

# **GRAFFHAM PARISH COUNCIL**

## **MINUTES OF THE MEETING OF THE GRAFFHAM PARISH COUNCIL HELD ON FRIDAY 8 MARCH 2019 AT 7.00 PM AT THE EMPIRE HALL, GRAFFHAM**

- Present:** Cllr. H. Charman (Chairman), Cllr. C. Ainley, Cllr. S. Lydiard-Wilson, Cllr. S. Macqueen, Cllr. T. Richardson (arrived 7.25pm part way through minute 107b) and Cllr. J. Uphill.
- In Attendance:** WSCCllr. David Bradford  
One Member of the Public  
Ms. Tracy Rowe, Clerk and Responsible Financial Officer

The Chairman welcomed all present.

101. **To receive apologies for absence.** Apologies had been received from GPC Councillor Simon Mackie and CDCllr. John Elliott.
102. **To receive any declarations of interest from members and dispensation requests in respect of any items on the Agenda.**  
Cllrs. Uphill declared an interest in Agenda Item 7a: SDNP/19/00655/CND Land at Homes of Rest and also Agenda Item 11. Land at Homes of Rest  
Cllr. Macqueen noted that he had previously declared an interest in Calloways, Lavington Stud. (SDNP/18/00938/FUL, minute 81, 18.01.19). He had stated that this was due to the Bright Green Landscape and Visual Impact Assessment dated 13.10.18, 4.42 observing that "...The Old Rectory....290m south of the site boundary...set in grounds with mature vegetation that effectively screen all views to the north, with only a glimpsed view at the access to the footpath south of the site". Cllr. Macqueen had confirmed that this was incorrect as the Calloways buildings could be seen from three upstairs rooms and had therefore declared an interest.  
After further consideration, he confirmed that due to the distance of The Old Rectory being some 290m away from the Calloways site, that it was not necessary for him to declare an interest and so withdrew his previous declared interest.
103. **To approve the following minutes: Finance Committee meeting held on 18<sup>th</sup> January 2019; Parish Council meeting held on 18<sup>th</sup> January 2019 and Parish Council Planning Meeting held on 8th February 2019**  
Following a proposal from Cllr. Uphill, seconded by Cllr. Charman, the minutes of the Parish Council Finance meeting held on 18<sup>th</sup> January 2019 were unanimously **RESOLVED** as approved. Due to the absence of Cllr. Mackie, Chairman of the Finance Committee, these were duly signed by Cllr. Charman, GPC Chairman.  
The minutes of the Parish Council meeting held on 18<sup>th</sup> January 2019 were proposed as approved by Cllr. Macqueen, seconded by Cllr. Lydiard-Wilson and were duly **RESOLVED** as approved. The Chairman of that Meeting, Cllr. Charman, duly signed the minutes.  
The minutes of the Parish Council Planning meeting held on 8th February 2019 were proposed as approved by Cllr. Ainley, seconded by Cllr. Macqueen and were duly **RESOLVED** as approved. The Chairman of that Meeting, Cllr. Macqueen, duly signed the minutes.
104. **To receive a report from West Sussex County Councillor David Bradford.**  
WSCCllr. Bradford noted that WSCC was confirming its Council tax rise currently which was likely to include a 2% rise for adult social care. He noted the significant cost due to adult social care - in this area the number of "elderly" people over the age of 65 years, had risen by 50%. The Council tax also included the cost of "looked after" children, i.e. those in care in children's homes or those being fostered. WSCC was the "legal parent" of some 700 "looked after" children.  
WSCCllr. Bradford noted that he had recently spent a significant amount of time dealing with complaints about, and helping to ensure that potholes had been repaired. This had included a large pot hole on the road leading from Cathanger Lane cross-road to the Duncton Straight. He requested information about any particularly bad potholes and stated that he was always happy to assist in ensuring that they were repaired.  
Cllr. Bradford noted there was an edict being issued from WSCC about yellow zone parking areas near schools – dictating allowed parking areas. He noted that no ruling had been issued for Graffham Infant School. Following discussion, it was stated that Graffham Infant School would probably appreciate some assistance with the parking problems at the school – this would initially be followed up by GPC.  
Having been thanked by the Chairman for his attendance and contribution, WSCCllr. Bradford left at 7.15pm.

105. **To receive a report from Chichester District Councillor.**  
 CDCllr. John Elliott was not present. It was noted that GPC wished to express its sincere gratitude and thanks to CDCllr. Elliott for the work he had done on behalf of, and advice he had given to, GPC over recent years.
106. **Public Questions.** The member of public present was present to hear the discussions relating to agenda items: 7a) SDNP/19/00655/CND Land at Homes of Rest; 10. Calloways Lavington Stud SDNP/18/00938/FUL and 11. Land at Homes of Rest. The member of public raised no questions or comments at this point.
107. **Planning** Cllr. Macqueen, Chair of the GPC Planning Committee took the lead on the following planning items.  
**(a) New Applications**  
**SDNP/19/00448/TCA. The Rectory. Graffham Street. Graffham GU28 0NL. Notification of intention to crown lift by up to 5.5m (above ground level), crown reduce by up to 2.5m (all round), crown thin by 25% and deadwood on 1 no. Apple tree (T3). Crown reduce by 2.5m (all round) (approx. 25%) and crown thin by 25% on 2 no. Apple trees (T4 and T4)**  
 Cllr. Macqueen stated that he and Cllr. Uphill had conducted a site visit, in conjunction with the plans. He explained the planning application, and following a recommendation from Cllr. Macqueen the Clerk was **UNANIMOUSLY** instructed to submit a **SUPPORT** response with no further comments. **Action: Clerk.**  
**SDNP/19/00655/CND Land at Homes of Rest, Graffham Street, Graffham, GU28 0NW**  
**Demolition of four semi-detached houses and the erection five houses, consisting of three detached and two semi-detached dwellings, together with amended access, associated car parking and landscaping works. Variation of condition 9 from planning permission SDNP/17/06386/CND vary approved the details shown on the approved Construction Method Statement RH01\_06E with the details shown on drawing RH01\_06F to replace green timber hoarding on the west of Plot 5 with heras fencing (to be covered in green netting)**  
 Cllr. Macqueen stated that a formal site visit had not taken place as the proposed development could be seen from The Street. He noted that the application was to replace green timber hoarding on the west of Plot 5 with heras fencing to be covered in green netting. Discussion ensued during which it was noted that previously the fencing on the west of Plot 5 had been in the wrong position (too far west) but that it had recently been moved to the correct position. However, Type 1 hardcore had been put down where the incorrectly positioned fencing had been, rather than soil and grass being laid. Cllr. Macqueen stated that the grass should be reinstated so that parking could not occur on the current hardcore as and when the development commences. Following discussion during which it was noted that timber fencing might reduce light to properties and green nylon could blow around, the Clerk was **UNANIMOUSLY** INSTRUCTED to submit the following response "Graffham Parish Council submits an **OBJECT** response. The current heras fencing on the west of Plot 5 should remain as is, and should NOT be replaced with heras fencing covered in green netting nor solid green timber hoarding as required under the existing planning consent. ALSO, the type 1 hardcore laid after the previously incorrect positioning on the west of Plot 5 fencing should be removed and replaced with soil and grass"  
**Action: Clerk**  
 Discussion also ensued re the timetable for completion of the development given that fencing was in place yet no real works had commenced. It had been confirmed by the CDC Enforcement Officer that regarding the timescale agreed under condition 12 attached to SDNP/17/06386/CND, that due to the wording of the condition, commencement of works could not be enforced. The condition asked for details to be submitted and approved prior to development commencing. As this had been done, the condition had been complied with.  
 GPC Cllr Tom Richardson arrived at 7.25.  
 Cllr. Macqueen continued to be in communication with the CDC Enforcement Officer as necessary.  
 The Agenda was then re-ordered so that Agenda item 10 Calloways, Lavington Stud could be considered next.
108. **Calloways, Lavington Stud. SDNP/18/00938/FUL**  
 Cllr. Macqueen noted that a significant number of new plans, dated 14 February and 28 February were on the SDNPA website [www.southdowns.gov.uk](http://www.southdowns.gov.uk) Cllr. Macqueen had been in touch with Heather Lealan, the SDNPA Development Management Lead, who had confirmed that whilst the plans had been uploaded, the official consultation had not yet commenced as she was awaiting further information on the applicant's affordable housing statement. GPC would be informed when consultation commenced. Cllr. Macqueen understood that as the plans are largely amendments to the original application that a new planning application was not required. Cllr. Macqueen stated that the plans were largely concerning landscaping issues and internal layouts. Cllr. Charman raised concerns about the mix of housing - he stated that there were still too many 4 and 5 bedroomed houses and not enough 1 and 2-bedroom houses. The only change was that a one 2-bedroom house had been replaced by a 1-bedroom house. Cllr. Charman also noted that one of the 4-bedroom houses included a study which under the draft local plan would be construed as a bedroom. Therefore this 4-bedroom house would really be a 5-bedroom house.

It was noted that any Community Infrastructure Levy funds submitted as part of this development would be allocated to Graffham Parish, but that the £520,000 contribution from the developers in lieu of any affordable housing being included would not be allocated directly to Graffham Parish. Cllr. Lydiard-Wilson noted that the new plans submitted did not address the car parking issues previously raised by GPC. Cllr. Charman stated that it was necessary for there to be an agreement on parking issues and management issues and it would be appropriate for GPC to have input into this.

Cllr. Macqueen noted that the access to the site was still unclear on the plans although two passing places on the road from The Street to Calloways were shown. Cllr. Macqueen also noted that it had not been ruled out there could be a one-way access route – with cars accessing from The Street and leaving past the Graffham Infants School.

Cllr. Macqueen advised not submitting any response to the new plans just now, but would check with the SDNPA Development Management Lead as to whether GPC would be formally consulted before this application went before the SDNPA Planning Committee and whether a response was required. Were GPC required to submit a formal response prior to the Committee meeting a formal GPC Planning meeting would be held which would be open to the public as usual.

The member of public left the meeting at 7.40pm.

The Agenda was then re-ordered again to finish off Agenda Item 7 planning

109. **Planning Agenda Item 7 (b) To receive any late or amended applications.** There were none.

**Planning Agenda Item 7 (c) To note responses given by Graffham Parish Council since the last meeting.**

**SDNP/18/05316/HOUS The Folly, Graffham Common Road, Graffham GU28 0PT.** Change use of garage to habitable accommodation, extensions, creation of first storey terraces and insertion of a veranda. SUPPORT response with no further comments.

**Planning Agenda 7 (d) To note decisions from CDC/SDNPA.** None.

110. **Finance**

Prior to the meeting the Clerk/RFO had circulated the following documents

- Bank reconciliation as at 25 February 2019
- Statement of Accounts – showing Actuals as at 25<sup>th</sup> February 2019 reconciling to bank reconciliation as at 25<sup>th</sup> February 2019
- Receipts and Payments List as at 25<sup>th</sup> February 2019 for 8<sup>th</sup> March 2019 meeting showing cheques 795– 799
- Draft Revised Risk Assessment 2018-19
- Draft Revised Graffham Parish Council Asset Register 2018-19
- Draft Revised Retention of Documents and Records Management Policy

- 110a. **To review and verify the bank reconciliation as at 25 February 2019**

The Chairman of GPC, Cllr. Charman, presented and explained the bank reconciliation noting that it reconciled to the bank statements and cashbook. This was then **UNANIMOUSLY RESOLVED as APPROVED**. Due to the absence of the Finance Committee Chairman, Cllr. Mackie, the document was signed by the GPC Vice-Chairman, Cllr. Uphill.

- 110b. **To Approve the current statement of accounts – Actual receipts and expenditure against budget as at 25<sup>th</sup> February 2019 reconciling to bank reconciliation as at 25<sup>th</sup> February 2018.**

The Chairman presented the Statement of Accounts as at 25<sup>th</sup> February 2019. Having clarified that there were no queries, the Statement of Accounts was **UNANIMOUSLY RESOLVED as APPROVED** and signed by the Vice-Chairman of GPC, Cllr. Uphill, due to the absence of Cllr. Mackie, Chairman, Finance Committee.

- 110c. **To ratify the payments made since last meeting on 9 November 2018**

The Chairman presented the document entitled “Receipts/payments list as at 25<sup>th</sup> February 2019 for 8 March 2019 meeting showing cheques 795 - 799 and the document was **UNANIMOUSLY RESOLVED as APPROVED**. The document was signed by the GPC Vice-Chairman, Cllr. Uphill.

- 110d. **To approve the Risk Assessment (including GDPR), the current asset register and the Records Management Policy (GDPR) at the March 2019 meeting**

These documents had all been circulated to all councillors prior to the meeting. The Chairman explained that these documents were reviewed and updated each year. These documents had been prepared by the Clerk/RFO and had been reviewed by the Chairman.

The following documents were unanimously **RESOLVED as APPROVED**: Risk Assessment 2018/19 including GDPR; the current asset Register 2018/19 and the Records Management Policy (GDPR).

- 111 **SDNPA – spending of Community Infrastructure Levy – call for projects 2018/19.** To note submission of CIL proposal from GPC for “Garages Replacement at Graffham Recreation Ground”. Cllr. Ainley noted that he had been granted an extension until 11.3.19 for an application to be submitted. **(Clerk’s note:** after the meeting

an application was submitted to replace existing dilapidated garages and equipment's store. This would involve laying a new concrete foundation. The replacement building would comprise a weather-tight storage area and equipment store for the groundsman tools and equipment. The estimated cost (including in-kind) would be some £8,000 and £4,000 CIL Funding had been requested).

112. **Land at Homes of Rest.** This had been covered under minute. 107a, above.

113. **The Foresters Arms, Graffham.**

It was noted that decisions were still awaited from CDC/SDNP on the four outstanding planning applications: SDNP/18/04161/LIS; SDNP/18/04160/FUL; SDNP/18/05531/FUL and SDNP/18/05532/LIS.

114. **Parish Council Elections 2019.** Nomination packs were available from the Clerk. These were to be submitted to CDC, by hand, no later than 4pm Wednesday 3 April, but submission was encouraged as soon as possible after Wednesday, 20 March. Election day would be 2<sup>nd</sup> May 2019.

115. **To receive reports on or from:**

**Recreation Ground and Playground:**

It was noted that Cllr. Chris Ainley had been elected as the Chairman of Graffham Recreation Committee (GRGC). GPC offered him its congratulations and thanks.

Cllr. Ainley, as Chairman of the GRGC, gave a report: Mrs Hilary Major had announced her intention to step down as Secretary of GRG and a new Secretary was being sought.

The Community Infrastructure Levy application had been delayed until further details had been confirmed (min 11 above refers). GRGC had confirmed that bins suitable for dog waste could be provided, via a private contract, at both entrances to the recreation ground and they could be cleaned at minimal cost. GRC did not want to pay for these bins and would like the funding to be provided by GPC. Cllr. Ainley was not formally requesting this, at this stage, but would review the situation with GRGC.

As GRGC Chairman, Cllr. Ainley was involved with the assigning of responsibilities within the Committee. The Tennis Club would be responsible for stocking and running the bar at the pavilion. A member of the committee would be taking on responsibility for ensuring that a regular check on all playground equipment took place – this would hopefully be conducted by a rota or school parents, which would also encourage use.

A review of the finances of the constituent clubs would be undertaken.

A review of the documents signalling the relationship/chain of command between the GRG and GPC would be undertaken by Cllr. Ainley. It was noted that Graffham Parish Council is the sole Managing Trustee of the Graffham Recreation Ground.

It was stated by Cllr. Ainley that any forthcoming projects initiated by GRG, should be submitted to GPC for approval, especially if significant financial decisions were involved. It was suggested that all GRGC minutes should be distributed to GPC for information.

Cllr. Ainley was thanked for his report.

**Highways and footpaths.** Cllr. Lydiard-Wilson gave a verbal report which is reproduced below:

On 14<sup>th</sup> February Cllr. Lydiard-Wilson had submitted a report to WSCC Highways concerning the blocked gully in front of the house named Shuttles. This had now been jetted and WSCC were to carry out works to the collapsed headwall in the ditch.

GPC had received notification from WSCC Public Rights of Way (PROW) that Footpath no. 958 would be temporarily closed from 27<sup>th</sup> February 2019 to repair a damaged footbridge. For further information please contact the PROW team on 01243 777620.

WSCC PROW had informed GPC of the no. 23 PROW to be included in the Summer Surface Vegetation Clearance programme which would take place between June to August.

Cllr. Lydiard-Wilson had attended a Sussex Pathwatch meeting on 5<sup>th</sup> March. Topics had included: Sussex Police would be recruiting 100 Police Constable Special Officers (PCSO's) dedicated to rural communities thus increasing police presence; WSCC now has a dedicated fly-tipping investigator – parishioners are encouraged to report all incidents of fly-tipping; Operation Mini culminated in an arrest in December. SDNPA have reduced the height of hedgerows at beauty sport car parks to increase visibility as a deterrent.

**Empire Hall** – Details would soon to be released on when the hall revitalisation project will commence.

**Selham and Ambersham.** – There was nothing to report.

116. **Parish Matters (Clerk and Councillors)**

Again, Graffham Parish Council, on behalf of the village, wished to note its gratitude to Ms. Angie Mitchell who had generously spent a great deal of her time working "tidying up" the War Memorial and surrounding area (min 96, 18 January 2019 refers). Two parishioners, John Head and Karin Skanberg, who had assisted with the removal of the waste, were also thanked. The suggestion of post and rail fencing being erected on the field side of the War Memorial area was discussed and possible funding sources were discussed.

117. **South Downs Local Plan Examination: Main Modifications Consultation Open until 23.59, 28 March 2019.** It was **RESOLVED** that GPC did not need to submit a response to this Consultation.
118. **WSSC and SNDPA Sand Review of the West Sussex Joint Minerals Local Plan. Available for comment until 18 March 2019.** It was **AGREED** that Cllr. Mackie be asked to consider a response to this as required.
119. **Correspondence and Invitations received.**  
 GPC, under Freedom of Information legislation, had received a request for confirmation of any communication received from, or sent to, A27 alliance or its representatives (with copies), plus also copy of minutes where GPC had agreed to be represented by the A27 alliance. The Clerk had forwarded to the correspondent, a copy of an unsolicited email containing a letter from A27 alliance, confirming that no action had been taken by GPC and that it had not agreed to be represented by A27 alliance.  
 Scottish & Southern Electricity Networks (SSEN) Community Resilience Fund is opening from 4<sup>th</sup> March. SSEN are offering grants of up to £20,000 to support community Resilience projects in its network areas. This fund is open to constituted community groups, not-for-profit organisations and registered charities. For more information visit <https://www.ssen.co.uk/RCF/England/>.
120. **Date of the Next Meeting Monday 13 May 2019. 7pm.** Empire Hall Committee Room. Annual Meeting of Graffham Parish Council (new council following the elections). **NOTE NEW DATE.**
121. **Forthcoming Dates for 2019/20 Friday 17 May 2019** Annual Meeting of Parish of Graffham. 6.30pm (social drinks), meeting commencing at 7pm. **NOTE NEW DATE**  
 Friday 5 July 2019, Friday 13 September 2019, Friday 15<sup>th</sup> November 2019, Friday 17 January 2020, Friday 13 March 2020, Monday 11 May 2020 Annual Meeting of the Parish, Friday 15 May Annual Meeting of Graffham Parish Council.

The meeting ended at 8.10pm.  
 These minutes are an accurate record of events.

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 Cllr. Howard Charman, Chairman  
 Date