



DITCHLING PARISH COUNCIL

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Minutes of the Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Tuesday 23rd April 2024 at 7pm

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

Julia Shelley (Locum Clerk)

Public Participation:

3 members of the public were present.

1.	Apologies for absence. All Members were present
2.	Declarations of interest. Cllr Ingham declared an interest in item 8.
3.	To approve the minutes of the meetings held on the 26th March 2024. The Minutes were APPROVED and signed by the Chair.
4.	Actions from previous minutes. Min 11.1 (February 2024) Traffic Consultation Update – Report and Recommendations to be presented at the meeting on 23 rd April. Agenda item 11.1 Min 8.1 Ditchling Gardens – Recommendations to be presented for consideration at the meeting on 23 rd April. Agenda item 8.1 Min 10.1 Playground Project – Tender Documents to be drawn up. Agenda item 10.1 Min 12.2 Draft Burial Ground Policy – Comments invited. Ongoing.
5.	Clerks Report: The Clerk's Report had been circulated with the Agenda Papers.
6.	Planning - for full details of planning applications listed below please go to https://www.southdowns.gov.uk/planning-applications/ or https://www.lewes-eastbourne.gov.uk/planning-and-building-control The Following Applications were discussed. 6.1 SDNP/23/05299/FUL – Beardsfield Nursery. Erection of permanent horticultural workers dwelling to replace temporary mobile home on the site (amended site location plan). It was noted that the council's objections to the proposed access have been resolved as a result of the amendments. However the objection related to size and appearance of the development remain and it was therefore RESOLVED: To resubmit the Parish Council's original comments of OBJECTION . 6.2 LW/24/0254 – The Hole, Folders Lane. Single storey side extension to form new entrance. It was RESOLVED: To submit a comment of NO COMMENT .

	<p>6.3 SDNP/24/01205/FUL – Ridgeview Wine Estate. Installation of a stretch tent for a temporary period between 1st April and 31st October each year to be used by vineyard tours and tastings during harvest. It was RESOLVED: To submit a comment of NO COMMENT.</p> <p>6.4 SDNP/24/01227/HOUS – 21-23 East End Lane. Part single storey, part two storey rear extension to replace existing, addition of oak frame front porch, replacement glazing to existing front bay window and replacement of existing windows to front and rear. It was RESOLVED: To submit a comment of NO COMMENT.</p> <p>6.5 Tree Preservation Orders (TPO)</p> <p>(a) TPO - Land at North Side of Clayton Road, Ditchling Rugby Club. It was RESOLVED: To SUPPORT the application for the preservation of 3 Oak Trees.</p> <p>(b) SDNP/24/00516/TCA. Application to fell 1 x Field Maple, Old Meeting House. It was Noted that a TPO had been applied to this Field Maple and it was RESOLVED: To SUPPORT the application.</p>
	<p>Car Park Project update.</p> <p>7.1 Update on replacement of solar lamp. Gould Baxter had contacted the contractor to request that this matter finally be resolved. A response had yet to be received.</p> <p>7.2 Interpretation Board. Cllr Rowling reported that an initial design had been received and this would be circulated.</p>
8.	<p>Ditchling Gardens</p> <p>8.1 Update on Meetings held. Members had been provided with a copy of Cllr. Orme’s report and the Council is requested to make the following decisions:</p> <p>(a) That it does not currently wish to pursue developing the site itself.</p> <p>(b) That it authorises the Clerk to seek fee proposals from Batcheller Monkhouse (Haywards Heath), RH & RW Clutton (East Grinstead) and Strutt & Parker (Lewes) for advising the council on sale of the site and / or possible transfer to a Community Land Trust (CLT).</p> <p>(c) To request the Working Party to make a recommendation to the Council’s meeting on 28th May as to which agent to appoint.</p> <p>It was RESOLVED. To APPROVE the courses of action as described above.</p>
9.	<p>Finance</p> <p>9.1 To approve schedule of payments for April 2024. The schedule of Payments was APPROVED (subject to Cllr Orme’s review of the invoices).</p> <p>9.2 To approve bank reconciliations for March 2024. Cllr Orme reported that all of the Council’s Accounts had been reconciled to 31st March 2024 and the documents were NOTED.</p> <p>9.3 Budget 2023 2024 Final Position and Current year figures. These documents were NOTED.</p>

10.	<p>Recreation Ground & Burial Ground</p> <p>10.1 To Approve Tender Specification Document for Playground. Councillors had been provided with a copy of the document and following feedback, a revised version had been completed. The document was APPROVED. The Clerk would be asked to commence the procurement process.</p> <p>10.2 Update on Burial Ground Mapping Project. Councillors heard that the mapping project was now complete and the final layout will now be sent to Pear Technology for printing. The locum Clerk took note of comments made and these will be discussed and actioned with the Clerk.</p>
11.	<p>Traffic and Transport Matters</p> <p>11.1 Safer Roads for Ditchling – Analysis of survey. Councillors had been provided with this analysis report and were requested to make the following decisions:</p> <ul style="list-style-type: none"> (a) To consider prioritising the four schemes preferred by survey respondents (extension of 20mph speed limit, MSIDs, gateway features and village centre proposals). (b) To allow the Clerk and Traffic Working Party to contact ESCC Highways to establish the way forward for implementing these priority proposals, to investigate potential sources of funding and to identify planning applications appropriate for Section 106 contributions towards traffic impact mitigation measures. <p>It was RESOLVED: To APPROVE the courses of action as described above.</p> <p>Cllr Stapleton also suggested that the Working Party should also pursue low cost / free traffic calming measures via mediums such as “Fix my Street”.</p>
12.	<p>Documents for Review.</p> <p>12.1 Co-option Policy – To consider adoption of the document prior to co-opting new Members at the Annual Meeting of the Parish Council in May. The Document was APPROVED</p>
13.	<p>Streetlights</p> <p>13.1 To Consider Quotation for installation of 4 replacement lanterns of £6,995.93 Plus VAT. A number of queries had been raised regarding this quotation about which the Clerk would need to seek clarification. One query in particular was raised about the necessity to install a 6m lamppost at one of the locations. The matter of the quotation was therefore DEFERRED.</p> <p>Members were reminded that as agreed at the last meeting, Cllrs. Sansom and Ingham had undertaken an inspection of all of the streetlights in the parish. It was suggested that the outcome of these inspections should be used to prioritise which lights should be attended to according to their location and severity of fault. This course of action was AGREED and Cllr Ingham & Sansom would liaise with the Clerk in this respect.</p>
14.	<p>South Downs National Park Authority</p> <p>14.1 To Consider Nominations and to cast vote for chosen candidate for the South Downs National Park Authority. Councillors had been provided with the Candidate Statements. No Cllrs had been available to attend the hustings, it was RESOLVED: Not to submit a vote.</p>
15.	<p>Upcoming Events.</p> <p>15.1 D Day 80th Anniversary - 6th June 2024. The Clerk is liaising with the Royal British Legion, Ditchling Branch regarding commemorations and will report further when an update is received.</p> <p>15.2 Ditchling Fair 15th June 2024.. To Consider suggestion from the DVA Chair that the DVA install a fence around the war memorial for the duration of the event. This was APPROVED.</p>
16.	<p>Correspondence and Consultations.</p> <p>16.1 Peacehaven and Telscombe Neighbourhood Plan Focussed Consultation 16th April to 30th April. The consultation was NOTED.</p>
17.	<p>Future meeting date:</p> <p>16.1 Annual Meeting of the Parish Council 28th May 2024 7pm</p>

	<p>Actions taken forward.</p> <p>From Previous meeting: Min 12.2 Draft Burial Ground Policy – Comments invited. (ALL)</p> <p>From this Meeting. Min 7.2 Interpretation Board. Cllr Rowling to distribute design (ER) Min 10.1 Playground Project. Commence procurement process (Clerk) Min 10.2 Burial Ground Mapping Project. layout to be sent to Pear Technology for printing and Clerks to action comments made. (Clerk) Min 13.1 Streetlights. Cllrs Ingham & Sansom to liaise with the Clerk to create a priority list. (VI, RS and Clerk)</p>

The meeting closed at 8.00 pm