



Minutes of the Meeting of Rottingdean Parish Council on Monday the 3rd of August 2026 at the Whiteway Centre

Present Cllr Nixon (Chair), Cllr Levins, Cllr Poole, Cllr Snow, Cllr Dawes. Parish Clerk.

Public Gallery Ward Cllr Fishleigh, Ward Cllr Earthy

Public Questions.

A number of residents of Newlands Road expressed concern about proposals they were aware of for a one-way system southbound on the High Street, with northbound traffic routed one-way up Steyning and Newlands Road to the A259. The residents were very concerned that they had not been consulted on this proposal which would have a significant impact on the volume and speed of traffic flowing along Newlands Road, with consequent safety issues.

Cllr Nixon advised the residents that the Parish Council and Ward Councillors had agreed plans with Brighton and Hove City Council (BHCC) to upgrade the High Street that would involve replacing the kerbing on the eastern footway, replacing the paving with alternative blocks, uplifting the pavement to prevent flooding and resurfacing the carriageway. This work was now moving into the detailed planning stage and work was expected to commence in spring 2027.

Cllr Nixon said that separately BHCC had commissioned a traffic management study to look at options to better manage the traffic through the High Street. **Cllr Nixon** explained that High Street traffic had been a recurring issue in recent Village surveys and had been raised by residents at annual village meetings. The study was nearly complete and had considered several ways to improve traffic flow on the High Street, including closing part of the High Street and introducing one-way systems. So far, none of the options considered had proved workable because of the effect on nearby roads. A further idea was now being modelled, removing southbound traffic from the High Street and making Steyning Road and Newlands Road one-way to provide access to the A259. The final report was due in September. If BHCC were to identify any feasible traffic-flow options, further discussions

would take place. In the event that any option was to be taken forward, a two-stage formal consultation process would be required. **Cllr Nixon** said the Parish Council was monitoring progress at this stage.

Cllr Nixon also reminded attendees that the Parish Council holds a public meeting on the first Monday of every month, the agenda can be found on the website and that the draft minutes can be found within 2-3 working days. This enabled residents to attend, express their views and track progress on topics of interest

Ward Councillor Fishleigh said she would ask BHCC whether Newlands Road could be added to the list of roads for BHCC's portable speed sign. She also said she was working with St Margaret's School to manage traffic on Whiteway Lane during school drop-off and pick-up times and was seeking volunteers to help manage the arrangements.

1. **Apologies for absence**

Apologies had been received from Cllr Evans, Cllr Cherrie, Cllr Lawrence, Cllr Course

2. **Declarations of interests**

None

3. **Agreement of the minutes of the Parish Council meeting on the 6th of July.**

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. 0107. The Clerk to draft a Crime and Anti-Social Behaviour policy. This was an agenda item Closed.

6. **Finance Update**

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

VAT		
HMRC July	£779.56	
C Hayes Salary July	£919.01	

Room Hire	£53.00	
Affordable Waste (DD)	£174.44	
Gary Steel	£100.00	
Sam Cocks (Grass cutting)	£600	£120
Butterfly Council Leaflet Holders	£33.29	£6.66
Total	£2618.30	

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

- ii. Bank balances The Clerk advised that at the end of July the total funds at the bank were £577,789.78. After deduction of the St Aubyns maintenance fund, £176,280 was available to the Council.
- iii. July Accounts The accounts were presented and agreed. **Cllr Nixon** said he was concerned that over £8,000 had already been spent on St Aubyns Field maintenance with over six months of the year to go. The Parish Clerk said that around £4,500 of the expenditure had been on one-off maintenance, without which the budget was largely on track.

7. Major Projects

- i. **St Aubyns.** The Clerk provided the following update.
 - Big Butterfly Count charts had been placed in St Aubyns Field, and a post had been published on Rottingdean Chat.
 - Cllr Lawrence had met with Linda Hood and discussed the possibility of holding a Neighbourhood Watch meeting in the Chapel in September or October. PCSO Lottie Pullen would be asked to attend.
 - Cllr Lawrence had arranged for Caroline Lane and Nick Sotherton to meet with the Wildflower Conservation Society based at Stanmer Park to discuss management of the wildflower meadow.
- ii. **High Street.** **Cllr Nixon** and the Clerk provided the following update.
 - The High Street upgrade project was discussed with Jess Gibbons, BHCC CEO, at a meeting earlier that day. **Cllr Nixon** said he had stressed that there was no reason not to progress the upgrade work to the detailed planning and tendering stage and that it was important for the work to be

undertaken within this financial year. Jess Gibbons had not been in a position to provide a firm commitment but was following this up with the interim Highways Projects Director.

- The Clerk provided the following summary of the note on the High Street Engagement and Economic Development project circulated by **Cllr Course**.
 - The High Street project had gathered feedback from five traders, with common concerns around attracting seafront visitors, empty premises, traffic, parking, and the need for a wider variety of shops.
 - The “Rottingdean – A Perfect Day Out” leaflet had been printed and distributed to shops, traders, seafront leaflet holders, the Village Fair, and directly to visitors.
 - The Village Survey now had 239 responses and would be kept open until the 28th of August. The survey results so far indicated regular use of the High Street, but respondents wanted a more varied range of shops, especially a pharmacy, bakery, and specialist food options.
 - Key barriers to High Street use were traffic, limited shop variety, poor pavements/pedestrian routes, parking, vacant premises, and loss of shops or services.
 - The proposed next steps included continuing trader conversations and publishing two separate autumn articles: one on the survey findings and one encouraging residents to use the High Street.
- In addition, Councillors were asked to agree that the Parish Council should organise an early autumn meeting of traders. This would provide an opportunity to engage on the High Street upgrade plans and present the results of the High Street Survey. **This was agreed.**

8. Planning

i Applications Received in July. **Cllr Poole** advised the meeting of the following applications

BH2026/01220. Land Adjoining 2 Elvin Crescent Rottingdean Brighton BN2 7FF. Application for permission in principle for erection of a chalet bungalow (C3).

Cllr Poole explained that the application had been difficult to assess because there were no drawings or montage showing how the new building would appear from ground level. However, as any dwelling built on the site would appear inappropriate in comparison with the surrounding street scene, the Parish Council had lodged an objection.

SDNP/26/02876/TPO. Rottingdean Place, Falmer Road, Rottingdean, Brighton, Brighton & Hove, BN2 7FS. Application to raise the crown of a number of trees surrounding a car park. No objection

9. Advisory Group Meeting Updates

i. Strategy and Communications

- a) Village Fair Councillors reported that there had been a steady flow of visitors, to the Parish Council stall including a number from outside the Parish, all were interested in the Parish Council's work. The Clerk said that the opportunity had been taken to hand out several survey flyers and the 'Perfect Day Out' leaflets, encouraging people to use local pubs, cafés and shops.

All Councillors agreed with the Chair that the Village Fair had been a great success and remained a vital part of village life. They formally recorded their thanks and appreciation to the organisers and volunteers whose time, and effort had made the fair such an excellent event.

- b) Meeting with Jess Gibbons, BHCC, CEO. **Cllr Nixon** said that, in addition to the High Street issues mentioned earlier, a number of issues had been discussed and were being followed up.
 - Local Government Reorganisation Preparations were now under way for the formation of the new Brighton and Hove Unitary Authority. Elections would be held in May 2027, when a Shadow Council would be established to facilitate the transition to the new unitary council, with formation (vesting) in April 2028 and the next election in 2032. BHCC would shortly write to seek a Parish Council view on aligning the Parish Council electoral cycle with these arrangements, which would mean a five-year term for Parish Councillors elected in May 2027. This would avoid additional expenses for both BHCC and RPC. The Clerk said he would circulate the correspondence to Councillors for their views.

Action. Clerk to circulate the correspondence from BHCC about the alignment of electoral cycles

- The Grange. The internal and external building inspection to assess the work required to bring the building into a good state of repair should be completed by the end of September. A meeting would then be arranged with BHCC, RPC and Rottingdean Heritage to explore the next steps in developing mutually acceptable arrangements for the transfer of the Grange head lease to the community.
- Seafront Issues Jess Gibbons agreed to follow up
 - repair or replacement of the damaged cliff-edge fencing and progress on making the cliff face safe at Rottingdean
 - plans to write to beach hut leaseholders about their responsibility for keeping the huts in a good state of repair and what else might be done to improve their appearance

- progress on implementing measures to slow cyclists down in the areas around the cafés on the Undercliff.
- c) Anti-Social Behaviour Policy. The Clerk advised Councillors that SCAG had agreed a draft Parish Council Anti-Social Behaviour policy, as agreed by the July Council. This had been circulated for Councillors to consider for adoption at the September meeting. The Clerk explained that the ASB policy was intended to
- define the different types of anti-social behaviour (ASB);
 - record all incidents reported;
 - provide advice for residents on what to do and who to contact if they witness, or were victims of ASB; and
 - define the roles of the Parish Council, BHCC, the police, and other relevant organisations in dealing with such matters.

The Clerk said that he was not seeking adoption at this stage but would like Councillors to consider the draft ahead of a discussion at the September Council meeting.

ii. **Village and Community.**

- a. Coordination of Kipling Garden S106 projects. The Clerk said that Cllr Lawrence had been working with the Friends of Kipling Garden (FoKG) and BHCC to coordinate the expenditure of £9,600 Section 106 money for a number of Kipling Garden projects. The projects encompassed running cables from the box on the green to the recess at the rear of the first garden, creating a small stage with a surface of red pavers, a planting scheme, seating for children in the woodland area, and a noticeboard and tree labelling.

The Clerk said that a process was needed to manage this expenditure. The proposal was that, given the FoKG's limited capacity, RPC would on this occasion pay BHCC-approved expenditure incurred by FoKG up to the £9,600 allocation, with BHCC reimbursing the costs. Once BHCC had approved the items for expenditure, payment for individual items from the BHCC approved list would be authorised by RPC at the next Council meeting in the normal way. Cllr Levins said it would be important to stress to BHCC that this was a one-off so as not to set a precedent. **Councillors agreed the process.**

Action. Clerk/Cllr Lawrence to write to BHCC proposing the process for managing Kipling Garden Section 106 expenditure.

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

- He had received proposals from Bernard Turnbull to repair the terraces and make the slipway to the beach more accessible for people with walking impairments.

- He was due to meet the Friends of Rottingdean Beach and Environment (FORCE) to discuss plans to approach BHCC about improving beach signage, as required by the conditions for retaining Blue Flag bathing status.

iv. **Built Environment.** No update

10. **Communications**

Councillors agreed that in communicating the issues discussed at the meeting it would be important to stress the separation of the High Street upgrade work and the BHCC traffic management study.

The meeting closed at 21.08. The next meeting is on the 7th of October.

Chris Hayes, Parish Clerk

August 2026