



Minutes of the Meeting of Rottingdean Parish Council on Monday the 5th of January 2026 at the Whiteway Centre

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

Public: Ward Cllr Mark Earthy, Ward Cllr Bridget Fishleigh.

Public Questions.

Ward Cllr Fishleigh provided the following update.

- A meeting with a company working on behalf of EE and residents was being arranged to discuss a new proposal for a 5G telecoms mast on the top of St Margarets flats. **Cllr Nixon** asked that Cllrs Poole and Lawrence be invited.
- The new post/parcel box outside the post office is classified as 'permitted development' and is therefore lawful.
- The new owners of the Queen Victoria Public House hope to open soon. The bar is being restored on the ground floor with 3 short term let flats planned for the upper floors subject to planning consent.
- The humming noise reported to be emanating from the telephone exchange in Park Road is being investigated by British Telecom
- **Cllr Fishleigh** asked that the repair of the pavement outside properties on Marine Drive be raised with the BHCC, CEO at the meeting in February. **Cllr Nixon** said it would be added to the agenda.

Ward Cllr Earthy raised two matters

- Cllr Earthy discussed flooding issues in Rottingdean, specifically at two locations on the High Street and another outside Dale Cottage by the Green with Councillor Trevor Muten when he visited the Village on the 5th of January. The area near the High Street traffic lights is of particular concern, as there is suspicion of a more serious issue involving potential damage to the sewer. The objective was to resolve these matters before any resurfacing work begins on the High Street, thereby avoiding the need to excavate the road twice.

Signed

Date

- Cllr Earthy is inviting residents to compile a list of pot holes exceeding 4 cms in depth to help him lobby the full BHCC Council for repair and asked for the Parish Council's help in identifying pot holes in Rottingdean. **Cllr Cherrie** said he would organise a call out on social media and coordinate the Rottingdean list.

In opening the Council meeting **Cllr Nixon** advised that he had reluctantly accepted the resignation of Cllr Lowery due to health reasons and relocation from the area. **Cllr Nixon** said Cllr Lowery had played a key role in the development of the High Street upgrade project and in connecting with local businesses.

1 **Apologies for absence**

Apologies had been received from Cllr Evans and Cllr Snow.

2 **Declarations of interests**

None

3 **Agreement of the minutes of the Parish Council meeting on 1st of December.**

The minutes were agreed as drafted and signed by the Chair as an accurate record of the meeting

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

- i. 0310. **Cllr Lowery/Clerk** to begin by compiling a list of the properties that would be the subject of a search from which an estimated cost could be presented. It was agreed that further work on this would be discussed at the Strategy workshop scheduled for Thursday the 8th of January.
- ii. 0305. **Cllr Lowery** to compile and circulate a list of vacant High Street properties suitable for a High Street Rental Auction for discussion with SCAG who would make a recommendation to the Council. As above
- iii. 0112. **The Clerk** to seek advice on provision of a lockable post at the Steyning/Newlands Road entrance to St Aubyns Field and the damaged post on the Green. The Clerk advised that the planned meeting with Meakers fencing company had not taken place and he would re-arrange. Carried forward.
- iv. 0212. **Cllr Evans** to contact CODA for advice on a longer term design solution to the make the gabions on the Sweeps safer. Carried Forward.
- v. 0312. **The Clerk** to obtain a detailed quote from the Sussex Leaded Lights for the Chapel window repair. Completed. Closed

Signed

Date

5 **Matters Arising.** Cllr Lawrence said that she was in the process of arranging a suitable date for Cllr Michael Harris, from BHCC to visit the Village and discuss the Rottingdean S106 projects.

6 **Finance Update**

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

		VAT
HMRC December	£795.48	
C Hayes Salary December	£936.18	
C Hayes (Phone)	£20.00	
Room Hire	£17.00	
Affordable Waste (DD)	£116.92	
Clamp Boxall (payroll admin)	£82.50	£16.50
One Digital (Beacon Hill Report)	£115	
Sam Cocks (Field Maintenance – Hedges)	£600	£120
New Wave Property Management (Bin Emptying)	£100	
Beacon Hill Notice Boards	£3000	£600
Sussex Lead Lights (Chapel window protection – final payment)	£4487.50	£897.50
Dr Smart Homes (Chapel and Pavilion Alarms)	£1825.94	£365.18
Total	£12096.52	

Payment was proposed by Cllr Levins, seconded by Cllr Cherrie and agreed by unanimous vote. The Clerk also advised that during December the following payments were authorised and paid as per paragraph 5.1 of the financial regulations.

- (i). Sussex Leaded Lights, £990 (plus VAT) to repair the Chapel Window
- (ii). E-On energy, payment of £149.99 for outstanding electricity charges

Signed

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- ii. December 2025 Accounts and Bank Reconciliation. The accounts were presented by the Clerk who noted that the format had changed slightly to accommodate the additional bank accounts opened to deposit the St Aubyns lump sum maintenance payment. **Cllr Nixon** said he had checked the bank statements against the accounts records and confirmed that the figures reconciled.
- iii. Bank Balances. The Clerk reported that at the end of December the bank balances were as follows:

Unity Trust Bank Current Account	£109.47
Unity Trust Bank Instant Access	£166,418.63
C&C savings account	£88,552.45
St Aubyns Accounts	£323,013.05
Cash at Bank	£578,093.60
<i>Less St Aubyns Maintenance Fund</i>	<i>£412,251</i>
Net Cash Available	£165,842.60

7 Major Projects

- i. **St Aubyns** The Clerk provided the following update
- The hedges around the Field would receive their first annual cut on the 12th of January following which the Clerk and Cllr Evans would discuss future hedge management with the contactor. Two quotes had been received for a waist high fence around the wildflower meadow that would be discussed at the January strategy workshop.
 - The Chapel windows had now been fully restored and water proofed and the Clerk expected the polycarbon protective sheets to be fitted within the next two weeks. This would allow the boarding to be removed. Both the Chapel and Pavilion had now been fitted with intruder alarms.
 - **Cllr Nixon** reported that several dog owners had questioned why dogs must be kept on leads in the Field. **Cllr Lawrence** explained this rule had been based on concerns about dog fouling problems in the longer grass areas of the Field, and to prevent disturbance of other users. **Cllr Levins** noted the Council's intent was for dogs to be 'kept under close control' in line with dangerous dogs legislation. **Cllr Nixon** proposed that the Parish Council explain the policy's background, emphasizing the Field's shared purpose and the expectation of respect among users, via the website, social media, and in the next Rottingdean Village News article.

Signed

Date

Action. 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.

- ii. **High Street. Cllr Nixon** said there was no particular update but that subject to the outcome of the Traffic Management Study, now expected in the Spring, work would begin on the detailed planning for the upgrade.

8 Planning

- i. **Applications Received in December. Cllr Poole** reported that the only application received was for an upgrade of the existing telecoms equipment on St Margarets flats to enable 5G. The plans showed minimal changes except for more Radio Receiver Units (RRUs), though their specifics were not provided. The Parish Council had raised no objection, on the understanding that the installation matched the proposed height and dimensions shown in the drawings and the ten RRUs remained compact without requiring extra cabinets.

9 Advisory Group Meeting Updates

- i. **Strategy and Communications. Cllr Nixon** provided the following update
 - a) Community Asset Transfer. After reviewing repair costs for the Grange received from BHCC, Cllr Nixon and the Clerk met with Rottingdean Heritage to discuss possible exploratory discussions with BHCC on a transfer of the Grange head lease. It was agreed that talks would only proceed if BHCC committed to some form of mitigation of future liabilities. Councillors agreed that the Clerk should request this commitment from BHCC and arrange a meeting if needed.

Action. 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.

- b) Strategy Workshop 8th January. **Cllr Nixon** said the workshop would seek to agree prioritisation of capital spending and major projects in 2026/27 and allocation of funding. This would complete the 2026/27 budget setting process.
- c) Meeting with Jess Gibbons 2nd February. Cllr Nixon, Cllr Lawrence and the Clerk were to meet with Jess Gibbons BHCC, CEO on the 2nd of February. Discussion would include an update of issues discussed at the last meeting, Community Asset Transfer, the High Street Upgrade and Lower High Street projects and RPC and BHCC plans for Rottingdean in 2026/27.

Signed

Date

- 10 **Village and Community.** **Cllr Lawrence** said she was organising a volunteers' event at St Margarets church for the 21st of February/. The aim was to celebrate the work of the volunteers groups as well as to learn lessons from the last year.
- 11 **Natural Environment.** **The Clerk** advised that following some delay, the new notice boards had now been delivered and would be installed shortly. **Cllr Nixon** added that he had noticed that the benches on Beacon Hill had now been repaired.
- 12 **Built Environment.** **Cllr Cherrie** said he had received the warning stickers for the pond fence posts that he would put in place shortly

The meeting closed at 20.35. The next meeting is on the 2nd of February.

Chris Hayes, Parish Clerk

January 2026

Signed

Date