



## Minutes of the Meeting of Rottingdean Parish Council on Monday 7<sup>th</sup> July 2025 at the Whiteway Centre

Present. Cllr Nixon, Cllr Lawrence, Cllr Poole, Cllr Levins, Cllr Snow, Cllr Lowery, Cllr Hickin, Cllr Evans

Public. Rose Daley, Ward Cllr Earthy, Dilys Brown, Ward Cllr Fishleigh, Nicky Lloyd -Owen

Questions.

**Rose Daley** enquired as to which authority had granted permission for the erection of No Entry signs at the bottom of Nevill Road as the residents of Nicholson Place were facing a similar parking issue. **Cllr Lawrence** responded that this had to be raised with the BHCC.

**Rose Daley** raised a concern that children had been seen playing cricket in the car park near the chapel putting the stained-glass windows at risk. **Cllr Nixon** responded that **Cllr Cherrie** would be asked to investigate the appropriate placement of signage against ball games in the area.

**Nicky Lloyd -Owen** asked for an update on the position regarding the library. **Cllr Nixon** replied that the issue was dealt with in detail later in the agenda.

**Ward Cllr Earthy** provided the following update

- Little progress had been made on the bin emptying at the Marine Drive Car Park. The barrier was too low for the waste vehicle to enter and safety issues in moving the bins to the vehicle needed to be resolved.
- BHCC solicitors were looking into the insurance issues in connection with the damage to Kipling Gardens wall.
- As little progress was being made on suggested pedestrian and cyclist safety measures on the undercliff, Ward Councillors had asked BHCC to allow the café's to instal their own safety measures. **Ward Cllr Fishleigh** advised that a site visit with relevant parties was to be held on Monday 14<sup>th</sup> July and **Cllr Evans** was invited to join the visit.

Signed

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1 **Apologies for absence**

Cllr Cherrie and C Hayes, Parish Clerk had sent apologies

2 **Declarations of interest**

None

3 **Agreement of the minutes of the Parish Council meeting on Monday 2<sup>nd</sup> June.**  
The minutes were agreed as drafted and signed by the Chair as an accurate record of the meeting.

4 **Action Log.** The following updates were provided

- i. 0210. **Cllr Evans** to follow up the Friends of Beacon Hill (FOBH) notice board proposal. **Cllr Evans** said he had met with Andrew Rose and that a proposal and cost estimate was being prepared by FOBH. Carried Forward
- ii. 0104. **Cllr Cherrie** to follow the repair of the pavement outside properties on Marine Drive with BHCC. BHCC had been contacted and said they would only consider repairs when resources allowed. Closed.
- iii. 0105. **Cllr Cherrie** to follow up the internal connectivity to the meters with the electrical contractor. Work completed. Closed
- iv. 0205. **Cllr Poole** to take forward the fire risk self-assessment and come back to the Council with proposals. Work completed. Closed.
- v. 0305. **Cllr Nixon** to write to BHCC requesting that they proceed with the traffic management study. Letter sent on 27<sup>th</sup> of May. Closed
- vi. 0405. **Cllrs Levins and Hicken** to research funding options for the High Street project and report back to the Council. A self-funding Low Traffic Neighbourhood (LTN) proposal to be discussed later in the meeting . Carried Forward
- vii. 0505. **Cllr Lawrence** to find out more information about the Nevill Road Residents Association application and report back to the Council. **Cllrs Lawrence and Poole** met with Residents Association but were not convinced that the grant was appropriate. It was only financially supported by some Nevill Road residents, and it was not clear how any new parking restrictions would be enforced or that it would benefit the wider community. **Cllr Lawrence** advised that a further complication was a plan by the post office to place parcel lockers on land in front of the sorting office that would undoubtedly complicate the

Signed

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traffic and parking situation. In view of these uncertainties **Cllrs agreed not to approve the application.** Closed

- viii. 0107 **Cllr Lawrence** had been contacted by a member of the public in regard a parking issue in Upper Rottingdean. Detail on the issue to be passed to **Cllr Evans** who would investigate further.
- ix. 0207 **The Clerk** to circulate the projects log ahead of the next meeting.
- x. 0307 **Cllr Hickin** to publish in the public domain useful contact numbers relating to traffic issues in the village.
- xi. 0407 **Cllr Cherrie** to investigate the placement of No Ball games signage in the car park near the Chapel.

## 5 **Matters Arising.**

None

## 6. **Finance Update**

- i. Payments for Authorisation

### **VAT**

HMRC June	£654.70	
C Hayes Salary June	£782.73	
Clamp Boxall (Payroll)	£82.50	£16.50
Room Hire	£61.00	
DMH Stallard	£1290.00	£258.00
Big Band	£450.00	
Affordable Waste	£158.92	
Toolkit IT Support	£165.33	£33.00
One Digital ST Aubyns Programmes	£143.00	
One Digital St Aubyns Large Poster/Banner	£166.00	£33.20

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South Coast Building Services (Chapel Board Removal)	£130.00	
<b>Total</b>	<b>£4084.18</b>	

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

ii. **Accounts.** The Accounts for June have been circulated. Councillors should note the following:

- a) During June a number of invoices became due that were authorised as per paragraph 5.15 of the Financial Regulations.
  - a. 3 Payments to One Digital for the Annual Newsletter £364.00; St Aubyns opening event posters £ 52.50 and the Welcome Pack £81.00
  - b. Parkers Design £30 for the Chapel planning application fee to BHCC
- b) You will note that the first payment of the St Aubyns maintenance lump sum has been paid.

iii. **Bank balances.** The bank balances as at the end of June 2025 are set out below. I am in the process of opening further bank accounts to ensure all balances remain below the £85,500 and covered by the Financial Services Compensation Scheme.

Unity Trust Bank Current Account	£108.26
Unity Trust Bank Instant Access	£216,358.50
C&C savings account	£86,957.66
<b>Cash at Bank</b>	<b>£303,424.42</b>

The bank balance reflects the first tranche payment of £141 339.33 received from Fairfax for the St Aubyns field maintenance.

**Cllr Levins** enquired, and the **Cllr Nixon** confirmed that the intent was, in future, to capture all costs associated with the St Aubyns field as an identifiable line item in the accounts.

**Cllr Nixon (Chair)** confirmed that the bank statement as of 30<sup>th</sup> June reconciled with the stated accounts on that date.

## 7. Major Projects

- i. **St Aubyns** The following update was provided:

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- Completion took place on Tuesday the 24th of June 2025. The first of three equal maintenance payments have been received. The others will be received on the 28th of August and 31st of October.
- BHCC planning have been informed about the asset transfer and the maintenance fund agreement.
- The contract for the maintenance of the Field has been finalised and approved. The provider has requested that the contract be extended for 2 years so he can invest in appropriate resources. For agreement PE
- A 1100ltr bin had been delivered and a provider has been found to empty the small bins once per week into the larger one.
- A listed planning application had been submitted to install a letterbox, polycarbonate protection for the stained-glass windows and a security alarm in the Chapel. Planning notices had been put up.
- Next steps for the Chapel and Pavilion security, maintenance etc will be discussed at the next St Aubyns WG meeting.
- The Field was officially opened on Saturday the 28th of June. Between 150 and 200 people participated bringing their own picnics and appreciating the live music. Thanks to all who organised the events, provided facilities and entertainment and contributed to the stalls. **Cllr Lawrence's individual contribution to the success was recognised.**
- After more than 10 years the St Aubyns school colours were transferred back to their home in the Chapel. The former vicar of St Margarets, Father Martin, who originally received them for safekeeping handed them back to the Chair of the St Aubyns Alumni, Tim Prideaux. The Chapel was completely full for this important event.
- Cllr Evans presented a proposal to extend the maintenance contract on St Aubyns to two years (April 2027) to allow the contractor to adequately plan and resource. Following a brief discussion regard ensuring the contract contained adequate performance guarantees **the proposal was seconded by Cllr Levins and agreed by unanimous vote.**

## ii. High Street

The following updates were provided.

- **Cllr Nixon** advised that the Traffic Management Study (TMS) funded by BHCC has commenced. An update meeting will be held on the 17<sup>th</sup> July between the BHCC and the RPC Working Groups.

At this meeting RPC will:

- Further understand the full scope, options under consideration, timeline and data led approach to the TMS.
- Revisit the proposals for the High St pavement upgrade and High Street road surface repair with specific reference to scope, funding options and timeline.

Signed

Date

(The degree of disruption to the High Street during these activities will require considerable planning and a timeous communication plan)

- Understand the inter relationships between the TMS and the High St pavement and surface repair elements of what is an integrated programme of work looking to a complete solution.

**Cllr Evans** requested that parking within the village be included in the TMS

**Action:** Councillors agreed to formally invite Messrs Trevor Muten (Cabinet Member Transport and City Infrastructure) and Jacob Taylor (Deputy Leader and Cabinet member finance and City Regeneration) accompanied by our Ward Councillors to visit the village to present to them the traffic challenges present in the village.

- **Cllr Levins** presented a proposal to include a Low Traffic neighbourhood (LTN) as an option in the forthcoming Traffic Management study to be led by BHCC.

Cllrs agreed that the LTN should be considered as one of the options of the TMS should be introduced into the scope of the TMS at the appropriate time. This will be further discussed with the Working Group and BHCC as a next step.

- **Cllr Lowery** provided the following update on High Street business activity.

A children's clothing store was to open on the lower High Street officially on Saturday 12<sup>th</sup> July

## 8. Planning.

- Applications received in June. **Cllr Poole** said that the Parish Council had been consulted on a planning application BH2025/00428 (The new Optician) for the change of use of first floor from offices (class E) to a residential dwelling (class C3) and to erect a single storey rear extension to the ground floor of the opticians to form WC and to raise the roof to existing outbuilding to form new holiday let. **Cllr Poole** advised that this planning application had been rejected by the BHCC planning committee supported by an objection from the RPC. The objection related to the raising of the roof of the existing outbuilding and the other elements would be supported with a revised application.
- Cllr Lowery** reported that the business directory sign in the West Street car park was historically the property of the now defunct Rottingdean Traders Association. Several of the entries are out of date and misleading for visitors but unfortunately the construction of the signage makes updating complex and expensive. It was not clear who is was responsible for this sign but BHCC have adopted the reverse of the sign to inform regarding the West Street car park.

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**Action: Cllr Evans** agreed to discuss with Rottingdean Heritage whether they could put the structures to good use.

## Advisory Group Meeting Updates

### 9. Strategy and Communications

#### i. Standing Order/Policy Reviews.

SO/ Policy	Reviewer	Progress	Next Review
Financial Regulations	C.Hayes	Complete/Adopted	May 2026
Partnership Working	Cllr Nixon	Complete/Adopted	May 2028
Complaints Policy	Cllr Cherrie	Complete/Adopted	May2028
Co-Option Policy	Cllr Lowery	Complete Adopted	May2028
The Parish Council Publication Scheme	Cllr Levins	In progress	
Communications policy	Cllr Hickin	Presentation to SCAG on 31 <sup>st</sup> July	

The reviews of Partnership Working, Complaints Policy and the Co-Option Policy were presented and proposed for adoption, following minor changes, by **Cllr Lawrence**, seconded by **Cllr Hickin** and agreed by unanimous vote.

### 10. Village and Community.

- i. **Consultation on the Future of Rottingdean Library:** Feedback from meeting with BHCC Officers
- The Parish Council met with BHCC officers on the 3rd of July to discuss the next steps following the community library review.
  - We understood that a paper setting out the results of the review for a public consultation will be discussed at a Cabinet meeting on the 17th of July.

Signed

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Papers were still being finalised for this meeting and would be published on the BHCC website on the 10th of July along with a press release.

- Should BHCC Councillors agree with the proposals at their meeting on the 17th of July, there would be a 12-week consultation exercise on the future of Community Libraries which would include several public meetings.
- We understood that a final decision would be made in October following the Consultation.
- At the meeting on the 3rd of July Parish Councillors stressed how important Rottingdean Library (RL) is to the community and the strength of feeling that the library should remain open.
- Chair and Cllr Lawrence had offered that RPC could, together with Ward Councillors, help facilitate any public discussion meetings about the future of RL (subject to the outcome of the study) to ensure the voice of the community was clearly understood and seriously considered. **Councillors** agreed that this approach was supported.
- RPC had communicated the importance of retaining the village library at every opportunity and informed BHCC that we would take a formal position regarding any specific proposal(s) once they were published and based on community consultation.

ii. **Cllr Lawrence** reported that the development of the village Welcome packs was progressing and that a presentation would be made at the September meeting. Cllrs were asked to consider, for discussion, the most effective way to distribute the packs to new residents.

iii. **Cllr Nixon** expressed concern regarding the health of the recently planted Probus trees. **Cllr Evans** undertook to follow up on the watering programme.

11. **Natural Environment.** **Cllr Evans** reported that the trees on St Aubyns Field had now been watered three times by BHCC and that the relationship with Brighton Farm Culture trust was in continuing to develop.

12. **Built Environment.** **Cllr Cherrie** had provided a written update in his absence.

The public meeting closed at 21.15. The next meeting is on the 4th of August.

***Cllr Patrick Lowery***

***July 2025***

Signed

Date