



## Minutes of the Meeting of Rottingdean Parish Council on Monday 7<sup>th</sup> of April at the Whiteway Centre

Present; Cllr Nixon (Chair), Cllr Snow, Cllr Cherrie, Cllr Poole, Cllr Hickin, Cllr Evan, Cllr Levins, Cllr Lawrence  
C Hayes, Parish Clerk

Members of the public; Ward Cllr Earchy, Ward Cllr Fishleigh, Dylis Brown, Bernard Turnbull, Rose Daley, Nikki Boyes, Bryan Webb.

### Public Questions.

**Nikki Boyes** asked what the Parish Council knew about plans for Rottingdean library stating that so far 1700 residents had signed a petition calling for it to remain open. **Cllr Nixon** said that the Council had not yet had the opportunity to discuss the matter but had agreed a statement that had been published. He said there was not much more that the Council could say at this stage but that the Village Community advisory group were reaching out to community and voluntary groups to understand their position. This information along with residents responses to the forthcoming Brighton and Hove City Council (BHCC) consultation would help the Parish Council develop a position on the matter. In the meantime, the Parish Council would be monitoring the situation.

**Dylis Brown** inquired about the allocation of Section 106 funds from recent developments in Rottingdean. Specifically, she asked how much had been spent in Rottingdean and whether these funds could be used to keep the library open or repair the damaged brick paving on the High Street. **Cllr Nixon** clarified that Section 106 money was allocated to specific areas such as education and infrastructure, mentioning that part of the funds had supported the offer of St Aubyns former Chapel, Pavilion and Field to the Parish Council. **Cllr Nixon** added that BHCC have pooled the Parks and Gardens section 106 funds from the St Aubyns and the Meadow Vale developments but this was on hold waiting for the Meadow Vale contributions. He said that the section 106 funds allocated to infrastructure improvements was worth £110K and originally included installation of safety railings and a Zebra crossing at the exit of the Twitten onto Steyning Road, but BHCC ruled this out for technical and policy reasons. These funds have therefore been earmarked with BHCC for

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improvements to the red brick pavement. **Cllr Nixon** also mentioned that the state of the pavement and road surface was discussed at a recent meeting with the BHCC, CEO and Parish Councillors were scheduled to meet with a senior Highways officer next week to begin discussing repair costs. This was the first step in developing a long-term integrated repair plan and funding strategy to improve the High St. **Cllr Levins** noted that S106 funds could only be used for improvements, not maintenance, though the distinction was subtle.

**Bryan Webb** asked for an update on repair of the pavement outside numbers 6 to 20 Marine Drive and when the temporary 5G mast in the long stay car park was to be removed. **Cllr Nixon** said that following a meeting with the CEO last year BHCC had concluded that pavement outside these properties was part of the leased estate to the shops and that BHCC Estates, would be in contact with the Individual lease holders to discuss the pavement repair. **Cllr Nixon** said the Parish Council would follow this up. **Ward Cllr Fishleigh** said that the temporary telecoms mast was to be removed in October and that the company was to appeal the decision by BHCC to refuse the application for a mast on St Margaret's flats as this was the only other suitable site in the Village.

**Action; Cllr Cherrie** to follow the repair of the pavement outside properties on Marine Drive with BHCC.

**Ward Cllr Fishleigh** advised the meeting of upcoming overnight works on the pavement outside the Post Office that would result in the closure of one lane on the A259

**Ward Cllr Earthy** said that following strong representations he had made to the BHCC Council leader and CEO a plan had been forth coming to address the severe disruption to waste collection in the Ward.

At the start of the Council session **Cllr Nixon** formally welcomed Sandra Hickin to the Council adding that her experience would be a great asset to the work of the Council.

1) **Apologies for absence**

Cllr Lowery

2) **Declarations of interest**

None

3) **Agreement of the minutes of the Parish Council meeting on 3<sup>rd</sup> of March.** The minutes were agreed as drafted and signed by the Chair as a true record of the meeting

4) **Action Log.** The Clerk updated the meeting as follows

- a) 0210. **Cllr Evans** to follow up the Friends of Beacon Hill (FOBH) notice board proposal. **Cllr Evans** said he was still gathering information on the

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designer/manufacture of the current notice boards as a first step in developing a proposal. Carried forward

- b) 0103. **The Clerk** to review recent use of the Zoom service and advise on whether the subscription should be maintained. The Clerk said that the Zoom service had only been use 3 times in the past twelve months and recommended that the subscription be cancelled. **This was agreed.** Closed
- c) 0203. **The Clerk and Cllr Evans** to arrange a site visit with the contractor to take the quote St Aubyns Field maintenance to the next stage. The visit took place in the 11<sup>th</sup> of February and a Field maintenance contract was being developed by the St Aubyns Working Group. Closed
- d) 0303. **Cllr Lawrence** to come back to the April meeting with a fully developed plan and budget proposal for the St Aubyns opening event. An agenda item. Closed
- e) 0304. **The Clerk** to draft a Parish Priorities Statements (PPS) for the South Downs National Park Authority (SDNPA) local plan review to and circulate for approval. The PPS was issued to the SDNPA on 17<sup>th</sup> March. Closed.
- f) 0305. **The Clerk** to investigate potential unauthorised landscaping at to the top of Whiteways Lane and consider what action should be taken. The Clerk reported visiting the sight and observed that some banking had been created on a side path to upper Whiteways Lane. He was to bring this to the attention of SDNPA. Closed

## 5) **Matters Arising.**

None

## 6) **Finance Update**

- a) **Payments and invoices.** The Clerk sought authorisation for the following payments

		VAT
HMRC March	£563.58	
C Hayes Salary March	£745.13	
C Hayes Comms (zoom)	£12.99	£2.60
C Hayes Microsoft Subscription	£19.99	
Room Hire	£87.00	
D Smith - St Aubyns Pavilion Completion Survey Fee	£400.00	£80.00

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Toolkit IT Support	£165.00	£33.00
Clamp Boxall Payroll	£185.00	£37.00
<b>Total</b>	<b>£2178.69</b>	

In addition, the Clerk sought authorisation for £840 for the repair of damage to St Aubyns Field by BHCC contractors planting trees,

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

**Cllr Levins** suggested that the cost of repairing the Field should be recovered from BHCC as their contractors had caused the damage. **Cllr Evans** said that it was important to bear in mind that BHCC had already picked up the costs of 3 years' future maintenance. In discussion the prevailing view of Councillors was for an approach to be made to BHCC, informing them about the damage and the cost to RPC and assessing the options to claim against the contractors insurance.

**Action Cllr Evans** to approach the BHCC Tree Officer about the recovery of the cost of the repair to St Aubyns Field caused by their contractors and report back to the Council.

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

Unity Trust Bank Current Account	£107.63
Unity Trust Bank Instant Access	£57,564.53
C&C savings account	£86,100.34
<b>Cash at Bank</b>	<b>£143,772.50</b>

c) **March Accounts and Quarterly Reconciliation.** The accounts and reconciliation were presented. **Cllr Nixon** said he and Cllr Poole had checked that the accounts and bank statements reconciled.

## 7) Major Projects

a) **St Aubyns.** In addition to the paper circulated **Cllr Nixon** advised that

- Fairfax proposed a Completion date of the 31<sup>st</sup> of May 2025. They anticipated completing all the outstanding points on the Field in early April, allowing two months for any re-seeded areas to be fully established by the end of May. A

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status update of all outstanding points including the Chapel and Pavilion was proposed for the end of April. **This was agreed.**

- The condition of the south facing Chapel window sills had deteriorated. Fairfax had agreed that action is needed but exact repairs and timing were to be defined.
- The Artistic component hard standing had now been fully compacted following some damage by animals.
- The Clerk advised that listed building planning consent was needed to install a letterbox, polycarbonate protection for the stained glass windows and a security alarm box at the Chapel. Three quotes had been received to prepare and manage the submission, one at £3000 and two at around £1500. The working group proposed commissioning Parkers Design as their quote for £1440 included all aspects of the work and they had experience of similar applications in Rottingdean. Acceptance of the Parkers Design quote was proposed by Cllr Levins seconded by Cllr Cherrie and **agreed by unanimous vote.**

St Aubyns opening event 28 of June. **Cllr Lawrence** provided the following update.

- The aim was to celebrate bringing the Field back into to community use and to identify people who may wish to volunteer to help maintain the space in the future.
- The audience was the wider Deans residents, about 1000 people,
- The Brighton and Hove City Council Mayor had been asked to open the event, and Cllr Nixon was to make an opening speech.
- The Brighton Big Band were to play at a cost of £480
- Cllr Snow was currently exploring scripts with Mike Laslett which he or volunteers could use to run tours of the chapel and Pavillion over the course of the afternoon
- Cllr Lawrence had approached ex-Councillor Nadine Fox about running a sports day event for children with the sorts of races children that the former school would have run.
- The British Legion had been approached about re-painting the names of former pupils on the War Memorial
- Cllr Snow had been liaising with the two local schools about setting up a children's painting.
- A flyer to publicise the event was being developed.
- Artpod had been approached to provide a stand and local pubs were to be approach about providing beer tents.
- The group also thought that the Chapel would need cleaning before the event.
- The aim was to work on a budget of up to £1000 which Cllr Lawrence was now seeking approval for. **This was agreed.**
- Cllr Lawrence said she would draw up a detailed proposal for the event and circulate it to Councillors

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**Action. Cllr Lawrence** to draw up a detailed proposal for the St Aubyn opening event and circulate it to Councillors

8) **Planning. Cllr Poole** provided the following update.

- a) Applications Considered in March. None received.
- b) High Street Yellow Box. Ward Cllr Fishleigh was to write to the Police and Crime Commissioner to seek the installation of an Automatic Number Plate Recognition (ANPR) enforcement camera for the yellow box on the High Street and was seeking Parish Council support. An ANPR camera was supported by the bus company who had experience service delays because of vehicles ignoring the box. Cllr Poole sought Councillor's agreement to support the letter. **This was agreed.**

9) **Advisory Group Meeting Updates**

a) **Strategy and Communications**

- i) Village Survey. The Clerk advised the meeting that the planned survey of residents using Survey Monkey software had been endorsed by the Working Group and circulated for Council approval. The aim was to run the survey for 6 weeks so that results would be available at the Annual Village Meeting on the 19<sup>th</sup> of May. **This was agreed.**
- ii) Annual Village Newsletter. The Clerk said the draft had been circulated and he was seeking approval to publish and distribute. **This was approved.**
- iii) English Devolution – BHCC Consultation: The Clerk reported that Councillors had agreed to submit comments on the BHCC consultation regarding their high-level proposals for a single tier of local government in Sussex. The Clerk had received four responses, and although there was some agreement, there was insufficient consensus to provide a substantive Parish Council response. Consequently, the Clerk suggested that individual Councillors should submit their responses independently, and the Parish Council should consider its collective response once BHCC's proposals were more clearly defined. **This suggestion was approved.**
- iv) Advisory Groups **Cllr Nixon** said that he had discussed with Cllr Hickin where she might best contribute to the Council. It had been agreed that for the next three or four months she would float between advisory groups and provide support where help was needed. In addition, she had agreed to focus on RPC communication and draw up a communication strategy for the Council to consider. **Cllr Nixon** proposed this arrangement to Councillors which was agreed.

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b) **Village Community.** Cllr Lawrence provided the following update:

- The group had begun to seek the views of local voluntary and community groups about the Village library. This would be compiled and reported back to the Parish Council.
- The Welcome Pack had been distributed to a number of properties and received good feedback with further requests for copies. The group were now considering how the pack could be made available more widely, which would require further funding.
- A grant application had been received from the Village Fair organisers for £500 towards the costs of the summer fair. This represented about 5% of the total costs and would be used to pay BHCC for the events licence and for indemnity insurance. **Cllr Lawrence** recommended that the grant be approved. Approval was proposed by Cllr Snow, seconded by Cllr Poole and agreed by unanimous vote.

c) **Natural Environment – No further update**

d) **Built Environment.** Cllr Cherrie provided the following update.

- Work would be commencing shortly on the pond fence, after an initial deposit was paid to allow contractors to buy material.
- Some broken kerb bricks opposite the former Barclay's bank had been reported to BHCC (Ref 690233).
- Cllr Cherrie had followed up a previous request for BHCC to inspect and repair The Twitten footpath but was still waiting a reply (Ref 673175).
- Cllr Cherrie had contacted Andy Westwood of BHCC regarding the St Aubyn's Field the bin emptying. His requested had passed to others, but he was still waiting for a response. In addition, Cllr Cherrie had request bin collection and disposal from City Clean via their website and had had an acknowledgement but nothing further. Cllr Cherrie was continuing to explore options but said it was unlikely that a contractor would be interested in collecting waste from just three bins although contractors he had spoken to had suggested they would consider emptying a larger commercial bin. **Cllr Nixon** suggested some type of hybrid method involving emptying the smaller bins into a larger one might be needed.
- BHCC had agreed to repaint the road markings on Newlands Road.
- The Council continued to receive complaints from a resident about parking on the green outside the Bowling Club. The latest had involved a vehicle driving round the bollards over the adjacent flower bed. The Clerk said he had written to the Chair of the Club and would follow this up.

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**Action. The Clerk** to follow up a complaint from a resident about parking on the green outside the Bowling Club with the Club's Chair.

The meeting closed 21.43. The next meeting is on the 12<sup>th</sup> of May.

***Chris Hayes, Parish Clerk***

***April 2025***

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Date