



## DITCHLING PARISH COUNCIL

Ditchling Village Hall 18 Lewes Road Ditchling East Sussex BN6 8TT  
 Tel: 01273 844733 Email: parishoffice@ditchling-pc.gov.uk Website: www.ditchlingpc.org.uk  
 Parish Clerk: Sarah Mamoany Deputy Clerk: Derek Blackhall

### Minutes of the Parish Council Meeting held remotely via the Zoom platform, on Monday 18 January 2021 at 6.30pm.

Present: Cllrs McBeth (Chairman), Ingham, Orme, Madden, Sansom, Farrands, Forester, Rowling and Sarah Mamoany (Clerk)

Public Participation:

No members of the public were present.

1.	<b>Declarations of Interest</b> – no declarations of interest were made	
2.	<b>Apologies of absence</b> –Derek Blackhall (Deputy Clerk)	
3.	<b>To approve the minutes of the Parish Council meeting held on the 14 December 2020</b> The minutes were <b>resolved</b> by the Council and it was noted these will be signed by the Chairman when circumstances allow as the meeting was being held remotely.	
4.	<b>Clerks Report</b> The Clerk had circulated her report prior to the meeting to all Councillors.	
5.	<b>COVID-19 Update</b> 5.1 To discuss any matters relating to COVID-19. It was noted the Clerk is working from home due to current National Lockdown restrictions.	
6.	<p>Planning - for full details of planning applications listed below please go to <a href="https://www.southdowns.gov.uk/planning-applications/">https://www.southdowns.gov.uk/planning-applications/</a> or <a href="https://www.lewes-eastbourne.gov.uk/planning-and-building-control/">https://www.lewes-eastbourne.gov.uk/planning-and-building-control/</a> The following comments were <b>resolved</b> by the Council.</p> <p>6.1 SDNP/20/05699/PA3R - Fourfields Farm Dumbrells Court Road Ditchling Hassocks East Sussex BN6 8GT - Change of use part of an agricultural building for Class A3 (restaurants and cafes) and Class D2 (assembly and leisure). The Council do not object to the application, but would like to ensure that it is a condition that access to the activities/events held in this building is via the newly constructed road off the B2112 Common Lane and not the farm access via Dumbrells Court Road; and that appropriate signage is used for these activities/events to ensure the correct entrance is used.</p> <p>6.2 SDNP/20/05486/HOUS - 14 Shirleys Ditchling BN6 8UD - Construction of extensions to the front and rear elevation at ground floor level, along with related changes to the fenestration and internal alterations, conversion of existing attic to provide additional habitable accommodation, demolition of the existing garage and construction of a replacement detached garage and associated hard and soft landscaping works – no comment.</p> <p>6.3 SDNP/20/05613/HOUS - 70 Lewes Road Ditchling BN6 8TY - Replacement of existing flat roof to dormers to east and west elevations with new pitched roofs, replacement of existing roof lights to west elevation with new dormer to match existing and new porch to north elevation 70 Lewes Road Ditchling BN6 8TY – no comment.</p> <p>6.4 SDNP/20/04727/HOUS - Claycroft Farmhouse Beacon Road Ditchling BN6 8XB - Erection of a replacement summerhouse – no comment</p> <p>6.5 SDNP/20/05396/FUL &amp; SDNP/20/05397/LIS - The Bull 2 High Street Ditchling BN6 8TA - Amendments to planning approval SDNP/14/05431/FUL and listed building consent SDNP/14/05432/LIS, to include repair of existing fabric and insulation to part L requirements to allow for habitation, installation of new windows, skylights and doors, existing lean-to to be rebuilt, and new entrance to be built at rear. The Council wish to</p>	

	<p>object to this application for the following reasons: limited information in particular in relation to noise assessment, as they believe the original application has expired therefore a new noise assessment should be carried out and concerns about lighting, both which could affect neighboring properties.</p> <p>6.6 SDNP/20/05772/FUL - Ridgeview Winery Fragbarrow Lane Ditchling East - Extension to existing winery with associated access and landscaping. The Council have no objection to the application, however would like to note that the gap to the west of the existing winery should be considered in regards to additional screening on the east and south east to minimize landscape impact and to comply with Policy CONS 6 – Conserve Landscape and important views of the Ditchling Streat and Westmeston Neighbourhood Plan. It was also noted that the application seemed to contradict itself in relation to replanting of trees and the Clerk as asked to check this with the SDNP. The Clerk was also requested to submit these comments to ESCC as the application was a County Matter Application ESCC/2020/001/CB.</p> <p>6.7 SDNP/20/05881/HOUS - Walnut Tree Cottage 71 East End Lane Ditchling Hassocks East Sussex BN6 8UR - Creation of new offroad parking area and footpath to application property - no comment.</p> <p>6.8 Any other applications received since publication of agenda</p> <p>It was noted that supplementary information had been provided by the applicant in relation to SDNP/20/03478/LDE Land West of the Drove - Lawful Development Certificate for an Existing Use - Continued use of the land as horsiculture/equine. This information contained references to a meeting held with the applicant and the Parish Council in relation to a boundary dispute and the Clerk was asked to write to confirm to the SDNPA that this information was not relevant to the application.</p>	
7.	<p><b>Parish Magazine Update</b></p> <p>The Deputy Clerk had agreed with the publisher that we would try to put an edition together for May which would mean articles would be required by the end of March. The Chairman requested that Councilors' assist by providing articles; as due to COVID restrictions limited activities are taking place in the community.</p>	
8.	<p><b>Car Park Update</b></p> <p>8.1 Update on progress of project and next stages</p> <p>The Clerk reported that the application has been submitted to the SDNP to discharge the planning conditions by Gould &amp; Co and we are expecting to receive a draft specification document which will be discussed at the next Car Park Working Party meeting to be held on the 26 January. This will be used in the tender process which will be the next stage.</p>	
9.	<p><b>Finance</b></p> <p>9.1 To receive the bank reconciliation. The reconciliation was circulated for 31.12.20 and was <b>resolved</b> by the Council.</p> <p>9.2 To approve the schedule of payments for January 2021. The schedule of payments was circulated and the payments amounting to £8,176.18 were <b>resolved</b> by the Council.</p> <p>9.3 To receive Q3 end report income and expenditure. The report was circulated.</p>	
10.	<p><b>Beacon Parish Traffic Group</b></p> <p>10.1 Report from meeting with ESCC Highways and update. Cllr. Orme reported on the meeting held with John Wheeler from ESCC Highways who had confirmed that the Section 106 funding held could be used for consultants' costs and he is requesting that this be released by LDC. Cllr. Orme noted his concerns as to where the future funding may come from to deliver the project without relying on funding from the Parish Council from CIL and loans, however the news was a step forward with the project.</p>	
11.	<p><b>Street Lights/Street Furniture</b></p> <p>11.1 To discuss quotation for repairs</p> <p>The Clerk had received a revised quote for £1,806.14 to replace the lantern and electrical work to the unit at Long Park Corner. The Council <b>resolved</b> the costs and it was noted that expenditure on street light repairs is over budget and would come from general reserves.</p>	Clerk

	<p>The costs of the work were questioned and the Clerk was asked for a further breakdown and Cllr. Sansom offered to look at this.</p> <p>The Clerk reported that she had a meeting with Eric Ware from ESCC Highways and he explained that regulations had changed in relation to compliance with Construction Design Management as the lighting in Ditchling would not comply, for example due to the rural location, we don't have enough lights to light all the road adequately. Therefore, when quoting they can only offer the optimum solution in relation to the location of the light units when carrying out future work, which would be noted on all future quotations.</p> <p>11.2 Update from ESCC in relation to bollards.</p> <p>The Clerk reported that she had received a response from ESCC Highways on the matters raised. It was noted that a Community Match fund could be a possible option where Parish Councils and community groups can apply for match funding for projects relating to the highway. An application would need to be submitted to see if this would be eligible and a fee of £500 would be required to conduct an appraisal if this was felt necessary. Highways also confirmed that new cast iron bollards cannot be installed and any bollard would need to be accepted by the Asset Management Team prior to installation. The Council agreed that a project to replace the bollards would not be the best use of Parish Council officers time and funds and could amount to a substantial figure. The Clerk was asked to inform the Ditchling Society if they wish to take this matter further they would need to continue as the lead on the project.</p>	
12.	<p><b>Website</b></p> <p>12.1 Update on website design progress</p> <p>The website link had been made available for all Councillors to view and Cllr. Rowling was thanked for her work on the project. The Council <b>resolved</b> the content of the site and the Clerk and Cllr. Rowling will work on the some areas that need completing prior to the website going live.</p>	
13.	<p><b>Parish Office</b></p> <p>13.1 To consider quotes for redecoration of office under terms of lease</p> <p>The Clerk had received three quotations and the Council <b>resolved</b> the quote for the sum of £750 plus VAT and materials to redecorate the office, which would be completed within the next few weeks.</p>	
14.	<p><b>Correspondence and Consultations</b></p> <p>14.1 Draft Interim Policy Statement for Housing Delivery – 29 January 2021</p> <p>Approach to Disaggregating Local Housing Need for the purposes of the five-year housing land supply – 29 January 2021 – The Council raised concerns about the revised housing numbers, although noted that these figures did not apply the areas of the Parish in the SDNP and felt that an objection letter should be sent and to ensure that CIL contributions were used to mitigate impact on additional traffic in the village. Cllrs. Orme, Farrands and Rowling will draft a response to be circulated due to the timescales.</p> <p>14.2 Lewes Playing Pitch Strategy Needs Assessment July 2020 – Cllr. Sansom offered to look at the document in further detail.</p> <p>14.3 CPRE – Report from Lewes District Council Planning Users Group – circulated no comments.</p> <p>An email had been received from a resident in relation to the Council considering a path around the Recreation Ground to assist the elderly and disabled with access to the area as it was noted more people are using the facilities. This will be added to the next agenda for further discussion.</p> <p>An email had been received from a resident regarding a Creating Outdoor Spaces feature, which involved seating and planting beds. The Clerk had advised that the Council does have grant funding available for such community projects.</p> <p>The Clerk confirmed the response had been submitted to the ICO regarding a complaint and we are awaiting the decision. Since submitting the response, two emails from the ICO were received on the 5 January 2021 to advise that two further complaints have been submitted and we are awaiting these to be allocated to Case Officers. A period of 20 days will be provided to respond.</p> <p>A further official complaint was received in relation to an FOI response since the last Parish Council meeting.</p>	

	The Clerk noted that SSALC training was available should any members of the Council wish to attend.	
15.	<b>Written and verbal reports by representatives</b> 15.1 Village Hall Management Committee – 15.2 Ditchling Village Association – no comments 15.3 Ditchling Pavilion Club – no comments 15.4 Lewes District Association of Local Councils – Cllr. McBeth noted a meeting is being held next week.	
16.	<b>Future meeting dates and items for future agenda.</b> Recreation Ground Path Parish Council Meeting – 22 February 2021 at 6.30pm (remote meeting)	

The meeting closed at 20.01 hrs.

#### Schedule of Payments for January 2021

Date	Payee Name	£ Total	
04/01/2021	Ditchling Village Hall	213.54	Parish Office rent
06/01/2021	Parkers Building Supplies 65.68		mot type one car park repairs
10/01/2021	The Monday Group	500.00	Grant award
10/01/2021	Ditchling/StreatWestmestonPCC	250.00	Grant award
10/01/2021	Lewes District Council	280.80	Dog bin emptying
10/01/2021	Lewes District Council	91.00	burial ground bin emptying
13/01/2021	Zoom Video Communications	14.39	remote meeting subscription
13/01/2021	Gould & Company	1,558.00	Car park fees
20/01/2021	Peter Western	35.00	Website
26/01/2021	Staff Salaries	1,850.36	January salaries
26/01/2021	HMRC	490.45	PAYE January
26/01/2021	East Sussex Pension Fund	492.37	Staff pensions
18/01/2021	Pear Technology 102.00		Maplink support
18/01/2021	East Sussex Highways	1,561.04	New lantern Lewes Road column P9
18/01/2021	Simon Woodley	168.00	Labour repairs to recreation car park
18/01/2021	East Sussex Highways	365.58	Supply feeder pillar West Street
18/01/2021	Viking	31.07	Stationery
18/01/2021	Viking	11.40	Stamps
18/01/2021	Viking	23.50	Stationery
18/01/2021	SSALC	36.00	Councillor training
18/01/2021	SSALC	36.00	Councillor training
	<b>Total payments</b>	<b>£8,176.18</b>	