



## 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 27 September 2021 at 7.00pm

Present: Cllrs McBeth (Chairman), Sansom, Rowling, Jones, Madden, Barna and Forrester (part of meeting).

Sarah Mamoany (Clerk)

5 members of the public

#### Public Participation:

The Chairman from Ditchling Cricket Club introduced himself to the Council and spoke in relation to the idea of the Cricket Club taking over the groundman's hut in the Recreation Ground for storage purposes. This would be on the basis that they would find funding to refurbish the building, this would also involve blocking up the rear doors of the building in regards to better security. The current storage shed adjacent to the tennis court was in a very poor state of repair and this would be removed, on the basis that this area could store new cricket covers which the club are planning to purchase. The groundman's hut could also be available to other sports clubs such as tennis, stoolball for storage of some equipment as well. It was noted that a lease document would need to be prepared if the Council agreed to this suggestion.

A representative from the Ditchling Society spoke about the disappointment and frustration in relation to ESCC Highways communications with the Clerk in respect of the bulb planting project which was planned for autumn 2021 following a bequest to the Society. Unfortunately, due to the costs quoted by ESCC Highways which was in the region of £700 for Highways Licences and the fact they were requesting that the Ditchling Society were therefore responsible for the maintenance of those verges once the bulbs were planted had meant that the project wouldn't be going ahead this year. However, the Ditchling Society are working with the Horticultural Society to hopefully put the project in place in 2022. ESCC Highways had advised that they could possibly combine some verges together on the licence to reduce the cost.

A representative of the Ditchling Society spoke about the Traffic Group and that she was in receipt of an email from the Chairman of Westmeston Parish Council regarding a meeting that had been held on the 5 August 2021. They felt that this meeting had very different views from the original brief and that everything seems to be changing. They requested who was leading the working party and what they intended to do. The Clerk explained the position in regards to the set up of the working party and the current position where the Council are awaiting for the S106 funds to come through prior to instructing the consultant, the brief of which has already been agreed. The matter was discussed further by the Council under item 8.

1.	<b>Declarations of Interest</b> – No declarations of interest were made.	
2.	<b>Apologies of absence</b> – Apologies were received from Cllr. V. Ingham, Cllr. P. Farrands, MP Maria Caulfield and Derek Blackhall.	
3.	<b>To approve the minutes of the Parish Council meeting held on the 25 July 2021</b> The minutes were <b>resolved</b> by the Council and signed by the Chairman.	
4.	<b>Actions from previous minutes</b>	

	<p>A replacement sign for the playground in relation to COVID-19 awareness was ordered for the sum of £59 plus VAT, plus labour to install.</p> <p>Cllr. Rowling and the Clerk put together a response to LDC Local Plan which was circulated to all Councillors for comment and submitted to LDC.</p> <p>Cllr. Forester had not submitted a draft response in relation to the SDNP Design Guide so no comments were made.</p> <p>LDC had agreed to purchase a further 500 fly traps (the Clerk is currently in receipt of 200) and noted that demand has decreased in the past few weeks. MP Maria Caulfield in her report noted the source has not yet been confirmed.</p>	
5.	<p><b>Clerks Report</b> The Clerk had circulated her report prior to the meeting to all Councillors.</p>	
6.	<p><b>Planning</b> The following comments were <b>resolved</b> by the Council. 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></p> <p>6.1 SDNP/21/04579/TCA – 43 High Street Ditchling BN6 8SY - ash (T1) - fell birch (T2) - fell The Council agreed to comment that the trees are in a conservation area and the application does not detail the reasons for removal or any plans to replace these trees; and that they request that the Tree Officer has this information available prior to a decision on the application being made.</p> <p>6.2 SDNP/21/04123/HOUS -10 Clayton Road Ditchling BN6 8UY- Installation of garden room at the rear – no comment.</p> <p>6.3 SDNP/21/04060/HOUS – Meadow Cottage Underhill Lane Westmeston BN6 8XE - Single story side extension – no comment.</p> <p>6.4 SDNP/21/03214/HOUS - 10 Orchard Lane Ditchling BN6 8TH - Refurbishment of existing garage building with the construction of a two storey side extension and associated site works – no comment</p> <p>6.5 SDNP/21/04673/TCA - 24 West Street Ditchling BN6 8TS - Felling of 1 x Mature Oak – It was noted that the application is currently invalid and is awaiting further information. No details of the reasons for the request to fell the tree are noted and no details of replanting are provided. The Council requested they are consulted again when this information is made available.</p> <p>6.6 To note comments made under delegated powers It was noted that any applications that came in prior to the last meeting with dealt with using delegated powers as agreed at the July meeting. LW/21/0526 – Land adjacent to Freckborough Manor Ditchling Common RH15 0SE – proposed access road to site – no comment. SDNP/21/04141/HOUS – 13 South View Ditchling BN6 8TQ – single storey rear extension – no comment. SDNP/21/04139/HOUS – September Cottage The Sandrock High Street Ditchling BN6 8TA – installation of roof lights to existing first floor accommodation – no comment SDNP/21/04235/HOUS – Radley Common Lane Ditchling BN6 8TN – erection of front ground floor infill extensions and increased ridge height – no comment LW/21/0472 – Unit 1 The Old Grain Store Ditchling Common Industrial Estate Folders Lane Ditchling BN6 8SG – Installation of window on east elevation at first floor level – no comment LW/21/0473 – St Mary’s Care Home St Georges Park – installation of external balconies and a single storey extension to existing terrace area – no comment</p> <p>6.7 Any other applications received since publication of agenda No further applications were received.</p>	

7.	<p><b>Parish Magazine Update</b></p> <p>It was noted that the readers survey in the August edition only received 6 responses, although these were all positive. A meeting is being held with the publisher to discuss other options, the Clerk, Deputy Clerk and Cllr. Rowling will attend. A report will be produced for the October meeting.</p> <p>The Chairman noted that any articles would be gratefully received with the deadline being the 30 September.</p>	Clerk/ Deputy Clerk/ Cllr. Rowling
8.	<p><b>Beacon Parish Traffic Group</b></p> <p>8.1 Update on project progress and working party meeting held on the 5 August 2021</p> <p>In the absence of Cllr. Farrands the notes from the meeting held on the 5 August 2021 were reviewed. The terms of reference for the working party were discussed and it was noted that the meeting did not comply. Cllr. Sansom agreed that the notes of the meeting were misleading and confirmed that there was no change to the consultants brief which had been approved by the Council. The consultant was being contracted by Ditchling Parish Council using money obtained from ESCC S106 funding and once these were all received the consultant would be instructed to start the project, using the brief already agreed. It was agreed that the notes from the meeting on the 5 August were noted but would not be used in relation to the traffic consultant's brief as they were individual's views. The project should commence with an open mind and involve all areas of the parishes and not focus on one particular area.</p> <p>It was noted that £13,249.13 S106 funds had been received from ESCC, but the balance of £4,880.24 had not been received. The Clerk will chase Jon Wheeler again.</p>	Clerk
9.	<p><b>Car Park Update</b></p> <p>9.1 To receive update report on car park project</p> <p>The Clerk had been working with GTA Civils and Huskisson Brown Associates with regard to the issues that the SDNP were not in agreement with regarding the design. A report had been produced by the Clerk for recommendation to the Council regarding possible solutions to the issues raised, this included a change of surface, removing some signage/kerbs and some landscape matters. These changes could also mean that the marking of the bays would possibly have to be removed as it seems that a method of doing this which was acceptable to the SDNP could currently not be found. The Council raised concerns about this and requested that some method of parking delineation was needed.</p> <p>9.2 To confirm amendments to current plans in order to comply with comments from SDNP in relation to discharge of planning conditions.</p> <p>The Council <b>resolved</b> the suggested changes as noted in the Clerks report; which included the surface material, removal of one-way markings, removal of concrete kerbs, amendment to layout relating to motor cycle bays and minor landscaping amendments. The Clerk was requested to note the Council wish to retain the bay delineations, if possible, to assist with obtaining maximum use of the car park.</p> <p>The Clerk will contact the SDNP to put forward these amendments and if they are in agreement, will instruct GTA Civils and HBA to amend the drawings so they can be submitted to the SDNP.</p>	Clerk  Clerk
10.	<p><b>Finance</b></p> <p>10.1 To receive the bank reconciliations 31.07.2021 and 31.08.2021. The bank reconciliations were circulated and <b>resolved</b> by the Council.</p> <p>10.2 To approve the schedule of payments for August/September 2021. The schedule of payments was circulated and the payments amounting to £8,227.70 was <b>resolved</b> by the Council.</p>	

	<p>10.3 To note conclusion of external audit. The Clerk had circulated the conclusion of external audit to all Councillors and noted that no matters were raised.</p> <p>10.4 To discuss membership of the Finance Committee The Council <b>resolved</b> the following membership, Cllr. Madden (Chair), Cllr. McBeth, Cllr. Ingham, Cllr. Farrands and Cllr. Barna. It was noted that the next meeting would be held on the 18 October 2021 at 6pm.</p>	
11.	<p><b>Recreation Ground and Burial Ground</b></p> <p>11.1 To consider fees for Stoolball club 2022. The Council had been advised that the Stoolball Club was hoping to return to Ditchling and had been asked what the cost of hiring the pitch would be. This would be added to the Finance Committee agenda as hire fees would be discussed in general and a recommendation would be presented to the full Council.</p> <p>11.2 To consider renewal of pavilion lease. The Clerk advised that the Pavilion Club were looking at the constitution of the current club and were possibly going to change this going forwards. Therefore, the new lease could not be prepared without this information. The Clerk will write and request an update on progress by the end of November 2021.</p> <p>11.3 To consider football pitch grounds works and availability of pitch for the 2021/22 season The Clerk reported that the Deputy Clerk had reviewed the grant documentation from Sport England and these documents merely refer to the original registration matters and restrictions on sub-lets, along with ongoing restrictions regarding any desire to sell the land; therefore, we have no reason to doubt full compliance already exists. Cllr. Sansom has reviewed other documentation and was of the same opinion. However, the Council recognise the fact that a lot of money and effort was put into the drainage scheme when it was commissioned with funding from Sport England and the Philipson Trust.</p> <p>The Clerk has contacted a consultant to request a 10-year management/maintenance plan so the Council have a better understanding of the long-term commitment regarding funding. The Clerk has been in touch with a sports ground contractor, who could get the pitch ready for this season with limited works and suggested the pitch is vertidraind twice during the season. It was resolved that the Council would offer the pitch to Ditchling Football Club on the condition that no renovation works would be completed this season other than the vertidrain and pitch preparation. The Clerk also noted an email received from the Philipson Trust advising that they would be prepared to consider further funding (including maintenance costs) in the future.</p> <p>The Council noted that they had a budget to maintain the football pitch and it would be nice to see it being used again, especially for youth football as well. It was noted that conversations with a youth club had been ongoing a few years ago but not come to anything due to Ditchling Football Club advising the pitch could not take two games on one day. It was agreed the Council need to review the situation before the start of the next season, so if any renovations are required it can be completed at the right time.</p> <p>11.4 To consider proposal from Cricket Club to lease the groundman's hut The Council <b>resolved</b> to move forwards with the proposal from Ditchling Cricket Club to lease the groundsmans hut to them on the understanding they would refurbish the building at no cost to the Council. A lease agreement would need to be prepared to cover areas such as insurance, responsibility for maintenance, etc.</p> <p>11.5 To consider boundary fencing along Farm Lane The Clerk reported that a resident had experienced issues with children running through the hedge between the recreation ground and the driveway off Farm Lane. Some stock fencing had been put up by the resident, but it needed some</p>	<p>Finance Committee</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>larger chestnut posts put in to make it secure. The Council <b>resolved</b> to do this work due to health and safety concerns and the costs would be in the region of £60.</p> <p>11.6 To consider quotations for recreation ground entrance Three quotations had been received to tarmac the entrance mouth of the recreation ground at £4,500, £1,700 and £1,400. The Council <b>resolved</b> to accept the quote at £1,400.</p> <p>11.7 To consider quotations for grounds work to ditches on eastern boundary The Clerk had met with a contractor regarding the ditch where the concrete sandbags had collapsed. A quote was obtained for £2,100, plus VAT to remove the concrete and re-establish the ditch and in places making the ditch at a 45-degree angle to help with the flow of water. It maybe that we have to introduce further measures in the future, but this will resolve the current problem, which needs to be resolved prior to poor weather/ground conditions as access is required with a digger. No further quotes were available, as it has been difficult to get quotes as contractors are all busy, this contractor has recently completed work locally and been recommended. The Council <b>resolved</b> to proceed with the quotation.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
12.	<p><b>Remembrance Day</b> 12.1 To consider arrangements and associated costs The Clerk confirmed that the road traffic order application had been submitted to LDC and that the Royal British Legion were taking responsibility for stewards and road closure signs. The Council <b>resolved</b> to pay for the costs of the marching band, which was £100 previously. The wreath has been ordered and all Councillors were invited to attend the parade/church service. Cllr. McBeth offered to lay the wreath on behalf of the Council.</p>	Councillors
13.	<p><b>Lodge Hill Lane Parking Restriction Application</b> 13.1 To consider residents comments and application – 31 October 2021 The Clerk had circulated the responses received by residents in Lodge Lane, which in summary noted a request for double yellow lines from the War Memorial on the western side of the lane as far as New Court House and on the eastern side from opposite New Court House to Boddingtons Lane; plus, additional signage. The Council <b>resolved</b> to submit an application to LDC for double yellow lines along the whole length of the east and west side of Lodge Hill Lane, with no further signage. The Clerk will draft the application for approval at the October meeting, which will be sent prior to the deadline date for applications.</p> <p>It was noted that an area of land was possibly available for parking, that used to be the old bowling green, however the Council noted that they needed to complete the current car park project.</p>	Clerk
14.	<p><b>Operation London Bridge</b> 14.1 To consider online book of condolence and associated costs. Operation London Bridge relates to the plan of what will happen in the United Kingdom following the death of Queen Elizabeth II. The Clerk advised the Council that it was possible to set up an online book of condolence on the Council website at a cost of £45 plus VAT. The Council <b>resolved</b> that the website could direct people to the official Royal website in this event and that a paper book of condolence would be made available for residents; therefore, an online service would not be required.</p>	
15.	<p><b>Correspondence &amp; Consultations</b> 15.1 Update from MP – this was noted by the Council. 15.2 Footpath and bridleway – Lodge Hill and Oldlands Mill It was noted that Cllr. McBeth had written to the County Councillor requesting repairs to the footpath/bridleway in support of Hassocks Parish Council. Cllr. Rowling noted that the Council had not formally discussed this matter and that</p>	

	<p>all footpaths should have been considered. Cllr. McBeth acknowledged this comment but felt that it was part of the recent work that had been done in relation to successful repairs of a nearby footpath. Cllr. Barna suggested that the traffic consultation should consider footpaths/cycle paths/public transport as this was all linked.</p> <p>15.3 Mac's Farm – complaints in relation to noise This was noted in the report from the MP and Cllr. Jones reported on a meeting held with LDC which he and Cllr. Madden attended. A working party had been set up to look at the issues moving forwards and would liaise with LDC.</p> <p>15.4 Letter from Rt Hon Christopher Pincher MP - Minister of State for Housing regarding LDC Local Plan – noted, no comment.</p> <p>15.5 PWLB Update – noted, no comment.</p> <p>15.6 Consultation - Local Nature Recovery Strategies – DEFRA – noted, no comment.</p> <p>15.7 Consultation – Gatwick Northern Runway Project – noted, no comment but this would be added to the next agenda.</p> <p>15.8 Letter from SDNP relating to Ditchling Conservation Area Appraisal &amp; Management Plan – It was noted that the Council should be involved and the Clerk was requested to set up a meeting, Cllr. Rowling would represent the Council and a representative from the Ditchling Society and the History Society would also be invited to attend.</p> <p>15.9 Correspondence from ESCC Highways regarding Ditchling Society bulb planting project – It was noted following the comments made by the representative of the Ditchling Society that it was disappointing that ESCC Highways were making such an issue with a community bulb scheme and the Council would write to them to express their view and support the project which now would be put back to 2022.</p> <p>15.10 Correspondence from local business regarding food truck in Recreation Ground – The Council had received correspondence from a local business in relation to the food truck that had permission to use the recreation ground twice a week. It was noted that this was providing a service to users of the recreation ground and paying a pitch fee now following a trial. The Council were not promoting the business to other users in the village and it was nothing to do with the Parish Council if other events wished to use this business. Commercial enterprise was not something the Council had any control over. The Clerk will respond to the email on behalf of the Council.</p>	Clerk
16.	<p><b>Written and verbal reports by representatives</b></p> <p>16.1 Village Hall Management Committee – no comments.</p> <p>16.2 Ditchling Village Association – no comments</p> <p>16.3 Ditchling Pavilion Club – no comments.</p> <p>16.4 Lewes District Association of Local Councils – no comments</p>	
17.	<p><b>Future meeting dates and items for future agenda</b></p> <p>The Clerk had received a request for portaloos to be temporarily sited on the recreation ground car park for a cycle event from the 8-11 October, the Council had no objection to this.</p> <p>Cllr. Sansom noted that he had a video link of the recent training and would send this round to those that had not been able to attend.</p> <p>Parish Council Meeting - 25 October 2021 at 7pm in Ditchling Village Hall.</p> <p>Finance Committee Meeting – 18 October 2021 at 6pm in the Parish Office</p>	

The meeting closed at 20.56 hrs.

Schedule of Payments August/September 2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/08/2021	InReach Print	42.00	Photocopier
02/08/2021	GTA Civils & Transport	240.00	amendments to car park plans
03/08/2021	Sussex Sign Centre	70.80	Playground signage
09/08/2021	Lewes District Council	33.60	Waste bin emptying
10/08/2021	Viking	52.98	ink cartridge
15/08/2021	PKF Littlejohn LLP	480.00	External audit
31/08/2021	InReach Print	42.00	Photocopier
01/09/2021	Lewes District Council	42.00	Bin emptying charges
01/09/2021	Bonnys Wood	2,766.00	Tree work
01/09/2021	SLCC	112.00	Membership fees (Deputy Clerk)
06/09/2021	ESALC Ltd	48.00	Training Cllr Farrands
15/09/2021	Viking	40.07	Stationery
21/09/2021	Post Office	3.99	Batteries
28/09/2021	Staff Salaries	1,798.01	September salaries
28/09/2021	HMRC	474.56	September PAYE
28/09/2021	East Sussex Pension Fund	483.55	Staff pensions
30/09/2021	SLCC	166.14	Membership fees (Clerk/RFO)
27/09/2021	Kim Woodley	1,332.00	Grounds maintenance works
	Total Payments:	£8,227.70	