



## Minutes of the Meeting of Rottingdean Parish Council on Monday 2<sup>nd</sup> June 2025 at the Whiteway Centre

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

C Hayes, Parish Clerk

Public. Rose Daley, Ward Cllr Earthy

Questions.

**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.
- At a recent meeting with the BHCC, CEO Ward Councillors had pressed for action to repair the High Street road surface and in particular that it should be recognised as a major highway.
- 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.

### 1 **Apologies for absence**

Cllr Cherrie had sent apologies

### 2 **Declarations of interest**

None

Signed

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- 3 **Agreement of the minutes of the Parish Council meeting on 12<sup>th</sup> of May.** 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 obtained the original notice board artwork and was in touch with the designer/builder of the current boards so he could now proceed with developing a proposal. 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. Carried forward.
  - iii. 0105. Cllr Cherrie to follow up the internal connectivity to the meters with the electrical contractor. Cllr Cherrie had contacted the electrical contractor who would complete the connections when the external Pavilion supply was connected. **Cllr Nixon** agreed to pursue the matter with Fairfax. Carried Forward
  - iv. 0205. Cllr Poole to take forward the fire risk self-assessment and come back to the Council with proposals. **Cllr Poole** said he had contacted the East Sussex Fire Service who had advised that the size of the building didn't warrant full fire certification, and that the parish council would be responsible for ensuring users were safe. The Clerk would work with Cllr Poole to develop appropriate measures. Carried Forward.
  - 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. Some initial work had been done to identify potential funding organisations. The next stage would be to match funders to Parish Council funding needs. 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

5 **Matters Arising.**

None

6 **Finance Update**

- i. **Payments and invoices.** The Clerk sought approval for the following payments

		VAT
HMRC April	£803.73	
C Hayes Salary April	£945.23	
C Hayes Microsoft (Office) Subscription	£84.99	
C Hayes Stationery	£27.18	£4.99
Room Hire	£19.00	
Parkers Design (Chapel Planning Application)	£1069.00	£144.00
Iexcel (Internal Audit)	£400	£80
<b>Total</b>	<b>£3349.13</b>	

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

**May 2025 Accounts.** The Clerk presented the accounts noting that.

- a) During May a payment of £261.50 became due for the Council third party indemnity insurance and a payment of £283.91 for the balance of the annual premium for the Chapel and Pavilion building insurance. These were authorised as per paragraph 5.15 of the Financial Regulations (May 2025)
  - b) The income of £19.99 shown in the accounts was a refund of the annual subscription for Microsoft Basic that was inadvertently paid twice.
- ii. **Bank Balances.** The Clerk advised Councillors that the cash at the bank at the end of May was £166,744.25.

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- iii. **Annual Governance and Accountability Return 2024/25.** The Clerk took the meeting through the AGAR Section 2 Accounting Statement for 2024/25 advising them that it had been checked and agreed by the internal auditor and the Finance Subgroup. The Clerk then sought agreement for the form to be submitted to the external auditor. **This was agreed and the form signed by the Chair.**

## 7 Major Projects

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

- The Completion date had been delayed from June the 2<sup>nd</sup> while Councillors resolved a contractual point with Fairfax. This would be discussed during a confidential session at the end of the public meeting due to commercial sensitivities.
- A Completion assessment of the Chapel, Pavilion and Field took place on Wednesday the 21<sup>st</sup> of May. The Pavilion was in good condition, there were a few minor points to close before completion for the Chapel; one Sorbus tree was to be replaced in the Field and 4 areas of grass would be monitored for further re-seeding by Fairfax if needed after completion.
- Fairfax had installed the electricity meter in the Chapel and a date was being scheduled for installation in the Pavilion. Cllr Nixon was to follow up.
- The contract for the maintenance of the Field had been finalised, approved and was ready for signature.
- A solution for the emptying of bins had been found. A one year contract was being prepared for signature with 'Affordable Waste' with a value less than £1500 for the provision of a 1100 litre bin that would be emptied once per week. A local contractor was being contracted to empty the three parish council 120 litre bins as needed into the larger bin. One of these 120 litre bins would be placed close to the tarmac entrance at the Steyning/Newlands Rd corner to the Field to also act as a barrier for unauthorised vehicle access. **Councillors agreed to these arrangements.**
- It was proposed to remove the Heras fencing on the 27<sup>th</sup> of June, one day before the Open Day with some of the fencing positioned around the wildflower area to prevent the emerging flowers being trampled.
- Picnic tables had been installed.
- 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.
- The keys for the Chapel and Pavilion had been handed to the Parish Clerk.
- The Artistic component hard standing had been reworked and was considered to be acceptable during the Completion Assessment.
- **Cllr Lawrence** presented a draft leaflet for the opening event setting out the program that was to include a photo exhibition in the pavilion, local experts on hand to interest people in learning how to prune and learn about biodiversity and an art exhibition for children along with vintage children's games. The leaflet included a tear off strip for people interested in volunteering to support the field, including by becoming a tree guardian, to put their names forward.

Signed

Date

ii. **High Street. The following updates were provided.**

- Following a discussion in the Strategy and Communications Advisory Group Cllr Levins was looking into how a Low Traffic Neighbourhood scheme might fit into the overall traffic management options that were to be provided as part of the BHCC traffic management study. Cllr Levins would present his findings to the July Council meeting

**Action. Cllr Levins** to present his further work on a Low Traffic Neighbourhood scheme to the July Council meeting

- **Cllr Lowery** provided the following update on High Street business activity.
  - A children's clothing store was to open on the lower High Street
  - The ex-pharmacy building had now been sold but no further information was available at present.
  - The former Queen Victoria public house had been sold and was to open as a wine bar on the ground floor with an Air B&B on the first floor.
  - A dog grooming parlour would shortly open in the High Street next to the former Lloyds bank.
  - The opticians housed in the former solicitor's building was now open.

8 **Planning..**

- i. Applications received in May. **Cllr Poole** said that the Parish Council had been consulted on a planning application 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** said he was concerned about height of the planned outbuilding and how it would fit into the current street scene and was to visit the sight before responding. He invited other Councillors to join him and/or provide any views before the deadline of the 6<sup>th</sup> of June. **Cllr Lawrence** added that a number of Air B&B's had recently been approved in Rottingdean, and it was perhaps something the parish council should monitor.
- ii. **Cllr Poole** also mentioned that the business directory sign in the West Street car park was out of date and misleading for visitors. It was not clear who was responsible for this sign. **Cllr Lowery** agreed to follow this up.

**Action. Cllr Lowery** to investigate responsibility for the business directory sign in West Street car park and advise the Council.

Signed

Date

## Advisory Group Meeting Updates

### 9 Strategy and Communications

- i. Annual Village Meeting. The Clerk said he had circulated the note of the meeting for Councillors information. Councillors agreed that the atmosphere at the meeting was very positive and that the parish council were able to report action being taken on most of the issues raised. **Cllr Nixon** said that the Parish Council needed further information on the plans for the Beacon Hub. **Cllr Evans** agreed to organise a meeting with the Beacon Hill Hub Trustees and then a meeting the Friends of Beacon Hill prior to the annual general meeting of the Beacon Hill Stewardship Group in September.
- ii. Village Survey. The Clerk said that the survey had closed with 304 responses, 52 more than the 2020 survey and with a slightly more even age distribution although younger age groups were still under represented. The key concerns had remained unchanged throughout the survey with through traffic, protecting the green spaces and local shops important for the vast majority of respondents. There were also some key messages about how much respondents said they knew about the work of the Council and their sources of information. The Clerk said he would now begin a detailed analysis of the results with the aim of presenting a summary for publication to the August Council meeting.
- iii. Cllr Lowery asked what action was being taken on the Old Tea Room that was now becoming structurally unsound and potential safety hazard. The Clerk advised he had heard from the BHCC enforcement that the owners were awaiting the outcome of probate issues to enable repairs to be funded. **Cllr Lowery** said he would obtain photographs of the areas of concern for the Clerk to pass to the enforcement team.

**Action Cllr Lowery** to provide photographs of the unsafe areas of the Old Tea room building for the Clerk to pass to the enforcement team.

- 10 **Village and Community**. **Cllr Lawrence** advised that the group would be contacting local voluntary and community groups to gauge their views on the library to inform the Council. **Cllr Nixon** added that in view of the strength of feeling expressed by the large numbers of signatories to the 'save the library' petition he was in the process of arranging a meeting with the lead BHCC Director to check on the progress of the community library review and the next stage.
- 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 continuing to develop.

Signed

Date

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

The public meeting closed at 21.04. The next meeting is on the 7th of July.

***Chris Hayes, Parish Clerk***

***May 2025***

Signed

Date