



## DITCHLING PARISH COUNCIL

Ditchling Village Hall 18 Lewes Road Ditchling East Sussex BN6 8TT  
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Parish Clerk: Sarah Mamoany Deputy Clerk: Derek Blackhall

### Minutes of the Parish Council Meeting held remotely via the Zoom platform, on Monday 26 April 2021 at 6.30pm.

Present: Cllrs McBeth (Chairman), Ingham, Orme, Sansom, Farrands, Rowling, Jones, Madden, Sarah Mamoany (Clerk) and Derek Blackhall (Deputy Clerk)

Maria Caulfield MP  
Representative of Ditchling Village Society  
2 members of the public

#### Public Participation:

A resident spoke about Lodge Hill Lane parking issues and raised the question of when the new car park would be completed. Ditchling is being promoted as a place to come to and a walk is being advertised, but where are visitors going to be able to park to attend these events? Lodge Hill Lane is becoming increasingly congested with parked traffic making it difficult for residents to access driveways. The Clerk noted the current position with the car park and that construction should start in the late summer, however it was dependent on external factors. It was suggested by Cllr. Jones that perhaps The Green could be used as a temporary parking area; however it was not felt this would be appropriate or assist in resolving the issue. The Clerk advised she would write to ESCC Highways to report the parking difficulties in Lodge Hill Lane.

1.	<b>Declarations of Interest</b> – Cllr. Orme declared an interest in agenda item 6.3 as the property backs onto his garden.	
2.	<b>Apologies of absence</b> – Cllr. Burman.	
3.	<b>To approve the minutes of the Parish Council meeting held on the 29 March 2021</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 arising It was noted that remote meetings can no longer be held from the 6 May 2021 due to Government legislations expiring that allow them to currently take place. The Council will be holding their next meeting on the 5 May 2021 to allow for this and will review if face to face meetings can be held depending on COVID-19 restrictions that are in place at the time.	
6.	<b>Planning</b> The following comments were <b>resolved</b> by the Council. 6.1 SDNP/21/00104/FUL - Beardsfield Nursery Common Lane Ditchling BN6 8TN - Erection of a 56m x 22m greenhouse. No objection to the application, however the Council would like to comment they would like to see additional planting around the site and also note possible issues with noise from equipment that might be needed such as generators. 6.2 SDNP/21/00831/HOUS - 55B North End Ditchling BN6 8TE - Removal of existing conservatory to side elevation and erection of new orangery to same elevation – no comment. 6.3 SDNP/21/01273/CND 61 Lewes Road Ditchling BN6 8TU -Variation of condition 2 of planning application SDNP/19/02133/FUL to allow a small single extension to plot 3 and minor amendments to floor plans and elevations for plots 1, 3 & 4 – no comment. 6.4 SDNP/21/00894/FUL - Land West of The Drove Ditchling East Sussex - Section 73A Retrospective application for change of use of the land from agriculture to equestrian use. The Council object to the application as they do not see the site being suitable for equestrian use and	

	<p>that a change of use is neither required. The planning statement provided with the application states: <i>1.1 This Planning Statement is in support of an application to change the use of the land edged red on plan '2103 SK01' from vacant to 'horse keeping', which is a sui generis use. It includes 'the feeding of horses; the care of horses such as rugging; and the riding and training of horses for pleasure and for the health of the horses.'</i> No permanent structures are proposed but mobile structures will be used for transport of hay and tools within the site - the location of which are shown on plan '2103 SK10'. Therefore, as stated above that 'no permanent structures are proposed', such as field shelters/stables, the application for change of use is unnecessary.</p> <p>The Council would note that the site is also not suitable for equestrian use as it is contrary to the <i>SDNPA Local Plan Policy SD24 Equestrian Uses</i>. In addition, change of use to equestrian on this site would be contrary to <i>Ditchling, Westmeston and Streat Neighbourhood Plan Policy CONS 7 – Protect important gaps between settlements</i>. The use of the land should be retained as agricultural to protect the importance of this settlement gap between Ditchling and Keymer villages.</p> <p>6.5 SDNP/21/01269/HOUS - 18 East Gardens Ditchling BN6 8ST - Erection of side rear extension with raised ridge height set at equivalent level to adjoining semi-detached dwelling and infill sides to existing porch. No objection, although the Council would note that due to the nature of the narrow residential lane a construction management plan should be put in place with hours of work and construction vehicle size being considered within this plan.</p> <p>6.6 SDNP/21/01669/HOUS - The Oaks Common Lane Ditchling BN6 8TN - Proposed removal of existing rear window with the replacement of one set of bi-fold doors opening onto the garden. No comment.</p> <p>6.7 SDNP/21/00877/HOUS - Radley Common Lane Ditchling BN6 8TN - Demolition of existing garage and outbuilding to create a 2 storey side extension, and internal and external alterations. The Council object to the application as the proposed development would, by the increase in floor area and by the loss of a medium-sized dwelling, as defined by the South Downs Local Plan, be contrary to Policy SD31: Extensions to Existing Dwellings and Provision of Annexes and Outbuildings of the South Downs Local Plan.</p> <p>6.8 SDNP/21/02104/HOUS - Bulls Brow Common Lane Ditchling BN6 8TN - Front and rear dormers and steel boiler flue. No comment.</p> <p>6.9 SDNP/21/01104/HOUS - 17 The Dymocks Ditchling BN6 8SU - Ground floor rear and side extension. No objection, although the Council would note that due to the nature of the narrow residential lane a construction management plan should be put in place with hours of work and construction vehicle size being considered within this plan.</p> <p>6.10 SDNP/21/01912/HOUS - 21 East Gardens Ditchling BN6 8ST - Single storey rear side extension with modifications to existing conservatory. No objection, although the Council would note that due to the nature of the narrow residential lane a construction management plan should be put in place with hours of work and construction vehicle size being considered within this plan.</p> <p>6.11 SDNP/21/01258/HOUS - 84 Lewes Road Ditchling BN6 8TY Proposal: Loft conversion with hip to barn end side roof extension, two rear hipped dormers, with Juliette balcony. No comment.</p> <p>6.12 TW/21/0028/TCA - 3 North End Ditchling BN6 8TD - Ash tree (North East corner by road). Reduce crown by 30%, Ash tree (North East corner by pond) to fell, (Ash die-back making dangerous) and 8 Ash trees (on Northen boundary adjacent to house) to fell (Ash die-back making dangerous) – No comment.</p> <p>6.13 Any other applications received since publication of agenda – no further applications were received.</p>	
7.	<p><b>Parish Magazine Update</b> The Deputy Clerk reported that the magazine will be distributed on the 30<sup>th</sup> April 2021.</p> <p>Cllr. McBeth noted that discussions had previously been held about the title of the magazine and perhaps this is something the Council may wish to consider amending at a future date.</p>	
8.	<p><b>Car Park Update</b> 9.1 Update on progress of project, next stages and associated costs. The Clerk reported that the Variation of Condition for the light has not yet been submitted by Gould &amp; Co to the SDNP. The SDNP had also raised issues with the suggested car parking bay delineation as it was too urban for a rural car park. The Clerk will look further into other options available and a revised plan will need to be submitted.</p>	Clerk

9.	<p><b>ESALC Membership</b></p> <p>9.1 To review subscription for 2021/22 to ESALC/NALC Further to changes in the set up of ESALC following the fact that SSALC are no longer in existence the Clerk noted on her report the new service arrangements. It was <b>resolved</b> that the Clerk would write to ESALC and ask them to review the membership fees as it was felt the savings being made in regards to office space no longer being rented should be reflected in the fees charged by ESALC.</p>	Clerk
10.	<p><b>Finance</b></p> <p>10.1 To receive the bank reconciliations. The reconciliations for all bank accounts were circulated dated 31.03.2021 and were <b>resolved</b> by the Council. 10.2 To receive Q4 income and expenditure accounts. This report was circulated and noted. 10.3 To approve the schedule of payments for April 2021. The schedule of payments was circulated and the payments amounting to £7,765.07 were <b>resolved</b> by the Council. The payment to ESALC was not approved due to discussions at agenda item 9.1. 10.4 To consider insurance quotations for 2021/22. The Clerk noted she had not received the renewal quote and would add this to the May agenda.</p>	Clerk
11.	<p><b>Beacon Parish Traffic Group</b></p> <p>11.1 Update on funding for traffic consultancy project from S106 funds from LDC/ESCC It was noted that the S106 contributions from ESCC/LDC had not arrived as yet and that no appointment of a consultant could be made without receipt of these funds. 11.2 To discuss the appointment of traffic consultant to prepare a report in accordance with the Beacon Parishes Traffic Project Brief 2020-2024 dated 25 April 2021 (or later date if further amendments made) and associated costs. Cllr. Orme detailed the history to date of the steps carried out in relation to the consideration of the appointment of a consultant. Fee proposals were received in 2018 from 3 companies with 2 being selected for interview by three members of the Beacon Parish Traffic Group and a recommendation being made. The brief has been updated in April 2021 and was reissued to the recommended contractor, so they could review and come back to confirm costings. The Clerk had noted that due to the increase in the budget costings for surveys/traffic data that was being proposed, it would be necessary in order to comply with the Councils Financial Regulations to ask all three companies to requote on the updated brief and for them to provide budget costings for the additional disbursements before the Council considered appointing a contractor. Due to the timelines in trying to get the report completed before the match funding deadline in December in relation to the funding that Westmeston Parish Council are applying to ESCC Highways for in relation to the speed reduction scheme in Spatham Lane it was noted that a decision needed to be made as soon as possible. On the basis of this information, the decision to appoint a contractor was deferred till the next meeting. The Clerk will therefore provide all three companies with the updated brief and ask them to requote so the Council has the full information available in order to make an informed decision.</p> <p>It was also noted that the Clerk would confirm with Jon Wheeler (ESCC) that the contractors that are being asked to quote are approved by ESCC Highways.</p> <p>Cllr. McBeth raised concerns about the consultancy fees and if anything new would be learnt from the exercise with many reports having been done in the past including the LATS reports. Cllr. Orme responded that the consultancy work would include proposals with drawings and costings, which would give a better idea of what was actually possible. However, with regards to implementing any scheme it was noted that the Council had no funds for this and funding would have to come from ESCC Highways or Section 106 funding from developments, which would be limited in Ditchling or possibly from Section 106 funding from MSDC which would mitigate the traffic impacts of development that would occur in Ditchling due to increased traffic.</p> <p>11.3 To discuss the setting up of a Beacon Parishes Traffic Project Committee to oversee the consultant's work, with Westmeston Parish Council and Streat Parish Meeting invited to join and representatives from the SDNPA, ESCC and LDC invited to attend as observers. Due to the above agenda item being deferred this will be added to the agenda for discussion at the next meeting.</p>	

12.	<p><b>Review and approval of:</b></p> <p>12.1 Asset Register. The updated Asset Register as at the 31 March 2021 was circulated and the Council <b>resolved</b> the amendments.</p> <p>12.2 Risk Management Policy. The updated Risk Management Policy was circulated and <b>resolved</b> by the Council.</p> <p>12.3 Financial Regulations. The Financial Regulations were reviewed by the Clerk and circulated with no amendments required, this was <b>resolved</b> by the Council.</p>	
13.	<p><b>Recreation Ground and Burial Ground</b></p> <p>13.1 To review the arrangement regarding tennis court maintenance and associated costs. It was noted that Council had been paying the maintenance for clearing the tennis courts on a monthly basis. The Clerk had been requested to obtain the financial accounts from Ditchling Tennis Club so as an informed decision could be made if this arrangement should continue. The Clerk was advised that the Club had £10,000 in reserves and based on this information and that the Club was a member only facility the Council <b>resolved</b> to cease the arrangement of providing the maintenance. Should Ditchling Tennis Club wish to apply for grant funding in the future the Council would consider any application.</p> <p>13.2 To agree terms of hire for occasional users of Recreation Ground. The Clerk was preparing an agreement to be issued and requested if Councillors had any considerations for this document. It was noted that the amount of use should be considered and the amount of people in attendance should also be covered within the document. The Council had previously agreed an annual fee of £100.</p> <p>13.3. To note issues with stream boundary wall and manhole cover/pipe. The Clerk reported that ongoing issues with Southern Water still continued over the responsibility of the boundary wall, which had collapsed in some places, stating that the Council was responsible. The Clerk was asked to obtain this confirmation in writing from Southern Water prior to any work being instructed. The area has been fenced off and secured so that users of the recreation ground are aware. Southern Water are aware of the issues with the manhole cover and pipe and have accepted responsibility for these.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
14.	<p><b>Correspondence &amp; Consultations</b></p> <p>14.1 To note road closure request for Ditchling Society litter pick. The Clerk submitted the request on behalf of the Ditchling Village Society to LDC for a road closure on the 27 June. The consultation document has been circulated and the Clerk will write in support.</p>	Clerk
15.	<p><b>Written and verbal reports by representatives</b></p> <p>15.1 Village Hall Management Committee – Cllr. Ingham advised the Parish Council office had been inspected again together with the kitchen above to look at possible leaks. They do not think it is a damp issue but will continue to monitor the situation and liaise with the Clerk.</p> <p>15.2 Ditchling Village Association – no comments</p> <p>15.3 Ditchling Pavilion Club – A meeting is arranged for the 19 May with Cllr. Rowling, Farrands and Sansom attending in relation to the pavilion lease which is due to expire next year.</p> <p>15.4 Lewes District Association of Local Councils – Cllr. McBeth reported a meeting will be held next week.</p>	
16.	<p><b>Future meeting dates and items for future agenda.</b></p> <p>Annual Parish Council Meeting – 5 May 2021 at 6.30pm (remote meeting)</p>	

The meeting closed at 20.28 hrs.

#### Schedule of Payments for April 2021

Date	Payee Name	£ Total Amnt	
01.04.2021	Ditchling Village Hall	£213.54	Parish Office rent
01.04.2021	InReach Print	£42.00	Photocopier
13.04.2021	Zoom	£14.39	Remote meeting fees

01.04.2021	Simon Woodley	£90.16	Shingle for burial ground
01.04.2021	ESCC	£4,198.79	Maintenace contract and supply for street lights NB decrease in previous years invoice £4,535.51 as electric supply less for 2021/22
01.04.2021	Lewes District Council	£16.80	Bin emptying charges 2 x bins Lodge Hill Lane (two week period)
01.04.2021	Lewes District Council	£91.00	Burial ground bin quarterly emptying charges
23.04.2021	BT	£327.88	Quarterly bill phone/broadband
27/04/2021	Staff April Salaries	£1,798.21	April Salaries
27/04/2021	HMRC	£474.36	PAYE April
27/04/2021	East Sussex Pension Fund	£483.55	Staff pensions April
27/04/2021	Zoom	£14.39	Remote meeting
	<b>Total payments</b>	<b>£7,765.07</b>	