ROTTINGDEAN PARISH COUNCIL

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

Present. Cllr Nixon, Cllr Lawrence, Cllr Evans, Cllr Cherrie, Cllr Course, Cllr Dawes. Parish Clerk

Public. Ward Cllr Fishleigh, Ward Cllr Earthy, Bernard Turnbull, Caroline Lane, Clive Dixon.

Public Questions.
Caroline Lane said she had collected a number of photographs documenting a year in the life of the wildflower meadow and wondered if the Parish Council (RPC) would like to display them on its website. **Cllr Nixon** thanked Caroline for this and for her support in developing and maintaining the meadow. It was agreed that the material would be passed to the Clerk.

Clive Dixon said that Brighton and Hove Council used to regularly clear the drains in Rottingdean but now only responded when there was a problem. He said the last heavy rain had caused severe flooding and wondered if RPC could warn households via email of potential flooding and perhaps organise a group of volunteers to clear the drains. **Cllr Nixon** said that during the last flood BHCC Councillors and engineers had visited Rottingdean to survey the drains, which had now been cleared. However, he recognised that during the autumn leaf fall they were likely to become blocked once more. While it was not feasible for RPC to collect and manage residents' email addresses, the Council would consider ways to encourage residents to report blocked drains to help avoid flooding. **Cllr Nixon** said that a volunteer group would need proper safety training. He asked Cllrs Lawrence and Cherrie to liaise with Ward Cllr Earthy to find out whether any local groups were undertaking such work and could offer lessons for RPC.

Action. **Cllrs Lawrence and Cherrie** to liaise with Ward Cllr Earthy to find out whether any local groups are undertaking drain-clearing work that RPC could learn from.

Bernard Turnbull said that the Rottingdean beach blue flag inspection had highlighted the poor state of the toilets at the beach. He asked that RPC to put pressure on BHCC to clean and repair the toilets. Ward Cllr Fishleigh said she was aware that BHCC had a budget set aside to do so in response to the report. **Cllr Dawes** confirmed that this had been

discussed with the BHCC seafront manager, Ed Samson, and said he would follow up the matter.

Action. Cllr Dawes to liaise with Ward Councillors to ensure clear actions were agreed for the cleaning and repair of the beach toilets with Ed Samson.

Ward Cllr Earthy said that the proposed measures to slow down cyclists on the undercliff had apparently been ruled out by Active Travel England. He had made a Freedom of Information request to BHCC to find out exactly what Active Travel England had been asked to consider. Cllr Earthy also said that Believ, the company commissioned to install fast EV chargers in Brighton and Hove, were anxious to liaise with the Parish Council about charger placement in Rottingdean. **Cllr Cherrie** agreed to liaise with Cllr Earthy.

Ward Cllr Fishleigh said that UK Power Network (UKPN) were not aware of the water leak in Steyning Road during their work and she had suggested to BHCC that they link up contractors in future

At the start of the meeting **Cllr Nixon** reported that Cllr Poole had stepped down from the Council after more than 5 years. **Cllr Nixon** thanked Cllr Poole and said that he had made a significant contribution to the discussions and decisions of the RPC over the last five years as a Councillor, chairing the planning consultative group and as Deputy RFO.

1. **Apologies for absence**

   Apologies received from Cllr Snow, Cllr Levins

2. **Declarations of interests**

   None

3. **Agreement of the minutes of the Parish Council meeting on the 5th of October.**
   The minutes were agreed as drafted and signed as a true record of the meeting

4. **Matters Arising.** None

5. **Action Log.** The Clerk reported on the outstanding actions

   (i). 02/08. **Clerk/Cllr Lawrence** to write to BHCC proposing the process for managing Kipling Garden Section 106 expenditure. **Cllr Lawrence** said that she had been advised that both full and listed planning permission would be required for proposed installation of a new stage which made it cost prohibitive. Cllr Lawernce was to meet with Rottingdean Heritage, the

Frields of Kipling Gardens and the Croquet Club to discuss the way forward. Carried Forward

(ii). 04/09. **Cllr Evans** and **Cllr Dawes** to organise a presentation on the pond for residents by Pete and explore whether improvements are possible to existing and future water sources, pond maintenance and resilience. The Clerk said Pete was to let him know when he was next at the pond so a meeting could be arranged. Carried Forward.

(iii). 05/09. **Cllr Cherrie** to look at the condition of the posts on the Green and provide advice to the Council. **Cllr Cherrie** said a quote for repair had been accepted and the work on the posts would begin shortly. Closed

(iv). 06/09. **Cllr Evans** to follow up the replacement of sorbus trees in St Aubyns Field. **Cllr Evans** said he had not yet contacted Fairfax but would do so. Carried Forward.

(v). 01/10, 02/10, 03/10. **Clerk** to publish the summary of the High Street survey findings, send the pharmacy-access analysis to the BHCC public health team and publish the note on keeping Rottingdean well maintained on the RPC website and social media. Completed and Closed with a follow up date to be decided

6. Finance Update

a) Payments and invoices. The Clerk sought authorisation of the following payments.

		VAT
HMRC September	£865.88	
C Hayes Salary September	£1013.01	
Affordable Waste (DD)	£154.04	
Gary Steel	£100.00	
Sam Cocks (Grass cutting)	£600	£120
Room Hire	£56.00	
Kerry Levins (Land Registry Search)	£7	
Nick Sotherton (Plug plants for St Aubyns)	£80	
EDF Energy	£18.60	
Total	**£2894.53**	

Payment was proposed by Cllr Lawrence, seconded by Cllr Dawes and agreed by unanimous vote.

Date Signed

b) Bank Balances. The Clerk advised the Council that, at the end of October, the total cash at bank stood at £604,847.75. After deduction of the net St Aubyns Maintenance Fund, £206,129 remained available to the Council**.**

c) October Accounts. The accounts had been circulated. The Clerk noted that during October the following payments were made under paragraph 5.15 of the financial regulations.

- Room Hire £44.00
- Remembrance Wreath £30.00

In addition, the Clerk advised that a community infrastructure levy payment of £468.84 was received from BHCC for a development within the Parish boundary. **The accounts were approved by the Council**.

d) 2027/28 budget setting timetable. The Clerk took Councillors through the proposed budget setting timetable

Action	**Responsibility**	**Date**
To discuss budget-setting process and outline spending plans for 27/28.	SCAG	October meeting
Draft Budget Paper agreed by Finance Sub Group and SCAG	Clerk	November
Draft budget paper circulated	Clerk	November
Council agrees **operational/grants** budget for 27/28	All	7th December
January workshop to discuss. • The infrastructure development plan (IDP). • New projects for 27/28 • How to allocate surplus funding • Further funding requirements and level of precept	All	Early January
Review the workshop outcomes and make recommendations on priorities and infrastructure/projects budget allocation.	SCAG	January
Advice papers on the **infrastructure/projects** and the 2027/28 **precept**.	Clerk	Mid-January
SCAG agree budget and discuss precept requirement	SCAG	January
Formal approval of spending plans, budget allocation and precept level.	All	1st February
Clerk to inform BHCC of precept requirement	Clerk	8th February
Press release on budget/precept and revised IDP published.	All	March

Date Signed

The timetable was agreed and the workshop set for the 7th of January 2027

7. Major Projects

a) **St Aubyns**. **Cllr Evans** provided the following update

- The field had bounced back very quickly following the recent rains, with significant recovery of both the grass and trees. More rain was still needed, but things were moving in the right direction.
- The hedge on the east side of the field had been trimmed down to a more manageable height for maintenance purposes, and also to admit more light to that side of the field. Comments to our contractor made by neighbours along Newlands Road also suggested they are pleased with the improvement this had brought to their view of the field and Beacon Hill. Further plans were now in hand to move the hedge trimming operation to the west side, along the Twitten.
- Work was also planned to improve the safety of the access point to the field in the south west corner, cut a pedestrian access slot in the bund along the south side, and to place clips on the gabions around "The Sweeps" seating area to make them more secure and reduce the risk of losing stones due to vandalism and other factors.
- Two water butts had been procured and would shortly be installed at the pavilion.
- Concerns about business rates meant that plans to make public use of the chapel were currently on hold while negotiations are held with the Valuation Office and discussions held in SAWG about the option of progressing with the idea of setting up a CIO to manage the St Aubyn's field and buildings, as originally conceived in our consideration of management options. A charity would be exempt from 80% of any business rated liability on the buildings. The Clerk would lead a discussion on this option at the next SAWG meeting with recommendations being brought to a future full RPC meeting.
- The Clerk was to prepare an annual maintenance budget, drawing on experience this year, for consideration at the next SAWG and submission as part of the overall RPC budget for the next financial year.
- Cllr Lawrence added
    - Volunteers had done some supplementary planting in the wildflower meadow to help manage the species mix to attract more insects and to prolong the season for blooming plants. A further session was planned in the coming weeks for scattering Yellow Rattle seeds to help suppress grass growth in the meadow.
    - She was seeking advice from the tree guardians on replacing some of the trees that had died.
    - Rottingdean in Bloom had offered to place and maintain two planters each side of the Pavilion entrance

- The Sussex in Bloom judges had commented very favourably on the wildflower meadow.

- **Cllr Cherrie** added that a resident had asked if RPC would repaint the lettering on the St Aubyns war memorial that had become worn. **Cllr Lawrence** said that a quote of £3000 had previously been obtained and was considered prohibitive. It was suggested that the Clerk approach the alumni who might wish to contribute towards the cost.

Action. The Clerk to approach the St Aubyns alumni to enquire if they would wish to fund the refurbishment of the St Aubyns war memorial.

8. **High Street**

(i) Upgrade. **Cllr Nixon** said a meeting was shortly to be arranged with the newly appointed Head of Transport Projects.

(ii) Air Quality The Clerk summarised the BHCC status report to the Department for Environment, Food & Rural Affairs (DETR) about the management of the designated air quality management areas in Brighton and Hove including Rottingdean High Street.

- Rottingdean High Street covering the B2123 from the A259 junction to Vicarage Lane. was designated as a Air Quality Management Area (AQMA) in 2013 because of annual-average nitrogen dioxide (NO_2).
- Air quality had improved substantially. NO_2 was historically recorded at 47 units per cubic metre but fell to around 24 in 2024 and 2025—well below the current UK annual limit of 40.
- Rottingdean Beach had particularly clean air, recording 10.0 units per cubic metre that met the World Health Organization guideline for the first time
- Traffic on the A259 had generally declined over the longer term, although light vans and similar vehicles had increased. Heavy-goods traffic on Rottingdean High Street had declined in recent years but remained a problem.
- Overall, the report presented Rottingdean as an area where roadside pollution had improved and now met current legal standards, while the seafront had much cleaner background air. The High Street monitoring site had now complied with the national standard for four consecutive years, but removal of the AQMA designation would need to follow a detailed, systematic review before the current action plan expired in November 2027.

(iii) Traders Event. **Cllr Course** said the Rottingdean traders' event had been arranged for 6.30 pm on Monday the 16th of November. The aim was to provide an update on the High Street Upgrade and Lower High Street projects, present the High

Street Survey results and get feedback from local traders on the survey and, more generally, on what could be done to create a more attractive and vibrant High Street. Only three traders had confirmed attendance so far. **Cllr Course** asked Councillors to remind traders of the event when visiting their premises.

9. **Planning**

i. Applications Received in October. Cllr Lawrence said three planning applications had been considered

BH2026/01948 17 Court Farm Road Rottingdean Brighton BN2 7FL

The property was visited although it was set behind a high fence making it difficult to observe the current property which maybe a small house or even a bungalow.

It is, however, difficult to envisage how two semidetached properties providing four separate households will be accommodated on the land. The plan also shows 4 parking spaces in front of the properties accessed via an alley way. It will add noise and traffic to what is currently a quiet road. No trees are shown on the plan so presumably these are to be cut down to provide access between the two houses. These trees are attractive and mature. **The plan was considered over development and RPC has objected.**

BH2026/02057 1 Bazehill Road Rottingdean Brighton BN2 7DB

Permission is being sought to rebuild the conservatory and integrate it into the house. There is no expansion of the footprint, and the conservatory is not visible from any angle because it is obscured by hedges. RPC did not object to this application.

BH2026/02072 76A High Street Rottingdean Brighton BN2 7HF

Installation of a Chair Lift. There are some reservations about the potential impact of this on the visuals of Field End House and whether or not it will withstand the weather. However, by the detailed heritage Q & A provided by BHCC provides some reassurance and they are seeking assurance that there is no other alternative and that once the owner moves it can be taken apart and removed without any impact. RPC did not object to this application.

10. **Advisory Group Meeting Updates**

a) Strategy and Communications

a) Vacant Council Positions. **Cllr Nixon** said that the group had discussed the vacant Councillor roles following Chris Poole's departure.
b) Deputy RFO. Cllr Nixon had spoken to a couple of Councillors about the Deputy RFO role, and Cllr Course had expressed an interest. **Cllr Nixon**

asked whether any other Councillor would like to volunteer for the role. None did. **Cllr Nixon** proposed Cllr Course for the role, and Cllr Lawrence seconded the proposal. **Cllr Course was appointed by unanimous vote.**

c) Chair of the planning consultative group. Cllr Course and Cllr Lawrence had agreed to share the responsibility but Cllr Nixon asked in any other Cllr wished to join. **Cllr Dawes** volunteered to support Cllr Lawrence and Cllr Couse on the group.

d) Councillor Vacancy. The group had discussed co-option into the Councillor vacancy. However, as the position would need to be advertised for 6 weeks, interviews arranged and recommendations approved at a Council meeting the appointee would only attend maximum two meetings before the 2026 May election therefore recommended that the post be held over for the elections in May. **This was agreed**. The Parish Clerk plans a communication reminding residents about the approaching elections in May and encouraging those interested to stand as Councillor to attend a monthly meeting early in the new year to understand the role of the Council.

e) Annual Village Newsletter and All Village Meeting. The Clerk said that pre-election period (Purdah) rules would mean that the annual village meeting would need to be held in early April. The annual village newsletter would therefore need to be ready by mid to late March and drafted during February. In discussion, Councillors concluded that the annual village newsletter that reported on the work of the Parish Council over the previous year should be produced, but that a decision on an annual village meeting could be left for the future Council. **This was agreed.**

f) Land Adjacent to Hog Plat. The Clerk provided the following update

- This parcel of land was being disposed of as part of a programme across Brighton and Hove to transfer assets from the City Council. RPC had been advised by BHCC that the land was being sold, but not for potential development.
- Discussions continued with the current tenant about purchase of the land, but no deadline had been set. BHCC had agreed to keep the Parish Council informed of any developments.
- The land was designated as an ‘Open Space’ in the City Plan Parts 1 and 2 and had protection from development under the terms policy CP16. In addition, the area was listed as a Wildlife Corridor in the Neighbourhood Plan that also affords it protection under policy GOS3.
- For the moment, as there was no immediate threat of the land being developed and discussions with the current tenant are continuing, RPC are monitoring the situation. However, if the situation changes Councillors would need to consider if the Parish Council should intervene.

b) **Village and Community**.

a) Grant Applications.

- Rottingdean Heritage and Friends of Kipling Gardens The application was seeking a contribution of £1000 towards the cost of £4000 for the removal of ivy from the borders around the Croquet lawn. Councillors were sceptical about the proposal to simply pull out the Ivy given the likelihood that it would quickly grow back. It was agreed that more information would be sought about what was intended and if alternatives for removal of the ivy had been considered.
- PARC. The application was for a contribution of £5000 towards the cost of £26,000 for repair of the Multi Use Games Area (MUGA) at Rottingdean beach and the installation of a new gabion seating area in front of the MUGA. The latter would enhance the installation and provide some protection from the elements. During discussion, some Councillors were concerned that the work represented maintenance. Others said this was not unprecedented, as RPC had funded a number of maintenance projects around the Village. It was also pointed out that the original installation was part funded by the Parish Council and that the gabion seating represented an upgrade. On balance, **Councillors agreed** that RPC should contribute £3770 from the £4770 remaining grant budget, leaving £1000 available as contingency or for the Rottingdean Heritage Grant if agreed.

b) Local Action Team**. Cllr Lawrence** reported that she had attended the LAT meeting where the PCSO had reported that crime had reduced in Rottingdean and Ovingdean. There was also a good conversation about provision for young people.

c) Parking on the Green off Falmer Road. There were continuing reports about parking on the Green adjacent to New Barn Rd, which was causing damage. It was agreed that Cllr Lawrence should consider sending letters to local residents informing them that parking on the Green was prohibited, inform BHCC and seek enforcement action, and consider the feasibility of placing bollards around the Green to prevent parking.

d) **Natural Environment**

a) Beacon Hill Grazing. **Cllr Nixon** provided the following update.

- At an initial meeting with City Parks, RPC provided feedback and questions from users on the initial grazing plan for 2026/27 that need to be addressed in developing a revised plan. These included justification for the use of sheep rather than cut and collect, the lack of an

environmental assessment, concerns about the use of electric fencing, and restrictions for dog walkers for 9 months of the year.

- City Parks had said that were no current plans to move to open grazing and electric fences would continue to be used. For 2026/27 the emerging plan was to graze in two compartments with sheep on the reserve from end of next week November and off by the end of February. The western side of the reserve would be grazed for the first period with the use of electric fencing and access gates to allow movement across the reserve. Plans for grazing on the eastern side were still being finalised and would be discussed with RPC and fully communicated prior to implementation.
- In was agreed that views from users on how the grazing went during 2026/27 would be captured by the Parish Council and discussed with City Parks before plans were formulated for 2027/28

e) **Built Environment. Cllr Cherrie** provided the following update

- The damaged barriers at the junction of the High Street and Marine Drive had reported some weeks ago, and confirmation received from BHCC that they would be repaired, but with no completion date.
- A playground company in West Sussex would hopefully be quoting the price of a maintenance inspection for the local area of play (LAP) in the ST Aubyns Field. Cllr Cherrie was to seek a further quote from another local firm, Natural Playscapes
- Cllr Cherrie had contacted David Smith about a maintenance regime for the Chapel and Pavilion and was awaiting a reply.
- A resident had requested a safer crossing over Steyning Road from St Aubyns field/the Twitten. BHCC had previously ruled out a zebra crossing, so Cllr Cherrie was ask whether double yellow lines could be placed opposite the Twitten exit to improve pedestrians' view of oncoming traffic when crossing Steyning Road.

11. **Communications.** It was agreed that the traders meeting and the Beacon Hill update should be included in a communication of the meeting

The meeting closed at 21.48. The next meeting is on the 7th of December.

Chris Hayes, Parish Clerk ***November 2026***

Date Signed