



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 Tuesday 26th May 2026

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

Tracey Euesden (Clerk)

Public Participation:

There were no members of the public present

1.	Election of Chairman and signing of Declaration of Office Cllr Madden was proposed as Chair by Cllr Orme and seconded by Cllr Stapleton . It was RESOLVED that Cllr Madden was elected as Chairman and the Declaration of Office was signed and witnessed by the Clerk.
2.	Election of Vice Chairman and signing of Declaration of Office Cllr Sansom was proposed as Vice Chair by Cllr Madden and seconded by Cllr Orme 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 Cllrs Rowling and Seddon.
4.	To approve the minutes of the Parish Council meeting held on the 28th April 2026. The minutes of the meeting were APPROVED and duly signed by the Chair as an accurate record of the meeting.
5.	Actions from previous minutes <ul style="list-style-type: none">• Min 118. Pavilion Lease – Cllr Sansom to draft list of conditions for lease. Ongoing.• Min 154.1 Dog Waste – Content to be created for posters / social media posts (Clerk) Ongoing• Min 168.3. - Write to Planning Officer regarding the commencement of works (Clerk) Completed• Min 169.1 - Write to residents of Farm Lane (Clerk) Completed• Min 171.3 - Research documents and seek advice on extension of burial ground (Clerk) Ongoing• Min 176.1 - To arrange donation (Clerk) Completed
6.	Clerk's report. The Clerk's report had been circulated with the agenda papers.
7.	Planning

	<p>The following Applications were discussed.</p> <p>7.1 LW/26/0234. Pottery House, Folders Lane. Replacement of existing shed with single storey outbuilding in side/rear garden.</p> <p>It was RESOLVED to submit a comment of NO COMMENT.</p> <p>7.2 LW/26/0202. Berrymead, Spatham Lane. S73A retrospective application for the change of use from paddock to land included within the curtilage of the dwelling and creation of an access track with associated soft landscaping.:</p> <p>It was RESOLVED to submit a comment of NO COMMENT.</p> <p>7.3 LW/26/0189 & LW/26/0194. Land east of Ditchling Road, Wivelsfield. Outline application with all matters reserved except for access and Screening Opinion under Regulation 6 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended) for the development of up to 62 dwellings.</p> <p>Cllr Orme had circulated some draft comments in respect of LW/26/0194 (Screening Opinion) expressing concern that the environmental impact of increased traffic from the development, upon existing settlements, including Ditchling, would not be considered when by the local authority during its determination of LW/26/0189. Cllr Orme's comments were APPROVED.</p> <p>It was RESOLVED to SUBMIT THE APPROVED COMMENTS in response to LW/26/0194.</p> <p>The task of drafting a response to LW/26/0189 was DELEGATED to the Planning Working Party.</p> <p>7.4 SDNP/26/01803/HOUS. 36 Common Lane. Removal of existing conservatory & front porch. Erection of single storey rear extension. First floor reconfiguration and extensions. Associated alterations to fenestration.</p> <p>It was RESOLVED to submit a comment of NO COMMENT.</p> <p>7.5 SDNP/24/02629/HOUS & SDNP/24/04574/DCOND. 28 Common Lane. Request for copy of Schedule of Materials. Members were reminded that the council had not been advised of this application as it had incorrectly been logged as being in Burgess Hill. it was RESOLVED to submit comments retrospectively that the height and appearance of the garden wall that has been built is considered intrusive and out of keeping with the area.</p> <p>7.6 SDNP/26/01742/FUL. 20 South Street. Replacement roof finish, solar panels, replacement windows and construction of a garden room.0</p> <p>It was RESOLVED to submit a comment of NO COMMENT.</p> <p>7.7 Ditchling Rugby Club. It was noted that the works being done have been halted by the Enforcement Team pending the outcome of the application to discharge the conditions.</p>
8.	<p>Election of Committee Membership, to include Chairman and Vice Chairman and Representatives on Outside Bodies</p> <p>The following appointments were RESOLVED</p> <p>8.1 Finance Committee Cllrs Sansom (Chair), Farrands, Godley, Madden and Orme.</p>

8.2 Traffic Committee

Cllrs Stapleton (Chair), Barna, Farrands, Madden and Orme. The committee would also include representatives of Westmeston Parish Council, Underhill Lane Community Association and the Ditchling Society.

8.3 Planning Working Party

Cllrs Rowling, Godley, Orme and Stapleton

8.4 Playground Working Party

Cllrs Farrands and Rowling plus resident representative..

8.5 Recreation and Burial Grounds Working Party

Cllrs Farrands, Godley, Ingham, Rowling and Madden

8.6 Ditchling Gardens Working Party

Cllrs Rowling, Madden, Orme, Seddon and Stapleton

8.7 Village Hall Car Park Working Party

Cllrs Madden, Ingham, Stapleton and Seddon

8.8 Traffic Working Party

Cllrs Stapleton, Barna, Farrands, Orme and Madden.

8.9 Ditchling Village Hall Management Committee Representative

Cllr Ingham

8.10 Ditchling Village Association Representative

Cllr Madden

8.11 Ditchling Pavilion Club Representative

Cllr Farrands & Cllr Madden

8.12 Lewes District Association of Local Councils Representative

Cllrs Madden and Stapleton

8.13 East Sussex Local Council Association (ESALC) Representatives

Cllrs Orme and Rowling

8.14 South Downs National Park Authority Representative

Cllr Rowling

8.15 South Downs National Park Authority Board Representative – East Sussex

There are currently no vacancies on the Board.

8.16 Oldland Windmill Trust Trustee.

Mr Andrew McKay

8.17 Ditchling Community Land Trust Steering Group

Cllr Orme

8.18 Staffing Committee

Cllrs Madden, Ingham and Sansom

9.	<p>Documents for Annual Review</p> <p>9.1 Financial Regulations. Reviewed – No amendments considered necessary. 9.2 Standing Orders. Reviewed – No amendments considered necessary. 9.3 Members Code of Conduct. Reviewed – No amendments considered necessary. 9.4 Members’ Acceptance to receive meeting papers by electronic means. All Members present agreed.</p>
10.	<p>To Consider Documents for Approval</p> <p>10.1 Planning Working Party – Terms of Reference. The document was APPROVED.</p>
11.	<p>Finance</p> <p>11.1 To approve schedule of payments for May 2026. The schedule of payments for May were APPROVED.</p> <p>11.2 To Receive Bank Reconciliations for April 2026. Cllr. Orme had reviewed the reconciliations which were duly NOTED.</p> <p>11.3 To receive the internal auditor’s year-end report 2025 2026 The report was circulated and noted by the Council, no further actions were raised following the previous interim audit.</p> <p>11.4 To receive year-end accounting reports 2025 / 2026. Reports received and noted.</p> <p>11.5 To consider and approve the Annual Governance Statement for the financial year ending 31.03.2026. The council RESOLVED to answer yes to the Annual Governance Statements and these were signed as required by the Chair and Clerk.</p> <p>11.6 To approve the Accounting Statements for the financial year ending 31.03.2025 The Council APPROVED the accounting statements which had been previously signed by the Clerk and was signed by the Chair.</p> <p>11.7 To confirm the dates of the period for the exercise of public rights – 03.06.26 to 14.07.26. The dates for the period of the exercise of public rights were APPROVED.</p> <p>11.8 To Approve Clerk’s salary to be made by monthly standing order. It was noted that an adjustment for tax payments and salary increase would need to be considered and a settling payment would need to be arranged before the year end. This was APPROVED</p>
12.	<p>Recreation Ground & Burial Ground</p> <p>12.1 To Consider response to Football Club’s request to use the recreation ground for games. It was reported that the Football Club would like to return to Ditchling Recreation Ground for games and training for the upcoming season. The matter was discussed and the Clerk was asked to obtain the Club’s expectations with regard to pitch maintenance, equipment storage, pitch fees and agreements with the pavilion and other recreation ground users. The Recreation and Burial Grounds Working Party would follow this up.</p> <p>12.2 To Consider suggestion from Cricket Club regarding reinstatement of the car parking area. This matter was deferred to the Recreation and Burial Grounds Working Party to explore and report back to the council.</p>

13.	<p>Consultations</p> <p>13.1 South Downs Local Plan – Have your say. Consultation 12th May to 23rd June. <u>A New South Downs Local Plan - South Downs National Park Authority.</u> The Planning Working Party was asked to submit comments on behalf of the Parish Council.</p> <p>13.2 Department for Environment, Food and Rural Affairs (DeFRA) “Biodiversity net gain: considering a targeted exemption for brownfield residential development” <u>Biodiversity Net Gain - considering a targeted exemption for residential brownfield development - Defra - Citizen Space.</u> The consultation was NOTED.</p> <p>13.3 East Sussex County Council – Government proposals to move parts of East Sussex into Brighton and Hove. Consultation until 15th June. <u>Consultation on the modification to the two unitary proposal received from East Sussex County Council, Eastbourne Borough Council, Hastings Borough Council, Lewes District Council and Rother District Council - Ministry of Housing, Communities and Local Government - Citizen Space</u> The consultation was NOTED.</p>
14.	<p>Future meeting dates Parish Council Meeting – Tuesday, 30th June 2026</p>
15.	<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 140.1 below would be prejudicial in the public interest.</i></p> <p>15 .1 Ditchling Gardens – Update on Sales Process. A consultant has been appointed to provide advice and assistance with a Pre-Application to SDNPA.</p>
	<p>Actions taken forward.</p> <p>From previous minutes:</p> <ul style="list-style-type: none"> • Min 118. Pavilion Lease – Cllr Sansom to draft list of conditions for lease. (R Sansom) • Min 154.1 Dog Waste – Content to be created for posters / social media posts (Clerk & Cllr Barna) • Min 171.3 - Research documents and seek advice on extension of burial ground (Clerk and Recreation and Burial Ground Working Party) <p>From this meeting:</p> <ul style="list-style-type: none"> • MIn 11.8 Clerk’s Salary – Standing Order to be set up. (Clerk and authorised signatory) • Mins 12.1 &12.2 - Use of Recreation Ground –Recreation and Burial Grounds Working Party to action.

The meeting closed at 8.25 pm.