



## 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 Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Monday 28 June 2021 at 6.30pm.**

Present: Cllrs McBeth (Chairman), Ingham, Orme, Sansom, Farrands, Rowling, Jones, Madden and Forrester.

Sarah Mamoany (Clerk) and Derek Blackhall (Deputy Clerk)

16 members of the public

#### Public Participation:

A resident spoke on behalf of residents who were attending the meeting in relation to agenda item 14.2 relating to parking in Lodge Hill Lane. The resident explained the issues that residents are currently experiencing which include the destruction of verges, drainage grips, vehicle damage and footways being destroyed due to parking taking place alongside the road. The lane is not suitable for 2 vehicles to pass in some places due to the width of the road and they have noted that the number of visitors to the village who come to visit the museum, facilities and those that come to walk are having a huge impact on parking in the lane. Although residents are aware the new car park could assist, if drivers have the easy option of parking, they will take that option. Turning at the end of the lane is causing issues and the residents have come to the meeting today to ask what the Council have to say about the issue and how residents and the Council can work together to make the lane a safe environment where people can access their homes by implementing parking restrictions and suitable signage.

A resident endorsed what the previous speaker said and agreed the car park is a key part but not the whole solution to this issue. Drivers are now parking in passing places which is making the issue even more difficult.

A resident spoke about the health and safety issues at the point where people turn near Boddington's Lane and it is an accident waiting to happen with this being a busy area for walkers.

The Chairman asked if any of the residents had contacted District Councillor Sarah Osbourne and it was noted she had been contacted but no reply had yet been received.

Cllr. Jones noted he shared the concerns of residents and was involved with the car park project and was ashamed that it was taking so long and that a lot of reasons/objections were coming forward as to why we cannot get on with the car park project which should have been completed by now and he felt we just need to get on with it.

Cllr. Rowling noted that she supported parking restrictions for residents. However, with regard to the car park it was a fact that we have to get through the necessary planning conditions before we can proceed with the car park.

Cllr. McBeth noted that we are working with the SDNP to discharge the conditions for the car park and it was always agreed that once the car park was completed, we would then look at restrictions in Lodge Hill Lane.

1.	<b>Declarations of Interest</b> – No declarations of interest were made.	
2.	<b>Apologies of absence</b> – No apologies were received.	
3.	<b>To approve the minutes of the Parish Council meeting held on the 5 May 2021</b> The minutes were <b>resolved</b> by the Council and signed by the Chairman. Cllr. Orme noted that he was not on the Recreation Ground Committee as was stated in the minutes, this was amended.	
4.	<b>Co-Option</b> 4.1 To consider applications for Councillor vacancies by co-option. The Clerk had received one application for the two vacancies available on the Council, which had been circulated to members of the Council in advance of the meeting. The Council <b>resolved</b> to co-opt Jenny Barna onto the Council. Cllr. Barna signed the Acceptance of Office form and this was witnessed by the Clerk. Cllr. Barna was invited to join the meeting and welcomed to the Council.	
5.	<b>Clerks Report</b> The Clerk had circulated her report prior to the meeting to all Councillors.	
6.	<b>COVID-19 Update</b> 6.1 To discuss any matters arising It was noted face to face meetings will now be held in the main hall due to a larger venue being required for social distancing requirements to be met. 6.2 Risk assessment for face-to-face meetings The risk assessment was circulated prior to the meeting, this was <b>resolved</b> by the Council with a couple of minor amendments.	
7.	<b>Planning</b> 7.1 To note planning comments made under delegated powers.  Due to changes in government legislation the Council were no longer able to hold remote meetings after the 7 May 2021. Therefore, the Council put in delegated powers to enable them to make comments on planning applications and the following comments were <b>resolved</b> under these delegated powers.  SDNP/21/02434/TPO - 83 Lewes Road Ditchling BN6 8TY - Horse chestnut (T001) – No comment. SDNP/21/01813/FUL – 2 Beacon Road Ditchling BN6 8UL - Erection of log cabin in rear garden with provision for overnight visitor accommodation – No comment. SDNP/21/02127/HOUS - 5 South Street Ditchling BN6 8UQ - Remove existing canopy and replace with new canopy - No objection to this application but the Council would like to note that the applicant has submitted a sketch of the proposed porch in isolation. A full elevation is required to show how the porch relates to the window above, which should be requested so that the application can be assessed properly by the Conservation Officer SDNP/21/02473/TCA – 92 East End Lane Ditchling BN6 8UR - large leaf privet - to pollard approx 12 ft - No comment. SDNP/21/02186/HOUS – 69A Lewes Road Ditchling BN6 8TY - Single storey extension to provide an additional open plan room and covered external seating area, connecting with the current rear garden – No comment. SDNP/21/01640/FUL - St Margarets Church of England Primary School Lewes Road Ditchling BN6 8TU - Creation of shelter to facilitate outdoor classroom – No comment. Ditchling Parish Council would like to note it is a little unclear from the application plans where the shelter will be erected but it is assumed it is the red rectangle shown on plan TQRQM21081095933001.	

	<p>The following comments were <b>resolved</b> by the Council.</p> <p>7.2 SDNP/21/02945/HOUS - The Oaks Common Lane Ditchling BN6 8TN - Proposed insertion of 3no. skylights and 1no. sun tunnel in existing roof to existing loft room – No comment.</p> <p>7.3 SDNP/21/03234/TCA - 5 Emmet Gardens Ditchling BN6 8FB - Ash T12 crown reduction by 20% to reduce excessive shading and remove the dead wood which keeps falling on our lawn – No comment.</p> <p>7.4 SDNP/21/03162 - Land adjacent Pumping Station Keymer Road Ditchling - Variation of Condition 8 (External Lighting) relating to planning approval</p> <p>SDNP/17/01358/FUL - The Council support the application and noted that the proposed unit is solar powered and complies with the SDNP Dark Skies Policy and its purpose is to assist and promote the feeling of safety for users.</p> <p>7.5 SDNP/21/01033/HOUS – 74 Lewes Road, Ditchling - Ground floor rear extension, front extension and detached garage – No comment, although it was noted the plans submitted with the application were not very detailed.</p> <p>7.6 SDNP/21/03230/HOUS - Senge House Farm Lane Ditchling BN6 8UN - Single storey rear extension, side dormer and alterations to main house, erection of detached garage building – No comment.</p> <p>7.7 SDNP/21/03382/HOUS - Long Barn Common Lane Ditchling BN6 8TN - Demolition of existing building and erection of 1 x four-bedroom dwelling - The Council would comment that the application is contrary to <i>Policy SD31: Extensions to Existing Dwellings and Provision of Annexes and Outbuildings of the South Downs Local Plan 1(a) The proposal does not increase the floorspace of the existing dwelling by more than approximately 30% unless there are exceptional circumstances.</i></p> <p>7.8 Any other applications received since publication of agenda – none</p>	
8.	<p><b>Parish Magazine Update</b></p> <p>The Deputy Clerk reported that he currently only had 7 articles and normally he would expect to have around 17 to produce a magazine. The publisher can put fillers in if required, it was noted that these might not be relevant to Ditchling. The future of the magazine was discussed briefly and it was noted that this had been discussed in a recent staff review regarding the amount of officer time it takes to produce it on a quarterly basis and in view of all the other projects the Council are currently dealing with the Council need to be realistic about what is achievable in the officers' hours. The Deputy Clerk noted that we are committed to the magazine till the end of the year with the publisher. It was suggested that a working group should be set up to consider the future of the magazine and other ways to promote the Council, Cllr. Rowling and Ingham volunteered to be involved.</p> <p>Councillor's were asked if they could provide articles to the Deputy Clerk by the end of June for submission.</p>	Cllrs
9.	<p><b>Car Park Update</b></p> <p>9.1 To confirm amendments to surface details, signage and associated costs. The Clerk had circulated a report on the 9 June regarding the current issues surrounding the discharge of the planning conditions. The Council <b>resolved</b> the following, which should result in the SDNP approving the discharge of conditions:</p> <ul style="list-style-type: none"> <li>• update the plan to reflect the installation of Nidagravel 140 system with wooden markers to mark the parking bays, fixed with steel pins;</li> <li>• update the plan/landscape pallet to show the wooden delineation markers;</li> <li>• update the plan/landscape pallet to show some suggested signage regarding the disabled bays/motorcycle bays and access keep clear;</li> <li>• update the plan/landscape pallet to show some one-way directional signage in the car park.</li> </ul>	

	<p>Amendments to drawings/landscape palette/management plan will need to be amended by both GTA and HBA and the costs for this were <b>resolved</b> as follows: GTA Civils - £200, plus VAT HBA Landscape - £300, plus VAT</p> <p>It was noted what once the drawings were amended to reflect the changes noted above, then the tender documents could be amended and the Council could commence the tender process.</p> <p>9.2 To confirm tender process and draft specification document. The Council discussed the document produced by the Clerk that detailed the tender process. Cllr. Orme queried the procedure on selecting the contractors for the tender and suggested that the Council should approve the list of contractors who would be asked to tender. The Clerk explained that she did not have the experience to know which companies would have the relevance experience, etc to be able to quote for the works and this is why Gould &amp; Baxter had been engaged to deal with this process. It was agreed that the Council would forward the companies details that had provided budget costings previously to the Council to Gould &amp; Baxter and they could review if they were suitable and add them to the tender list if appropriate. It was recommended by Gould &amp; Baxter that 4 companies were approached, however the tender also need to be placed on the Contracts Finder website due to the value of the contract.</p> <p>9.3 To note the position with TRO application for reduction of speed limit. The Clerk had noted in her report that the TRO had to be in place before the car park opened. Due to COVID-19 ESCC Highways have a huge backlog of TRO's needing to be processed and the Councils application is one of those. Therefore, it might be necessary to submit an application for a temporary TRO should the original application not start to progress in the next few weeks. The Clerk recommended the situation is reviewed at the July Council meeting. It was noted that this would involve additional costs for application fees in the region of £1000. However, the Council did not want to be in a position where the car park was completed and could not open due to the TRO not being in place.</p>	
10.	<p><b>Finance</b></p> <p>10.1 To receive the bank reconciliations 30.04.2021 and 31.05.2021. The bank reconciliations were circulated and were <b>resolved</b> by the Council.</p> <p>10.2 To approve the schedule of payments for June 2021. The schedule of payments was circulated and the payments amounting to £10,457.76 were <b>resolved</b> by the Council. The Clerk advised two further invoices were received and these were <b>resolved</b> amounting to an additional £1,551.21 and were added to the payment list.</p>	
11.	<p><b>Beacon Parish Traffic Group</b></p> <p>11.1 Update on project progress The Clerk noted that the S106 funds had not been received to date from ESCC Highways, but the Clerk had chased this up. Cllr. Jones was requested to ask if he could speak to officers at LDC about the delay, as some of the funding was coming from them.</p> <p>11.2 To approve Terms of Reference and membership of Traffic Group Working Party The Council <b>resolved</b> the Terms of Reference produced by the Clerk. It was noted that no members had voting rights, as this was a working group, not a committee. The Council <b>resolved</b> the membership of the working group would be Cllr. Orme, Cllr. Farrands and Cllr Sansom. This would also include a Councillor from both Westmeston Parish Council and Streat Parish Meeting. The Clerk would write to invite them to nominate a representative. Cllr. Orme noted that he had an issue that he was in the process of looking to resolve and could not confirm his membership until that matter was resolved.</p>	<p>Cllr. Jones</p> <p>Clerk</p>

<p>12.</p>	<p><b>Recreation Ground and Burial Ground</b>  12.1 To approve terms of hire documents for occasional users of Recreation Ground  The Clerk had circulated the documents and these were <b>resolved</b> by the Council. It was noted that currently the annual fee for such users would be £100; this would be reviewed on an annual basis.  12.2 To consider proposal from Cricket Club relating to rainwater harvest tank installation.  The Council had received a proposal from the Cricket Club to install a rainwater harvest tank to the rear of the pavilion, this would be paid for by the Cricket Club. The Council <b>resolved</b> the proposal on the condition that the Cricket Club checked the position with the local planning authority about any planning permission that might be needed.  12.3 To consider the renewal of the pavilion lease.  The Clerk and Cllr. Madden had held a meeting with representatives of the Pavilion Club and the notes of the meeting had been circulated to all Councillors. It was noted that the Pavilion Club wished to renew the lease which expires in March 2022 for another period of 28 years. The Clerk recommended that legal advice was taken on this proposal as it was noted that the pavilion building was not in the best of conditions. The Pavilion Club had been requested to put together a 3-year plan in relation to the proposed maintenance works that they were planning on doing as they were hopeful that income should increase over the next few years. It was also noted that a site meeting was held with Cllr. Sansom and the Clerk several weeks ago with representatives of the Cricket Club and Pavilion Club. Cllr. Sansom noted the enthusiasm of the people involved with the club to make improvements and engage more with the community and make the building more of a community asset. The Clerk will contact the Council's solicitor to seek further advice on the matter.  12.4 To consider quotations for tree work following high risk area survey.  The Clerk reported that a quotation was received; the first part of the quote for works amounting to £1,270 plus VAT involving high risk trees near the play area had been agreed under delegated powers due to it being a health and safety issue. The second part of the quote was for the sum of £2,465.00 plus VAT and this related to works identified in the full tree survey and the Council <b>resolved</b> to proceed with these works, again with health and safety being of concern. Most of the works identified related to trees suffering from ash die back.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>13.</p>	<p><b>Committees</b>  13.1 To adopt Terms of Reference for Staffing Committee  The Clerk had circulated the Terms of Reference for a new staffing committee and these were <b>resolved</b> by the Council.  13.2 To discuss membership of Staffing Committee.  The Council <b>resolved</b> for Cllrs McBeth, Madden, Sansom and Rowling to join the Staffing Committee.</p>	
<p>14.</p>	<p><b>Correspondence &amp; Consultations</b>  14.1 Update on road closure request for Ditchling Society litter pick.  The Clerk advised that the Ditchling Society had to cancel this event due to lack of resources and LDC had been informed the road closure was no longer needed.  14.2 Request from residents relating to parking issues in Lodge Hill Lane.  Correspondence had been circulated by the Clerk from residents and the Council had heard the concerns of those residents who had attended the meeting in person. The Council <b>resolved</b> to fully support parking restrictions in Lodge Hill Lane and they would get in contact with ESCC Highways and Cllr. Sarah Osbourne to see if this matter could be progressed. It was also agreed that the Clerk would contact the local PCSO to see if it was possible for him to do patrols in the area regarding parking behavior.  14.3 Letter from resident regarding re-opening of bridleway no 29.</p>	

	<p>The letter had been circulated and the Clerk advised that an application was submitted to ESCC Rights of Way and the Council would be invited to comment when this went out to consultation.</p> <p>14.4 Lewes District Council consultation on the Local Council Tax Reduction Scheme for 2022/23. This was noted by the Council.</p> <p>14.5 Report from Cllr. McBeth regarding Inter-Parish Planning Group regarding development Cllr. McBeth reported that he attended a meeting with the MP Maria Caulfield and representatives from other Parish Councils in relation to the proposed Eaton housing development. The SDNP are extremely concerned with regards to the situation with the LDC Local Plan and this development is on the very edge of the SDNP. It is noted that the NPPF states areas close to national parks can be classed as being in the park and that Newick had been successful at stopping some development due to this policy. It was noted the CPRE are objecting to the Eaton proposals as well.</p>	
15.	<p><b>Written and verbal reports by representatives</b></p> <p>15.1 Village Hall Management Committee – Cllr. Ingham advised that some works had been done in the kitchen above the Parish Office and was hopeful that this might resolve the damp issues. The situation would be monitored.</p> <p>15.2 Ditchling Village Association – no comments</p> <p>15.3 Ditchling Pavilion Club – no comments.</p> <p>15.4 Lewes District Association of Local Councils – no comments</p>	
16.	<p><b>Staffing Matters (Members of the public were excluded from this item due to the confidential nature of the discussion.)</b></p> <p>16.1 To discuss staff review It was agreed a staffing committee meeting would be set up to discuss these matters in more detail.</p>	
17.	<p><b>Future meeting dates and items for future agenda</b> Monday, 26 July 2021 at 7pm in Ditchling Village Hall. No meeting will be held in August.</p>	

The meeting closed at 20.28 hrs.

#### Schedule of Payments for June 2021

Date Paid	Payee Name	Amount Paid £	Authorise d Ref	Transaction Detail
01/06/2021	Barcombe Landscapes	2,742.00	Delegated powers	Grounds maintenance
01/06/2021	Surrey Hills Solicitor	186.00	Delegated powers	General legal advice
01/06/2021	Land Registry	6.00	Delegated powers	Title deed Recreation Ground
01/06/2021	Came & Co	2,036.90		Insurance
01/06/2021	Planning Portal	145.00		Planning fees car park VofC
01/06/2021	Bonnys Wood	234.00		Tree survey high risk
01/06/2021	Vision ICT	237.60		Email account hosting
01/06/2021	Lewes District Council	8.40		Waste bin emptying fees
01/06/2021	Lewes District Council	33.60		Waste bin emptying fees
23/06/2021	Lewes District Council	91.00		Burial ground bin emptying

23/06/2021	Lewes District Council	280.80		Dog bin emptying
23/06/2021	Lewes District Ass Local Coun	20.00		annual subscription
23/06/2021	Online Playgrounds	201.60		swing chains and seats
23/06/2021	Simon Woodley	55.96		burial ground driveway
23/06/2021	Simon Woodley	1,366.39		Grounds maintenance various/tree work
23/06/2021	Zoom	14.39		Remote meeting fee
23/06/2021	InReach Print	42.00		Photocopier
29/06/2021	Staff Salaries	1,798.01		June staff salaries
29/06/2021	HMRC	474.56		PAYE June
29/06/2021	East Sussex Pension Fund	483.55		Staff pensions June
28/06/2021	Bonnys Wood	1,524.00		Tree work
28/06/2021	S Mamoany	27.21		Reimbursement cleaning items
	<b>Total payments</b>	<b>£12,008.07</b>		