



## DITCHLING PARISH COUNCIL

Ditchling Village Hall 18 Lewes Road Ditchling East Sussex BN6 8TT  
Tel: 01273 844733 Email: parishoffice@ditchling-pc.gov.uk  
www.ditchling-pc.gov.uk

### Minutes of the Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Monday 26 September 2022 at 7.00pm

Present: Cllrs Madden (Chair), Sansom (Vice Chair), Farrands, Barna, Rowling, McBeth (attended part of the meeting) and Stapleton.

Sarah Mamoany (Clerk)

#### Public Participation:

2 members of the public

A representative of the Ditchling Village Society noted that following the SDNP call for sites they would be submitting the site south of Keymer Road as a Local Green Space. It was also noted that they felt potential safety was a concern in respect of the plans to add additional gates to the bridleway under the recent Sussex Wildlife Trust consultation regarding the management of Ditchling Beacon and they would be responding to the consultation.

Cllr. Farrands asked the Ditchling Village Society representative if they had found any alternative lanterns in respect of the street lights, however this was not something the representative was involved with.

The Chair opened the meeting with a moment of reflection to mark the death of HM Queen Elizabeth II on the 8<sup>th</sup> September 2022.

1.	<b>Declarations of Interest</b> – None.	
2.	<b>Apologies of absence</b> – Apologies were received from Cllr. Ingham and Cllr. Jones.	
3.	<b>To approve the minutes of the Parish Council meeting held on the 25 July and 15 August 2022</b> The minutes of the meeting held on the 25 July 2022 were <b>resolved</b> and duly signed by the Chair as an accurate record of the meeting. The minutes of the meeting held on 15 August were amended under item 3.2 to note 'Cllr. McBeth voted against the resolution'.	
4.	<b>Actions from previous minutes</b> The Clerk reported that a meeting with the Scouts in relation to the lease and some maintenance matters including the hedge was arranged for the 10 October. The Clerk had not had the opportunity to check the land registry documents with the solicitor to date.  The signatory changes have all been completed with online banking set up for the current account for Cllrs. Farrands and Sansom should this be needed.  The Clerk reported a remote meeting was held with both Ditchling Football Club and Plumpton Athletics Football Club and the shared use of the pitch was agreed with Plumpton using the facilities for training on Saturdays and some fixtures on Sunday afternoons with Ditchling using the pitch for Saturday morning fixtures. It was noted that we were not sure how the pitch will perform depending on the weather conditions but all that can be done is to monitor this and communicate with the groundsman. DFC have ordered new goalposts which will be stored behind the pavilion, as agreed with the	

	pavilion club and the posts will also be used by Plumpton Athletics when they need them which will only be on Sundays.	
5.	<b>Clerks Report</b> The Clerk had circulated her report prior to the meeting to all Councillors.	
6.	<b>Co-option of vacancies</b> The Council had received an application for the vacancy of Parish Councillor from Robin Orme which had been circulated to all Councillors. Robin provided a brief introduction at the meeting and the Council <b>resolved</b> to co-opt him onto the Council. Cllr. McBeth abstained from voting and left the meeting. The declaration of office was signed and witnessed by the Clerk. Cllr. Orme was invited to join the meeting and welcomed to the Council.	
7.	<b>Committee Terms of Reference</b> 7.1 To review Recreation Ground & Burial Ground Committee Terms of Reference. The Council <b>resolved</b> the terms of reference. 7.2 To review Finance Committee Terms of Reference. The Council <b>resolved</b> the terms of reference. 7.3 To review Traffic Committee Terms of Reference. The Council <b>resolved</b> the terms of reference. It was noted that the terms of reference could be reviewed by each committee and any amendments would have to be then approved by the Council. Council assets such as the Scout Hut and street lighting were mentioned and it was noted that these should come under the headings of one of the committees.	
8.	<b>Election of Committee Membership, to include Chairman and Vice Chairman and Representatives on Outside Bodies</b> The following membership was <b>resolved</b> by the Council. 8.1 Recreation Ground and Burial Committee Cllr. P. Farrands (Chair), Cllr. E. Rowling (Vice Chair), Cllr. J. Barna, Cllr. V. Ingham and Cllr. M. Madden. 8.2 Finance Committee Cllr. R Orme (Chair), Cllr. M. Madden (Vice Chair), Cllr. V. Ingham and Cllr. P. Farrands. 8.3 Planning Committee It was noted that Terms of Reference will need to be reviewed on this Committee. Cllr. E. Rowling (Chair), Cllr. R. Orme (Vice Chair), Cllr. R. Stapleton, Cllr. V. Ingham and Cllr. T. Jones. 8.4 Car Park Working Party Cllr. T. Jones (Chair), Cllr. R. Orme, Cllr. R. Stapleton and Cllr. V. Ingham. 8.5 Traffic Committee Cllr. R. Stapleton (Chair), Cllr. P. Farrands (Vice Chair), Cllr. J. Barna and Cllr. Orme. 8.6 Ditchling Village Hall Management Committee Representative - Cllr. V. Ingham 8.7 Ditchling Village Association Representative – Cllr. M. Madden 8.8 Ditchling Pavilion Club Representative – Cllr. P. Farrands 8.9 Lewes District Association of Local Councils (LDALC) Representatives – Cllr. M Madden and Cllr. R. Stapleton 8.10 East Sussex Local Council Association (ESALC) Representatives – Cllr. M. Madden and Cllr. E. Rowling. 8.11 South Downs National Park Authority Representative – Cllr. T. Jones It was noted that Cllr. Ingham and Jones were not in attendance at the meeting, so they would be asked if they were in agreement with being added to the above committees.	
9.	<b>Planning</b> The Council <b>resolved</b> the following comments: 9.1 SDNP/22/03849/TCA - Gorricks 59 East End Lane Ditchling BN6 8UR - T1 - Horse Chestnut X4 - Pollarded to reduce shading – no comment. 9.2 SDNP/22/04031/LIS & SDNP/22/04030/HOUS - 9 South Street Ditchling BN6 8UQ - Like-for-like replacement of seven windows to front elevation – no comment. 9.3 SDNP/22/04119/HOUS - 5 Mulberry Lane Ditchling East Sussex BN6 8UH - Hip to gable extension with hiplet for loft conversion, external insulation with new finishes,	

	<p>replacement windows and external doors. Carport to side of dwelling on south side. – no comment.</p> <p>9.4 Any other applications received since publication of the agenda.</p> <p>It was noted that an appeal had been submitted in relation to LW/21/0729 land east of Ditchling Road Wivelsfield for outline planning permission for 96 dwellings. It was suggested that the traffic data was looked at so that if any evidence could be noted that traffic is increasing then this could be used as additional information.</p> <p>It was noted that LDC Planning Committee will be considering SDNP/19/02125/FUL - Downlands House and SDNP/22/01125/FUL - Land west of Lewes Road both of which are being recommended for approval. The Council <b>resolved</b> that Cllr. Rowling would register to speak at the meeting against both applications which the Council had previously objected to.</p>	Clerk
10.	<p><b>Car Park Project</b></p> <p>10.1 Update on car park project</p> <p>The Clerk reported a site meeting was held on the 19 September with Gould Baxter and DGP Infrastructure. Items discussed included ensuring access and safety of livestock to the west of the site and contacting both adjoining neighbours prior to work commencing. A provisional start date of 17 October was being worked on, subject to the Section 171 licence being in place by that date, the contract period will be a 9-week period. The contract is due to be signed by the contractors and then returned to the Council for signature.</p> <p>10.2 To note insurance requirements</p> <p>The Clerk confirmed the insurance is covered by DGP Infrastructure during the contract period in respect of liability and copies of these documents have been provided. The Council will need to consider insurance aspects following the completion of the works.</p> <p>10.3 To resolve and sign grant agreement with Lewes District Council in relation to approved CIL funding of £150,000</p> <p>The document was circulated to all Councillors. The Council <b>resolved</b> the grant agreement and this was signed by two councillors and the Clerk as was required. This will be returned to LDC for signature and funds will then be transferred to the Council.</p> <p>10.4 To resolve delegated powers during the construction contract period in relation to urgent matters</p> <p>The Clerk noted that due to the contract being a 9-week period, it was important that no delays surrounding any decision making occurred as this could potentially cost the Council additional money in time/costs. As the Council had a budgeted contingency of £10,000 it was <b>resolved</b> that if any urgent decisions needed to be made this would be delegated to the Clerk with approval required from both the Chair and Vice Chair up to a maximum of £10,000.</p>	
11.	<p><b>Traffic/Highways</b></p> <p>11.1 Update on progress of traffic consultancy project and confirm next steps</p> <p>Cllr. Sansom reported that he had sent round a summary report from the draft consultant's report that had been received. It was <b>resolved</b> that the Traffic Committee would now take this forward and some amendments were required on the draft report due to the fact that ATC data was not collected on Clayton Road which it was agreed was an important area. A meeting would be arranged with Motion and ESCC Highways as it is important to have ESCC Highways involved to ensure that proposals are acceptable and compliant with regulations. It was noted the amended report would need to be agreed by the full Council prior to going out to consultation.</p> <p>11.2 To resolve additional costs for data survey if required</p> <p>The Council <b>resolved</b> to request that Motion arrange for additional ATC data to be collected on Clayton Road and north of Folders Lane roundabout up to the costs of £1,000. It was noted they should be asked to check with Highways first in case any data is already available at these locations.</p>	
12.	<p><b>Recreation Ground and Burial Ground</b></p> <p>12.1 To review football pitch charges for 2022/23 season</p>	

	<p>The Clerk had circulated information relating to charges that other local councils make for the hire of football pitches. It was <b>resolved</b> that the fees would be as follows for 2022/23:</p> <p>Pitch hire for matches: £60 per session (50% discount under 18's)  Training session hire: £15 per session (50% discount under 18's)</p> <p>12.2 To approve football pitch maintenance additional charges  The pitch was much improved following the renovation works, however the contractor recommended a further spray weed/feed treatment at £300 which was approved as this needed to be done prior to the Council meeting, a further vertidrain treatment was recommended and the Council <b>resolved</b> the cost of £200 for this to be completed when required. The Council in addition <b>resolved</b> the costs of £60 for line marking and £15 for third party pitch inspections as and when required.</p> <p>12.3 To approve Deed of Grant application  The Council <b>resolved</b> an application from a resident for two plots.</p> <p>12.4 To approve request from resident in relation to the removal of hedge on recreation ground boundary  The Clerk advised the Council that a request had been made from a resident to remove a hedge, which they claimed was on their boundary along the recreation ground and replace this with a fence. The Council <b>resolved</b> to delegate Cllr. Stapleton to look at the land registry and inspect the site and would then liaise with the Clerk regarding the matter but it was important to clarify the boundary.</p>	
13.	<p><b>Street Lighting</b>  13.1 To consider quotations and the use of the new lantern design  The Clerk had circulated quotations for repairs to 5 units which included 5 new lanterns and a new pillar for the sum of £11,303.30 using the old-style lantern or £9,631.02 using the new Valentino lantern. The Council <b>resolved</b> to proceed with the quote using the Valentino design due to several factors including better quality lighting, environmental factors, less future maintenance and savings in costs.</p>	
14.	<p><b>Finance</b>  14.1 To approve the schedule of payments for September 2022  The schedule of payments was circulated and payments amounting to £15,111.06 was <b>resolved</b> by the Council. However, the Council <b>resolved</b> that only 80% of the Motion invoice received would be paid as some work was still outstanding on Phase 1.</p> <p>14.2 To receive the bank reconciliations  The bank reconciliations for the 31.07.22 and 31.08.22 were circulated and <b>resolved</b>.</p> <p>14.3 To note internal auditors' terms of engagement for 22/23  The Council <b>resolved</b> the terms of engagement for the internal audit process for 2022/23.</p> <p>14.4 To consider option to opt out of the SAAA central external auditor appointment arrangements  The Council <b>resolved</b> not to opt out of this arrangement.</p>	Clerk
15.	<p><b>Correspondence &amp; Consultations</b>  15.1 Update from MP – The Clerk had circulated the update sent by Maria Caulfield.  15.2 SDNP Review of the South Downs Local Plan to consider correspondence from SDNP and report from meeting with SDNP  Cllr. Rowling reported that she attended a meeting with the Clerk and Chris Patterson from the SDNP in respect of the review of the Local Plan. It was noted that if the Council wanted to remove any previous allocated sites this would involve a full review including the regulations and referendum which would obviously involve a lot of time and costs. It was suggested the Planning Committee should look at reviewing all policies in the Neighbourhood Plan as a starting point. The SDNP should be informing Parish Councils of the potential list of sites that have come forward in Dec/Jan and will then consult with the Parish Council on this. The Council have informed the SDNP of their intent to possibly carry out a full review of the NP.</p> <p>15.3. To consider call for sites from SSDNP for development and offsetting and local green spaces – 28 September</p>	

	<p>The Council <b>resolved</b> to submit the triangle of land off Keymer Road as a local green space site. This is currently leased from UK Power Networks and it was felt this met the criteria required by the SDNP. Cllr. Rowling and the Clerk were delegated to complete the submission form as this had to be submitted by the 28 September.</p> <p>15.4 To discuss feedback on rural grass cutting trial The Council <b>resolved</b> to continue with this next year, as it was felt it was successful and encouraged wildlife and was a positive environmental project.</p> <p>15.5 SDNP Design Guide Supplementary Planning Document (SDP) This was noted by the Council.</p> <p>15.6 Sussex Wildlife Trust – consultation on the future management of Ditching Beacon The Council made no comment on this consultation.</p>	
16.	<p><b>Reports from representatives on outside bodies, events and training.</b> Cllr. Barna noted she had attended the 20's Plenty remote meeting.</p>	
17.	<p><b>Staffing Committee</b> <b>Please note item 15.1 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.</b></p> <p>17.1 Update from Staffing Committee This item was noted in a confidential minute report.</p>	
18.	<p><b>Future meeting dates and items for future agenda</b> Parish Council Meeting – 24 October 2022 at 7pm</p>	

The meeting closed at 21:24hrs

#### Schedule of Payments

06/09/2022	GTA Civils and Transport	£675.00	Fees in relation to car park
06/09/2022	Motion Consultants Ltd	£10,177.45	Traffic consultancy
06/09/2022	Staff Salaries	£1,584.63	September salaries
06/09/2022	HMRC	£475.45	September PAYE
06/09/2022	East Sussex Pension Fund	£535.34	staff pensions
09/09/2022	Poison Ivy	£70.00	Floral tribute Queen
09/09/2022	Ditchling Village Hall	£15.00	hall hire
12/09/2022	Zoom Video Comms	£14.39	video communication fees
16/09/2022	Poison Ivy	£10.00	flowers for church - refresh
19/09/2022	RA County Services Ltd	£660.00	football pitch
30/09/2022	Lewes District Council	£280.80	dog bin emptying
30/09/2022	Lewes District Council	£91.00	burial ground bin emptying
30/09/2022	InReach Print	£42.00	photocopier
30/09/2022	PKF Littlejohn	£480.00	external audit
	<b>Total payments:</b>	<b>£15,111.06</b>	