



Minutes of the Meeting of Rottingdean Parish on Monday 8th April 2024 at the Whiteway Centre

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

Public Gallery: Ward Cllr Fishleigh, Ward Cllr Earthy, Helen Burne, Rene Dee, May and John Deacon, John Fortune.

Public Questions:

Helen Burne suggested that rather than purchase new Sarson stones for the grass verge on Sheep's Walk to prevent parking, the existing stones could be re-positioned to close the gaps. She also said that the Beacon Hill Car Park could be reserved for visitors to the nature reserve rather than be associated with the Beacon Hub. **Cllr Cherrie** said he would speak to former Councillor Bernard Turnbull about the suggestions, given his previous involvement in both matters. **Cllr Nixon (Chair)** added that he understood that Beacon Hub had proposed metered parking at the car park because of concerns that uncontrolled parking could lead to vehicles parking overnight.

Rene Dee said that the Volks Daddylonglegs Railway should be acknowledged at Rottingdean beach given its historic association with Rottingdean and thought a plaque would be appropriate. He also said that the Terraces had great potential to host a wider variety of events and activities but were constrained by the configuration of the stage and seating area. **Cllr Nixon (Chair)** said that Terraces were a great asset for the Village and the Parish Council had supported the events put on by Rottingdean Arts through grant funding. He suggested that if there were suggestions for more events the Parish Council would be happy to discuss and point people in the right direction. He asked the Clerk to send a note to Rottingdean Heritage informing them that the idea had been raised and that they give it due consideration.

Signed

Date

Action: Clerk to send a note to Rottingdean Heritage informing them of the idea of a plaque to commemorate the Volks Railway Daddy Longlegs at the Rottingdean Beach.

Mary Deacon said that residents had recently obtained legal advice that Brighton and Hove City Council (BHCC) owned the land on which numbers 14,16, 18 and 20 Marine Drive were situated and were therefore liable for repair of the pavement outside the properties that was now in a dangerous condition. **Cllr Cherrie** said he would raise the matter with BHCC

Action. Cllr Cherrie, working with Ward Cllr Fishleigh, to approach BHCC about repair of the pavement outside 14,16,18 and 20 Marine Drive.

Ward Cllr Fishleigh advised the meeting of the following:

- BHCC were to take legal action against UK power network for not following procedures in their handling of the recent closure of the High Street and Steyning Road.
- She was working to obtain the court order secured by EE's infrastructure company providing permission to put a telecoms tower and equipment in the car park at Marine Cliffs 3 metres from Highcliffe Court residents' bedrooms.
- BHCC had agreed co-funding with Greene King for the refurbishment of the Bus and Tram Shelter outside the White Horses Hotel.
- A replacement shelter for the bus stop opposite Tesco had been acquired and should be in place within the next two weeks.

Ward Cllr Earthy reported the following:

- BHCC had agreed to manage weeds on all hard surfaces using Glyphosate using a controlled-droplet application to manage and remove weeds from across the city in 2024 starting with the outer areas of Brighton and Hove, in April.
- He had met Cllr Trevor Muten, Chair of the Environment and Transport Committee to discuss safety on the Undercliff and was consulting cycling lobby groups.
- He also advised the meeting that areas of the undercliff were hazardous at the moment because of the growth of algae next to the sea wall.

1. **Apologies for absence**

None

2. **Declarations of interest**

Signed

Date

None

3. **Agreement of the minutes of the meeting on 4th March.** The minutes were agreed and signed by the Chair

4. **Matters Arising**

None

5. **Action Log.** The Clerk provided the following update:

- i 0103. Clerk to investigate the health and safety requirements for the infiltration basin. The Clerk had not yet received a response from the Health and Safety team at BHCC and would continue to pursue the matter. Carried Forward
- ii 0203. The Clerk and Cllr Nixon to work up a presentation for the annual village meeting. Completed
- iii 0303. Clerk to organise contributions to the annual village newsletter and arrange printing and distribution by late March. Completed

6. **Finance Update**

- i Payments and invoices. The Clerk sought authorisation of the following payments.

		VAT
HMRC March	£531.85	
C Hayes Salary March	£709.80	
C Hayes Comms (zoom)	£12.99	£2.60
C Hayes - Postage	£10.00	
C Hayes - Phone	£30.00	
One Digital (Newsletter Printing) *	£399.00	
SPS - Newsletter Distribution*	£575.00	£115.00
Room Hire	£36.00	
Room Hire St Aubyns	£100.00	

Signed

Date

Total	£2404.64	
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The Clerk advised the meeting that authorisation to incur expenditure for the Newsletter printing and distribution was obtained during March as provided for in paragraph 7 of the financial regulations. Authorisation of the payments was proposed by Cllr Levins, seconded by Cllr Lawrence, and agreed by unanimous vote.

- ii March Accounts. The Clerk advised the meeting that at the March meeting he had sought authorisation for a payment of £110 for the printing of the Neighbourhood Plan based on an estimate. The actual amount due and paid was £104.80 as recorded in the accounts. The accounts were agreed. **Cllr Nixon (Chair)** advised Councillors that he and Cllr Poole, Deputy RFO, had checked that the quarterly reconciliation completed by the Clerk and were content that the accounts reconciled with bank statements. The Chair then signed the accounts.

- iii Bank Balances. The Clerk advised Councillors that at the end of March balances were:

Unity Trust Bank Current Account	£	104.80
Unity Trust Bank Instant Access	£	38,036.39
C&C savings account	£	82,392.49
Cash at Bank	£	£120,533.68

- iv Annual Accountability and Governance Return (AGAR) for 2023/24. The Clerk advised that the external auditor had notified the Parish Council that the AGAR return was required by Monday 1 July 2024. He proposed the following, approximate, timing for the compilation and approval:

Activity	Date
Draft Accounting and Governance Statement	8 April to 12 April
Agree with Finance Subgroup	15 April to 19 April
Internal Audit	22 April to 29 April
RPC sign off	13 May
Submission to External Auditor	w/c 13 May

Signed

Date

7. Co-option

- i Recommendation from interview Panel. **Cllr Nixon (Chair)** advised the meeting that a candidate had been interviewed on 26 March and the Panel was not recommending appointment for the reasons set out in the Panel report circulated. He asked if Councillors were happy to vote. **Cllr Levins** said that the reasons for non-appointment should be provided to the applicant, and that he should be advised that he could re-apply in the future. **Cllr Nixon (Chair)** said that this would be done. **Cllr Nixon (Chair)** then called for a vote on the Panel's recommendation which was agreed unanimously.

8. Major Projects

- i St Aubyns. In addition to the note circulated **Cllr Nixon (Chair)** provided the following update:
 - Fairfax had confirmed that privacy issues raised by Denes Mews would be addressed as a snagging item before leaving site. RPC would monitor.
 - A copy of the signed 3rd Deed of Variation that excluded the Parish Council from certain developer obligations had been received.
 - The draft St Aubyns Stewardship Group Constitution had been reviewed by the WG and was being reformatted into the Charitable Incorporated Organization (CIO) Foundation format before sharing with Councillors.
 - BHCC approval had been received on the updated Landscaping plan including the CODA Public Art installation and tarmacked entrances.
 - Hedge cutting and tree management had been completed. Landscaping of the Field continued, albeit with a delay of about 2 weeks to date. Seeding should take place in early April but remained weather dependent which could delay the transfer until June.
 - The Field maintenance specification had been completed and an expression of interest was being sent out to potential contractors.
 - The St Aubyns Working Group and SCAG were recommending the purchase of two 'Easy Access' rectangular wooden Picnic tables and one round table Easy Access Picnic table that could also accommodate three prams/ wheelchairs.
This was agreed by the Council
 - The Forestry Commission were providing a new round of grants for tree planting. The application process was open until June 2024 for planting by end March 2025. The Working Group and Natural Environment Advisory Group would review the options for a submission early in 2024.
 - A community interaction day was planned for 20th April on the Artistic Component with the designers, CODA. A plaque would be provided on the benches explaining the link with Rottingdean Windmill and the Burne-Jones-stained Glass windows. A QR code will be added linking to RPC website or Rottingdean Heritage.

Signed

Date

- **Cllr Lawrence** said that a policy for the Field Use had been agreed by the working group that would prohibit the following activities:
 - Motorised Vehicles
 - Vandalism and damage to property, structures, or landscaping
 - Commercial Activities
 - Noise disturbance
 - Fires and barbeques
 - Pets roaming free
 - Hazardous activities for example sky lanterns.
 - Camping

Signs would be placed at the entrances to the Field that included a QR code to view the full policy. The Council would rely on people adhering to the rules but consider what enforcement action might be taken if problems occurred.

Cllr Poole raised a concern that the policy wording stating that the Parish Council would not be liable for any accidents if people did not adhere to the policy could suggest liability if they did. In discussion it was agreed that the wording should make clear that users of the Field were responsible for their own safety. **The policy was agreed on this basis**

9. Planning

- i Applications considered in March. In addition to the note circulated **Cllr Poole** drew attention to the application from the White Horses Hotel for an external illuminated sign. The proposed design was a tradition board illuminated by two lamps and was considered acceptable.

10. Advisory Group Meeting Updates

- i **Strategy and Communications.** In addition to the note circulated **Cllr Nixon (Chair)** provided the following update:
 - The Council had been asked for a view of the proposal by BHCC to remove the subsidy for bus services 47 and 52 and to contribute to a petition for an alternative service. The Group recommended that the Council wait until BHCC had made a decision and then seek the views of residents before deciding on any action. **This was agreed.**
 - The Annual Village Meeting would begin at 6.30 pm on 9th April and commence with a presentation on the work of the Council and future priorities and projects.
- ii **Village and Community.** In addition to the note circulated **Cllr Lawrence** provided the following update:

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Date

- BHCC were conducting a review of outdoor sport pitches focusing on football, rugby, hockey, and cricket pitches. Cllr Lawrence had consulted the Cricket Club and Football Club and the PARC Charity. She and the Clerk had met with Caroline McRoyall and Jack McKee from Continuum Sports who had been commissioned by BHCC to carry out the review. An outline of the sports activities in the village and views of the Clubs were relayed to the consultants. Sight of the draft report, expected in September, was requested to ensure the proposals reflected the views of Rottingdean residents.
- Brighton and Hove Energy Services Co-operative (BHESCo) was a not-for-profit social enterprise who worked with property owners and renters in Sussex and the Southeast, helping them make their properties more energy efficient. They had recently won funding to write a decarbonisation plan for Ovingdean village identifying how they can insulate their homes and generate clean community owned power. Cllr Lawrence had attended a zoom meeting with BHESCo, Mark Earthy and members of the Saltdean Climate Action Network to discuss the possibility of submitting a bid to the Department of Energy Security and Net Zero's Community Energy Fund. Ideas for a bid included a survey to identify how public buildings in Rottingdean could be made more energy efficient, and briefing training local crafts people on retrofitting. Discussions were taking place on how this initiative could be taken forward.

i **Natural Environment. No update provided**

ii **Built Environment.** In addition to the note circulated **Cllr Cherrie** provided the following update:

- On 4th April, Cllrs Cherrie and Lawrence met with Andy Westwood from BHCC on 4th April to discuss various infrastructure issues to ease mobility issues across the village using the £113,000 Section 106 funds allocated for this purpose. Following the discussions and visits to several sites in the village, it was agreed that the priority should be to improve the condition of the red brick paving on the High Street, mainly outside the butchers and further up opposite the Black Horse. The funding would only be enough to carry out remedial work on short sections of the footpath. Highway engineers would visit the site to ascertain how best these works could be completed, but this could all take several weeks as BHCC were behind in processing S106 applications. It was also agreed that dropped kerbs on Steyning Road (between the two halves of The Twitten) would be beneficial and noted that BHCC no longer place road barriers at park exits and would not install any around the St Aubyn's field.
- Following the St Aubyn's visit, Cllr Cherrie contacted an electrical contractor about the work required to run electrical supplies to both the chapel and pavilion. The contractor had agreed to confirm all requirements and work in conjunction with BHCC and provide a quote. The Clerk reminded Cllr Cherie

Signed

Date

that once an initial quote for the work was received, efforts should be made obtain two more.

- Cllr Cherrie and former Cllr Bernard Turnbull met with representatives from Colas Ltd at The Green to discuss the state of the electrical supply. They were given an overview of what was required. It was emphasised that due to various summer events, it would be preferable to have all work completed before July. This was not seen as an issue, but Colas would require funding assurances before any work could commence. Further quotes for the work would also be sought.

In closing the meeting **Cllr Nixon (Chair)** said that as BHCC, like many other local authorities, were facing funding shortages. The Parish Council would therefore need to use their limited funding including the grants budget very wisely and seek alternative funding sources. **Cllr Nixon (Chair)** also reminded Councillors that the Annual General Meeting (AGM) would take place on 13 May at which time the Chair and Vice would be re-elected, and advisory group membership reviewed. He said he would be happy to talk to Councillors who wanted to review their current responsibilities ahead of the AGM.

The meeting closed at 20.52. The next meeting is on 13 May.

Chris Hayes, Parish Clerk

April 2024

Signed

Date