



## Minutes of the Meeting of Rottingdean Parish Council on Monday the 13th of April 2026

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

Public Gallery. Ward Cllr Fishleigh, Ward Cllr Eathy, Bernard Turnbull, Caroline and Paul Lane, Allan Course.

### Questions from the Public

**Bernard Turnbull** raised the following points.

- An EV charger had been installed on Northgate Rise without consultation, in an area where houses had large private drives with and a traffic regulation order to follow for a bay reserved for electric vehicles. Would the Parish Council write to BHCC to suggest that such bays were more appropriate outside blocks of flats?
- If a resident raised an issue at a Council meeting the discussion was recorded in the minutes. But if someone writes to the Council, the issues raised are not publicised at the Council meetings, which doesn't seem right.
- Timber posts have been erected on the bowling green. Would the Council ask that they be removed?
- What progress had been made on the Village Fair organisers request that the Parish Council purchase a Maypole on their behalf that could be used by other community groups
- The Friends of Rottingdean Beach and Environment and Surfers Against Sewage were to hold a paddle protest on Rottingdean Beach on the 16<sup>th</sup> of May about sewage dumping in the sea.

**Cllr Nixon** said the EV charger issue would be discussed later in the meeting and that all letters received by the Parish Council that were to be raised at meetings were read out and discussed at the meeting. **The Clerk** added that all correspondence received by the Parish Council was recorded on a correspondence register and

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passed to the relevant Councillor or advisory group to discuss and act as necessary. **Cllr Lawrence** said the request for a Maypole had been discussed at the March Council meeting where Councillors were not convinced of the case for Council funding. She was seeking further information from the Fair organisers. **The Clerk** said he understood that an open day was planned at the bowling club on the 25<sup>th</sup> of April, after which the Parish Council would expect the timber posts to be removed.

**Paul Lane** said that the safety gates at the St Aubyns children's play area had no catch and often remained open allowing small children to exit and pets to enter. He also said that despite the warning notices children had been seen playing in the soakaway area and asked that the Parish Council put out a communication stating that children should not be allowed in the soakaway. **The Clerk** said the gate mechanism on the Local Play Area (LAP) was designed to close automatically but was obviously not working. **Cllr Cherrie** said he would follow this up with the company that had installed the play area. **Cllr Nixon** said that the Parish Council had discussed the matter of safety at the soakaway with the engineers installing it who had advised against a barrier as it could prevent escape in an emergency. **Cllr Evans** said the St Aubyns working group would discuss the issue and report back to the Council

**Action. Cllr Cherrie** to follow up the gate security with the company that had installed the LAP  
**St Aubyns Working Group** to consider how to deter children from playing in the soakaway and report back to the Council

**Caroline Lane** said that the Field maintenance contractor was in the habit of driving over the green verge opposite no 25 Vaughan Williams Way which was damaging the grass and asked if he could use the NE entrance now that grid force had been installed there. She also noted that the wildflower meadow was developing well. **Cllr Nixon** said that initially the concept was for maintenance and emergency vehicles to access **to** the Field opposite Vaughan Williams where grid force had been installed. However, now a lockable post and grid force had been installed at the NE entrance, access for maintenance vehicles here was now an option. **Cllr Evans** said the Working Group would discuss the matter with the Field contractor.

**Cllr Fishleigh** provided the following update

- She had contacted the BHCC events team and organisers of a Trail run that had coincided with Brighton Marathon and caused traffic congestion along Falmer Road. The events team had apologised for the additional traffic delays this had caused and promised to take this into account in future.
- She had received a request for a bin to be placed at Golden Square, but BHCC had said they didn't have the capacity to maintain it.
- She had written to Cllr Muten about the placing of EV chargers in Rottingdean and Saltdean that residents had expressed concern about and would share the response

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with the Parish Council. She noted that East Sussex Council had not chosen to install chargers in east Saltdean.

**Ward Cllr Earthy** provided the following update

- He had been involved in the discussion about the clearance of pebbles blocking parts of the undercliff by the Saltdean Pebbledashers volunteer group and RPC's involvement in supporting the group.
- He had been in touch with stakeholders to identify additional sites of potential flooding other than Whiteway Lane Dean Court Road and the Grange ground floor toilet, but none had been forthcoming and asked that RPC forward any additional sites to Cllr Muten or Nick Bean at BHCC.

**Cllr Nixon** said he had been in touch with the Pebbledashers, a group of volunteers established by a former RPC councillor and were registered and supported by BHCC. He had congratulated them on their work to clear areas of the undercliff where pebbles had caused bottlenecks and a safety hazard for cyclists and pedestrians. He was also aware that RPC had in the past provided funds for some equipment for the group that were currently stored behind the story telling area which was now inaccessible because of a seized lock. As BHCC had publicised the fact that they do not have the funding available to fully maintain the seafront, Cllr Nixon proposed the following action

- RPC communicate their appreciation to the Pebbledashers, publicise their work and provide contact details for any Rottingdean residents wishing to join the group
- Draft a letter to Toni Manual, Head of the BHCC Seafront Management Team, noting that while Pebbledashers' clearance work has mitigated the immediate safety concerns, BHCC retained responsibility for undercliff safety and that resolving the issue entirely would require the use of heavy equipment.
- Seek BHCC permission to engage a locksmith to help the volunteers gain access to the clearing tools.

**Councillors agreed this action** although Cllr Evans noted that Rottingdean relied heavily on volunteers and that RPC should be cautious about relying on local volunteers to take on BHCC responsibilities.

1. **Apologies for absence**

None

2. **Declarations of interests**

None

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3. **Agreement of the minutes of the Parish Council meeting on 2<sup>nd</sup> of March.** The minutes were agreed as drafted and signed by the Chair a true record of the meeting

4. **Matters Arising**

None

5. **Action Log.** The following updates on outstanding actions were provided

- 0202. Cllr Evans to follow up progress on setting up a working group to consider measures to protect Lark nesting on Beacon Hill. **Cllr Evans** said the Friends of Beacon Hill were working on appropriate text for new notices. Carried Forward
- 0103 The St Aubyns Working Group to develop a policy on the use of the St Aubyns maintenance fund for Council approval. An agenda item
- 0203. The St Aubyns Working Group to develop a project plan outlining the actions and timeline for community use of the Chapel and Pavilion. An Agenda Item
- 0303. Cllr Poole and Cllr Lawrence to consider the value of a discussion with the BHCC planning team and advise the Council. Cllrs Poole and Lawrence were to discuss the matter with Ward Cllr Earthy before approaching the planning team. Carried Forward.
- 0403. Cllr Lawrence to seek further information on the grant application for the purchase of a Maypole and advise the Council. **Cllr Lawrence** said she had contacted the Village Fair organisers and was awaiting a response. Carried Forward

6. **Finance Update**

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

		<b>VAT</b>
HMRC March	£745.93	
C Hayes Salary March	£881.88	
Room Hire	£71.00	
Affordable Waste (DD)	£116.92	

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Gary Steel	£100.00	
Toolkit (DD)	£216.00	£43.00
Clamp Boxall (Payroll)	£190.70	£38.14
One Digital (Newsletter and Beacon Hill Leaflets)	£447.00	
Zurich Insurance	£261.50	
Sam Cocks	£300	£60
<b>Total</b>	<b>£3330.23</b>	

The Clerk noted that the IT support costs had been increased by £15 per month to £216. He had therefore obtained two quotes for a similar level of support; one at £415 per month and one at £450 per month. In the circumstances the Clerk recommended that the current provider should be retained. **This was agreed by Councillors. Payment of the amounts due was proposed by Cllr Snow, seconded by Cllr Levins, and agreed by unanimous vote.**

- Bank balances. The Clerk reported that as of the end of March, bank balances were £561,520.79. After deducting funds for St Aubyns maintenance, the Council had £150,634.82 available.
- March Accounts and Quarterly Bank Reconciliation. The March accounts and quarterly reconciliation that had been circulated were presented by the Clerk. **Cllr Nixon** said that he and Cllr Poole had confirmed that the bank statements and finance spreadsheet reconciled and signed the reconciliation.
- Annual Governance and Accountability Review 2025/26. The Clerk advised the meeting that he had received notice of the AGAR for 2025/26 and that the Parish Council had been selected for an intermediate review as part of a 5% sample. This required a slightly more detailed audit of the Council's accountability arrangements and the provision of additional information. The Clerk said that the return was due to be provided to the Government appointed external auditor by the 1<sup>st</sup> of July and that he aimed to bring the Governance review document for approval to the May Council meeting and the Accountability review (finance) to the June Council.

## 7. Major Projects

- **St Aubyns.** Members of the working group provided the following update

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- Use of Glyphosate. The group noted that the Health and Safety Executive had renewed Glyphosate's license until 2026 while they investigate safety concerns and ongoing legal action against Bayer in the USA. BHCC had also restricted its use. The group recommend suspending the use of Glyphosate on St Aubyns field until the HSE investigation concluded and exploring alternative weed control methods. **This was agreed. Cllr Lawrence** suggested this should be communicated to residents.
- Use of the Maintenance Lum Sum. The group recommended that the following criteria be adopted to determine use of the maintenance sum.
  - Work needed to keep an asset in good condition
  - Activity to keep an asset in working order by checking it regularly and repairing it when necessary
  - Actions to make sure that an asset continues to perform at the same level and retains its current utility/value to the community

#### **The criteria were agreed**

- Plan to begin to bring the St Aubyns Field and buildings into community use. **Cllr Lawrence** said she had proposed a communication to local community groups to gauge potential demand for greater use of the Field, Chapel and Pavilion. She had also researched the cost and facilities offered by other local venues. She suggested that some enhancement would be needed, for example lighting in the Chapel, but in the meantime some fairly modest use could be made of the chapel to publicise its potential use as a venue and canvass demand. The Clerk said that in order to move forward a high level plan had been developed. The plan proposed a progressive approach beginning with a few modest events in May and progressing to more complex events later in the year when demand was better understood and necessary remedial work and enhancements had been made to the Chapel and Pavilion. The following points were made in discussion
  - It would be possible to use the Chapel for a couple of hours during bright afternoons with portable lights used if needed.
  - Any planned events in May would need to be publicised very soon including at the Annual Village meeting
  - Cleaning of the Chapel was now scheduled for the 20<sup>th</sup> of April
  - Cllr Cherrie had carried out an inspection of the buildings with Surveyor David Smith who had noted that some minor remedial work was needed to the Chapel

**Councillors agreed the plan and to support three or four events during May. Cllr Nixon** asked that the Working Group begin work on the development a more detailed plan in time for the review of the Parish

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Council's overall work plan that would be undertaken by the Strategy and Communications Advisor Group later in the month.

- **Cllr Evans** said that a lockable post and grid fence had now been installed at the northeast entrance to the Field, and the Wildflower Meadow fence was expected to be installed shortly. He also said that a quote of £340 had been obtained to reinstate a door at the front of the Chapel, the lack of which was leading an accumulation in leaves and rubbish in the porch which was damaging the building. **The expenditure was proposed by Cllr Cherrie seconded by Cllr Snow and agreed by unanimous vote**
- **High Street. Cllr Nixon** said that he had contacted Andrew Westwood, BHCC Head of highways projects, following his return to work after an absence. Cllr Nixon had enquired about progress on the delayed Traffic Management Study the outcome of which was needed to inform detailed planning of the proposed High Street pavement and carriage way upgrade. Mr Westwood was to investigate progress and arrange to update Cllr Nixon.

8. **Co-option.** Panel recommendations following recent applicant interviews. **Cllr Nixon** said that the application forms, CVs and panel's report had been circulated to Councillors recommending co-option of both candidates. **The panel's recommendations were agreed unanimously.** **Cllr Nixon** said he would write to Andy Dawes and Allan Course congratulating them on their co-option and that the Clerk would arrange induction.

## 9. **Planning**

- i. Applications Received in March. Cllr Poole presented the following applications considered in March

### **BH2026/00117. 30 - 32 Newlands Road Rottingdean Brighton BN2 7GD**

Roof alterations incorporating rear gable additions and extension of side dormer. Internal alterations to create 5 additional bedrooms. Alterations to fenestration and associated works.

The five additional bedrooms would all be created in existing roof space, by adding gables to the rear roof of the property. The extensions would not be visible from Newlands Road and minimally from Steyning Road. **No objection**

### **BH2026/00090. 8 Welesmere Road Rottingdean Brighton BN2 7DH.**

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Erection of a two-storey rear extension, conversion of the existing garage into habitable space, loft conversion, construction of a garden room together with associated internal alterations and external landscaping works.

This is a two storey extension. Whilst it was large it would not have a significant impact on the street view and the plot itself is large, so it would not unduly impact on neighbouring properties. **No objection**

**BH2026/00324. 17 Welesmere Road Rottingdean Brighton BN2 7DN**

Roof alterations incorporating first-floor front gable extension, front dormer and front rooflight. Installation of photovoltaic solar panels and air source heat pumps. Erection of two-storey rear extension with in-set balconies. Erection of single-storey side extension and new front entrance porch. Alterations to fenestration. Enlargement of existing drive/parking area.

This was an extension with some energy saving retrofitting. **No objection.**

**BH2025/02871. 5 Beacon Close Rottingdean Brighton BN2 7FY**

Erection of single storey rear and side extension to form new accommodation and garage.

This was a single storey side and rear extension on one of the newest developments in the village. There was a uniformity to this development which would be disrupted by this application although not overly. As the property was the end one of a run, the side extension, being single storey, would not be visually obvious and the rear extension would have limited impact on neighbours. **No objection**

**BH2026/00400. 6 Rowan Way Rottingdean Brighton BN2 7FP**

Proposed hip-to-gable roof extensions as part of a loft conversion, incorporating side dormers, a rear timber decking area, and associated alterations. **No objection**

**BH2026/00156. The Croft 3 Challoners Mews Rottingdean Brighton BN2 7DY**

Erection of rear single storey extension replacing existing conservatory, new rooflights and alterations to existing bin store. Raised patio and planters to rear. **No objection**

**BH2026/00291. Longhill School Falmer Road Rottingdean Brighton BN2 7FR**

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Replacement of existing windows to east elevation Block 1 with solar controlled double-glazed aluminium windows. **No objection**

**BH2026/00216. 111 Dean Court Road Rottingdean Brighton BN2 7DL**

Creation of first floor with rear facing inset balcony, new porch, erection of rear and side single storey gf extension, revised fenestration, erection of garden room and external raised planters, widening of existing driveway, new steps, and landscaping. **No objection.**

In addition, **Cllr Poole** said that the Parish Council had been asked to comment on an application to expand the Independent School in Ovingdean from 200 pupils to 500 pupils which involved building on a wooded area of the estate. Cllrs Poole and Lawrence did not consider it appropriate for the Parish to comment on applications outside the Parish but wanted to check with Councillors. This was agreed in principle, but that Cllrs Poole and Lawrence should assess such applications and bring to the Council any, where it was felt there could be an impact on Rottingdean

10. **Advisory Group Meeting Updates**

i **Strategy and Communications.** Members of the group provided the following updates

a) Policy Reviews The Clerk said that a number of policies were due for review for which SCAG had allocated reviewers as follows

- Risk Management – The Clerk and Cllr Levins
- Managing Projects – The Clerk and Cllr Nixon
- Communications – Cllr Cherrie
- Website – Cllr Cherrie

The reviewed policies would be presented to the Council for adoption in due course.

b) Annual Village Meeting. **Cllr Nixon** proposed that after he opened the meeting, he would invite each Councillor to speak for few minutes about the work that they were involved in following which he would mention any key issues not covered before opening up the meeting for questions. **This was agreed**

c) **Cllr Levins** said he was to begin ownership searches on the list of High Street properties provided by Cllr Lawrence once he had identified the most cost effective way to conduct them.

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ii **Village and Community.** Cllr Lawrence said she had met with Mike Harris from BHCC who had provided information about the deployment of section S106 funds.

- The sports group compensation component was to be spent on a sports pavilion for Happy Valley and sports hall improvements for Stanley Deason Leisure Centre.
- £55,000 of the nature component had been allocated to make Beacon Hill nature reserve more accessible although this is due to come from the Skylarks development and this is in dispute until further notice.
- £9500 had been allocated to Kipling gardens to fund repair of the small stage at the rear of the gardens, the gazebo by the croquet lawn and for some planting. The money would be transferred directly to the Parish Council
- Cllr Lawrence had contacted the three allotment groups about the deployment of the fund for allotments. Two requested path improvements: one leading to Beacon Hill from Hogs Platt and another through Hogs Platt to the recreation area. Cllr Lawrence would clarify the Windmill group's ideas before consulting BHCC.

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

- The Beacon Hill notice boards had now been installed which along with repaired benches constituted a significant upgrade for the reserve.
- The Friends of Beacon were working on signage to help protect Skylark nesting areas.
- Progress on the Beacon Hub's plans was being monitored
- A response was awaited from BHCC on proposals to make the undercliff safer for cyclists and pedestrians.

iv **Built Environment.** Councillor Cherrie said he had spoken to Kevin Fitsall from BHCC, about the installation of EV charging points in Rottingdean but had only been made aware of plans to install fast charging points at the long stay car park, and west street car and on park road. This was probably because the lower voltage points would not have dedicated bays and would not require a Traffic Regulation Order consultation. Councillors noted this but did not see any need for the Parish Council to take any action on the matter.

11. **Communications.** Councillors agreed that the policy on the use of Glyphosate, the annual village meeting, and the plans to bring the St Aubyns Field and buildings into community use should be communicated to residents.

The meeting closed at 21.38. The next meeting is on Monday the 11<sup>th</sup> of May

Signed

Date

**Chris Hayes, Parish Clerk**

**April 2026**

Signed

Date