



Minutes of the Meeting of Rottingdean Parish Council on Monday 2 October 2023

Present Cllr Nixon (Chair) Cllr Poole, Cllr Lawrence, Cllr Turnbull, Cllr Cherrie C Hayes, Parsh Clerk (minutes)

Public Gallery: Ward Cllr Earchy, Janice Mead, Nicky Lloyd-Owen.

Public Questions:

Janice Mead said that cars driving on the pavement in Steyning road were causing safety concerns particularly for people living at the lower north side coming out of their houses. In addition, visibility for cars emerging from Nicholson Place was very limited. **Cllr Cherrie** said the whole issue of vehicle and pedestrian movement around the village was being considered by the Council. **Cllr Trumbull** added that BHCC can be called if cars were illegally parking near the junction of Nicholson Place and Steyning Road. **Cllr Nixon (Chair)** said as part of the holistic study of vehicle and pedestrian movement the Built Environment Advisory Group (BEAG) would look at Steyning Road in particular and come back to the Council with proposals.

Nicky Lloyd Owen said as a member of the Friends of Rottingdean Coast and Environment (FORCE) she wanted to thank the Parish Council for their support with their campaign to get Rottingdean Beach designated as bathing waters.

Cllr Earchy said he was working to get the application for bathing status on the agenda of the Transport and Sustainability Committee agenda. **Cllr Earchy** added that he had requested an extension of the yellow lines around the junction of Vaughan-Williams Way and Newlands Road following of representations from residents. **Cllr Nixon (Chair)** asked that the Parish Council be copied into his requested

1. **Apologies for absence**

Apologies had been received from Cllr Levins and Ward Cllr Fishleigh.

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Date

2. **Declarations of interest**

None

3. **Agreement of the minutes of the meeting on 4 September.**

The minutes were agreed and signed by the Chair

4. **Matters Arising**

i. **Cllr Turnbull** advised the meeting of the following:

- A notice about the planning application for 2-4 West Street had been posted on 15th September and the period for consultation extended to 7 October.
- Advice had been sought from Brighton and Hove City Council lawyers about whether or not the undercliff was classified as a Highway.

5. **Action Log** The action log was updated as follows:

- 0801 Cllr Cherrie had written to BHCC about the ownership of the pavement outside properties near the A259/lower High Street junction but had not had a reply. He was to follow up.
0902. A request for a meeting of the joint RPC/BHCC air quality management group had been requested and a meeting was to be arranged once the traffic flow and air quality data gathered during September had been analysed.
- 0904 Cllr Turnbull had sought information about the application process for new tree planting funding but had not had a reply in time for the 25th of September application deadline.
- 0905 Cllr Cherrie had written to BHCC to request that they reconsider their position that repairs to the bus shelter outside the White Horse would not be undertaken during 2023/24.
- 0906 The BEAG has considered that case for the purchase of solar powered speed signs but did not consider this good value for money given that the police had advised that speeding was not a problem in the village. The meeting agreed that more data was needed to support such an investment and that the local speedwatch team should be approached to obtain data.

Signed

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6. Finance Update

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

		VAT
HMRC June	£531.85	
C Hayes Salary September	£ 709.80	
C Hayes Comms (zoom)	£12.99	£2.60
C Hayes (Phone)	£30	
Clamp Boxall (Payroll Services)	£80.00	£16.00
Room Hire	£113.00	
Toolkit (IT Support)	120.00	£24.00
Total	<u>£1597.64</u>	

Authorisation was proposed by Cllr Turnbull, seconded by Cllr Lawrence, and agreed by unanimous vote. The Clerk also reported that an invoice for £504, from PKF Littlejohn for the audit of the Annual Governance and Accountability Return, had been paid during September as per paragraph 7 of the financial regulations

- ii. Bank balances The Clerk advised the meeting that the bank balances at the end of September 2023 were:

Unity Trust Bank Current Account	£103.37
Unity Trust Bank Instant Access	£39,869.68
C&C savings account	£85,554.99
Cash at Bank	£125,528.04

- iii. September Accounts. The accounts were present and approved.

- iv. Mid-term Spending report. The Clerk took the meeting through the key points of the report:

- At the end of the first half of the financial year the Council had spent 37% of the budget.
- Although only 28% of the operational budget has been spent so far, this budget line included a £5000 contingency and £8500 towards St Aubyns maintenance and insurance costs on which expenditure was dependent on the timing of the transfer.

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- £31% of the Grants budget has been spent leaving £6200 available
- Only 5% of the infrastructure budget had been spent with a further £5246 available for, signage improvements, general improvements to infrastructure and access, and well-being.
- 41% of the project budget had been spent driven by the Park Road Toilets project which was now complete. £45,000 remained available for the Lower High Street Project, over £15,000 for St Aubyns and £10,000 and £7000 was available for spending on improving the pavement and the new pond path respectively.

The following points were made in discussion:

- Given the poor state of repair of the pavement, available funds should be spent although it was important to bear in mind that pavement repair was a BHCC responsibility.
- The money had been allocated to replace sections of the brick pavement with less slippery surface but the cost of only a small section had been estimated at £17,000.
- Section 106 (S106) funds had been allocated for a review of the pavements in the Village

Cllr Nixon (Chair) suggested that the Council await further information about the S106 funds and then consider how best to use the £10,000 set aside in the budget for pavement repair. This was agreed by the meeting

7. Co-option

- The Clerk reported that, although there had been interest shown in the social media adds, no applications had been received.
- Cllr Nixon (Chair)** said that the Strategy and Communications Advisory Group (SCAG) had discussed the idea of a 'meet your councillors' event to be held immediately prior to the December Council meeting to enable people to find out more about the work of the Council. The meeting agreed this in principle.

Major Projects

8. St Aubyns. **Cllr Nixon (Chair)** gave the following update

- Fairfax were considering the cost of solutions to improve privacy in Denes Mews following a meeting with residents in July.
- A third Deed of Variation had been agreed between Fairfax and BHCC to include RPC in the list of parties exempt from certain Developer obligations but was awaiting signing.
- There were currently two candidates for the position of Public Art Project Manager to lead the execution of the Artistic Component project. Exploratory interviews are being arranged and, if needed, a shortlist would be provided to Fairfax for final decision.

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- Fairfax had indicated that the final transfer of the St Aubyns assets was more likely to be end of May 2024 due to the work required to landscape the field. If the weather was favourable for planting, it might be earlier.

- i Proposal for basic community use. Cllr Nixon took the meeting through the proposal for the basic use of St Aubyns Chapel, Pavilion and Field immediately following transfer circulated making the following points:
 - Chapel and Pavilion. While both buildings had the potential to host community meetings the Pavilion would be more suitable to hold meetings because of its size and layout and the Chapel had many listed contents that would need to be protected. Consequently, it was proposed that
 - The Chapel was more suited as a venue for occasional supervised events such as remembrance services, selected exhibitions.
 - The Pavilion main space could be organised for either informal indoor recreation or meetings e.g., Advisory Group meetings) with the smaller room used for storage.
 - The basic use option for each would require essential services and amenities such as insurance, security, fire protection, power, and lighting.
 - There were other desirable services that could enhance the use such as water, heating, and Wi-Fi
 - To operate the buildings in this way, the group considered that, a simple booking system, building maintenance/cleaning contracts, someone to open and close the building after use, and storable seating and tables for inside the pavilion would be needed.

 - The Field. The aim was to create a space for family fun, to meet friends, allow informal recreation, walk the dog, and provide areas for quiet reflection whilst encouraging and coexisting with natural diversity including the wildflower area. The facilities would evolve over time based on community use and availability of funds. But the basic use proposition was to permit the space to be actively used respecting the intended purpose but with minimal investment until demand was fully understood and funds were available. The basic use proposal was for:
 - 3 picnic tables
 - 4 multipurpose waste bins at the high traffic entrances
 - 8 benches with design and exact placement to be decided, with 3 made available for dedication
 - a notice board at the Pavilion entrance
 - 5 entry signs welcoming visitors and explaining do's and don't's.
 - An adjustment of mown paths to create a central focal point potentially for public art and or seating.

The following points were made in discussion:

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- Both options would be managed by the Parish Council, but Councillors should not lose sight of the fact that the long-term option was for a Charitable Incorporated Organisation (CIO) to manage the buildings and Field
- Minimal investment should be made until demand was clear.
- In order to make use of the buildings viable heating and an internal water supply should be considered as essential.
- It was suggested that the Field should be called 'St Aubyns Community Field' to provide a sense of welcome for all.

The meeting agreed the basic use proposition presented and the working group would now work up the proposal in more detail taking into account the points raised.

9. Air Quality Management Area. **Cllr Nixon (Chair)** said that as discussed earlier a meeting was to be arranged shortly. **Cllr Poole** suggested that local speedwatch group should be approached about gathering data on speeding in the High Street prior to the meeting.

Action: Cllr Poole to approach speed watch to collect speed data on High Street traffic.

10. Lower High Street. **Cllr Turnbull** reported that costings for the revised concept design were still awaited from BHCC.

Planning

11. Applications considered September. In addition to the paper circulated (Annex A) **Cllr Lawrence** provided the following update:
 - A number of applications had been received recently that had incorporated roof terraces which in themselves had not been objected to but with the increase in property being used as Air B&Bs was something to monitor.
 - An application to create a hardstanding to the front of 18 Park the property had been considered, and whilst paving over of front gardens to create driveways was not ideal, it was noted that next door had paved their front garden and created a driveway on a piece of land which was the same size. The Council did not therefore object.

Advisory Group Meeting Updates

12. **Strategy and Communications**. In addition to the note circulated **Cllr Nixon (Chair)** provided the following update.
 - SCAG had concluded that RPC should not seek to take over the dedicated bench service for Rottingdean but await until the BHCC team had worked their way through the backlog and were accepting new applications. RPC would in the meantime focus on providing benches for St Aubyns Field.

Signed

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- SCAG supported the tabled motion “***That the Parish Council issue a letter of support for the application by the Friends of Rottingdean Coast and Environment for bathing water designation for Rottingdean Beach. (see attached).***”

The motion was therefore proposed by Cllr Turnbull seconded by Cllr Nixon (Chair) and agreed by unanimous vote.

- The visit of the BHCC CEO, Will Tuckley, to the Village on 14th September had gone very well. He was met by Cllr Nixon and the Clerk at the lower High Street taken down to the cliff face to discuss the cliff face safety concerns, briefed on the Lower High Street (LHS) project and the plans for the White Horse, shown the bus shelter outside the White Horse then walked down the High Street and to the Whiteways centre via the Twitten where Cllrs Levins and Lawrence joined the meeting. While a number of areas where RPC had worked very well with BHCC officers were highlighted, for example on work in the Twitten lighting plan and Park Road toilets, a number areas where little or no response had been received were raised:
 - Costing the LHS project
 - Progress in Section 106 projects
 - The bus shelter repair
 - Cliff face safety work

Will had said he would look into the issues we had raised, but that BHCC were facing some challenges working to understand the priorities for the new administration and ensuing the delivery of statutory services under enormous budgetary pressures. The meeting also discussed how to better engage with relevant senior BHCC officers in the future most of whom were within one directorate. Will agreed to consider how best this might be achieved which might include RPC Councillors giving a presentation to the relevant senior team.

- Standing Order and Policy reviews The Clerk took the meeting through the Standing Order and Policy reviews that had been completed. Cllr Levins had looked through the General Data Protection Policy and the Freedom of Information Policy but as no legislative changes had been made since the last review it had been agreed no revision was necessary. The Clerk went through out the minor amendments made to the Financial Regulations and the Beacon Hill Stewardship Group Standing Orders that had been circulated. The meeting approved the revised documents

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

- Rottingdean in Boom should be congratulated on winning a gold award in the Village in Bloom competition

Signed

Date

- A resident had written in complaining that the tennis courts were now locked. Cllr Lawrence had explained that discussions had taken place with tennis players to explore the possibilities of forming a club and with the football and cricket club who had considered taken over the running of the Courts. However, in the absence of these alternatives being actively pursued, BHCC had had to make the difficult decision to charge for the use of the Courts in order to preserve the facility. Cllr Lawrence was to put a notice in the Courts advising people of the new arrangements

Cllr Nixon (Chair) noted that one of the toilets at the recreation ground was locked and the other out of order. **Cllr Lawrence** said that PARC, who had funded the toilets, were pressing BHCC repair and re-open them.

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

- An email had been received from a resident who had just been allocated a beach hut but could no longer afford the rent. She had suggested that the Parish Council might take over the tenancy and provide a community hut. As RPC was about to take on two buildings the recommendation was not to take this forward. This was agreed.

Action: Clerk to notify the resident that RPC would not wish to take of the tenancy of her beach hut.

- Two quotes had been received for the installation of a path at the west side of the pond. One for £6800 (which included painting the pond railings) and a new quote for £5350 for rag stone flags. The latter quote had included the option for normal paving stones for £7700 or utility paving stones for £7200. Cllr Turnbull recommended that samples be obtained and the site visited to assess the best options. This was agreed.

Action: **Cllr Turnbull** to obtain stone samples for the new pond path and organise a visit to the site.

- The beach drainage pipe warning pole had been replaced
- It was proposed that the Friends of Beacon Hill (FOBH) organise a carpenter to repair a badly damaged notice board on Beacon Hill but that a longer-term solution be developed to better protect and preserve the remaining boards which were beginning to rot. FOBH would probably seek a Parish Council grant for the repair costs.

15. **Built Environment Cllr Cherrie** Gave the following update:

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- BHCC advised that the bus shelter outside the White Horse may not be repaired this year despite earlier assurances that it would. Cllr Cherie had written asking them to re-consider.
- Further discussions had taken place on the emerging pedestrian and vehicle movement strategy which included the Twitten lighting project. Further details of this would be presented to the full Council at a later date.

Cllr Turnbull noted that the bins that had been housed at the side of Park Road toilets had not been put back following the completion of the refurbishment and were on the pavement. **Cllr Cherie** said BEAG would investigate the matter.

Action BEAG to contact BHCC about returning the bins on Park Road back to their position at the side of the toilet building.

The meeting closed at 21.26. The next meeting is on 6th November.

Chris Hayes, Parish Clerk

October 2023

Signed

Date

Planning Applications Considered in September

BH2023/02228 31 Chailey Avenue Rottingdean Brighton BN2 7GH

Conversion of integral garage to habitable space including addition of new roof.

The Parish Council did not object to this application

BH2023/02385 St Martha's Convent, The Green, Rottingdean Brighton BN2 7HA

Replacement windows and external doors to convent and cottages, re-roofing of existing convent including installation of integrated solar panels and replacement/new canopies to form covered walkways to existing chapel.

The Parish Council did not object to this application

BH2023/02384 3 Meadow Close Rottingdean Brighton BN2 7FB

Loft Conversion Installation of dormer to front roof slope.

The plans are in keeping with the rest of the street and a number of other properties in the street have developments which include dormer windows so there are no objections to this application.

BH2023/02551 The Nutshell 1 Romney Road Rottingdean Brighton BN2 7GG

Conversion and pitched roof rear extension with rooflights to existing garage to form an annex, roof alterations and extension to include installation of side dormer, erection of single storey side extension with rooflights, installation of front roof terraces, revised fenestration and associated works.

The Parish Council did not object to this application

BH2023/02268 18 Park Road Rottingdean Brighton BN2 7HL

Installation of new dropped kerb/crossover and alterations to boundary walls to create a hardstanding to the front of the property.

The Parish Council did not object to this application

Signed

Date