



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 Annual Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Monday 15 May 2023 at 6.30pm

Present: Cllrs Sansom (Chair), Farrands, Rowling, Orme, Barna, Jones and Ingham.

Sarah Mamoany (Clerk)

Public Participation:

2 members of the public were present at the meeting

1.	Election of Chairman and signing of Declaration of Office Cllr. M. Madden was proposed as Chair by Cllr. R. Orme and seconded by Cllr. E. Rowling and it was resolved that Cllr. Madden was elected as Chairman. As she was not present at the meeting the Council resolved the Declaration of Office would be signed at the next meeting.	
2.	Election of Vice Chairman and signing of Declaration of Office Cllr. R. Sansom was proposed as Vice Chair by Cllr. R. Orme and seconded by Cllr. J. Barna and it was resolved that Cllr. Sansom was elected as Vice Chair and the declaration of office was signed and witnessed by the Clerk.	
3.	Apologies of absence – Apologies were received from Cllr. Madden and Stapleton.	
4.	To approve the minutes of the Parish Council meeting held on the 24 April 2023 The Council resolved amend item 9.1 to read as follows: It was noted that Jon Wheeler (ESCC Highways) had still not responded with comments to the Phase 2 report. Cllr. Stapleton suggested that the Council accept the draft Phase 2 report on the basis this would not go out to public consultation until it had been reviewed by ESCC Highways. The Clerk recommended that ESCC reviewed the Phase 2 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. In addition, it was agreed to note that ESCC Highways had not yet provided all the data that was requested by the consultant. The minutes of the meeting held on the 24 April 2023 were resolved and duly signed by the Chair as an accurate record of the meeting.	
5.	Actions from previous minutes It was reported that the Phase 2 of the traffic report would be received from the consultant within the week. Cllr. Farrands reported on the meeting he attended with Cllrs. Barna, Stapleton and MP Maria Caulfield in respect of Traffic. It was noted that Maria Caulfield was encouraging about funding possibilities that could be considered further along the line in respect of the traffic consultancy report and she was keen to push the 20mph speed limit schemes. Cllr. Barna noted the correspondence received by the Ditchling Climate Change Group	

	and the Clerk advised she had responded and will arrange a meeting in due course.	Clerk
6.	<p>Election of Committee Membership, to include Chairman and Vice Chairman and Representatives on Outside Bodies The following appointments were resolved</p> <p>6.1 Recreation Ground and Burial Ground Committee Cllr. P. Farrands (Chair), Cllr. E. Rowling (Vice Chair), Cllr. J. Barna, Cllr. Ingham and Cllr. M. Madden.</p> <p>6.2 Finance Committee Cllr. R. Orme (Chair), Cllr. M. Madden (Vice Chair), Cllr. V Ingham and Cllr. P. Farrands.</p> <p>6.3 Traffic Committee Cllr. R. Stapleton (Chair), Cllr. P. Farrands (Vice Chair), Cllr. J. Barna, Cllr. T. Jones and Cllr. R. Orme.</p> <p>6.4 Car Park Working Party Cllr. T. Jones (Chair), Cllr. R. Orme, Cllr. R. Stapleton and Cllr. V Ingham.</p> <p>6.5 Planning Working Party Cllr. E. Rowling (Chair), Cllr. R. Orme (Vice Chair), Cllr. R. Stapleton, Cllr. V. Ingham and Cllr. T. Jones</p> <p>6.6 Playground Working Party Cllr. P. Farrands, Cllr. R. Sansom and Cllr. E. Rowling plus resident representatives.</p> <p>6.7 Ditchling Gardens Working Party Cllr. E. Rowling (Chair), Cllr. R. Orme, Cllr. V. Ingham, Cllr. M. Madden and Cllr. R. Stapleton</p> <p>6.8 Ditchling Village Hall Management Committee Representative Cllr. V. Ingham</p> <p>6.9 Ditchling Village Association Representative Cllr. M. Madden</p> <p>6.10 Ditchling Pavilion Club Representative Cllr. P. Farrands</p> <p>6.11 Lewes District Association of Local Councils Representative Cllr. M. Madden and Cllr. R. Stapleton</p> <p>6.12 East Sussex Local Council Association (ESALC) Representatives Cllr. M. Madden and Cllr. E. Rowling</p> <p>6.13 South Downs National Park Authority Representative Cllr. T. Jones</p> <p>6.14 South Downs National Park Authority Board Representative – East Sussex Cllr. T. Jones</p> <p>6.15 Oldland Windmill Trust Trustee Andrew MacKay</p>	
7.	<p>Actions from previous minutes Noted on item 5.</p>	
8.	<p>Clerks Report The Clerk's report was circulated and noted.</p>	
9.	<p>Planning The following comments were resolved by the Council</p> <p>9.1 SDNP/23/01792/FUL - Land West of The Drove Ditchling - Use of Land As A Camp Site at weekends Between May and August Inclusive to include bank holidays, with set-up Friday and take-down Monday and an area retained for horse keeping – it was resolved to object to the application and delegate Cllr. Orme, Rowling and the Clerk to draft an objection letter and this would be circulated to the full Council prior to submission.</p> <p>9.2 SDNP/23/01567/HOUS - Radley Common Lane Ditchling BN6 8TN - Erection of single storey side extension and single storey rear extension – no comment.</p>	

	<p>9.3 SDNP/23/01748/DCOND 78 East End Lane Ditchling BN6 8UR - Discharge of Condition 3f (paint colours) relating to planning application SDNP/22/02253/LIS – no comment.</p> <p>9.4 DM/22/3049 – Land East of Keymer Road and South of Folders Lane Burgess Hill – Residential development, consisting of 260 dwellings with vehicular, pedestrian and cycle access, car parking, open space, play space, ecological areas, attenuation ponds, landscaping and all other associated works. (Amended plans received 19 April relating to design and landscaping, and additional/amended supporting information relating to drainage, ecology, BNG, trees, energy and a construction management plan) – The Council object to the application on the basis of their previous comments in respect of additional traffic and lack of infrastructure and pressure on services which cannot support a development of this size.</p> <p>9.5 LW/23/0235 - Old Kiln Works Folders Lane East Ditchling - The planning history is unclear as to the precise use class for Unit 3, the applicant requires confirmation that the company's manufacturing of furniture and furniture products falls within Use Class E, this opportunity is taken to ascertain, for future reference and clarity, whether the same unit also benefits from uses permitted under Use Class B1 – No comment.</p> <p>9.6 Any other applications received since publication of the agenda. SDNP/23/01936/HOUS – 76 Lewes Road Ditchling BN6 8TY – Extension into roofspace to create 2no bedrooms, removal of rear conservatory and replacement with canopy and various ancillary works. – No comment.</p>	
10.	<p>Car Park Project</p> <p>10.1 Update on car park and associated costs The top-dressing work has been completed and notice board installed. Further snagging works as noted on the site inspection report are still to be completed. The soft landscaping snagging is still being chased. The Council has received a couple of comments in respect of the sight lines to the west (Keymer) when exiting the car park. The Clerk will look into this further and arrange for the hedge to be cut back if required. It was requested the Clerk contacts Gould Baxter about the possibility of serving a 7-day notice in respect of the outstanding items to the contractor. It was noted that the quote for the directional signage have still not been received from ESCC. It was still unclear if the solar light was working and it was suggested that the company that supplied it were contacted. It was noted that a retention will be held back following the final payment certificate valuation for a period of 12 months.</p> <p>10.2 To approve final valuation payment certificate in respect of contract This information and paperwork were not available for the meeting.</p> <p>10.3 To consider quotes for additional channel drainage Gould Baxter have requested quotes from several different companies, but to date no quotes have been received. The owner of the adjacent field has contacted the Council in respect of the drainage issue which is still causing issues and requested additional fencing in respect of security, which the Council is not in a position to supply.</p>	Clerk
11.	<p>Recreation Ground & Burial Ground</p> <p>11.1 To review and approve questionnaire for playground survey The draft questionnaire had been circulated which was discussed and approved with minor amendments. This will be given a 4-week response period from the publication of the Ditchling Community Ad magazine publication date. Cllr. Barna offered to test the survey before it goes live.</p> <p>11.2 To review and approve groundman's hut lease with Ditchling Cricket Club The Clerk advised that following the previous meeting the Cricket Club had advised that as they have refurbished the building, they should not be responsible for the insurance costs, although they are in agreement that the contents would be covered by their insurance. The insurance company had not provided the information on the costs to insure this building in time for the meeting, however the Council resolved to pay the insurance costs but might have to seek to recuperate some of these costs in the future. The Clerk is awaiting further advice from the solicitor in order that the lease can progress</p>	Clerk

	environmental/climate impacts in respect of any redevelopment of the site. The planning feasibility study will be put on hold until the above information is received by the Council.	
15.	Correspondence and Consultations 15.1 Report from MP This was circulated and noted. 15.2 To consider agreement in respect of ‘permission to dig’ in Farm Lane The Clerk had sought advice from the Council’s solicitor in respect of the request for digging in Farm Lane (owned by the Council) and advised the Council to complete the form provided and note ‘without prejudice’ that this has been signed providing the obligations below are adhered to and that their public liability insurance shall provide for cover of not less than £10million in respect of any one event or series of events. The Council resolved to proceed as above so that this did not hold up the works any further. 15.3 Road Closure Application – Sussex Nomads Annual Hill Climb Ditchling 5 November 2023 This event was noted, with no comments.	Clerk
16.	Reports from representatives on outside bodies, events and training Cllr. Barna advised that she will be attending the second part of the Carbon Literacy online webinar. Cllr. Rowling requested that the Councils South Down National Park representative should provide a regular monthly update to the Council moving forwards. Cllr. Ingham advised that electrical works would be taking place in the village hall, which would include a new fuse box for the parish office. The wall in the parish office is also being looked at and the w/c will be fitted with a lock so that only the Parish Council have access to this facility.	Cllr. Jones
17.	Future meeting dates Parish Council Meeting – Tuesday, 27 June 2023 at 7pm	

The meeting closed at 20:46 hrs.

Schedule of payments for May 2023

10.05.2023	Turfcare	£2,603.80	Sand/fertiliser/grass seed
10.05.2023	RA Country Services Ltd	£1,600.00	football pitch renovations/grass cut
04.05.2023	Mulberry & CO	£144.00	Audit fees
02.05.2023	Ditchling Village Hall	£35.00	hall hire
01.05.2023	InReach	£75.19	photocopier
01.05.2023	RA Country Services Ltd	£510.00	football pitch inspections, cutting, marking
01.05.2023	Rialtas	£195.45	finance software
01.05.2023	ICO	£35.00	registration - ICO
29.05.2023	Staff salaries	£2,011.79	April salaries
29.05.2023	HMRC	£583.23	PAYE April
29.05.2023	East Sx Pension Fund	£543.50	staff pensions
05.05.2023	Adobe	£13.14	Software
11.05.2023	Simon Woodley	£630.00	Mowing/strimming

Total payments

£8,980.10