



DITCHLING PARISH COUNCIL

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Minutes of the Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Tuesday 21st January 2025 at 7pm

Present: Cllrs Barna, Farrands, Godley, Ingham, Orme, Rowling, Sansom (Chair), Seddon and Stapleton.
 Tracey Euesden (Clerk)

Public Participation:

1 member of the public was present.

106.	Apologies for absence. Apologies were received and accepted from Cllrs. Linstead and Madden.
107.	Declarations of interest. Cllr Ingham declared an interest in items 7 and 8.3(c) Cllr Godley declared an interest in item 8.3(a). Cllrs Sansom and Seddon declared an interest in item 8.3(b).
108.	To Approve the minutes of the meeting of the Council held on the 26th November 2024. Cllr Stapleton had raised concerns that minute number 97.2 did not accurately reflect the discussion that took place. On this occasion the Clerk agreed to amend the minute to read as follows: <i>“To receive report from Cllr Madden on an informal meeting held with representatives of the Pavilion regarding the lease and matters relating to the Pavilion and recreation ground users. The parish council has been approached to support the group’s endeavours. It was suggested that a framework be drawn up to support continued dialogue.”</i> With these amendments, the Minutes were APPROVED and would be signed by the Chair at the next opportunity.
109.	Actions from previous minutes. Min 30.1 Emergency / Resilience Plan. Ongoing. Min 46.1 To arrange meeting with street lantern manufacturers (Robert S). Ongoing. Min 94.1 SDNP/24/04366/FUL: To produce a statement detailing the concerns raised and circulate this for comment before submitting to the Local Planning Authority. (Clerk). Completed Min 95.2 To arrange meeting with David Barling of Dean Wilson LLP (Clerk). Completed Min 96.6 To set up dual control online banking. (Clerk). In progress. Min 98.1 To liaise with Ditchling Society regarding joint campaign on fly posting. In progress. Min 99.1 To make contact with ESCC Road Safety Team (Clerk). Completed Min 101.1 To commence drafting a Communications Strategy (All). Ongoing Min 101.2 To draft a Biodiversity Action Plan to accompany Statement (JB). See agenda item. Min 104 To prepare agenda for Council Planning Event in February. (Clerk). To be distributed.
110.	Clerk’s Report. The Clerk’s report had been circulated with the agenda papers.

111.	<p>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</p> <p>The Following Applications were discussed.</p> <p>111.1 <u>SDNP/24/04459/HOUS: 1-3 South St. External repairs and alterations, replacement of conservation window, reinstatement of render panels and alterations to reinstated windows. Amendment to SDNP/23/04489/HOUS.</u></p> <p>It was RESOLVED to submit a comment of NO COMMENT</p> <p>111.2 <u>LW/24/0820 Land South Of Green Road Wivelsfield Green East Sussex: Outline application for the erection of up to 150 dwellings, with associated works, parking, landscaping, publicly accessible open space, land for education or community use, with access from Green Road and Eastern Road.</u> Concerns were raised about the adverse impact of this potential development upon traffic in Ditchling and Cllr Orme suggested that, should the Planning Authority be minded to approve this application, S106 contributions should be secured to fund traffic mitigation measures in this parish. It was also noted that some of the documents were inaccessible from the planning portal and the Clerk was asked to obtain a copy of the Transport Statement. Overall the development is considered unsustainable and it was RESOLVED that the Clerk would draft a response OBJECTING to this application and to circulate it for comment prior to submitting to the Planning Authority.</p> <p>Applications received since the publication of the agenda.</p> <p>111.3 <u>SDNP/25/00225/DCOND: 1-3 South Street. Discharge of Condition 3 (reinstated brick panel) related to Planning Approval SDNP/24/04460/LIS.</u></p> <p>It was RESOLVED to submit a comment of NO COMMENT</p> <p>114.4 SDNP/25/00106/FUL: 11 Boddington's Lane. Change of use of cottage from ancillary residential to self-contained separate dwelling unit.</p> <p>It was RESOLVED to submit a comment of NO COMMENT</p>
112.	<p>Ditchling Gardens Update.</p> <p>112.1 Update on Marketing Process. Members had been provided with a copy of the notes from the last working party meeting in December. The deadline for bidders to submit offers had been set as 29th January 2025 and the working party will meet with the sales agent shortly after this date to review the offers received. It was AGREED that an Extraordinary Meeting may be necessary to discuss the bids and if so, this would be arranged following the working party's discussions with the Sales Agent.</p>
113	<p>Finance.</p> <p>113.1 To approve schedule of payments for January 2025 (plus any additional invoices to be noted at the meeting) and to ratify payments for December 2024. Members had been provided with a revised schedule of payments The Payment Schedule was APPROVED. The Payments for December 2024 were RATIFIED.</p> <p>113.2 To receive bank reconciliations for November and December 2024. Cllr Orme reported that he had checked and signed the reconciliation documents which were NOTED.</p> <p>113.3 To Review Applications for Grants from outside bodies.</p> <p>(a) Ditchling Horticultural Society (Allotments) - £995.00 towards annual maintenance of hedges.it was RESOLVED not to contribute on this occasion.</p>

	<p>(b) Ditchling Streat and Westmeston PCC. - £250.00 towards maintenance of the Village Clock. It was RESOLVED to award the sum of £250.00</p> <p>(c) Ditchling Village Hall - £1,000 – towards restoration of the main hall and stage floor. It was RESOLVED to award the sum of £1,000</p> <p>(d) Ditchling Community Land Trust - £3,085.45 - to fund Housing Needs Survey, preparation and Management carried out by Action in rural Sussex. As the amount requested exceeds the budget for grants, it was suggested that this application for funding should be discussed on its own merits and in relation to the potential to review the Neighbourhood Plan. It was RESOLVED that this application would be added to the agenda for the next Parish Council meeting in February for consideration and to allow time for budget considerations.</p> <p>One further application had been received from Ditchling FPTA but had inadvertently been omitted from the agenda and so this will be considered at the next meeting in February.</p>
114.	<p>Recreation Ground & Burial Ground.</p> <p>114.1 Playground Project. To receive the report from the Playground Working Group, The report had been distributed. Cllrs Farrands and Rowling described their meetings with the shortlisted contractors to discuss their designs and potential amendments. Cllr Orme inquired about the extent of the envisaged amendments and their impact on the overall project cost. Cllr Farrands replied that the proposed alterations are meant to maximise the use of the equipment, thereby creating a more exciting and engaging play environment. He did not however, expect any increase in the overall project cost. It was suggested that Cllrs Farrands and Rowling collaborate with the Clerk to draft a comprehensive report on all stages of the tender process and present it to the council for consideration at the next meeting. Referring to project costs, Cllr Orme reported that he and the Clerk had been working on budgets which, should projections be correct, indicate that in the absence of any additional grants or CIL monies, the project could be funded through reserves. He suggested that the successful contractor could be decided upon in February with a view to entering a formal contract in April 2025. This course of action was AGREED.</p>
115.	<p>Car Park</p> <p>115.1 Solar light Column. The Clerk will be contacting the manufacturer to enquire about the condition of the column and whether the peeling paint would be covered under guarantee.</p>
116.	<p>Traffic Working Party.</p> <p>116.1 To Receive report from Traffic Working Party and to Consider recommendations therein. Cllr Stapleton presented his report and asked the council to consider the following:</p> <p>a) Make formal requests for S106 contributions to mitigate impact of traffic from planning proposals in Lewes and Mid-Sussex Districts to assist with funding local traffic projects. APPROVED</p> <p>b) Instruct the Clerk to obtain quotations for Mobile Speed Indicator Devices (MSID) described. APPROVED</p> <p>c) To agree proposed locations for MSIDs and to submit licence requests. APPROVED</p> <p>d) To obtain quotations from insurance company for MSID devices and fixings and third party liability for moving the devices. APPROVED – Clerk to action and to compare costs versus engaging a local contractor.</p> <p>e) To approve submission Community Match Appraisal applications for the extension of the 20 mph zone.as described. APPROVED.</p>

	<p>f) To consider support to encourage other projects as described at point 4 of the report. APPROVED.</p> <p>g) To consider inviting the Ditchling Society and Westmeston Parish Council to attend further meetings of the Working Party. APPROVED.</p> <p>The matter of inviting representatives from other community groups will be added to the agenda for consideration at the next meeting.</p>
117.	<p>Documents for Adoption. 117.1 Biodiversity Statement and Action Plan. Cllr Barna presented the draft document which had been circulated. The document was APPROVED and ADOPTED.</p>
118.	<p>Resilience Planning Update. It is hoped that a draft document can be presented for consideration at the meeting of the Parish Council in March 2025.</p>
119..	<p>Consultations and Communications. 119.1 Lewes District Council Local Plan Consultation." Defining our policies and early site allocation proposals". This consultation is open from 6 Jan 2025 at 16:00 to 28 Feb 2025 at 17:00. The Council's response will be considered at the next meeting. 119.2 Transport for the South East Draft Transport Strategy. This consultation is open until 7th March 2025. This consultation was NOTED. 119.3 South Downs Local Plan Regulation 18 Consultation. This consultation is open from 20th January to 17th March 2025. The Council's response will be considered at the next meeting.</p>
120.	<p>Events. 104.1 Council Planning Event – Tuesday February 11th 2025. 10:30am to 1pm at Mid-Sussex Golf Club. The Order of Business will be distributed shortly.</p>
121.	<p>Next meeting date. 121.1 Parish Council Meeting 25th February 2025 – 7pm.</p>
122.	<p>CONFIDENTIAL SESSION - <i>Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the following items on the grounds that the confidential matters to be discussed under item 112 below would be prejudicial in the public interest.</i></p> <p>122.1 Staff matters. Members heard that the Clerk's Performance Appraisal had been carried out.</p> <p>122.2 To Consider response to letter from resident regarding strip of land. A discussion ensued and a response would be sent.</p>
	<p>Actions taken forward.</p> <p>From previous meetings:</p> <ul style="list-style-type: none"> • Min 30.1 Emergency / Resilience Plan. Ongoing • Min 46.1 To arrange meeting with lantern manufacturers (Clerk) • Min 96.6 To complete set up dual control online banking (Clerk) • Min 101.1 To commence drafting a Communications Strategy (All) <p>From this meeting:</p> <ul style="list-style-type: none"> • MIn 113.3 Ditchling FPTA's application to be added to agenda for February meeting. (Clerk)

- Min 114.1 Playground Project. Draft a comprehensive report on all stages of the tender process and to present this to the council for consideration (Clerk)
- Min 115.1 Solar light Column. Contact manufacturer to enquire about the condition of the column and whether the peeling paint would be covered under guarantee. (Clerk)
- Min 116 Approved actions to be completed (Clerk)
- Min 119. Consultations to be added to agenda for February meeting (Clerk)

Other

Streetlights to be a recurring item on the agenda.

The meeting closed at 9.10 pm.

DRAFT