



Minutes of the Meeting of Rottingdean Parish Council on Monday 6th November 2023

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

Public Gallery: Ward Cllr Earthy, Ward Cllr Fishleigh, Janice Mead, Rose Daly, Guy Stille, Paul Lane, Dajana Fifield.

Questions from the public.

Janice Mead said that at various places on the St Aubyns development the brick paving was damaged and although the developer, Fairfax, had organised repairs, which were inadequate Mrs Mead also said that the traffic situation on Steyning Road remained a problem. **Cllr Nixon (Chair)** said that as the pavement was within the development it was not the Parish Council's responsibility, and ultimately for the management company to resolve, but offered to raise the matter with Fairfax at his next regular catch up with them.

Paul Lane said the fact that the Management Company for the St Aubyns development was currently employed by Fairfax created an inherent conflict of accountabilities.

Guy Stille said he had emailed Brighton and Hove City Council (BHCC) about the gravel at the front of Field House that was difficult for residents with mobility problems to navigate and was spilling into the High Street. Mr Stille said he had also raised the matter as a health and safety concern with the Management Company who were obtaining legal advice. Although an officer from the Highways department had visited the site and said that the gravel was too deep, Fairfax and BHCC planning enforcement maintained that it was in compliance with the planning consent. **Cllr Nixon (Chair)** said that he had raised the matter with Fairfax project manager and although they were not willing to consider replacing the gravel they had offered to place a barrier at the entrance to the car park to reduce gravel spillage around the threshold and onto the High Street.

Dajana Fifield wanted to make the Council aware of a noise nuisance problem she was having from the Marshall Arts club next to her flat in St Margarets, that was causing her family a great deal of upset and distress. Following the involvement of the Environment Health team at BHCC the club had promised to install sound proofing over the summer, but this had not been done. **Cllr Nixon (Chair)** said that he sympathised with her predicament

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that was obviously causing her and her family distress, but unfortunately as the matter was already being dealt with by BHCC there was nothing to Parish Council could do to help.

Cllr Earthy gave the following update on issues he was currently involved with:

- The application for bathing status for Rottingdean Beach had gone through to BHCC
- A meeting had been arranged with Highways officers on Thursday 9th November to discuss a solution to improve visibility for cars exiting Vaughan Williams Way on to Steyning Road.
- He had noted the legal advice received from BHCC that the Undercliff was not a Highway and was considering how he might work around this in his campaign to stop speeding cyclists and electric scooter users.
- He continued to lobby for the reinstatement of ticket payment at BHCC Car Parks
- He was trying to get BHCC more engaged with the A259 corridor study.

Apologies for absence

Apologies had been received from Cllrs Turnbull, Levins and Cherrie

Declarations of interest

None were declared

1. Agreement of the minutes of the meeting on 2nd October.

- i. The minutes were agreed with the following amendment.
 - a Page 4, 4th bullet point, the word 'priority' replaced by 'responsibility'

2. Matters Arising

- i. Advice received on the status of the undercliff. **Cllr Nixon (Chair)** suggested that discussion be deferred until Cllr Turnbull was present given his close involvement with the issue.
- ii. **Cllr Nixon (Chair)** wanted the minutes to record that he had checked and signed the end of September financial reconciliation presented at the October Council meeting.

3. Action Log – The Clerk provided an update on outstanding actions:

- i. 0706 - Each advisory group to prepare a list of their priorities for discussion at the next Council meeting. To be discussed at the January workshop.

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- ii. 1001 -Cllr Cherrie to follow up the issue of responsibility for the repair of the pavement outside properties near the A259 lower High Street junction with BHCC. - Carried forward
- iii. 1002 - Clerk to notify the resident that RPC would not wish to take of the tenancy of her beach hut. Resident notified on 9th October
- iv. 1003 - Cllr Poole to approach speed watch to collect speed data on High Street traffic. **Cllr Poole** advised that following advice from the police that speed cameras were not suitable for vehicle speed on the High St, he had contacted Essex County Council who had suggested road pressure sensors would be more appropriate. **Cllr Nixon (Chair)** suggested that, as the issue had arisen in the context of the planter removal, discussion of speed measurement in the High Street should be deferred until after the meeting of the joint Parish Council/BHCC Air Quality Management Area (AQMA) working group.
- v. 1004 - Cllr Turnbull to obtain stone samples for the new pond path and organise a visit to the site. Carried forward
- vi. 1005 - BEAG to contact BHCC about returning the bins on Park Road back to their position at the side of the toilet building. Carried forward

4. Finance Update

- i. Payments and invoices. The Clerk requested approval for the following payments

VAT

HMRC October	£531.85	
C Hayes Salary October	£ 709.80	
C Hayes Comms (zoom)	£12.99	£2.60
P Birchall (Pond Maintenance)	£1800	
Rottingdean Village News (6 months - one page space)	£475.20	
Rottingdean Village News (one page co-option advert)	£100	
Remembrance Wreath	£25.00	
C Hayes (Shred Station - Disposal of Confidential Waste)	£78.00	£13.00
Total	<u>£3732.84</u>	

Approval was proposed by **Cllr Lawrence** seconded by **Cllr Poole** and agreed by unanimous vote.

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- ii. Bank balances The Clerk advised the meeting that at end of October the Parish Council's bank balance was £133,482.43
- iii. October Accounts. The Clerk presented the accounts that were agreed.
- iv. Budget 2024/25. The Clerk advised the meeting that he had begun work on the 2024/25 budget. Initial assumptions and proposals had been considered by SCAG on 30th October to help build up picture of spending plans and he had requested information on existing and new projects from project leads and advisory groups. The Clerk said he would shortly be circulating 2024/25 proposals a draft 2024/25 budget for Council approval at the December Council meeting following which final allocations would be agreed at a strategy workshop being arranged for January.

Major Projects

5. St Aubyns. **Cllr Nixon (Chair)** provided the following update:
 - Costings were still awaited for potential solutions to improve privacy as discussed at a meeting between Fairfax and Denes Mews residents on July 25th.
 - The wording of a Third Deed of Variation to include RPC in the list of parties exempt from certain Developer obligations had been agreed but there was a risk that RPC would need to pay half of BHCC legal costs (£500).
 - The Working Group was preparing a proposal for the St Aubyns interim organisation to manage the assets following transfer.
 - The Forestry Commission was providing a new round of grants for tree planting. The application process was open until June 2024 for planting by end March 2025. This fitted perfectly into the St Aubyns transfer timing. The Working Group and the Natural Environment Advisory Group (NEAG) would review the options for a submission early in 2024.
 - A Public Art Manager to manage the selection, commissioning and installation of the artistic component for St Aubyns Field had been selected in agreement with Fairfax. A kickoff meeting was planned for Wednesday 8th November. Consultation on proposed installations would probably take place in January/February 2024.
6. Air Quality Management Area. **Cllr Poole** said that a meeting of the joint Parish Council/BHCC Air Quality Management Area working group was being arranged following the removal of the planter and subsequent data analysis of traffic flow and air quality data collected before and after the removal. **Cllr Nixon (Chair)** suggested the Parish should prompt BHCC about the meeting.

Action: **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

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7. Neighbourhood Plan The Clerk advised the meeting that, following the approval of the Plan by the independent examiner, it would now be considered by the Culture, Heritage, Sport, Tourism and Economic Development Committee on 8th December and by the full BHCC Council on 14 December to approve a referendum. The Clerk then took the meeting through the following changes to the Neighbourhood Plan recommended by the examiner:
- Policy H1 – Balancing the Housing Mix - Delete the 2nd part of Policy text comprising the sentence commencing “Proposals that increase ...”.
 - Policy TO1 – Visitor Accommodation - Delete the words “Survey data indicates there is no longer sufficient demand” in the Policy text and replace with: “It can be demonstrated from bookings, reservations and occupancy data that the continued use of the premises as a hotel or guest house will no longer be economically viable.”
 - Policy EE2 – Accessible Retail Units - Delete this Policy in full. Add new accessibility objective – “*Our aim is for Rottingdean to be a village that is welcoming inclusive and accessible, providing barrier free services that promote independence and equity of access and opportunity including access to digital services and housing.*”
 - Policy AQ3 – Electric Vehicle Charging Points - Delete existing Policy text in full and replace with: “*The Parish Council will support all initiatives to introduce additional electric vehicle charging points at appropriate locations within the Plan area, in order to promote improvements to air quality and to encourage sustainable development.*”

The above changes were agreed.

Planning

8. Applications considered October. **Cllr Poole** reported that no applications had been received during October.

Advisory Group Meeting Updates

9. **Strategy and Communications**
- i. Meet your Councillors event. **Cllr Lawrence** said that the proposal to hold a ‘Meet Your Councillors’ event for residents on 8th January at 6.45 pm prior to the January Council meeting. Information boards on Council projects and activities would be available and Councillors would be able to talk to residents about life as a Councillor and promote the value of joining the Council. Cllr Lawrence would produce a proposal for consideration.

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Action: Cllr Lawrence to produce a proposal for a 'Meet Your Councillors' event for consideration

- ii. Risk Register Review. The Clerk took the meeting through the revised risk register drawing attention to 3 new risks that had been added
- Loss or damage to Council property and/or land through, wear and tear, vandalism, fire, theft – mitigated by fire and theft protection measures and relevant insurance
 - Failure to meet freeholder responsibilities for St Aubyns Field and Buildings – mitigated by embedding appropriate governance into RPC ways of working with clear accountabilities for meeting freeholder responsibilities and involving relevant expertise from among village residents.
 - Insufficient number of Councillors to discharge Council responsibilities – mitigated by co-option and, in the event of the number falling below 3 Councillors required for a quorate, appointment of Councillors by BHCC at the request of the Clerk.

Cllr Nixon (Chair) also asked that the risk of financial loss through bad investments was added given that the Council would need to carefully invest the one-off developer maintenance contribution for St Aubyns.

The risk register was agreed with these amendments.

- iii. Parish Council Instagram Account. **Cllr Lawrence** advised the meeting an ex-Parish Councillor, Kieran Fitsall, had volunteered to manage a Parish Council Instagram account on behalf of the Council. Material for the account would be forward by Councillors to Cllr Lawrence who would check the material before sending it to Mr Fitsall to post. A governance proposal had been drawn up which would be circulated. The meeting agreed that the Instagram account should be set up.

Action: Clerk to circulate Instagram content governance proposal

Action: Cllr Lawrence to inform Kieran Fitsall of the approval to proceed and the agreed governance.

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

- The Christmas tree would be placed on the Village Green on 7th December sponsored by Voipfone's and with the help that Farmer Carr

11. **Natural Environment** - No update

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12. **Built Environment Cllr Poole provided the following update:**

- A resident had reported slipping on wet pavement in the High Street. This was a continuing problem with BHCC unlikely to fund any repair in the foreseeable future due to funding pressures. The Parish Council would notify BHCC of the accident and remind them of their liability. **Cllr Nixon (Chair)** suggested that BEAG catalogue all such incidents reported to the Council and report back on to the full Council on the issue.

Action: BEAG to report back on the notification to BHCC of a resident sleeping in the brick pavement.

- BHCC will be approached to replace the bus shelter on the A259 opposite Chailey Avenue following its removal because of storm damage
- The broken windows at the bus shelter outside the White Horse Hotel had been boarded up. BHCC had said that this and the tram shelter on the A259 now looked unlikely to be repaired until sometime in 2024/25.
- **Cllr Nixon (Chair)** noted that heavy construction vehicle damage to the brick paving at the bottom of Bazehill Road had been covered by a metal sheet to make it safe but asked that BEAG to ensure that a permanent repair was made, once construction work was completed.

The meeting closed at 21.10. The next meeting is on the 4th of December.

Chris Hayes, Parish Clerk

November 2023

Signed

Date