



## 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 24 April 2023 at 6.30pm

Present: Cllrs Madden (Chair), Farrands, Rowling, Orme, Sansom, Barna and Stapleton.

Sarah Mamoany (Clerk)

#### Public Participation:

4 members of the public

A member of the public commented on the date noted on the Business Plan meeting which must be incorrect as it stated the 21 May.

A member of the public noted that the larger trees in the new car park were being damaged by rabbits eating the bark.

1.	<b>Declarations of Interest</b> – No declarations of interest were made.	
2.	<b>Apologies of absence</b> – Apologies were received from Cllr. Ingham and Jones.	
3.	<b>To approve the minutes of the Parish Council meeting held on the 27 February 2023 and 27 March 2023</b> The minutes of the meetings held on the 27 February 2023 and 27 March 2023 were <b>resolved</b> and duly signed by the Chair as an accurate record of the meeting.	
4.	<b>Actions from previous minutes</b> It was noted a meeting with MP Maria Caulfield in respect of traffic will be held on the 25 April at 5pm with Cllr. Barna, Farrands and Stapleton attending.  A meeting was held with the SDNP in respect of the interpretation board for the car park. The estimated costs would be around £1,500 but funding could be available from the SDNP or CIL grant funding. It will probably take a period of 6 months from design to installation.  A letter was sent to the Secretary of the Turner Dumbrell Foundation to thank them for the donation of £20,000 towards the playground project.  It was noted the Ditchling Newcomers Party was cancelled.	
5.	<b>Clerks Report</b> The Clerks report was circulated and noted.	

<p><b>6. Planning</b></p>	<p>The following comments were <b>resolved</b> by the Council</p> <p><b>6.1 SDNP/23/01354/FUL - Ditchling Museum of Art And Craft Lodge Hill Lane Ditchling BN6 8SP - Re-covering of slate roof over principal exhibition space using natural slate, replacement of timber windows with same profiles and double glazing, installation of a stepped access adjacent to the museum entrance</b> - No objection. The Council would like to comment that as a previous application looked at the possibility of solar panels perhaps consideration should be taken in respect of sustainability to install solar roof tiles, this would save on the costs of the slates for the roof and is also more aesthetically pleasing on a building than the solar panel system.</p> <p><b>6.2 SDNP/23/01188/HOUS - Radley Common Lane Ditchling BN6 8TN - Erection of single-storey side extension and alterations to ground floor fenestration</b> No objection.</p> <p><b>6.3 SDNP/23/01262/HOUS - Bulls Brow Common Lane Ditchling BN6 8TN - Demolition of outbuilding and erection of two-storey annexe</b> – No objection, however, the annexe should be ancillary to the main dwelling.</p> <p><b>6.4 LW/23/0109 - Lone Oak Farm Spatham Lane Westmeston BN6 8XL - Erection of part single storey and part two storey extension to the front elevation, alterations to fenestration including 2no. dormer style windows and balcony to front elevation and 3no. dormer style windows to rear</b> – no objection.</p> <p><b>elevation 6.5 SDNP/23/01527/TCA - 44 North End Ditchling BN6 8TF - T1 - Beech - Remove to ground level and grind stump T2 - Beech - Remove to ground level and grind stump T3 - Lime - Remove to ground level and grind stump</b> – no objection.</p> <p><b>6.6 SDNP/23/01658/TPO - Dumbrells Court North End Ditchling BN6 8TG - Robinia - Crown reduce east facing laterals by 2.5m, remove deadwood and crown lift to 3m, and removal of deadwood branches, and crown lifting to a height of 3m 945 - Sycamore - Reduce overall size of crown by 3m or carefully fell to near ground level, and reduction of lateral branches suitable growth points 946 - Hawthorn- Crown lift to 3m from ground level.</b> – no objection.</p> <p><b>6.7 Any other applications received since publication of the agenda.</b></p> <p>None to note.</p>	
<p><b>7. Car Park Project</b></p>	<p><b>7.1 Update on car park and associated costs</b></p> <p>The fencing to the south boundary of the car park has been completed. Following the last meeting a pay less notice was submitted to the contractor by Gould Baxter on behalf of the Council in respect of liquidated damages, due to the delay in the car park completion date. It was confirmed that the certified sum, inclusive of VAT (£3,372.26) less the liquidated damages (£4,250) results in a figure due back to the employer from the contractor of £877.74. This will be deducted from the final payment invoice. It was noted that a lot of positive comments have been received about the car park. No overnight parking is allowed due to the planning conditions.</p> <p><b>7.2 To discuss additional drainage works and associated costs</b></p> <p>Further to issues with the adjoining neighbours gateway being flooded following heavy rain a quote has been received to install an additional channel drain in the field gateway for the sum of £5,646.34. The Clerk advised that the SDNP CIL funding could be used to pay for these additional works and ideally the works need to be completed prior to the top-dressing work being carried out on the 4 May. The Council <b>resolved</b> to obtain a second quote as they felt the quote was not value for money. Cllr. Stapleton advised that a specification of the works should also be requested.</p> <p><b>7.3 To discuss car park closure in respect of top surface dressing works</b></p> <p>The top-dressing works will be carried out on the 4 May and in order to ensure the car park is clear of vehicles, the car park will shut the day before. DGP will be on site from 4pm on the 3 May to secure the car park site in preparation for the works to be completed on the 4 May. Cllr. Sansom offered to put up cones to close the car park on the evening of the 2 May. The Clerk will arrange for notices to go up in advance informing that the car park will be closed for this period.</p>	<p>Clerk</p> <p>Clerk/Cllr. Stapleton</p>

	<p>Gould Baxter are chasing the sample of the top-dressing chippings for approval prior to the work commencing.</p> <p><b>7.4 To review directional signage and associated costs</b></p> <p>This information has not been received by ESCC Highways.</p>	
8.	<p><b>Recreation Ground &amp; Burial Ground</b></p> <p><b>8.2 To consider quote for football pitch end of season renovations work</b></p> <p>A quote had been received for the sum of £5,500 for the renovation work and a cost had been obtained for the Council purchasing the sand direct, which reduced the quote to £4,574 plus VAT where applicable. The Council <b>resolved</b> to proceed with the renovations work as per the quote.</p> <p><b>8.2 To consider survey in respect of playground project and associated costs</b></p> <p>A draft survey had been circulated by Cllr. Farrands and it was suggested that this needed to be reduced to a simplified list of questions, a draft of which was also circulated. The Council <b>resolved</b> to move forward with producing an online survey in the shortened version which could be promoted in the local magazine for distribution in June. It was noted the survey needed to be promoted by the Parish Council with responses being submitted to the Council. The Clerk had researched the software available for surveys and it seems that a subscription would be required to cover the type of survey needed and the Council <b>resolved</b> a budget of £400 for an annual subscription.</p> <p><b>8.3 To consider request from cricket club in respect of storage outside groundman's hut</b></p> <p>Ditchling Cricket Club has submitted a request for 3 wooden storage units to be located to the rear of the groundsmans hut. The Council <b>resolved</b> that this was acceptable and would need to be added to the lease.</p> <p><b>8.4 To review groundman's hut lease to Ditchling Cricket Club</b></p> <p>The draft lease with comments was circulated and it was noted that this should incorporate the additional storage, request that the tenant reimbursed the landlord for the insurance costs, the tenant would be required to insure the contents of the building and the clause in respect of the grounds keeping duties and maintenance should be looked at and advice sought from the Council's solicitor.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
9.	<p><b>Traffic and Highways</b></p> <p><b>9.1 Update on traffic consultancy project and associated costs</b></p> <p>It was noted that Jon Wheeler (ESCC Highways) had still not responded with comments to the Phase 1 report. Cllr. Stapleton suggested that the Council accept the draft Phase 2 report on the basis that this would not go out to public consultation until it had been reviewed by ESCC Highways. The Clerk recommended that ESCC reviewed the Phase 1 report prior to the consultant sending it to the Council due to previous experience of issues where Highways were not in agreement with traffic schemes. The Council <b>resolved</b> to instruct Motion to issue the draft document without Highways reviewing it on the understanding it would not go out to public consultation until approved by Jon Wheeler (Highways). Motion had advised the Phase 2 report will be completed by the end of April.</p> <p><b>9.2 To consider payment of invoice in respect of contribution towards the Spatham Lane speed reduction works</b></p> <p>The Council <b>resolved</b> to pay the invoice from Westmeston PC for the sum of £6,800 towards the costs of the implementation of the speed limit reduction in Spatham Lane. This will come from the budget for traffic in 2022/23.</p>	<p>Clerk</p> <p>Clerk</p>
10.	<p><b>Dame Isabella Sprotts Eleemosynary Charity</b></p> <p><b>10.1 To appoint trustees to the Dame Isabella Sprotts Eleemosynary Charity</b></p> <p>The Council <b>resolved</b> to appoint Cllrs. Madden and Stapleton as trustees.</p>	Clerk
11.	<p><b>Finance</b></p> <p><b>11.1 To approve schedule of payments for April 2023</b></p> <p>The schedule of payments for the sum of £13,759.22 was <b>resolved</b> by the Council.</p> <p><b>11.2 To approve bank reconciliations for 31.03.2023</b></p> <p>The bank reconciliations had been circulated to all Councillors, with the exception of the NS&amp;I. Cllr. Orme confirmed that he had signed off the bank reconciliations for all accounts which were <b>resolved</b> by the Council; this included the NS&amp;I account which had</p>	



	Westmeston Parish		25% costs of 40mph Spatham Lane scheme
30.03.2023	Council	£6,800.00	Community Match
28.04.2023	Staff salaries	£2,011.79	April salaries
28.04.2023	HMRC	£583.23	PAYE April
28.04.2023	East Sussex Pension Fund	£543.50	staff pensions
28.04.2023	InReach	£48.86	photocopier
19.04.2023	Simon Woodley	£912.00	post and rail fencing to car park boundary
24.04.2023	Viking	£55.42	stationery
19.04.2023	Simon Woodley	£444.00	mowing, burial ground bin, playground repairs

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**£13,759.22**

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