



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 March 2023 at 7.00pm

Present: Cllrs Madden (Chair), Farrands, Rowling, Orme, Sansom and Ingham (joined meeting from item 6.5)

Sarah Mamoany (Clerk)

Public Participation:

5 members of the public

A resident commented on application SDNP/22/04487/FUL which had come before the Council previously and raised concerns that although the length of the sand school had been reduced, no mention was made of the width and they were not sure if the reduction would have an impact on the levelling of the hillside. They noted concerns about ecology reports which were related to the site and not outside the site, drainage and the impact on the SSSI.

A member of the public requested a copy of the marked up financial regulations noted in item 11.3 on the agenda and commented this document was not available on the website.

A member of the public asked about the traffic consultancy document and when this would become available to the public. Cllr. Farrands noted that Phase 2 would be completed in mid-April and this document would be available to the public.

1.	Declarations of Interest – No declarations of interest were made.	
2.	Apologies of absence – Apologies were received from Cllrs. Craven, Barna, Stapleton and Jones.	
3.	To approve the minutes of the Parish Council meeting held on the 27 February 2023 The minutes of the meeting held on the 27 February 2023 were resolved and duly signed by the Chair as an accurate record of the meeting.	
4.	Actions from previous minutes The Clerk confirmed the payment was made to the ground's contractor in respect of goalpost installation, as agreed at the last meeting, with 50% paid by the Council and 50% paid by Ditchling Football Club. In respect of the issue with the bridleways that were noted at the last meeting connected to Wivelsfield Parish Council the Clerk at Wivelsfield had been in contact with the Rights of Way Officer at ESCC and they had confirmed that the route falls within the Ditchling Common Country Park boundary and improvements are being considered to the park as a whole. Whilst the focus will be on the southern area near the main car park, it's hoped	

	<p>that there will be funds for modest improvements to the bridleway. A consultation involving local Councils is planned. The Rights of Way Team's responsibilities extend to the maintenance of the path for walkers and horse riders, but not cyclists. The query in respect as to a shared use path has also been passed to the Council's Walking and Cycling strategy team in case it's an area of the County they're looking at. They are also looking at a particularly bad area on bridleway 69a to see if this can be remedied.</p> <p>The meeting with MP Maria Caulfield was cancelled and a new date is being arranged.</p> <p>A correction was published by Edward Elford in respect of the incorrect information published in a campaign leaflet distributed to all residents regarding Ditchling Parish Council playground.</p> <p>The response to the Levelling up and regeneration bill – reforms to national planning policy consultation was circulated and submitted.</p> <p>Bank accounts update - the Unity Trust savings account is in the process of being opened and the NS&I account closure form has been completed and is being processed.</p> <p>Parish Council Business Plan - Following the meeting held on the 21 May a draft document has been completed for further discussion by the Council. A further meeting will be arranged in late May/early June to progress this further.</p>	Clerk
5.	<p>Clerks Report</p> <p>The Clerks report was circulated and noted.</p>	
6.	<p>Planning</p> <p>6.1 SDNP/23/00990/HOUS & SDNP/23/00991/LIS – 20 High Street Ditchling BN6 8TA - Addition of two rooflights on south facing roof pitch, rain screen treatment to south elevation to manage water ingress, replacement of windows and door on east elevation. – No comment.</p> <p>6.2 SDNP/23/01030/LIS - 21 North End Ditchling BN6 8TD – Remedial repairs to chimney stack due to water ingress. – No comment</p> <p>6.3 APP/Y9507/W/22/3312458 SDNPA Reference: SDNP/22/04046/FUL - Land West of, The Drove, Ditchling - Use of land as a campsite for 28 days a year (under Class B Schedule 2, Part 4 of the Town and Country Planning (General Permitted Development) (England) Order 2015) with occasional extended use to allow for tent and supportive infrastructure erection and removal. – Cllr. Orme had circulated some additional objection comments in respect of the application and the Council resolved to submit these to the Planning Inspectorate. The comments highlighted the location being adjacent to the village and settlement gap and noted the points raised in the Councils original objection concluding that the proposal would adversely affect the primary purpose of the Nation Park to conserve and enhance its natural beauty, wildlife and cultural heritage</p> <p>6.4 SDNP/23/00338/HOUS - 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 (amended plans). The Council object to the application as they are extremely concerned with the potential for loss of trees in a conservation area which will affect the street scene and would ask that the tree officer is requested to formally comment on the proposal.</p> <p>6.5. Any other applications received since publication of the agenda.</p> <p>The Council have received the following applications:</p> <p>SDNP/22/04487/FUL Holly Trees Underhill Lane Westmeston East Sussex BN6 8XE</p> <p>Proposal: Construction of an equestrian sand school (amended size and additional information on drainage, ecology and trees) – The application has been amended, and the Council object on the same grounds as the previous objection in respect of it not complying with the SDNP Equestrian Technical Advice Note and concerns in respect of drainage.</p>	

	<p>SDNP/23/01188/HOUS - Location: Radley Common Lane Ditchling East Sussex BN6 8TN Proposal: Erection of single-storey side extension and alterations to ground floor fenestration</p> <p>SDNP/23/01262/HOUS - Bulls Brow Common Lane Ditchling East Sussex BN6 8TN Proposal: Demolition of outbuilding and erection of two-storey annexe</p> <p>In respect of the above applications, the Clerk will check if an extension for time is possible, however if not it was resolved to circulate comments via email for agreement for submission to the planning authority.</p>	Clerk
7.	<p>Car Park Project</p> <p>7.1 Update on car park and associated costs</p> <p>The car park was opened on the 6 March following practical completion and a site meeting held previously on the 28 February with Gould Baxter, DGP Infrastructure, Cllr. Madden, Orme and the Clerk. It was noted at this meeting that it would be preferable to continue with the post and rail to the southern boundary from the height barrier to the pedestrian gate for security and to protect the hedging plants and a quote was obtained for £760 plus VAT. The Clerk liaised with the SDNP and they have agreed that the additional CIL funding can be used for this and the fencing to the northern boundary and a payment of £1,888.80 has been received and the Council resolved to proceed with the fencing.</p> <p>The date of the 4 May has been proposed by the contractors to complete the top surface and the Council agreed that they would put up notices in advance of the closure to warn users of the car park.</p> <p>The Clerk noted the following outstanding matters;</p> <ul style="list-style-type: none"> • Solar light been reported as not working • Awaiting sample of chippings from contractors to be used on top dressing surface. • Drainage channel work – quote is being prepared. • No date for soft landscaping snagging and seeding, but will be completed by end of April. • Height barrier, this is currently being discussed with contractor. • Directional signage – awaiting costs from ESCC Highways. <p>Cllr. Orme suggested that a quote was obtained for the site to be connected with mains electrical supply as we still had potential CIL funds available and this could then be used to support the light column and provide electrical vehicle charging points in the future.</p> <p>7.2. Approval of valuation certificate and to discuss and approve liquidated damages due to delay in completion date of project.</p> <p>Valuation certificate number 5 has been received and circulated and it is noted the Council can claim liquidated damages as the project was not completed by the due date on the contract. The Council resolved to claim liquidated damages of £4,250 which would be deducted from valuation certificate 5 for the sum of £2,810.22, plus VAT and the remaining credit balance would be deducted from the final valuation certificate. The Clerk will liaise with Cllr. Orme in respect of issuing a pay less notice by the required date of the 2 April 2023 which Gould Baxter would be asked to issue to the contractor.</p>	
8.	<p>Recreation Ground & Burial Ground</p> <p>8.1 To consider playground refurbishment/upgrade, funding and resources for project and timelines</p> <p>A meeting was held with a representative of the Turner Dumbrell Foundation, Cllrs. Madden, Orme, Farrands and the Clerk on the 13 March in respect of funding support for upgrading the playground in the recreation ground. Following the meeting an email was received confirming the offer of £20,000 from the Turner Dumbrell Foundation towards the playground upgrade. The Council resolved to move forwards with the work to upgrade the playground. It was noted that this will involve a lot of resources and the Clerk was currently looking at the costs to employ an outside consultant to manage the project. It was estimated the cost of the work would be around £150,000 so further funds would</p>	

	<p>need to be raised. The Council had approximately £10,000 in ear marked reserves and applications could be made for community CIL grant funding. The dates for submitting applications to LDC would be sometime after May and the SDNP would be in the autumn. It was agreed that the Clerk would submit an expression of interest form to LDC if the information they required was available.</p> <p>Cllr. Farrands noted that he had been discussing the project with a group of parents who were assisting with putting a questionnaire together which would help ascertain what people wanted in the new facility. The options of pathways, a skate park and adult fitness equipment was also highlighted by Councillors. It was noted that the Council would welcome the formation of a playground support group and would look forward to working with them on the project.</p> <p>8.2 To consider quote for football pitch end of season renovations work The Clerk had not received the quote. The Council noted that they were keen to continue with the maintenance of the pitch this year to improve the performance for future use.</p>	<p>Clerk</p> <p>Clerk</p>
9.	<p>Traffic and Highways</p> <p>9.1 Update on traffic consultancy project and associated costs It was noted that the Phase 2 report was still on target for completion in mid April. The Clerk advised she had contacted Jon Wheeler as his input was required by the consultants however, they were having difficulty in getting hold of him. Cllr. Madden advised she had spoken with the Vice Chair of Westmeston Parish Council who confirmed that they were keen to work with Ditchling and wished to be involved and attend future Traffic meetings. It was noted that an invoice would be submitted to the Council in respect of the Spatham Lane speed reduction costs from Westmeston Parish Council, this would be added to the next agenda. Cllr. Orme requested a copy of the invoice was also made available from ESCC Highways.</p>	<p>Clerk</p>
10.	<p>Scout Hut</p> <p>10.1 To confirm position in respect of notice from Scouts on current lease The Clerk had confirmed that the notice received by the Scouts had been acknowledged and they would be vacating the premises on the 27 August 2023. A meeting is being arranged for June to discuss the process of handing the property back to the Council. Insurance is being looked into for when the building becomes vacant.</p> <p>10.2 To consider the appointment of a planning consultant and associated costs The Working Party met on the 20 March and recommended to the Council that advice is sought from a planning consultant in respect of the potential options of the site for the future, it was felt this would be a good first step to assist the Council making an informed decision on what they will do moving forwards. Three quotes had been obtained and it was resolved to delegate the decision to the working party once further detail on the quotes had been confirmed with a budget of £1,200 to be available which would come from general reserves.</p>	<p>Clerk</p> <p>Working Party</p>
11.	<p>Finance</p> <p>11.1 To approve schedule of payments for March 2023 The schedule of payments for the sum of £18,926.33 was resolved by the Council.</p> <p>11.2 To approve bank reconciliations for 28.02.2023 The bank reconciliations had been circulated to all Councillors. Cllr. Orme confirmed that he had signed off the bank reconciliations for all accounts, which were resolved by the Council.</p> <p>11.3 Review of Financial Regulations The marked-up copy of the Financial Regulations was circulated and the Council resolved the amendments.</p> <p>11.4 To review signatories on accounts It was resolved to add Cllr. Ingham and Rowling to the Unity Trust accounts as signatories. Once these signatories were in place the Council would move to dual authorisation on payments.</p> <p>11.5 Review of ear marked reserves The Council resolved to move the following to ear marked reserves:</p>	<p>Clerk</p>

	£500 – Scout Hut Premises (Ditchling Gardens) £8,750 – Traffic projects £150 – War memorial repairs £948 – Playground project £1,353 – Street lighting repairs £500 – Car Park maintenance	
12.	Ditchling Village Association – Newcomers Event – 22 April 2023 12.1 To discuss arrangements for attendance at Newcomers Event The Council will attend the Newcomers Event and Cllrs. Madden, Rowling and Sansom will assist with setting up and manning the stand during the evening. The Clerk will leave the display board/banner in the office prior to the event.	Cllr. Madden/ Rowling/ Sansom
13.	Correspondence and Consultations 13.1 Report from MP This was circulated and noted. 13.2 SDNP Local Plan Review update –to review Settlement Facilities Assessments and Open Spaces Assessments for submission by 6 April Following a working party on the 20 March, the Settlement Facilities Assessment had been completed and circulated and the Open Spaces Assessments were in the process of being completed. These would be circulated to the Council prior to submission to the SDNP by the required deadlines. 13.3 South East Water Strategic Direction Statement – 10 April 2023 This document was noted, no comments made.	Clerk
14.	Reports from representatives on outside bodies, events and training Nothing to note.	
15.	Future meeting dates Parish Council Meeting – 24 April 2023 at 7pm with the Annual Parish Meeting being held from 8pm following the Council meeting.	

The meeting closed at 20:23 hrs.

Schedule of payments March 2023

Date	Payee Name	£ Total	
02/03/2023	Mid Sussex Golf Club	43.00	meeting room hire
05/03/2023	Lewes District Council	33.60	bin emptying fees
05/03/2023	Ditchling Village Hall	35.00	hall hire
05/03/2023	Vision ICT	302.40	email accounts
05/03/2023	GTA Civils	180.00	professional fees
05/03/2023	Gould Baxter	2,400.00	contract administration
15/03/2023	Post Office	2.35	postage
15/03/2023	InReach Print	45.60	photocopier
20/03/2023	Simon Woodley	1,711.93	car park fencing gritting/notice board
20/03/2023	Simon Woodley	214.80	fence repairs to playground
20/03/2023	Simon Woodley	180.00	remove soldiers general maintenance
21/03/2023	R A Country Services Ltd	210.00	football pitch maintenance
22/03/2023	L Richardson	16.49	padlock car park reimbursement
22/03/2023	Zoom	15.59	remote meeting fees
22/03/2023	Post Office	2.35	postage
28/03/2023	Lewes District Council	280.80	dog bin emptying
28/03/2023	East Sussex Pension Fund	564.48	staff pensions

28/03/2023	Staff salaries	2,011.79	March salary
28/03/2023	HMRC	583.23	PAYE March
01/04/2023	East Sussex County Council	5,560.09	Street light contract maintenance and energy bill to be paid in April
21.12.2023	R A Country Services	320.00	50% of invoice in respect of goalpost installation
27.03.2023	Adobe	13.14	Software
27.03.2023	JRB Enterprise Ltd	325.20	Dog poo bags for Recreation Ground
27.03.2023	East Sussex Highways	3,776.08	Valentino lanterns in preparation for replacements
27.03.2023	Lewes District Council	98.41	Burial ground bin
	Total payments	18,926.33	