



DITCHLING PARISH COUNCIL

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Minutes of the Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Monday 27 June 2022 at 7.00pm

Present: Cllrs Madden (Chair), Sansom (Vice Chair), Farrands, Jones, Barna and Ingham.

Sarah Mamoany (Clerk)

Public Participation:

5 members of the public

A resident spoke in relation to planning application DM/22/1761 and noted although it was not within the Parish it was on the border and the access comes across onto the B2116. They noted that the application was to demolish a small cottage with accommodation that would provide 8 bedrooms with a swimming pool and would be around three times larger than the existing building, which would dominate their property which was adjacent to the application site and would create noise/light and privacy issues. They noted the historic connections of the property and felt that the building is a heritage asset linked to Ditchling Museum which is a key part of Ditchling and it would be a disaster to see it demolished.

The applicant of application SDNP/22/02708/FUL spoke regarding his application and explained their vision to diversify further to encourage children/young families to be able to see farm animals and give them another reason to visit the existing business which included a butchers/shop/café. The working farm area of 50 acres would remain separate from the 2 acres that would be used for visitors and would include the removal of some stables to make it a safe a separate area.

A representative from the Ditchling Society spoke in relation to appeal reference 3292828 – SDNP/21/00894/FUL and noted that they had been in communication with the planning authority with regards to the time taken to publish the appellants grounds of appeal. They had therefore requested an extension of time due to the documents not being available when the appeal was first notified and been provided with an additional 7 days to respond. Further information requested from LDC has still not been provided to them.

A resident spoke in relation to DM/22/1761 and noted that the application is against what is set out in the Local Plan and what could be affordable housing should not be demolished to create larger homes.

1.	Declarations of Interest – At item 6.4 Cllr. Jones declared an interest in planning application SDNP/22/02237/FUL as his property is adjacent to the application site.	
2.	Apologies of absence – Apologies were received from Cllr. Rowling, Cllr. McBeth and MP Maria Caulfield. It was noted Cllr. Rowling did not send apologies to the last meeting as due to a miscommunication she thought that the meeting had been cancelled.	
3.	To approve the minutes of the Parish Council meeting held on the 25 April 2022 and 30 May 2022 The minutes of the meeting held on the 25 April 2022 and the 30 May 2022 were resolved and duly signed by the Chair as an accurate record of the meeting.	

	<p>It was noted that as resolved at the meeting held on the 30 May 2022 Cllr. Madden and Cllr. Sansom signed their Declaration of Office as Chair and Vice Chair and this was witnessed by the Clerk as required.</p>	
4.	<p>Actions from previous minutes The tree survey report has been received.</p> <p>Summer camp dates have been confirmed as discussed at the previous meeting where the outside space in the recreation ground will be used together with the pavilion.</p> <p>Maintenance jobs have been completed in the recreation ground including fixing down a bench and replacing rotten posts.</p> <p>The Platinum Jubilee Beacon event was a great success with around 200 people attending. The cost of the event was £1,776 which included setting up and clearing of site, safety equipment, lights, promotional banners and bunting. The Council had a budget of £1,000 so the remaining funding will come from general reserves.</p> <p>A vote of thanks was given to Edwina for her work on the Summer Fair held on the 18 June. A competition was run to guess the number of trees surveyed in the recreation/burial ground and £47.50 was raised in donations as entry for the South Downs Medical Aid for Ukraine.</p> <p>The Clerk noted the fencing that appeared around the war memorial was put up by the Ditchling Fair Committee to protect it and has now been removed.</p> <p>It was noted that currently the fly situation did not appear to be an issue and that if residents did have concerns, they should report this to LDC where they would contact residents and supply them with fly papers to analysis the flies. The details of this information have been added to the Parish Council website and fly traps are also still available from the Clerk if required.</p>	
5.	<p>Clerks Report The Clerk had circulated her report prior to the meeting to all Councillors.</p>	
6.	<p>Planning The Council resolved the following comments:</p> <p>6.1 SDNP/22/02657/DCOND - Bulls Barn Common Lane Ditchling BN6 8TN - Discharge of condition 7 for planning application SDNP/21/02172/FUL to provide details of external lighting – no comment.</p> <p>6.2 SDNP/22/02554/DCOND - Everflyth Vineyard Beacon Road Ditchling BN6 8XB - Discharge of conditions 3, 4 and 5 of planning application SDNP/22/01087/FUL to provide details on construction environmental management plan, planting of hedgerow and kissing gate – noted, no comment.</p> <p>6.3 SDNP/22/02587/HOUS -3 20 Smiths Yard North End Ditchling BN6 8TF - Single storey rear extension – to note that if permission is granted construction deliveries should not access the property via East End Lane which is a private road as an application has been submitted but not determined for a rear access gate at the property.</p> <p>6.4 SDNP/22/02237/FUL - Fourfields Farm Dumbrells Court Road Ditchling BN6 8GT - Proposed pole barn to replace temporary marquee – A letter of objection had been sent to Cllr. T. Jones in his capacity as District Councillor. The Council resolved to object to the application, on the basis that the barn will be a permanent structure as opposed to a temporary one which serves the current camping usage at the site.</p> <p>6.5 SDNP/22/02708/FUL - The Oaks Poultry Farm Common Lane Ditchling BN6 8TN - Change of use of part of existing farm into public visitor and children's farm – no comment.</p> <p>6.6 Appeal Reference 3292828 - SDNP/21/00894/FUL Subject of Appeal: Section 73A Retrospective application for change of use of the land from agriculture to equestrian - Land West of The Drove Ditchling – Following the additional information being available</p>	

	<p>on the planning authority website the Council resolved that Cllr. Rowling would be delegated to put a further objection response together and this would be circulated to the Council via email due to the timeline for responses. It was noted the Clerk would have to request an extension for further comments, although the original objection would still be available to the Planning Inspectorate.</p> <p>6.7 DM/22/1761 - Woodbarton Common Lane Ditchling Hassocks BN6 8TP - Demolish existing dwelling, erection of a new 6-bedroom dwelling with adjoining 2 bedroom annexe, rear swimming pool and decking – The Council resolved to object to the application on the basis of overdevelopment of the site which is located on the edge of the South Downs National Park. The demolition of the property will result in the loss of a smaller dwelling, which is also an historic building, having connections to Ditchling art heritage and important links to the Parish.</p> <p>6.8 SDNP/22/02833/HOUS & SDNP/22/02834/LIS - 30 North End Ditchling BN6 8TF - Installation of 7kW electric vehicle wall charger on north side of garage – no comment.</p> <p>6.9 Any other applications received since publication of the agenda.</p> <p>Following the Council being advised of a Certificate of Lawful use being submitted to the planning authority in relation to the seating area at The Bull it was suggested that a letter was sent to the new owners introducing the Parish Council and noting the application. It was resolved that a draft letter would be circulated and approved via email by Councillors prior to it being sent.</p> <p>The Clerk noted correspondence received from SOFLAG (South of Folders Lane Action Group) relating to sites SA12/SA13. SOFLAG were requesting support from the Parish Council following the Council’s objection to these sites in September 2020 when they were put forward in the Site Allocations Development Plan. The Council resolved to send an objection to DM/22/1837/ Land East of Keymer Road Burgess Hill in relation to a screening request for the proposed construction of a residential development of approximately 300 dwellings on site SA13. In addition, the Council would also resend the objection letter to MSDC confirming they still objected to these sites being in the Site Allocations Development Plan Document.</p>	<p>Clerk/ Cllr. Rowling</p> <p>Clerk</p> <p>Clerk</p>
7.	<p>Car Park Update Please note item 7.1 will be held under the ‘Public Bodies (Admission to meetings) Act 1960 S.1(2.) which will exclude members of the public due to the confidential nature of the business to be discussed.</p> <p>7.1 To discuss tender recommendations and agree a preferred contractor This item was noted in a confidential minute report.</p> <p>7.2 To discuss project management costs and other associated costs to enable the project to be completed The Council resolved to formally instruct Gould Baxter to project manage the project and agreed the fees of 10% of the contract sum, in addition to £950 to prepare the Health and Safety file, all plus VAT. In addition, further estimated costs of £2,600 plus VAT for additional advice/drawings from the civil engineers and £3,750 plus VAT for additional advice/drawings from the landscape consultant were resolved, which would be required to complete the project.</p> <p>7.3 To discuss and confirm funding sources for project and process The Clerk had circulated a spreadsheet showing funding sources for the project against predicted expenditure costs. This showed the cost as net figures and it was noted that the VAT would be claimed back.</p> <p>It was noted that the Council had secured £220,000 from CIL funding as detailed below: CIL funding awarded from the SDNP of £70,000 (in 2020) CIL funding awarded from LDC of £100,000 (in 2020) CIL funding has been recommended by LDC of £50,000 (in 2022) – subject to final approval from the cabinet which will meet on the 7 July.</p>	

	<p>It was noted that the £50,000 had not yet received full approval and this risk was noted to the Council, however a decision on this would be made within the next two weeks by LDC.</p> <p>Following the preferred contractor being selected, the final project costings will need to be supplied to both SDNP and LDC and the process of drawing the funds can commence. The Clerk has been advised that a legal agreement has to be drawn up by LDC which takes 2/3 weeks and it was resolved that the Council would wait until the decision had been made on the £50,000 payment so that the application could be done altogether once final approval had been confirmed, as this would save submitting two claims.</p> <p>7.4 To discuss the use of CIL funding in Council reserves for project The Council resolved to use CIL funding of £24,165 from the SDNP and £15,121 LDC in reserves which can be used for infrastructure purposes and has been accrued over the past 3 years. It was noted that these funds cannot be used to pay consultant/project management fees, but must be used for infrastructure only. The Council discussed other projects that potentially this money could be used for but it was agreed that the car park was the priority and that the Council would not have to borrow money to fund the project if this was used.</p> <p>7.5 To discuss the use of Council general reserves for project The Clerk informed the Council that they would need to use general reserves, that had built up over the past few years to be able to complete the project. The Council resolved to use the sum of £30,200 if required to complete the project. This would still leave the Council with over 6 months of their precept in reserves the recommended figure is 6/9 months. The earmarked reserves of £13,365 and £3,350 budgeted for public works loan repayments in 2022/23 would also be used for the project.</p> <p>It was noted that a public works loan would not be required to fund the project due to the CIL funding being awarded by LDC and SDNP and the use of CIL funds, earmarked and general reserves held by the Council.</p>	
8.	<p>Traffic/Highways</p> <p>8.1 Update on progress of traffic consultancy project. Cllr. Sansom advised that the project had been delayed by about 2.5 months due to the surveys being held off until the drainage issue had been completed by South East Water which had affected roads/traffic movements in the village. The final report would be expected towards the end of August.</p> <p>8.2 ESCC Consultation on Spatham Lane - reduction of speed limit from national speed limit to 40mph between the B2116 at the southern end and its junction with Middleton Common Lane/Folders Lane East at the northern end The Council resolved to support the TRO application and to include a suggestion that the 40mph signs on the B2116 were moved further to the east so they were located before the Spatham Lane junction coming from Plumpton.</p>	Clerk
9.	<p>Recreation Ground and Burial Ground</p> <p>9.1 To discuss application for adoption of tree and memorial plaque Further to a previous request, the family confirmed they wished to adopt a tree that had been planted in the recreation ground rather than the burial ground driveway and had provided a draft of the plaque wording and details of size and material. The Council resolved this was acceptable and noted that they felt a charge should be made due to the future upkeep of the tree and administration and agreed the sum of £100.</p> <p>9.2 Request for use of Recreation Ground to erect a marquee for the Ditchling ball event 2023 The Council resolved for a marquee to be erected between the 24 – 29 May 2023 in respect of the charity event to be held on the 27 May.</p>	Clerk Clerk
10.	<p>Oldland Mill Trust</p> <p>10.1 To elect Parish representative The Council resolved to elect Andrew Mackay to represent the Parish of Ditchling.</p>	Clerk
11.	<p>Finance</p> <p>11.1 To approve the schedule of payments for June 2022</p>	

	<p>The schedule of payments was circulated and payments amounting to £13,714.38 was resolved by the Council.</p> <p>11.2 To receive the bank reconciliations The bank reconciliations for the 30.04.2022 and the 31.05.2022 were circulated and resolved.</p> <p>11.3 To receive internal auditor's year-end report The Clerk had circulated the report and noted no matters were raised by the auditor.</p> <p>11.4 To approve the Annual Governance Statement for the financial year ending 31.03.2022 The Council resolved the Annual Governance Statement and the this was signed by the Chair and Clerk at the meeting.</p> <p>11.5 To approve the Accounting Statements for the financial year ending 31.03.2022 The Council resolved the Accounting Statements and this was signed at the meeting by the Chair.</p> <p>11.6 To confirm the dates of the period for the exercise of public rights 30.06.2022 – 10.08.2022 The Clerk confirmed that the dates had been amended from the original dates noted on the auditor's year-end report due to the accounting documents being signed at the June meeting and not the May meeting as originally advised.</p> <p>11.7 To consider signatories on bank accounts. The Council resolved to add Cllr. Ingham to the Unity Trust account and Cllrs. Farrands and Sansom to the current account. Cllr. Ingham would also be added to the signatories with access to online banking on the current account. The Clerk would prepare the necessary paperwork for Councillors signatures.</p>	Clerk
12.	<p>Correspondence & Consultations</p> <p>12.1 Update from MP – The Clerk had circulated the update sent by Maria Caulfield.</p> <p>12.2 SDNP Town and Parish Council action on Climate Change request for nominated members The Council agreed they would approach HDK Transition as to if they would like to be involved with this initiative.</p> <p>12.3 SDNP Review of the South Downs Local Plan The correspondence was noted and will be added to the July agenda for further discussion.</p> <p>12.4 SDNP Consultation on the Issues & Options version of the Shoreham Cement Works This was noted, the Council made no comment.</p> <p>12.5 Gatwick Airport Northern Runway Project: Summer 2022 Consultation launched This was noted, the Council made no comment.</p>	Clerk Clerk
13.	<p>Reports from representatives on outside bodies, events and training.</p> <p>Cllr. Barna noted that she was involved in the Community Speedwatch and the group would like to engage further with the Parish Council and link in with them as it was a community activity. The Council resolved that this would be appropriate and the group could copy the Clerk into any relevant information to keep them up to date.</p> <p>Overgrown vegetation was discussed with issues on Clayton Road, that had now been resolved. The Clerk was asked to report the hedges/verges on the Ditchling to Keymer Road as it was difficult to walk along currently.</p>	Cllr. Barna
14.	<p>Staffing Committee</p> <p>Please note item 7.1 will be held under the 'Public Bodies (Admission to meetings) Act 1960 S.1(2.) which will exclude members of the public due to the confidential nature of the business to be discussed.</p> <p>14.1 Update from Staffing Committee This item was noted in a confidential minute report.</p>	
15.	<p>Future meeting dates and items for future agenda</p> <p>Staffing Committee Meeting – 4 July at 2pm Parish Council Meeting – 25 July 2022 at 7pm Not no meeting in August unless required for any urgent matters.</p>	

The meeting closed at 21:00hrs

Date	Payee Name	Total	
31/05/2022	Hassocks Hardware	£38.78	Jubilee beacon sundries
31/05/2022	Amazon	£19.98	Jubilee bunting
31/05/2022	HSS Hire	£535.57	Jubilee beacon safety lights
31/05/2022	InReach Print	£42.00	photocopier
07/06/2022	Post Office	£26.08	stamps
07/06/2022	Ditchling Village Hall	£32.50	hall hire
07/06/2022	Barcombe Landscapes	£4,470.00	ground maintenance March-May
07/06/2022	Assa Abloy Yale	£23.99	lock
08/06/2022	Burial plot refunds	£150.00	burial plot refund
13/06/2022	Lewes District Council	£42.00	waste bin empty
13/06/2022	LDALC	£20.00	subscription
13/06/2022	Hassocks Hardware	£9.98	spare keys
15/06/2022	Amazon	£2.49	stationery
15/06/2022	Healthy Family (Amazon)	£9.99	Ditchling Fair sundries
15/06/2022	Garden Pride	£15.00	Ditchling Fair sundries
19/06/2022	Force10 Ltd	£216.00	mole control
19/06/2022	Simon Woodley	£1,140.00	Jubilee beacon set preparations
19/06/2022	Simon Woodley	£125.32	Ditchling Fair stall sundries
19/06/2022	Simon Woodley	£903.83	Strimming/mowing, general maintenance including car park field tidy for fair
21/06/2022	Simon Woodley	£209.50	Jubilee beacon clear up, returf and removal pallets
21/06/2022	Simon Woodley	£150.00	General grounds maintenance/repairs
28/06/2022	Staff salaries	£2,253.13	June salaries
28/06/2022	East Sussex Pension Fund	£639.45	staff pensions June
28/06/2022	HMRC	£802.19	PAYE June
28/06/2022	Lewes District Council	£91.00	burial ground bin emptying
28/06/2022	Lewes District Council	£280.80	dog bin emptying
22/06/2022	Bonny's Wood	£1,458.00	tree survey and tagging as required
22/06/2022	Post Office	£6.80	postage
	Total payments:	<u>£13,714.38</u>	