

DITTISHAM PARISH COUNCIL
Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe

**DRAFT Minutes of the Extraordinary General Meeting of Dittisham Parish Council held in
Dittisham Village Hall on Tuesday 22 September 2026 at 7pm**

Present: Parish Cllrs Bond (Chair), Golding, J Green, N, Green, Hawkes, Neale, Pope, Taylor were present, as was C Radford (Clerk). No members of the public were in attendance.

Apologies: Cllr Unitt

Public Forum No members of the public were present.

1. **Apologies** were received as above.

2. **Declaration of Interests** Cllr Bond declared an interest in payment 2609_16 at item 4.

3. Car Park and Burial Ground Project

3.1. Process summary *To consider motions proposed within the 'Process Summary' paper, with regards to the Parish Council's support of project progression*

In relation to the Car Park and Burial Ground project, **it was RESOLVED** the Parish Council:

1. Expresses its thanks to the Project Managers, Gil Hayward and Tom Leeman for their excellent work in progressing the project to date. It very much regrets the frustrations that led Gil to resign and hopes that he will reconsider and continue in that role.
2. Reiterates its belief that the project is of great potential benefit to the Parish, thanks to the generosity of the landowner and the related opportunity of the new low-cost housing for local residents.
3. Recognises that it has to balance this benefit with the wider financial demands on its resources now and in the future.
4. Accepts Cllr Mike Taylor's offer join with Cllr Roger Pope in working with the Project Managers in order to increase capacity and links with the Parish Council.
5. Reiterates its wish to work in close partnership with St George's, the Village Hall, the Red Lion other interested parties successfully to conclude each stage of the project before deciding on to proceed to the next. The stages as currently structured are as follows:

Stages/Gateway approvals	Comments
1. Sign Option Agreement	Provides for a 5-year option for DPC to purchase the land to provide a car park and burial ground for the benefit of the parish. The option agreement acts as a statement of intent on behalf of the DPC to proceed with the planning application process, without otherwise creating binding obligations on the DPC. The land under the option agreement and the site opposite being proposed for low-cost housing are included within the proposed Settlement Boundary and development proposals set out in the initial draft of the Dittisham Local Neighbourhood Plan, which will go out for public consultation within the parish.
2. Make pre-planning application	Funding agreed with partners and in DPC budget.
3. Apply for planning permission	Further funding may need to be agreed depending on the final costs of Stages 1& 2.
4. Cost the scheme and estimate any potential car park revenue forecasts. Views of the parishioners to be gathered.	The plans drawn up for stage 3 will enable initial seeking of tenders and so firm-up indicative costs and estimates can be made for potential car park revenue.

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5. Seek funding	We will need to approach parties in the Parish to fund the project, which may also involve a fund for ongoing maintenance.
6. Final decision making	A decision to be taken once all the previous stages have been completed.

ACTION: That the Parish Council write a formal letter to the project managers incorporating the points above.

3.2. Option Agreement *To consider signing the Options Agreement, on review of the document and advice received*

It was reported that having asked a third party to review the Option Agreement, no material points were raised. The following non-material points were discussed and agreed:

1. Parties Update the address to the Clerk's address
2. Background The Parish Council 'intends to' apply for planning permission rather than 'will'
3. Title guarantee That the Parish Council ask that the landowner: provides a clean title guarantee, with the land being free of encumbrances and with vacant possession on the point of transfer if the option is exercised.
4. Agents costs Confirm costs for agents and consultants
5. A small number of typos

It was RESOLVED to sign the option agreement, subject to the above amendments.

3.3. Pre-Application Process *To consider progressing with the pre-application stage*

It was RESOLVED to progress with the pre-application stage.

4. Dittisham Road Notice *To consider requested approval in writing for proposed South West Water work on Lower Street and Manor Street commencing in January 2027 – March 2027*

It was RESOLVED to give approval in writing as requested.

5. Finance *To consider payments presented for approval*

It was RESOLVED to make the following payments:

- 2609_12 to Trace Design Consultants for Invoice H1498 Project No: 4718 / Site: Dittisham Graveyard & Car Park: Issue of the access proposals to DCC and initial discussion (Partial month end invoice at 31 August 2026) at £345 plus £69 VAT = £414
- 2609_13 to JHodge for completed maintenance works, jobs 1,2,3,5 = £1,790 no VAT
- 2609_14 to PKF Littlejohn for Invoice SB20261962 for Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026 at £315 plus £63.00 VAT = £378
- 2609_15 to Dartforest Treeworks for Invoice D053 2026 Tree Condition Survey at £485 plus £97 = £582
- 2609_16 to RBond (HP, Amazon) Reimbursements for: HP Instant Ink subscription (Sept) plus stationery purchase =£12.48 no VAT
- 2609_17 to C Radford(123 Reg) Reimbursement for: 123 Reg Domain Name renewal at £32.13 plus £6.43 VAT = £38.56
- 2609_18 to Rathbone Partnership Land above Dittisham: Ditt/01 Subtotal for work to date £1,500 plus £33 mileage for site meeting and visit to the receptor viewing points. 13.05.26 at £1533 plus £306.60 VAT = £1,839.60

Cllr Pope to be the first authoriser and Cllr J.Green the second.

Meeting closed at 20:00