



Minutes of the Meeting of Rottingdean Parish Council on Monday 6 March 2023

Present; Cllr John (Chair). Cllr Nixon, Cllr Poole, Cllr Lawrence, Cllr Levins, Cllr Turnbull, Cllr Fox.

C Hayes, Parish Clerk

Public Gallery; Ward Cllr Fishleigh, Ken Bodfish, Mr and Mrs Dalby, Nigel Smith.

Public Questions.

Ken Bodfish asked if the lighting of the Twitten was being considered, given its importance as a thoroughfare through the village, and if the Councillors would consider installing Heritage lamps like those that had been installed in other parts of the Village.

Cllr John (Chair) said that the matter was on the agenda.

Nigel Dalby asked if the yellow hatching on the High Street could be re-painted as it had completely faded and also asked if the hatching could be extended to cover the entrance to Deans Mews. Mr Dalby also suggested that traffic congestion could be helped if the High Street was one way and the bus company used smaller buses. In addition Mr Dalby asked about the plans to make more of the Lower High Street. **Mrs Dalby** added that additional parking in the village would also help. **Cllr John (Chair)** said the Lower High Street project was on the agenda. She added that Brighton and Hove City Council (BHCC) had been asked about extending the yellow hatching but had said this would make it less likely to be observed; one way systems had been considered but ruled out because of traffic displacement that would congest other parts of the village; Cllr Fishleigh added that the bus company had been approached about smaller buses but said that smaller buses in their fleet would have the same footprint as buses currently used. **Cllr Poole** added that repainting of the yellow hatching was planned.

Cllr Fishleigh advised the meeting of the following:

- A BHCC decision to cut lifeguard funding meant that there would be no life guards on Rottingdean beach in the summer as visitor numbers were not considered high enough.

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- The Queen Victoria Public House was up for sale
- She had been speaking to Rottingdean in Bloom about where the planter might be placed once it was removed from the High Street.

Cllr Fishleigh added that the food bank she had organised was very busy and she was to make an application to the Parish Council for a donation.

1. Apologies for absence

Apologies received from Cllr Cherrie

2. Declarations of interest

None

3. Agreement of the minutes of the Parish Council meeting on 6 February 2023. The minutes were agreed

Matters arising

4. **Action Log.** The Clerk advised that the outstanding actions had been cleared. He said he had written to BHCC advising them of the Parish Council's precept decision and of the decision to meet the requested contribution towards the refurbishment of Park Road toilets, provided assurances were received about their future. The Clerk said he had been assured by BHCC officers that the toilets would be maintained by the City Council and that the Parish Council would be consulted about any plans for the future of the toilets.

5. **Matters Arising**

a **Section 106 Recreational Funds.** **Cllr Nixon** provided the following update:

- The RPC nominated projects as approved at the February 23 meeting had been included in the final report together with the relevant comments.
- The request to retain the additional £7500 for Kipling Gardens pending the final list of improvement projects had been captured in the final document. This was to be followed up by Friends of Kipling Gardens and referred to Rob Walker and Simon Brown, the Community Infrastructure Levy (CIL) contact at BHCC.
- Feedback on the future Sports Ground Compensation spend at Happy Valley had indicated that the terms of the S106 agreement restricted its use to improvements only and that further enquiries should go to City Parks.

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- Regarding potential additional projects, the S106 Agreement was not prescriptive on the spend of the balance of the £18,290 for Rottingdean Recreation Ground, providing this was towards sports provisions either indoor or outdoor'. That could mean, under the terms of the S106, that funds were available to improve Rottingdean Recreation Ground. This was to be followed up by the Parish Council

The following points were made in discussion:

- **Cllr Lawrence** said she along with Cllrs Turnbull and Fox had met with the Cricket and Football Club who had said they would like to add the tennis courts to their portfolio. Cllr Lawrence said she had also met local players who were keen to maintain the courts. A meeting with Rob Walker from BHCC was being arranged to discuss the matter and the future of the Recreation Ground more generally.
- **Cllr Lawrence** said she had met with the Friends of Kipling Gardens and the gardener about plans to improve the Gardens but they needed to know what the next stage in the process was to progress the plans.
- **Cllr John (Chair)** said that the S106 initiatives needed to be volunteer led with the Parish Council playing a supporting role. **Cllr John** suggested that a working group be established to carry the initiatives forward.
- **Cllr Turnbull** asked if the S106 funds could pay for the Ash die back work needed on Beacon Hill. **Cllr Nixon** said that Ben Galley from City Parks had offered to fund the replacement whips for removed Ash trees. It was agreed that Cllr Turnbull should write to the Ranger, Nick Lane to make sure he was aware of this offer.

Action: Cllr Turnbull to write to Nick Lane to ensure he is aware if the offer by City Parks to fund replacement whips for removed Ash Trees..

Finance Update

6. Payments and invoices

- a **Payments for Authorisation.** The Clerk asked for authorisation to pay the following:

VAT

HMRC February	£641.56	
C Hayes Salary February	£ 831.87	

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C Hayes Comms (zoom)	£11.99	£2.40
One Digital (Newsletter Printing)	£368.00	
BHCC (Park Road Toilets – part payment)	£19105.63	
Total	£20959.05	

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

The Clerk informed the meeting that during February two invoices were settled in accordance with paragraph 7 of the financial regulations:

- SPS for the distribution of the Newsletter £540
- A J Taylor Electrician (Christmas Tree Lights) £198

b **Bank balances.** The Clerk advised the meeting that at the bank balances at the end of

NatWest Current Account	£	100.00
NatWest Reserve Account	£	7,879.22
Unity Bank Current Account	£	101.62
Unity Bank Instant Access	£	67,964.34
C&C savings account	£	86,702.89
Cash at Bank	£	162,748.07

February
2022 were:

The Clerk also advised the meeting that he was in the process of closing the NatWest account and transferring the remaining funds to the Unity Trust Account. The Clerk added that he had also arranged for the transfer of £3000 from the Cambridge and Counties Bank Account to the Unity Trust Account to keep the balance below £85,000 and therefore covered by the Financial Services Compensation Scheme.

c **Accounts for February.** The accounts were presented and agreed.

d **Expenditure Forecast.** The Clerk advised the meeting that he was expecting an invoice for the balance of the £65448 (+VAT) for Park Road Toilets and an invoice from DMH Stallard (St Aubyns) estimated at £3000 (+VAT) during March/April. The Clerk said that with expected income, and operational expenditure of £1500, in March, this should leave a balance of £92,800 to carry forward into 2023/24.

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Planning

7. Applications Considered in February. Cllr Poole provided the following update:

BH2023/00271. St Margaret's CE Primary School Whiteway Lane Rottingdean

Replacement of existing timber single glazed windows and doors to Year 5 classroom with PPC aluminium double-glazed windows and doors together with removal and infill of 1no rooflight and replacement 2no rooflights

Rottingdean Parish Council examined the proposals to upgrade the Year 5 classroom, replacing single glazed timber windows and doors with aluminium double glazing. It was also proposed to block up one rooflight and replace double doors with a large, double glazed window. It was considered that the thermal efficiency of the classroom will be significantly improved and there would not be a detrimental visual impact to the building. Rottingdean Parish Council did not object to the application.

BH2023/00157. Rottingdean Bowls Clubhouse Falmer Road Rottingdean Brighton.

Refurbishment of existing clubhouse and associated works including replacement of existing changing rooms and sanitary facilities with single storey block to South elevation and erection of single storey storage building to North-West corner, installation of ASHP equipment, revised fenestration to existing clubhouse and associated landscaping alterations.

Rottingdean Parish Council considered the revised planning documentation for this application and viewed the site from the eastern boundary of the club, as well as from the first floor dormer windows of both No.1 & No.2 Challoners Mews – two residential properties immediately adjacent to the proposed new changing rooms. The revised plans for the changing rooms show that by reducing the roof pitch, the height of the roof ridge would be lower than the original plans. This would reduce the impact of loss of light for the two households concerned.

The plans for the new changing rooms show they would be attached to the West wall / roof of the clubhouse, a flint walled, clay tiled, former agricultural building. Building onto the side of the clubhouse would change the form and character of a local and rare example of a heritage listed barn which sits within the Rottingdean Conservation area. Attaching the changing rooms to the clubhouse as planned would also result in an existing clubhouse window being lost. To replace lost light, the drawings show a large double-glazed window would be installed in the West wall of the barn, adjacent

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to the main entrance door. The panel considered that installing a new window into the flint wall of the barn was not an acceptable alteration to a heritage building.

The original proposal for a single storey storage building on the North-West corner of the Bowling Green remains. As previously highlighted, this would require the removal of mature hedging for its construction. The building would be about 8.6 metres wide and 4 metres high and directly visible from the road. It is considered that it would interfere with the otherwise natural sightlines that extend beyond the grounds towards Beacon Hill nature reserve and it was not considered to be appropriate or sensitive to its surroundings

Rottingdean Parish Council appreciated that the roof ridge of the proposed changing rooms has been lowered to reduce the impact on the Challoners Mews residents. However, it was our view that the changing rooms should be detached so as not to impact on the appearance and integrity of the heritage barn. Also, the storage facility should be located on the lower ground behind the proposed site so that it is not so prominent. **Rottingdean Parish Council objected to this application.**

BH2023/00327 45 Gorham Avenue Rottingdean Brighton BN2 7DP

Roof alterations and extensions including raising roof ridge height to create first floor, addition of 3no. front dormers and 2no. rear dormers, 2no. front rooflights, 1no. rear rooflight and associated landscaping works

Rottingdean Parish Council considered the documentation related to this application and compared it with a previous planning application for this property approved in October 2022. It was noted that the proposal was for a new gable end roof with an increased height, allowing three front facing dormers to be incorporated into the roof space, with another two dormers to the rear. The drawings show this would provide a balanced look to the property that would be in keeping with other houses in the area. It was not considered that the increased roof height would have a detrimental impact on neighbouring properties. Rottingdean Parish Council did not object to this application.

BH2023/00247 21 Marine Drive Rottingdean Brighton BN2 7HJ. Installation of replacement shopfront with retractable awning and installation of extraction flue to the rear.

Rottingdean Parish Council considered the application to convert former shop premises into a café/restaurant with bi-fold doors and a retractable awning to replace the old shopfront. An extraction flue from the kitchen area would also be fitted at the rear of the premises.

The panel noted that being a former shop, if it were converted to a café/restaurant, it would remain within Use Class E, so planning permission was not required. However,

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as there was an application for a flue system to be installed, plus external changes to the shopfront, the change of use was very likely to impact on residents living in the vicinity of the premises through noise and odour emitted by the flue. There may also be potential noise nuisance from customers in or outside the premises.

Although there was not an opportunity for Rottingdean Parish Council to object to this application, we have asked that full consideration to be given to the existing amenity and character of the area and that all necessary steps are taken by BHCC Planning Officers to mitigate the impact of mechanical noise, odour and customer noise on the adjacent residents.

Cllr Poole also advised the meeting that a permitted development application for a telecom mast on Falmer Road / Court Farm Road had been refused because of the potential detriment to the local amenity and because not enough consideration had been given to alternative sites.

Major Projects

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

- The Twitten lighting design study report, half funded by RPC, had been issued
- It included a number of lighting options of which the placement of lamp posts was favoured. Fairfax had cleared the end of the Twitten to permit further investigation of the most likely lighting option. The option of Heritage lighting would be considered.
- Fairfax had asked to include a reference in the Field Specification to two clauses already existing in the approved Contract Schedule. These existing clauses permitted some flexibility to Fairfax to modify materials but not the appearance or quality of work. As the clauses already exist and they require RPC to be consulted and agree to any major changes there is no material impact . As the change only involved a reference to the Schedule and did not materially impact to the approved documents. Therefore, the working group propose that the Council accept the change and move to Signature and Exchange. **This was agreed.**
- Once the Transfer Contract had been signed the Working Group would review the Project Plan and priorities with the revised 31st March 2024 completion date in mind.
- Fairfax were to be approached after contract signature regarding the revised Brief and the composition of the Artistic Component selection panel. The Brief had been updated to reflect advice from Paula Murray following her visit and would be discussed at the March Working Group meeting.

9. Lower High Street **Cllr Turnbull** provided the following update:

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- A specialist urban design company, Urban Movement, had been appointed in 2020 to provide a concept design to transform the Lower High street into a Pedestrian Priority area.
- During consultation on the proposals, concern was expressed about the lack of parking and drop off points and a Phase One design had been commissioned in December 2022 to take account of the points raised in the consultation.
- A revised design had now been provided that extended the kerb on the eastern side of LHS, provided a drop off point, disabled parking and a differentiated surface at the threshold with the A259 to signal to drivers that they were entering a Pedestrian Priority area.
- The new design should also incorporate seasonal variation in traffic restrictions following representation from businesses that more access was needed during the winter months.
- The next step was to arrange for the design to be costed by BHCC using their contractors and to consider funding options
- The project was also working with the owners of the White Horse who had plans to transform the premises into a boutique hotel.

10. Park Road Toilets The Clerk said he had been advised by BHCC that the work was progressing as planned but that a firm finish date had not yet been provided.

Advisory Group Meeting Updates

11. Strategy and Communications. **Cllr John (Chair)** said the group had not met but provided the following update

- a Annual Village Meeting. The meeting was scheduled for 16 March at the Whiteway Centre starting at 6.30 pm, Councillors would provide a summary of their current work and be available for questions from residents.
- b Neighbourhood Plan. The Plan was currently out for consultation that ended on 16 March and was available on the BHCC and RPC websites.

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

- A donation request approach had been made from the Rotary Club of Newhaven Coast West for a donation of £50 towards the cost of providing commemorative certificates to pupils in all schools in the Deans to mark the Coronation. The Working Group had considered the request but given that there was no defined outcome or objective for the proposal it did not seem an effective use of public funds and the group did not recommend a donation. The meeting agreed with the recommendation.
- The Advisory Group had met with local voluntary groups and were developing ideas for volunteering events on the Bank Holiday of the Coronation, for

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example, a village clean up. This was in line with the commemorative activity suggested by the Palace. In addition, community groups could come together, probably on the village green, to promote their work and seek volunteers, The Parish Council could perhaps fund a specially designed cake. **Cllr Lawrence** was to write round to all the local community groups to canvass support for such an event.

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

- Plans for better disabled access to the Beacon Hub were in development but were awaiting decisions on the availability of S106 funds.
- Following concerns expressed to BHCC about the state of the cliff face at Rottingdean beach, Cllr Turnbull had received a letter from the Seafront Manager indicating that the cliff face from the Marina to Rottingdean Gap was to be investigated by engineers and a report would be provided. It was likely that the undercliff would be closed during the inspection.
- Plans to open the Beacon Hub Café for a longer period during the day and the car park for 24 hours each day were progressing.
- No progress had yet been made with the Seafront Manager about repair of the Terraces.
- The original contractor had now been commissioned to provide an accessible path at the western side of the pond and would also be asked to quote for work to repair the railings and replace the current fixings to the posts with a more robust design.
- Work on the Ash Dieback on Beacon Hill was ongoing.
- The residents of the Elms overlooking the Green had complained that the poles and platform used for the Remembrance Service in November had not been removed and were preventing the daffodils from blooming. The local branch of the British Legion had been approached by the Clerk but no action had been taken. Cllr Turnbull was to speak to Dave Bull.

14. **Built Environment**

- Arrangements had been made for a dedicated bench to be placed on the green at the bottom of Whiteways Lane.
- The complaint about a muddy area on Whiteway Lane near the junction of Chailey Avenue had been reported to the Council, but no action had been taken so far. The BEAG would follow this up.
- A complaint had been received about cyclists using the footpath to the rear of the White Horse Hotel as a cycle path. The complainant asked if another sign should be erected asking cyclists to dismount. There was also a suggestion of moving the large bin to another location. The BEAG did not think either of these options were viable. The bin was used mainly for boxes from Smugglers and

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ideally located for that purpose. It was also suggested that not too many cyclists use this route anyway, and indeed the area would be completely remodelled if Greene Kings' plans go ahead.

- Streetlamp 20 on Marine Drive was defective and had been reported to BHCC.
- The report received about a resident tripping on uneven bricks on the High Street had been reported to BHCC, who had pledged to carry out the necessary remedial work. Cllrs Poole and Cherrie had met with Ward Councillor Fishleigh on 21st February and inspected parts of the village with red brick footpaths. Photos were taken to highlight to BHCC the areas of most concern.

The following points were made in discussion:

- It was important to keep records of incidents caused by loose paving bricks to make the case for repair work to BHCC.
- Residents should be encouraged to report all incidents and any areas of loose paving.
- In parts of the village the kerb was at the same level as the road because of repeated mounting by large vehicles. This was a safety hazard particularly for people with sight impairment.
- Cllr Fishleigh was to report the worst areas to BHCC
- Following complaints about the poor state of repair of the pavement on lower footpath on Marine Drive outside the vet's etc, BHCC had confirmed that repair was the responsibility of the freeholder. It was proposed that a letter should be delivered to the freeholder of all premises advising them of their responsibility to maintain the pavement. The proposal was agreed by meeting.

Action: BEAG to send a letter to the freeholders of all lower Marine Drive premises seeking repair of the pavement.

- Following complaints about horse droppings on pavements in the village, BEAG were considering visiting local liveries to remind horse owners that horses were prohibited from using pavements.
- A car parking restriction notice signpost on Steyning Road had now been repositioned nearer the kerb following a resident reporting bumping into the post at Christmas.

Before closing the meeting, Councillors gave tribute to Cllr Nadine Fox for her contribution to the work of the Council and for her support to the village community. Cllr Fox was stepping down from the Council to pursue other interests.

The meeting closed at 20.58. The next meeting is on 3rd of April.

Chris Hayes, Parish Clerk

March 2023

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