfacing to

ensure it remained non-slip, would be inappropriate. The resident that had raised the issues had been informed.

- Following complaints relating to the condition of the footpath at the bottom of Marine Drive, a draft letter had been drafted for the Clerk to issue advising leaseholders that BHCC will not carry out any work on this part of the pavement and it is a matter for the freeholders of adjacent properties. The Clerk was to issue the letter.

**Action** Clerk to issue a letter to properties on Marine Drive advising leaseholders that BHCC will not carry out any work to repair this part of the pavement and that it is a matter for the freeholder

- An email was received relating to the state of the pavements in Eley Drive which had not been made good after some recent building work in adjacent premises and complaining that grass cuttings on grass verges had not been collected. BHCC was looking in to the state of the pavement, but had said that it was not their normal policy for grass cuttings to be collected. The resident was made aware of this and updated on the other points they raised.

The meeting closed at 21.10. The next meeting is on Monday 3<sup>rd</sup> July 2023

***Chris Hayes, Parish Clerk***

***June 2023***

Signed

Date

## **Planning Applications Considered in May**

### **BH2023/01224      8 Dean Court Road Rottingdean Brighton BN2 7DH**

Proposed addition of a roof lantern to existing rear extension and removal of existing rear patio doors, single door and window to be replaced with Bi-fold doors.

Rottingdean Parish Council considered the planning application to reconfigure ground floor accommodation at the rear of the premises. The property footprint would not be extended under the proposals. The planned modifications are to the rear of the building. RPC's view is that the replacement of existing doors and windows with a new bi-fold door, plus the addition of a roof lantern, would not detract from the overall look and character of the property.

Rottingdean Parish Council did not object to this application.

### **BH2023/01140      St Margarets Cottage and Norton House, The Green Rottingdean Brighton BN2 7HA**

Insertion of 2 beams and padstones into the wall of Norton House

Rottingdean Parish Council considered the planning documentation for the insertion of two steel beams resting on padstones on the joint wall of St Margarets Cottage and Norton House. It was noted that this was an internal construction issue that had no impact on the visual character of the property. Without structural engineering knowledge, RPC did not feel able to comment on this application, but noted the public objection comment that the wall of this listed building is made of bungaroosh which is fragile and liable to crumble. RPC were happy for the Planning Officer in this case to determine the outcome of the application.

Rottingdean Parish Council did not object to this application.