



Minutes of the Meeting of Rottingdean Parish Council on Monday 2nd of February 2026 at the Whiteway Centre

Present. Cllr Nixon, Cllr Lawrence, Cllr Levins, Cllr Cherrie, Cllr Evans, Cllr Snow, C Hayes, Parish Clerk

Public. Ward Cllr Fishleigh, Ward Councillor Earthy, Kieran Fitsall, Bernard Turnbull.

Public Questions.

Bernard Turnbull requested that the broken lights above the barber's shop in the High Street and in Whiteways Lane be reported to BHCC. He also asked how residents would be involved in the traffic survey currently underway. **Cllr Cherrie** said he would follow up the broken lights with BHCC. **Cllr Nixon** said that the traffic management study was a technical assessment of what options for better traffic management might be feasible. The Working Group were to meet BHCC engineers when this study was complete and if there were any significant feasible options residents would be consulted

Keiran Fitsall said that he was involved in a BHCC project to expand the number of EV charging points around Brighton and Hove over the next three years and wanted to involve the Parish Council in considering suitable sites in Rottingdean. **Cllr Cherrie** agreed to act as the contact point for the Parish Council. **Mr Fitsall** also asked if it was legitimate to spend the Parish Council precept and section 106 funding on routine maintenance of the High Street that was the responsibility of BHCC. **Cllr Nixon** explained that BHCC determined how section 106 funds from local developments were allocated in the Parish. He noted that the poor condition of the High Street carriageway and pavement had been residents' top concern for some time and was identified as the most important issue in the recent Village survey. Although maintenance of the High Street was on BHCC's list, it ranked about 104th, which meant that work may not begin for another three or four years. In addition, routine maintenance would not address the fundamental problems like the sinking kerb in certain areas or the deteriorating brick pavement. Therefore, RPC had proposed a comprehensive upgrade of both the pavement and the High Street to BHCC. Detailed plans had been prepared, including replacing the eastern footway kerbing, installing alternative non-slip paving blocks, and resurfacing the carriageway to last 20–25 years. Just under half the project cost would come from section 106 infrastructure development funding, with the remainder split between BHCC and RPC. RPC's contribution was expected to be £70,000. This upgrade aimed to enhance road and pedestrian safety as well as improve the shopping experience.

Ward Cllr Fishleigh asked if RPC were to send a representative to the planning committee meeting on the 4th of February that was to discuss the planning application for a 3G pitch at Longhill School. **Cllr Fishleigh** said she was to make a representation against the development at the meeting. **Cllr Nixon** said RPC did not plan to attend the meeting.

Ward Cllr Earthy provided the following update.

- Cllr Earthy asked if RPC would attend the two Rottingdean planning applications due to be discussed at the BHCC planning meeting on the 4th of February. He stressed that Planning Officers will expect very precise justification for any objections to planning policies. Cllr Nixon stated that RPC will not attend the meeting. In case of any differences in policy interpretation between BHCC and RPC that were material to the outcome, it has been agreed that BHCC Officers will provide an explanation in writing.
- A full list of pot holes in Rottingdean and Saltdean had been compiled and presented to BHCC
- A technical team from BHCC had examined the areas prone to flooding in the Village and had suggested that the flooding at the High Street/A259 junction may be due to a deterioration of underground pipes that would require road excavation to replace. Cllr Earthy said he would aim to coordinate this work with the High Street upgrade project to avoid digging up the road twice.
- The contract to provide energy efficient advice had been awarded to BestCo who would be holding a public event in partnership with a specially created Saltdean sub-committee. He was aware that some Rottingdean residents had expressed an interest in attending. **Cllr Lawrence** said if Cllr Earthy could provide publicity material she would place this in the notice boards around the Village.

At the start of the meeting **Cllr Nixon** said that a request had been made by the complainant that the discussion of the formal complaint made to the Parish Council should be carried out in a confidential session as it could contain information that could identify individuals concerned. **Cllr Nixon** therefore proposed a resolution that discussion of the complaint be held in a confidential session at the end of the meeting. **This resolution was seconded by Cllr Lawrence and agreed by unanimous vote.**

1. **Apologies for absence**

Cllr Poole had sent apologies.

2. **Declarations of interests**

None

3. **Agreement of the minutes of the Parish Council meeting on 5th of January.**

The minutes were agreed as drafted and signed by the Chair as a true record of the meeting

4. **Matters Arising.**

None

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

- i. 0112. **The Clerk** to seek advice on installing a lockable post at the Steyning/Newlands Road entrance to St Aubyns Field and the damaged post on the Green. Agenda item. Closed
- ii. 0212. **Cllr Evans** to contact CODA for advice on a longer term design solution to the make the gabions on the Sweeps safer. Agenda item. Closed
- iii. 0101. **The Clerk** to draft a communication about the purpose of the Field and rationale for any restrictions, for agreement by the St Aubyns Working Group and the Council. Agenda item. Closed.
- iv. 0201. **The Clerk** to write to BHCC seeking a commitment to some form of mitigation for future liabilities arising from the transfer of the Grange head lease and arrange a meeting as necessary. An email was sent on the 7th of January, and a commitment include this in any discussion of the transfer was agreed by BHCC. Closed

6. **Finance Update**

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

		VAT
HMRC January	£729.42	
C Hayes Salary January	£863.78	
C Hayes (Phone and Postage)	£46.36	
Room Hire (includes Main Room for 2026/27)	£492.00	
Affordable Waste (DD)	£116.92	
Gary Steel	£100.00	
Councillor Cherrie (Reflectors)	£26.10	£5.22
Total	£2374.58	

Payment was proposed by Cllr Levins seconded by Cllr Snow and **agreed by unanimous vote**

- ii. January Accounts The Clerk presented the January accounts previously circulated noting that the £450 income shown was a refund of an overpayment on an invoice to Sussex Leaded Lights paid during December.
- iii. Bank balances. The Clerk advised that at the end of January the total cash at the bank stood at £567,441.61 of which £411,461.50 was earmarked for the future maintenance of St Aubyns leaving available funding of £155,979.50
- iv. Budget and Precept for 2026/27. The Clerk took the meeting through paper previously circulated with advice on the precept for 2026/27 noting the following.
 - The Council had set a budget for 2026/27 of £162,330
 - Based on the latest estimates for the 2025/26 outturn and expected income for 2026/27 (with no change to the current precept), the funds available to the Council in 2026/27 would be sufficient to meet planned expenditure. In addition, there would be an estimated reserve of around £40,356.
 - Unlike the previous two years the number of households estimated to be paying the precept in 2026/27 has not increased so there is no automatic increase in the precept income
 - There are no significant inflationary pressures on the budget and central government had not set any limits for precept increases.
 - Over the past three years the Council had made only minor increases to the amount Band D households paid per year: 28 pence (0.9%) in 2022/23, 15 pence (0.5%) in 2024/25 and 98 pence (3.0%) in 2025/26
 - Other Parishes had chosen to make more significant increases. The average Band D precept charged by local precepting bodies (including parish and town councils) for 2025/26 was £92.22 an increase of £6.32 or 7.4% from 2024/25.
 - Locally, for 2026/27, Ditchling Parish Council had agreed an increase of 9% (equivalent to a rise of £9.64 per annum to £113.96 per band D property). Alfriston Parish Council had agreed a 2% increase (a rise of £2.62 to £134.50 per annum for a band D property).
 - Finally, the Clerk advised Councillors that unlike previous years, given the High Street upgrade plan, the Parish Council was likely to spend the majority of its project budget and may need to dip into the unallocated reserve of £40,356,. This would reduce the funds available for future projects.

The following points were made is discussion:

- **Cllr Levins** said that any significant increase would need to be carefully explained to residents but as it was likely that the High Street upgrade come in over budget, he would support a £5 per year increase for a Band D household to bolster the reserve.
- **Cllr Cherrie** agreed and said a £5 increase would also ensure some funding was available for future projects such as the Lower High Street.
- **Cllr Lawrence** also supported a £5 increase to support the current ambition of the Parish Council to make the High Street a safer place.
- **Cllr Snow agreed**
- **Cllr Evans** said his thinking was leaning towards a £3 to £5 increase but would support something at the upper end of this range now the Parish had plans to use the funding and residents would see tangible improvements.
- **Cllr Nixon** said he had considered a £4 increase but agreed that a £40,000 reserve needed to be enhanced given that the Parish were now focusing on fewer and bigger projects and BHCC were under significant financial pressure, so a significant contribution from RPC would be needed should some central funding become available. He also said he had looked at other Parish Councils and whilst comparisons were difficult the Rottingdean precept was at the lower end of precepts charged locally. **Cllr Nixon** also said that Cllr Poole had written, in his absence, to express his support for a £5 increase

A £5 increase in the precept payable by Band D household was proposed by Cllr Levins, seconded by Cllr Cherrie and agreed by unanimous vote.

7. Major Projects

- St Aubyns Cllr Evans** provided the following feedback.
 - The planning workshop had produced a plan to guide the year ahead. The Working Group were to identify the elements of the plan that were their responsibility and convert to tasks to operationalise the plan
 - Polycarbon protection had now been fitted to the Chapel windows allowing the boarding to removed. The Chapel now looked like a real asset. Fire and intruder alarms had also been fitted to both the Chapel and Pavilion.
 - Cllr Evans and the Clerk were to discuss options for future hedge maintenance with the Field maintenance contractor
 - Brighton Permaculture Trust (BPT) had recommended that the bark area around the trees should be extended to prevent grass incursion. Cllr Lawrence was to investigate options and costs.
 - The Clerk was to ask the Field maintenance contractor for a quote for the provision of a lockable post at the Steyning/Newlands Rd entrance
 - The working group were exploring options for cleaning and painting the Chapel and Pavilion and linking up with the emerging residents association

- Over the next quarter the group would develop communications to assess ideas and demand for the use of the Chapel and Pavilion.
- A few stones had been removed from the sweeps and some of the wire supporting the stones had come loose causing safety concerns. Bernard Turnbull had secured the wiring, but the situation would remain under review. If necessary, the design company, CODA, would be asked for advice on design changes to solve the problem.
- A form of words to clarify the rules on control of dogs on the Field had been circulated. Dogs walkers would be welcome provided dogs are kept on a lead or under close control. If Councillors agreed these restrictions the policy on use of the Field would be amended accordingly and communicated via social media. **This was agreed.**

Action. The Clerk to post the agreed notice on dogs on St Aubyns Field and amend the rules policy on use of the Field published on the website.

- **Cllr Evans** said the working group had agreed on the provision of a simple wood and rope fence around the Wildflower Meadow to differentiate it from the grass area, protect the emerging wildflowers and help direct people onto mown paths through the meadow to enjoy the flowers. A business case for expenditure of £2800 plus VAT had been circulated. **Cllr Evans proposed the expenditure which was seconded by Cllr Lawrence and agreed unanimously.**

Cllr Cherrie said he had sought advice from BHCC about any requirements to enable RPC to cut the hedge along the Twitten. The Twitten had been designated a Footway, and it were to be closed a fee would be charged by BHCC to manage the closure and any diversions and publish a Temporary Traffic Restriction Order or Notice. The Clerk suggested any decision on this should await the outcome of the discussion with the Field maintenance contractor. **This was agreed.**

8. **High Street.** **Cllr Nixon** advised that following the outcome of the traffic management study the Working Group would be convened to discuss its implications and the organisation and timing of the work. He also added that Jess Gibbons, the BHCC, CEO had confirmed at the meeting earlier that day that the upgrade plans were already in the City Council's workplan.

9. **Planning**

- i. Applications Received in January Cllr Lawrence said there had been four applications in January none of which had been objected to. These included an application for the Queen Victoria Pub on which comments had been submitted given that it was situated within the conservation area. See Annex A

10. **Advisory Group Meeting Updates**

i. Strategy and Communications **Cllr Nixon** provided the following update.

- Cllr Levins and Cllr Lawrence had agreed to take forward the identification of High Street properties for an ownership search to enable direct communication with the freeholders in the future
- The work plan agreed at strategy workshop had been circulated
- A meeting was being arranged with BHCC, RPC, and Rottingdean Heritage on BHCC's proposal to transfer the Head Lease of the Grange. This followed an agreement by BHCC to explore some form of mitigation of future maintenance liabilities for the building.
- The Working Group had discussed how to encourage more applicants for the current Councillors vacancies and suggested that an event could be held to better explain the role of Councillors and the work of the Council. This would enable potential applicants to identify where their skills might be of help. In addition, profiles of Councillors could be produced to illustrate the range of people currently serving as Councillors and future advertisements could be linked to major RPC projects and activities.
- All Councillors would shortly be asked for feedback on the work of the Parish Clerk as part of his appraisal and pay review process.
- **Cllr Nixon** provided an update of the meeting with Jess Gibbons (BHCC CEO), early that day
 - Cllr Nixon had thanked her for progressing repairs to Marine Drive pavement and the repair of the Kipling Garden flint wall damage raised by RPC on previous occasions. These had taken a long time to resolve but the CEO had continued to track the latter topic to ensure a solution.
 - RPC priorities for 2026/27 were discussed.
 - Jess Gibbons had said that BHCC had no work planned affecting Rottingdean but plans to proceed with a combined Mayoral Authority and with Local Government reorganisation may lead to more Parish Councils being encompassed within an expanded City Council.

ii. Village and Community. **Cllr Lawrence** provided the following update.

- A program of communication was being developed with local schools and community groups to identify potential demand for use of the Field, Chapel and Pavilion.
- A volunteers' event had been organised for the afternoon of the 21st of February at St Margaret's Church to thank volunteers for their work and discuss funding sources and opportunities.
- Cllr Lawrence was to attend the Local Action Team meeting this week.

iii. Natural Environment. **Cllr Evans** provided the following update

- Sheep grazing on Beacon Hill was about to commence. The Ranger is to post notices setting out the grazing plan. The new notice boards had been delivered and would be installed shortly, and the Friends of Beacon Hill had repaired the benches on the Reserve
- A solution on measures to improve cyclist and pedestrian safety on the Undercliff was getting closer but was not yet agreed.

Cllr Nixon asked if the working group to consider measures to protect Lark nesting had been set up as agreed by the Stewardship Group. **Cllr Evans** said he would follow this up.

Action. Cllr Evans to follow up progress on setting up a working group to consider measures to protect Lark nesting on Beacon Hill.

iv. Built Environment. No update.

11. **Confidential Item.**

The meeting closed at 21.55. The next meeting will be on Monday the 2nd of March

Chris Hayes, Parish Clerk

February 2026

Planning Applications Considered in January**BH2025/03049. 53 Elvin Crescent, Rottingdean, Brighton BN2 7FF**

Proposed regularisation of use of a garden room solely for purposes ancillary to the main dwelling (retrospective). **No objection.**

BH2025/02780. 54 High Street, Rottingdean, Brighton BN2 7HF

Proposed redevelopment of the premises comprising the retention of the ground floor public house, and side and roof extension to provide for 3 No. self-contained flats (C3) on the upper floors.

The Queen Victoria sits on the southernmost boundary of the Rottingdean Conservation Area (RCA). The RCA, together with the Rottingdean Parish Neighbourhood Plan (RPNP), place requirements on developments within the conservation area. The proposed redevelopment consists of a refurbished ground floor public house, plus extensions to the side, rear and roof of the premises to provide three self-contained holiday flats on the upper floors

The alterations to the ground floor bar area, kitchen and toilets would not affect the exterior of the building. However, the proposed extensions would require external changes to the building.

A site visit was made to assess the local impact of the proposed works. The Conservation Area and Rottingdean Parish Neighbourhood Plan requires any development to fit in with the character of the immediate area in terms of scale, mass, density, layout and materials. In this case, it was felt that the proposal meets those requirements.

Additionally, one of the Employment and Enterprise objectives in the RPNP is to ensure an adequate supply of visitor accommodation in the Parish, which this proposal assists.

No objection.

BH2025/03117. 64 Dean Court Road Rottingdean Brighton BN2 7DJ

Single storey rear extension. **No objection**

BH2025/03068. 53 Chailey Avenue Rottingdean Brighton BN2 7GH

Construction of single storey workshop extension. **No objection.**