



## Minutes of the Meeting of Rottingdean Parish Council on Monday 4 September 2023

Present. Cllr Nixon (Chair), Cllr Levins, Cllr Turnbull.  
Chris Hayes (Parish Clerk) Minutes.

Public Gallery: Ward Cllr Earthy, Erica Partridge, Rose Daley, John and Melanie Marcus, Paul Lane.

Public Questions:

**Rose Daley** asked how many people normally attend the Parish Council meeting. **Cllr Nixon (Chair)** said public attendance varied enormously and depended on the matters being discussed or current issues in the Village. **Cllr Nixon (Chair)** added that the Annual Village meeting was normally very well attended with 60-70 residents at the last meeting.

**Erica Partridge** said she was very concerned about the planning application to redevelop 2 to 4 West Street and in particular the potential loss of a local pharmacy which would be very serious for the many elderly and disabled residents in the Village. Erica also said that a planning notice had not been posted so most residents were unaware of the plans and unable to comment. **Cllr Nixon (Chair)** said that the Parish Council would follow up the issue of the planning notice and were considering their response to the application that would be published on the Brighton and Hove City Council website.

### 1. Apologies for absence

Apologies had been received from Cllrs Cherrie, Lawrence and Poole and Ward Cllr Fishleigh.

### 2. Declarations of interest

None

Signed

Date

### 3. Agreement of the minutes of the meeting on 7 August.

The minutes were agreed and signed by the Chair.

### 4. Matters Arising

**Cllr Turnbull** said that the intention behind the action point to investigate whether or not the undercliff was for the Clerk to obtain independent, rather Brighton Hove City Council advice. **Cllr Nixon (Chair)** suggested the action be amended accordingly.

**Action:** Clerk to obtain independent advice on the status of the undercliff

### 5. Action Log Cllr Nixon (Chair) took the meeting through the action log:

- i. 0702: BHCC had been contacted about the request for a controlled crossing on Falmer Road opposite Longhill School and had advised that this was to be considered during 2024/25 when funds may be available
- ii. 0703: Mowing in Rottingdean had been affected by a shortage of staff. The Park in east Rottingdean had now been mowed and Cllr Turnbull had been informed that grass verges in East Rottingdean would be prioritised
- iii. 0705: In the absence of Cllr Poole the Chair was to request a meeting of the joint RPC/BHCC air quality management working group

**Action** Clerk to prepare a note for the Chair.

- iv. 0706: Advisory groups continue to work on priorities
- v. 0801: Cllr Cherrie to write to BHCC to get clarity on the ownership and responsibility for repair of the pavement outside properties on Marine Drive near the junction of the A259 and lower High Street. Carried forward
- vi. 0803/04: Progress on section 106 projects and on costing of the lower high street design were to be discussed with BHCC CEO on 14<sup>th</sup> September
- vii. 0805: Cllr Turnbull would provide a note on the plans of the Friends of Rottingdean Coast and Environment to the next Strategy and Communications advisory group meeting.
- viii. 0806: The Clerk has contacted BHCC Highways department who confirmed that the undercliff is not classed as a Highway

Signed

Date

## 6. Finance Update

- i. Payments and invoices. The Clerk sought approval for payment of the following invoices.

			VAT
HMRC August		£641.70	
C Hayes Salary August		£ 832.95	
C Hayes Comms (zoom)		£12.99	£2.60
C Hayes (Stationery and Printing Ink)		£47.38	8.61
Park Road Toilets (final payment)		£29,526.27	£5905.25
Urban Movement (final payment)		£4425.00	£885.00
Room Hire		£24.00	
<b>Total</b>		<b><u>£35,510.29</u></b>	

Authorisation was proposed by **Cllr Turnbull**, seconded by **Cllr Levins** and agreed by unanimous vote.

- ii. Bank Balances. The clerk advised the meeting that the bank balances at the end of August were

Unity Trust Bank Current Account	£102.67
Unity Trust Bank Instant Access	£54,353.43
C&C savings account	£85,257.62
<b>Cash at Bank</b>	<b>£139,713.72</b>

- iii. August 2023 Accounts. The accounts were presented and approved.

- iv. Annual Governance and Accountability Return 2022/23 (AGAR) The Clerk advised the meeting that the AGAR for 2022/23 had been cleared by the external auditor. The auditor had commented on the dates set out for the period when residents can view the accounts (the Notice of the Exercise of Public Rights). The period shown in the public notice started from the day the AGAR was signed when it should have begun the following day. The full AGAR along with the auditor's report had been published on the website.

Signed

Date

7. **Co-option** The Clerk said that no applications had been received and that he had confirmed with BHCC lawyers that the co-option exercise could continue until the Councillor vacancies were filled. **Cllr Nixon (Chair)** said he was aware that a number of people had contacted Councillors about the vacancies. In discussion, Councillors agreed that the co-opt exercise would continue with no specific deadline set for applications but that the position would be reviewed at the monthly Council meetings.

## Major Projects

8. St Aubyns **Cllr Nixon (Chair)** provided the following update:
- A meeting between Fairfax and Denes Mews residents took place on July 25<sup>th</sup> to discuss potential solutions to improve privacy. Fairfax were awaiting a final costing and then would consider whether they would contribute financially.
  - Final Completion was subject to a Third Deed of Variation being issued to include RPC in the list of parties exempt from certain Developer obligations. BHCC had been asked for a progress report.
  - The group had reviewed the requirements for the Basic Community use of the Field, Chapel and Pavilion The emerging proposal was to initially use the Chapel as an occasional venue for specific events only e.g. a remembrance or potentially an exhibition, with opening managed by RPC, and the Pavilion as a meeting place for community organisations requiring a basic space. The Field would have basic amenities such as benches and bins. A proposal was being prepared for the Parish Council to consider.
  - The brief for the Artistic component had been reviewed and adopted following the advice from the BHCC Public Art Manager. A Public Art Project Manager was to be appointed to oversee the selection process within the funded from the Artistic Component.

**Cllr Turnbull** raised a concern that little progress seemed to have been made on the Field if it was to be ready for handover in March 2024. **Cllr Nixon (Chair)** said he would check progress with Fairfax but as far as he was aware they were still aiming for a March handover. He advised the meeting that there was a longstop date in the contract of September 2024.

9. Air Quality Management Area. In the absence of Cllr Poole, the Chair would request a meeting of the joint RPC/BHCC working group to discuss the results of traffic flow measurement pre and post removal of the planter.
10. Park Road Toilets. The Clerk advised that the refurbishment of Park Road Toilets had been completed and that the toilets were fully operational and being maintained by BHCC. **Cllr Turnbull** noted that the toilets closed at 4 pm and said that the Village Hall had asked if it would be possible for them to be closed later when there were late afternoon and evening events, as the Hall had no accessible toilets. The

Signed

Date

Clerk said that this would need to be taken up with BHCC and that he would provide Cllr Turnbull with the relevant contact.

11. Lower High Street **Cllr Turnbull** provided the following update. The new concept design, which would be the first phase in transforming the lower High Street into a pedestrian priority area suitable for outdoor dining, was being costed by BHCC. The aim was for the project to be included in BHCC's infrastructure development plans then funding sources could be explored.

## Planning

12. Applications considered August **Cllr Nixon (Chair)** provided the following up date

**BH2023/01992 Rottingdean Bowling Club.** Application to vary conditions 1 (approved drawings) and 4 (operating hours) and remove conditions 3 (sound proofing), 5 (cycle parking), 6 (tree protection measures) and 8 (window details) of planning permission BH2023/00157. We agreed with Graham Shepherd, previously of the parish council, that bowling club parking on the green would remain to be informal as it had in the past. This was at the time when the parish council installed the timber bollards along the edge of the green. The Parish Council noted that the Bowling Club is a highly valued facility located with the conservation area and sincerely hopes that club members and residents can resolve their differences over the planning application. On this basis the Parish Council did not object to the application.

**BH2023/02158 2 - 4 West Street Rottingdean Brighton BN2 7HP** Demolition of existing building and construction of new two-storey mixed-use development comprising a new ground floor retail unit (Use Class E) and three self-contained dwellings (C3). The Parish Council were aware of local concerns and were to submit comments to the planning authority which would be available to view on BHCC's planning website.

**Cllr Turnbull** said that Herris fencing had been put around the White Horse because of construction work but had enclosed the pedestrian access at the South of the building that he understood was public highway. It was agreed that the Clerk should check with BHCC that the relevant permission had been obtained.

**Action** Clerk to contact BHCC planning enforcement.

## Advisory Group Meeting Updates

### 13. Strategy and Communications

- i. Neighbourhood Plan. The Clerk advised the meeting that over the last few years the plan that had been developed in consultation of residents, planning authorities and other statutory bodies, had now been submitted to BHCC. BHCC had appointed an independent examiner to ensure the plan was consistent with nation and local planning guidance and local plans. The examiner had asked for

Signed

Date

additions to the plan which had been provided and he would report in two to three week's time. If the plan was considered acceptable, a Village referendum would be organised to get approval for the plan to be adopted as addition planning guidance that would need to be taken into account by planning authorities in considering all planning applications in the Parish

- ii. Meeting with BHCC interim CEO. The interim CEO was to visit the Parish on 14<sup>th</sup> September for a meeting with the Cllr Nixon (Chair) and Cllr Levins.

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

- i. The plan to improve access around the Village Pond for people with mobility issues by providing a new path adjacent to the Plough had been delayed because of difficulty in matching the paving to that at the west of the pond. In order to move the project forward Cllr Turnbull proposed that new path to match the paving on the east side. Cllr Turnbull also said that a contractor had asked if the path was Highway as this would require additional insurance. The Clerk advised that the path was not listed as a Highway. The proposal to match the paving on the east side of the pond was agreed and Cllr Turnbull said he would continue discussions with contractors on this basis.
- ii. Quotes had been obtained to place large stones one on side grass verge along Sheep's walk to prevent parking to replace stones that had been removed. However, a resident had made representations that stones should be placed on both sides of Sheep's walk to avoid parking just being displaced. This was now being considered.
- iii. Friends of Rottingdean Coastal Environment (FORCE) were making good progress in attempting to obtain bathing status for Rottingdean Beach. They had set up a website that residents were encouraged to visit to find out about the initiative.
- iv. A new Government fund had been announced to provide an opportunity for local authorities to apply for funding for community orchards or micro woods. The deadline for applications was 25<sup>th</sup> September. Cllr Turnbull was seeking information from BHCC about what would be required to apply and would report back to Councillors.

**Action:** Cllr Turnbull to seek information from BHCC about the application process for new funding for tree planting and report to Councillors

- v. Comments had been received about the poor state of repair of the notice boards on Beacon Hill. Cllrs Turnbull and Nixon had inspected the boards and

Signed

Date

were to develop proposals both for short term remedial repair and a more resilient design of boards in the future to improve their longevity.

**15. Built Environment Cllr Turnbull** provided the following update:

- i. A decision was needed on whether the broken windows in the bus shelter outside the White Horse should be replaced, boarded or bricked up. It was agreed that a proposal should be brought to the Council

**Action** BEAG to bring forward proposals for the repair of the broken windows in the bus shelter outside the White Horse

- ii. A broken push-button at the controlled crossing on A259 at the junction with the High Street had been reported to BHCC's highways department
- iii. Ward Councillor Fishleigh had suggested that the Parish Council may wish to consider the purchase of a solar powered sign similar to the one that Ovingdean residents had just funded, which flashes up a vehicle's speed and provides a record of speeds. This had been discussed previously by the Parish Council but the costs of £4500 was not considered a wise investment following consultation with the police who had said that speeding was not a major issue in Rottingdean. The following points were made in discussion:
  - There could be case to review the matter following the removal of the planter in the High Street
  - The voluntary Village speed-watch team currently monitored speeds in the village which resulted in a warning letter from the police for persistent offenders
  - It would be important to gather data on speeding before any investment was considered
  - The issue of preventing speeding should be included in the people and movement strategy currently being developed by BEAG

**Action** BEAG to consider further and report to back to the Council

The meeting closed at 21.16. The next meeting is on Monday 2<sup>nd</sup> October.

***Chris Hayes, Parish Clerk***

***September 2023***

Signed

Date