



## DITCHLING PARISH COUNCIL

Ditchling Village Hall 18 Lewes Road Ditchling East Sussex BN6  
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### **Minutes of the Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Monday 27 February 2023 at 7.00pm**

Present: Cllrs Madden (Chair), Farrands, Rowling, Stapleton, Ingham, Craven and Orme

Sarah Mamoany (Clerk)

Public Participation:

Trevor Leggo – ESALC (East Sussex Association of Local Councils)

12 members of the public

A representative from The Ditchling Society spoke in relation to SDNP/23/00023/FUL and noted their concerns that work has already commenced on the site and commented on the request for the change of use and that improvements were needed to the public right of way that ran through the land.

A resident spoke in relation to SDNP/23/00338/HOUS and noted they did not have an objection to the application but noted the line of the wall would mean the loss of two trees and that an alternative option should be considered to retain these trees.

The applicant spoke in relation to SDNP/22/05011/CND to support their application and explained that this is not an application for a new building and they are utilizing a current building called the Nest Box which has received no complaints in relation to noise or traffic over the summer and they are looking to extend the use of this building from September to April. They explained the increase in costs for the running of the farm, including higher feed costs and utility costs and hence why they need to diversify and look at other streams of income. They are trying to keep the farm running and commented that objectors of the application need to consider if they left the farm, that could lead to other uses of the lands, such as an industrial estate. The farm works to support local wildlife and farming in the village and asked Councillors to talk with and support the 4 farms in Ditchling.

A resident's statement was read out in support of SDNP/22/05011/CND as they were unable to attend. This noted the increase in costs, threat of avian flu and how farmers are having to diversify to survive. If small farms disappear, they are taken over by large companies who do not support the wildlife as a small organic farm would. The NPPF states that farmers efforts should be supported by using existing buildings.

A resident spoken in relation to SDNP/22/05433/HOUS and commented that they do not think the application will have a negative impact on the High Street.

Edward Elford attended the meeting and formally apologised to the Council for an error in his recent leaflet campaign which pictured a photograph of Ditchling Parish playground stating that LDC were upgrading the playground and noted this information is incorrect as it is the play area at Long Park Corner in the ownership of LDC that is being upgraded.

A member of the public commented that the minutes of the meeting held on the 7 February 2023 were not on the Council website.

A resident spoke in relation to SDNP/22/05011/CND and how noise was impacting them and this was noted over the past two weekends.

A resident spoke in relation to SDNP/22/05011/CND and how residents have been impacted by noise from this site for the past 2 years, although they understand that everyone is under financial pressures this application will cause further issues in the future if it was approved.

1.	<b>Declarations of Interest</b> – Cllr. Madden advised that she has no pecuniary interest in SDNP/22/05011/CND but was previously asked to report back to the Council from meetings held as a Parish Council representative and wanted to clarify this position.	
2.	<b>Apologies of absence</b> – Apologies were received from Cllrs. Sansom, Barna and Jones.	
3.	<b>To approve the minutes of the Parish Council meeting held on the 16 January 2023 and the 7 February 2023</b> The minutes of the meeting held on the 27 January 2023 and the extraordinary meeting held on the 7 February 2023 were <b>resolved</b> and duly signed by the Chair as an accurate record of the meetings.	
4.	<b>Actions from previous minutes</b> A response had been received from the ESCC Traffic and Safety Manager in respect of the fly tipping that was recently discussed in Underhill Lane. The response advised that this would sit solely with the District Council and Highways would attend to close or make a road safe until the District Council were able to attend and deal with the fly tipping. They are not aware of any requests from LDC to licence covert cameras but confirmed that they support Districts where they can with CCTV on the highway to record anti-social behaviours.  The new noticeboard in the burial ground is being installed and the other sign will be used on the other side of the burial ground.  The Clerk attended a meeting with Wivelsfield Parish Council in respect of a request by residents for improvements to a bridleway that is located in Ditchling Parish which runs from Wivelsfield to Ditchling Common. The residents want to see an all-weather surface suitable for ‘use for all’ like the green circle in Burgess Hill recently created. In the first instance the Clerk will contact ESCC Rights of Way to see if they could identify the landowners and ask if any improvements could be made to the surface/drainage of this bridleway.  A remote meeting has been arranged with MP Maria Caulfield on the 3 March at 1pm with Cllr. Orme and Barna attending to discuss traffic issues.  A meeting has been arranged with SDNP in relation to the interpretation board for the car park which has still yet to be delivered	Clerk        Cllr. Barna/Orme
5.	<b>Clerks Report</b> The Clerks report was circulated and noted.	

## 6. Planning

The following comments were **resolved** and submitted to the planning authority.

6.1 SDNP/22/05011/CND - The Macs Farm Dumbrells Court Road Ditchling BN6 8GT- Variation of condition 2 (use ancillary to campsite between May and September) related to Prior Notification SDNP/21/00865/PA3R and addition of Planning Statement, Acoustic Assessment and Transport Statement. - The Council object to this application as they are concerned that there is not adequate information provided relating to noise management in respect of the 'Nest Box' building and how this would be monitored to avoid issues occurring. The Council consider the noise issues could be adequately dealt with so as to allow this further use but this evidence is not available within the application as to how this will be achieved. The Council would like to be reconsulted if any additional information regarding noise management is provided by the applicant.

6.2 SDNP/22/05707/HOUS - Morar 86 Lewes Road Ditchling BN6 8TY - Erection of single storey rear extension and associated demolition of existing rear extension, rear dormer with Juliette balcony, barn end roof extension, installation of rooflights to front, alterations to existing garage, and demolition of existing summerhouse – No comment.

6.3 SDNP/23/00023/FUL - Garden Pride Garden Centre Common Lane Ditchling BN6 8TN -Change of use to informal recreation with planting, creation of footpaths, seating and other minor structures, and associated works. – The Council object to the application on the basis of concerns that the applicant has not provided adequate information in relation to the change of use to informal recreation and what class is now proposed for future use of this land. The Council are concerned that this change of use could lead to other uses of the land in the future. However, having spoken to the case officer we understand that change of use is required. The Council notes that the right of way across this land has deteriorated badly in recent years due to the fencing on both sides and the fact that the land to the east is wet, as stated in the application. We ask that as part of the permission the path surface is repaired so the path is passable all year round. This could be partially achieved by the remove of the eastern fence which would not impact on the applicant's use of that field.

6.4 SDNP/23/00255/HOUS & SDNP/23/00256/LIS - 28 West Street Ditchling BN6 8TS - Minor internal alterations to the ground floor and the removal of glazed roof to replace with three conservation roof lights – No comment.

6.5 SDNP/23/00154/HOUS - 64 North End Ditchling BN6 8TG - Erection of single storey side/rear extension and alterations to fenestration to rear – No comment.

6.6 SDNP/22/05433/HOUS & SDNP/22/05434/LIS - 8 High Street Ditchling BN6 8TA - Infill existing porch structure with brick, render to match existing, install part glazed cottage exterior entrance door and timber sash window within infilled brick work.

Replacement of existing crittal window at third floor level with a timber sash window.

Retrospective erection of a 4ft close boarded fence with gate. Installation of two metal retractable driveway vertical barriers. – The Council object to the installation of two metal retractable driveway vertical barriers as this is contrary to Ditchling Street and Westmeston Neighbourhood Plan Policy CONS 4 Protect character of conservation areas. These barriers are out of keeping in a conservation area in front of a listed building and would be detrimental to the street scene. The Council also wish to comment that the details of the materials of the porch structure are not detailed enough for a listed building. The Council have no objection to the fence or window works detailed in the application.

6.7 SDNP/23/00255/HOUS & SDNP/23/00267/LIS - 28 West Street Ditchling BN6 8TS - Removal of staircase and orientation revised – No comment.

6.8 SDNP/22/06003/HOUS & SDNP/22/06013/LIS - 28 North End Ditchling Hassocks BN6 8TF - Construction of extension to the rear encompassing existing outbuilding – No comment.

6.9 SDNP/23/00338/HOUS & SDNP/23/00339/LIS - 50 East End Lane Ditchling BN6 8UP - Proposals to include a new off-road car parking/ driveway for one vehicle and construction of a rear single-storey orangery of 4.6 x 5.2 metres. - The Council object to the proposals for a new off-road car parking/driveway. We consider that this could not be achieved without the loss of trees and that the new flint wall is out of scale and out of

	<p>keeping with the character/street scene and is therefore contrary to Ditchling Streat and Westmeston Neighbourhood Plan Policy CONS 4 Protect character of conservation areas. The Council have no objection to the construction of the orangery.</p> <p>6.10 SDNP/22/05702/FUL &amp; SDNP/22/05703/LIS -The Bull 2 High Street Ditchling BN6 8TA - Internal refurbishment of the public house including a bar backfitting works and new timber lobby, external works with a new decking area and external huts. – The Council object to the external huts as they are concerned that the height of the external hut nearest Lewes Road is higher than the boundary wall, which is unacceptable in a conservation area and contrary to Ditchling Streat and Westmeston Neighbourhood Plan Policy CONS 4 Protect character of conservation areas. The Council have no objection to the internal works.</p> <p>6.11 SDNP/23/00485/HOUS - 90 East End Lane Ditchling BN6 8UR - Erection of single-storey ground-floor rear extension, single-storey first-floor side extension, shed to front elevation, addition of canopy to front elevation, and replacement roof to existing car port. – No comment.</p> <p>6.12 SDNP/23/00382/TCA - 8 The Twitten Ditchling BN6 8UJ - T1- Poplar- Re-pollard remove 2 meters regrowth off top, reduce 1x stem top height on eastern side by 1 meter further than the original pollard T2- Sycamore- reduce lateral branch length by 1.5 meters on eastern side of the tree and remove 2x low southern lateral branches approx. 10cms diameter. – No comment.</p> <p>6.13 SDNP/22/05939/HOUS - 2 Barnfield Gardens Ditchling BN6 8UE - Erection of side and rear extension, addition of two dormers to west and one dormer to east elevation, raising of catslide extension to west elevation, addition of flat rooflight to side elevation and conservation rooflight to front, new rendering throughout, alterations and resurfacing to driveway, and demolition of existing faux pitch roof to garage – no comment.</p> <p>6.14 Any other applications received since publication of the agenda. Additional information had been sent to the Council in respect of appeal Y9507/W/22/3292828 Land West of the Drove and it was <b>resolved</b> that Cllr. Rowling and the Clerk would be delegated to submit a response to the Planning Inspectorate on these documents.</p>	Clerk/Cllr Rowling
7.	<p><b>Car Park Project</b></p> <p><b>7.1 Update on car park project and progress</b> It was noted that the amendment to the contract has been signed by DGP Infrastructure and Gould Baxter will return the original copy to the Council tomorrow for signature. The outstanding items that are not completed to date are: soft landscaping snagging (seeding/replacement planting), alteration/replacement of height barrier, installation of noticeboard and final surface dressing (which will be delayed till spring). A site meeting is being held on the 28 February with the Clerk, Cllr. Madden and Orme to discuss practical completion and the car park being opened. Issues have been raised by the adjoining landowner regarding drainage and this is being looked at by GTA Civils. The S106 Discharge of obligations notice has been received on the 20 February 2023 by the SDNP. ESCC Highways have inspected the works on the Highways and noted that some work needs to be completed on reinstatement of the verge.</p> <p><b>7.2. Approval of valuation certificates/practical completion certificate</b> Valuation certificate number 4 for the sum of £5,562.24 plus VAT had been received and circulated. The Council <b>resolved</b> to make payment on receipt of invoice from DPG Infrastructure by the payment due date of the 10 March 2023.</p> <p><b>7.3 To consider costs for fencing on northern boundary</b> Following the completion of the risk assessment, it was decided that the northern boundary stream required fencing off and a quote for £1,129.88 plus VAT had been obtained to complete this work. The Council <b>resolved</b> to proceed with this quote which would have to be completed following practical completion as access to the site is not yet possible. The Clerk has approached the SDNP in respect of the additional CIL funding and they have confirmed that these funds can be used for this work and the directional signage costs.</p>	Clerk  Clerk  Clerk

	<p><b>7.4 Car Park directional signage and associated costs</b>  The signage scheme drawn up by ESCC Highways was circulated the Clerk is awaiting costs for this work. The SDNP have made some comments in relation to the signage as they were made aware of the scheme due to the request for funding. These comments will be forwarded to ESCC Highways. The scheme for the signage also includes signs for the village hall car park and it has been suggested by ESCC Highways that the Council contact LDC to approach them for a contribution towards these costs.</p>	
<p><b>8.</b></p>	<p><b>Recreation Ground &amp; Burial Ground</b>  <b>8.1 To report on meeting with Ditchling Football Club and discuss outstanding invoice for goalpost installation</b>  Cllrs. Madden and Farrands with the Clerk had met with the treasurer of Ditchling Football Club and discussed the matter of the outstanding invoice. The Club had provided accounts for the Council's information and they advised they were not in a good financial position to pay the invoice from the contractor to install the goalposts. The Council considered the position and noted that the contractor had still not been paid for work completed in the autumn. It was <b>resolved</b> that the Council would confirm the position with the internal auditor and if acceptable make a payment of 50% of the invoice for the sum of £320 and request that Ditchling Football Club paid the remaining 50%.  <b>8.2 Playground Improvements and communications from third parties</b>  It had been noted that a newsletter distributed by Edward Elford a local campaigner had contained an article relating to a play area upgrade being confirmed with a photo showing Ditchling Parish Council playground. This information was incorrect as LDC had confirmed that the funding was for a play area in their ownership at Long Park Corner. The Council <b>resolved</b> that the author of the article should redact this information at the earliest opportunity in their next communication to the Parish.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>9.</b></p>	<p><b>Traffic and Highways</b>  <b>9.1 Update on traffic consultancy project and associated costs</b>  It was noted that following the last meeting the mapping information had been sourced from ESCC and O/S with no fees payable, therefore the proposed costs of £1,898 plus VAT was no longer applicable. The consultants had advised the Phase 2 work should be completed by mid-April.</p> <p>Cllr. Stapleton reported that traffic data on Clayton Road was being completed again with no additional charges.</p> <p>The notes from the meeting held on the 16 January with representatives from Westmeston Parish Council and Ditchling Parish Council were circulated. The issue of the Beacon Parish Traffic Group was raised by Cllr. Stapleton and he noted that this should be reconvened. It was noted that this group was an informal group and the Traffic Committee had been formed to replace it following Ditchling Parish Council receiving funds for the traffic consultancy; it comprised of the same members but with terms of reference and was administered by Ditchling Parish Council. It was agreed that the Cllr. Madden as Chair would liaise with the Chair of Westmeston Parish Council to explain this position.</p> <p>Cllr. Stapleton highlighted the following points from the meeting: Streat Parish Meeting were currently seeking a representative to attend future meetings; both Streat and Westmeston would work together with Ditchling on the Phase 2 report and subsequent public consultation; all Councils would be responsible for consultation, funding and agreement of traffic schemes within each Parish.</p> <p>It was noted that Motion was liaising with Jon Wheeler from ESCC Highways and were currently awaiting a response.</p>	<p>Cllr. Madden</p>

<p><b>10. Scout Hut</b>  <b>10.1 Report from Working Party Meeting – 14 February 2023</b></p>	<p>The Working Party met to discuss the current position and the Clerk contacted the Scouts in order to understand if and when they wished to give notice as it seemed from communications that this was their intention. A response had been received today from the Scouts 1<sup>st</sup> Ditchling confirming that they wish to give 6 months' notice vacating on the 27 August 2023. A further working party meeting will be held following the receipt of this notice.</p> <p><b>10.2 To discuss the registration of land with the Land Registry and associated costs</b></p> <p>The Working Party recommended to the Council that the land should be registered with the Land Registry and the solicitor had provided a quote for £850 plus VAT and disbursements. The Council <b>resolved</b> to proceed with this and register the property as 1,2,3 Ditchling Gardens and adding the appropriate number in East End Lane for the building.</p>	<p>Working Party</p> <p>Clerk</p>
<p><b>11. King Charles III Coronation</b>  <b>11.1 To discuss King Charles III Coronation</b></p>	<p>The Clerk had circulated information from the Secretary of State for Levelling Up, Housing and Communities advising how communities could get involved with the celebrations. The Council noted that they did not wish to commemorate the event at this time.</p>	
<p><b>12. Rural Verge Grass cutting 2023</b>  <b>12.1 To discuss options for 2023 season</b></p>	<p>The Council <b>resolved</b> to continue with the rural verge grass cutting trial as they had been involved with this last year.</p>	
<p><b>13. Finance</b>  <b>13.1 To approve schedule of payments for February 2023</b></p>	<p>The schedule of payments for the sum of £19,474.53 which included the payment to DGP Infrastructure of £8,122.60 that was agreed at the meeting held on the 7 February 2023. With the addition of the payment agreed under item 7.2 the schedule of payments amounted to £26,149.22 which the Council <b>resolved</b>.</p> <p><b>13.2 To approve bank reconciliations for 31.01.2023</b></p> <p>Cllr. Orme confirmed that he had signed off the bank reconciliations and the Council <b>resolved</b> them. It was noted the Clerk is awaiting a bank statement from NS&amp;I.</p> <p><b>13.3 Review of Financial Regulations</b></p> <p>These had been reviewed and brought into line with current practices and included the dual authorisation of payments which is being put in place at the end of the year. Therefore, the Council will continue with the current regulations and the revised regulations will be on the agenda for the next meeting.</p> <p><b>13.4 Internal Audit Interim Report</b></p> <p>The interim internal audit was held on the 31 January 2023 and the report was circulated to all Councillors. The audit advised four recommendations that are noted in the report. The matter of posting supporting documentation with the agendas was discussed by the Council and it was noted that the Clerk will add a link to the Clerk's report on the published agenda.</p> <p><b>13.5 To consider options for savings accounts and movement of funds</b></p> <p>The Clerk noted that following a recent phone call to the NS&amp;I in relation to the savings account, she was advised that the interest rate was only 0.6% and therefore as interest rates have recently increased it was sensible to consider other options. As the Council have an account with Unity Trust and they are offering an interest rate of 2% then it was <b>resolved</b> to close the NS&amp;I account as they could not offer any additional accounts to the Council and open a savings account with Unity Trust and transfer the funds of £80,962.35 to the Unity Trust account. The Council are also looking to move the current account from the Co-Operative Bank and using the Unity Trust account as this has dual authorisation.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<b>14.</b>	<b>Parish Council Business Plan</b> <b>14.1 To consider the creation of a Parish Council Business Plan</b> Cllr. Madden had arranged with Trevor Leggo (ESALC) to hold a meeting to start the process of developing a Business Plan for the Council. The date for this meeting is the 14 March at 10am. Trevor Leggo explained the process to the Council and once completed this document would assist the Council with planning and budgeting for the next 4 years.	
<b>15.</b>	<b>SDNP CIL Funding and Projects</b> <b>15.1 To review SDNP CIL funding projects and consider application</b> The Clerk had circulated a list of projects that were currently on the SDNP Infrastructure Business Plan and the Council <b>resolved</b> to request these remain on the list for future CIL funding. Any bid for this year need to be submitted by the 3 March 2023.	Clerk
<b>16.</b>	<b>Correspondence and Consultations</b> <b>16.1 Report from MP</b> This was circulated and noted. <b>16.2 Levelling up and regeneration bill – reforms to national planning policy consultation – 2 March 2023</b> This was a complicated consultation with 58 questions and it was <b>resolved</b> to delegate the Clerk, Cllr. Rowling and Cllr Orme to put a response together and then circulate for agreement via email due to the deadline date for submission. <b>16.3 SDNP Local Plan Review update – to consider setting up a working part to review</b> It was <b>resolved</b> that members of the Planning Committee would form a working party to review the documents and bring these back to the full Council for approval. <b>16.4. Hadlow Down Parish Council – ESCC Highways</b> A letter was circulated and noted and it was agreed that the Council would not support the content as it was felt that there were better ways to deal with Highways issues.	Cllrs. Orme/ Rowling /Clerk   Clerk  Clerk
<b>17.</b>	<b>Reports from representatives on outside bodies, events and training</b> It was noted the Clerk and Cllr. Rowling had attended appraisal training.	
<b>18.</b>	<b>Future meeting dates</b> Parish Council Meeting – 27 March 2023 at 7pm	

The meeting closed at 21:23 hrs.

Schedule of Payments – February 2023

Date	Payee Name	£ Total	
03/01/2023	InReach	£49.14	photocopying
15/01/2023	Southern Office Furniture	£330.00	Office desk/pedestal
15/01/2023	Postage	£2.35	postage
15/01/2023	Amazon	£7.98	wall calender
10/01/2023	Hassocks Hardware	£8.98	office keys
13/01/2023	Zoom	£14.39	remote meeting subscription
31/01/2023	InReach	£42.00	photocopying
19/01/2023	CHAP payment fee	£25.00	bank charges
27/01/2023	Adobe Acrobat	£13.14	software
01/02/2023	Ditchling Village Hall	£35.00	hall hire
01/02/2023	Sussex Sign Centre	£469.20	Car Park entrance sign
01/02/2023	DGP Logistics Plc	£8,122.60	car park construction costs (authorised at meeting 7.02.23)
01/02/2023	Gould Baxter	£3,300.00	car park contract admin fees
01/02/2023	Falon Nameplates Ltd	£112.08	memorial plaque
01/02/2023	GTA Civils	£450.00	professional fees car park
01/02/2023	Simon Woodley	£202.80	erect office furniture/repairs and materials
01/02/2023	Huskiison Brown Associates	£712.20	professional fees professional fees
01/02/2023	Simon Woodley	£297.00	burial ground tidy/bin empty
01/02/2023	RA Country Services Ltd	£300.00	football pitch maintenance/pitch inspection fees
09/02/2023	ESALC Ltd	£96.00	training courses
09/02/2023	Zoom	£14.39	remote meeting subscription
09/02/2023	Lewes District Council	£42.00	bin emptying charges
15/02/2023	Kitman Ltd	£817.20	new computer/software/installation
15/02/2023	Kitman Ltd	£156.00	webcam/IT services
28/02/2023	Staff Salaries	£2,190.47	February salaries
28/02/2023	East Sussex Pension Fund	£564.48	staff pensions
28/02/2023	HMRC	£628.23	February PAYE
20/02/2023	Viking Direct	£60.74	Stationery
20/02/2023	RA Country Services Ltd	£220.00	football pitch maintenance/pitch inspection fees
20/02/2023	Mulberry & Co	£191.16	Internal audit fees
10/02/2023	DGP Logistics Plc	£6,674.69	car park construction costs
	<b>Total Payments:</b>	<b>£19,474.53</b>	