



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

Present Cllr Nixon, Cllr Snow, Cllr Lawrence, Cllr Poole, Cllr Cherrie, Cllr Evans.

Public. Ward Cllr Fishleigh, Allan Course.

Public Questions.

Allan Course drew the Parish Council's attention to a Rottingdean in Bloom (RiB) flyer requesting donations that could be a fraud risk. **Mr Course** said he wanted to ensure that no similar flyers were in prospect. **Cllr Nixon** thanked Mr Course for bringing the matter to the Council's attention. **Cllr Lawrence** said she would speak to Helen Clark who led RIB and Cllr Cherrie said he would speak to Bernard Turnbull from Rottingdean Arts who also sought donations in a similar way.

Ward Councillor Fishleigh gave the following update

- She was enquiring when tenants were to move into the six St Aubyns flats bought by BHCC.
- She had made BHCC aware that the cliff top cables between Saltdean and the Marina were broken in several places
- BHCC had advised her that there were no funds available to paint the beach chalets at Rottingdean, so she was posting a request via social media asking owners to paint their chalets, as required by their lease agreements.
- A resident had been injured by a pot hole in Bazehill Rd that had not been reported. **Cllr Fishleigh** was to investigate and urge resident to keep reporting potholes.

Cllr Nixon asked Cllr Fishleigh to keep Cllr Evans in touch with the chalet issue and said if there was no progress he would raise the matter at the next meeting with the BHCC, CEO.

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1. **Apologies for absence**

Apologies had been received by Ward Cllr Earthy and Cllr Levins

2. **Declarations of interests**

None

3. **Agreement of the minutes of the Parish Council meeting on 2nd of February.**

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

4. **Matters Arising Cllr Cherrie** said he had met Kieran Fitsall about out the BHCC consultation on the expansion of EV charging points and had arranged for a social media post to Rottingdean residents

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

- a. **0201. 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. Completed
- b. **0202. Cllr Evans** to follow up progress on setting up a working group to consider measures to protect Lark nesting on Beacon Hill. Carried Forward

6. **Finance Update**

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

		VAT
HMRC January	£811.99	
C Hayes Salary January	£954.28	
C Hayes (Key Box)	£19.19	£3.20
Room Hire	£39.00	
Affordable Waste (DD)	£116.92	
Gary Steel	£200.00	
Electricity (E-On) final invoice)	£16.00	£0.80
Electricity (EDF) (DD)	£32.51	£1.63
J Lawrence (Volunteer Event expenses + waste sacks)	£84.55	
Total	£2274.44	

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Payment was proposed by Cllr Poole, seconded by Cllr Cherrie and agreed by unanimous vote.

- ii. Bank balances The Clerk said that the bank balances had been circulated and after deduction of the St Aubyns maintenance sum, the cash available to the Parish Council was £154,027.10
- iii. February Accounts. The Clerk presented the February accounts that were agreed.

7. Major Projects

- i. **St Aubyns**. Members of the Working Group gave the following update.
 - **Cllr Evans** said that the Working Group proposed Council approval of the quote of £1750 plus VAT for the installation of a lockable post at the Steyning/Newlands Road entrance to St Aubyns Field to prevent unauthorised entry, and grid force placed at the entrance to protect the grass from damage by service vehicles. A business case had been circulated, and the proposal was to pay for the installation from the St Aubyns maintenance fund. **Cllr Nixon** stressed that the maintenance lump sum should only be used for maintenance, which was debatable in this case. While Councillors acknowledged it was a grey area, most agreed the spending could count as maintenance, but suggested the Working Group clarify the distinction. **Approval to incur the expenditure was proposed by Cllr Evans, seconded by Cllr Cherrie and carried by unanimous vote.**

Action. The St Aubyns Working Group to develop a policy on the use of the St Aubyns maintenance fund for Council approval

- **Cllr Lawrence** proposed the purchase of materials and equipment for cleaning and maintenance of the Chapel and Pavilion. **This was agreed in principle** and Cllr Lawrence was asked to come back to the Council with details of what was needed.
- **Cllr Evans** said he had circulated a draft note to CODA (the Sweeps design company) pointing out that some of the wire supporting the gabions had come loose and asking for their advice on a design solution. **The draft was agreed.**
- **Cllr Lawrence** proposed the purchase two bags of bark chippings at a cost of £500 to enable the widening of the bark area around the trees to prevent grass incursion as advised by Brighton Permaculture Trust. This was seconded by Cllr Snow and **authorisation to incur the expenditure was agreed by unanimous vote.**

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- **Cllr Cherrie** said he had obtained three cleaning quotes for the Chapel and Pavilion: £432, £390, and £2700. He proposed the Council accept the Service Master Clean quote of £432, as they had provided a comprehensive proposal and were keen to undertake the work. The proposal was seconded by Cllr Evans and **agreed by unanimous vote**.

Councillor Snow inquired about the status of the lighting installation in the Chapel to facilitate its use. **Councillor Evans** responded that the installation is included in the working group's plans for the first quarter of 2026/27. However, he said that cleaning must be completed beforehand, as well as research into potential use by local community groups, both of which were also scheduled. **Cllr Nixon** suggested creating a project plan outlining the actions and timeline for community use of the Chapel and Pavilion and said it would be useful to have this ready for the Annual Village meeting when questions may arise.

Action. The St Aubyns Working Group to develop a project plan outlining the actions and timeline for community use of the Chapel and Pavilion

- ii. **High Street. Cllr Nixon** said he had written to Andrew Westwood at BHCC seeking an update on the traffic management study.

8. Planning

Applications Received in February. Cllr Poole advised the meeting that on Wednesday the 4th of March BHCC's planning committee was to consider an application to demolish a detached house & garage at 95, Marine Drive, Rottingdean and replace it with a 4-storey building containing 9 two-bedroom flats. BHCC officers were recommending approval. RPC had objected to the development as it contravened two of the Neighbourhood Plan's (NP) key policies S1 and H2 and site visit had indicated that the development would lead to an unacceptable loss of privacy for nearby residents. RPC were not attending the Committee meeting, but Cllr Lawrence had asked Ward Cllr Mark Earthy (who is a member of the committee) and Ward Cllr Fishleigh who is to speak, to advise the committee meeting of RPC's objections.

9. Advisory Group Meeting Updates

- i. **Strategy and Communications. Members of the group** provided the following update.
 - **Cllr Lawrence** had created a list of High Street addresses, which Cllr Levis would use to research ownership. This would help the Council connect with owners and occupiers, stay informed about business changes, and enable direct communication on future activities involving the High Street.
 - **Cllr Lawrence** said that she was to work with Cllr Earthy on organising an energy savings information event for Rottingdean residents to gauge interest in

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forming a Rottingdean residents action group. The information would be provided by BestCo, a cooperative contracted by BHCC to provide information for private and business premises on ways to save and generate electricity to sell back to the grid. premises. This work was already quite advanced in Saltdean and Ovingdean where groups of residents were working with BestCo.

- **Cllr Nixon** said a draft Budget and Precept communication had been circulated that would be published subject the Council agreement. **The draft was approved**
- **Cllr Nixon** said that the group had discussed recent disagreements with BHCC on planning applications and thought that a meeting with the BHCC planning team to clarify their interpretation of the Neighbourhood Plan and planning guidance might be helpful.

Action. Cllr Poole and Cllr Lawrence to consider the value of a discussion with the BHCC planning team and advise the Council.

- The Clerk and Cllr Nixon along with Chris Davidson and Mike Bennett from Rottingdean Heritage had arranged to meet the BHCC, CEO and officers on the 12th of March for an exploratory discussion on the transfer of the Grange Head lease.
- The group proposed that this year's annual village meeting should held on either the 21st or 28th of April and that the opportunity should be taken to promote the work of the Council to prospective candidates for the Councillor vacancies. **The 28th of April was agreed.** In preparation **Cllr Nixon** said he would circulate his introduction to the Newsletter, which would invite residents to the meeting, for comment.
- Although the subscription for Survey Monkey software was due for renewal the group recommended that renewal was postponed until a focus for the survey was identified. **This was agreed.**
- **Cllr Nixon** proposed that as Cllr Cherrie had taken the lead on communications, he should become a member of the strategy and communications group. **This was agreed**

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

- Cllr Lawrence had met with Michael Harris, the recently appointed Head of Parks at BHCC, who had provided information on the deployment of the section 106 developer contributions for Outdoor Sport and Parks and Gardens. Funds had been allocated for new changing rooms at Happy Valley, £55,000 allocated to improve accessibility to Beacon Hill and £9600 to Kipling Gardens for planting and hard landscaping including a hard standing path through the wooded area. Cllr Lawrence was seeking further information on £7000 of the funds for parks that remained unallocated.

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- Two grant applications had been received one from PARC seeking £1000 towards a summer program of youth activities and one from the Village Fair organisers seeking a grant of £500 towards the cost of the Fare and a grant of an estimated £671 for a Maypole. **Approval of the PARC grant was proposed by Cllr Lawrence, seconded by Cllr Snow and carried by unanimous vote.** In discussion, while Councillors were content to approve a grant to support the Village Fair, concerns were raised about the appropriateness of funding a Maypole that appeared likely only to be used annually. It was agreed that Cllr Lawrence would obtain additional details and report back to the Council.

Action Cllr Lawrence to seek further information on the grant application for the purchase of a Maypole and advise the Council.

- iii. **Natural Environment.** **Cllr Evans** reported that the new Beacon Hill notice boards were to be installed on the 10th of March by the Friends of Beacon Hill (FoBH) and the Ranger and he would take the opportunity to speak to FoBH on progress on setting up a working group to consider measures to protect Lark nesting.

- iv. **Built Environment.** No update

The public meeting closed at 21.25

10. Confidential Session - Clerk's Pay Review

Next meeting Monday the 13th of April.

Chris Hayes, Parish Clerk

March 2026

Signed

Date

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