

GRAFFHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE GRAFFHAM PARISH COUNCIL HELD ON FRIDAY 9 NOVEMBER 2018 AT 7.00 PM AT THE EMPIRE HALL, GRAFFHAM

Present: Cllr. H. Charman (Chairman), Cllr. C. Ainley, Cllr. S. Lydiard-Wilson, Cllr. S. Mackie,
Cllr. S. Macqueen, Cllr. T. Richardson and Cllr. J. Uphill,
In Attendance: WSCCllr. David Bradford
Ms. Tracy Rowe, Clerk and Responsible Financial Officer
1 Member of the public (left at 7.40pm)

The Chairman welcomed all present and noted that as the member of public was present particularly to hear the discussion on Agenda Item 15, Calloways, he desired to re-order the agenda so that Calloways, would follow on directly after Agenda item 6. Public Questions. This was agreed by all present.

59. **To receive apologies for absence**

Apologies received from CDCllr. John Elliott.

60. **To receive any declarations of interest from members and dispensation requests in respect of any items on the Agenda.**

Cllrs. Mackie and Uphill each declared an interest in Agenda Item 16: Land at Homes of Rest

Cllr. Mackie declared an interest in Agenda item 15: Calloways.

Cllr. Richardson declared an interest in Heathlands Reunited Sculpture Project (agenda 19) and also the following two planning applications: SDNP/18/05531/FUL and SDNP/18/05532/LIS Foresters Arms, The Street, Graffham – Single storey lean-to extension to existing kitchen (agenda 7.a)

61. **To approve the following minutes: Parish Council meeting held on 7th September 2018; Parish Council Planning meeting held on 27 September 2018**

Following a proposal from Cllr. Macqueen, seconded by Cllr. Lydiard-Wilson, the minutes of the Parish Council meeting held on 7th September 2018 were unanimously **RESOLVED** as approved and duly signed by the Chairman of that meeting, Cllr. Charman.

The minutes of the Parish Council Planning meeting held on 27th September 2018 were proposed as approved by Cllr. Macqueen, seconded by Cllr. Lydiard-Wilson and were duly **RESOLVED** as approved. The Chairman of that Meeting, Cllr. Macqueen, duly signed the minutes.

62. **To receive a report from West Sussex County Councillor David Bradford.**

WSCCllr. Bradford noted the difficult finances of some County Councils included East Sussex and Northampton which had disbanded and had been split into two organisations. He stated that the finances of West Sussex County Council were quite good as the WSCC was well governed, and had made significant budget savings since 2010. Spending was tightly controlled, and although not confirmed, it was likely that Council Tax would be set at the same rate as now. However, the robust controls had still led to a £22.3 million budget gap and the organisation was reluctant to dip into reserves.

WSCCllr. Bradford noted that there was pressure on places for schools – this varied around the county. There was a new Director of Education joining WSCC in December. Following a query from Cllr. Mackie as to concerns about the budget and viability of Graffham Infant School, WSCCllr. Bradford noted that Graffham Infant School not only was an outstanding school but that through its Federation with Duncton Junior School, it was regarded as one school i.e. not two very small schools. He regarded the Federation as “extremely secure”.

WSCCllr. Bradford expressed concerned about road safety/Highway issues, noting the A283, A285 and A286 in particular. He noted that there had been two fatalities on the A285 recently. Mention was made again of the planned road safety works for the A285 between the A27 and Petworth (minute 54, 7 September 2018 details). Cllr. Richardson stated that the works were not a good use of money and Cllr. Lydiard-Wilson stated that widening the road might encourage motorcyclists to overtake. Cllr. Richardson noted that wider roads encouraged drivers to go faster. Cllr. Mackie noted that a serious accident on the A285 impacted on Graffham as it meant that West Lodge entrance to Seaford College had to be used, increasing traffic through the village. Cllr. Richardson stated that a roundabout near the Duncton Seaford School entrance would make that entrance safer. It was noted that the A285 was the most dangerous road in the country.

WSCCllr. Bradford stated that he felt that there should be a 40mph or 50mph speed limit across the whole SDNPA area and that ALL villages should have a 30mph speed limit. Following a query from Cllr. Macqueen as to whether it would help if all villages got together and requested such a speed reduction, Cllr. Mackie suggested that the powers at a higher level, i.e. at County Council level, were best placed to deal with these issues, rather than parish councils. Cllr. Bradford requested input on ideas to facilitate these issues.

Having noted that he missed CDCllr. Elliott’s presence, WSCCllr. Bradford left at 7.16pm.

63. **To receive a report from Chichester District Councillor.**

CDCllr. John Elliott was not present.

64. **Public Questions.** The one member of public present had no questions.

The Chairman re-ordered the Agenda so that Calloways, Agenda item 15, could be considered next.

65. **Calloways, Lavington Stud.**

Cllr. Mackie had declared an interest in this item (Min 60 refers). It was noted that on 26 October an 82 page "Landscape and Visual Impact Assessment" (LVIA) by Bright Green Environmental had been put on the SDNPA website. The Chairman of GPC Planning Committee, Cllr. Macqueen, stated that he couldn't comment on this report other than to note the new plan at the end. The following changes had been made: what was house no. 12 (2 storey) had been taken out and there was therefore a reduced number of houses. What was house no. 10 remained but it didn't appear that it would be converted, and houses 8, 9 and 10 were smaller. Therefore, there would be fewer bedrooms and fewer cars.

The Chairman of the meeting, Cllr. Charman, asked about the process for this LVIA document having been submitted so late, after the closing date for comments had long past. Why was there a new document and could such amendments to the plan be made at this late stage?

A parishioner stated that the applicant had probably taken note of earlier comments by the Landscape Officer that no assessment had been done, so one had now been commissioned. He thought that the applicant had probably been in discussion with the planning department all the way through the process and would be taking note of, and adjusting the plan in accord with suggestions/advice being given to them. It was feared that this could mean the application was a "done deal".

A parishioner was of the opinion that the document submitted by Bright Green Environmental should form an application for variation and the parish council should note this. The parishioner wondered whether GPC might write to SDNPA and state that the new plans do not appear to reflect the original application and that the plan at the end of the LVIA does not reflect the original application. A parishioner was of the opinion that the Bright Green Environmental report did not appear to reflect other known problems eg. Access/road.

A parishioner stated that, whilst it was not yet in writing, he had been told that there would be widening of the area of Y-junction access from The Street, the Northern arm of which was now registered in the name of the Stud.

Cllr. Macqueen stated that that the 82pp document was not an application, just a report. He noted that the original application had been rushed through to submission to the SDNPA before its Local Plan was approved.

Discussion ensued: it was noted that the planning timeline on this application had passed, in that the planning determination deadline was 16 July; no plan was shown of the actual road access.

It was **UNANIMOUSLY RESOLVED** by those councillors able to vote that GPC (i.e. not Cllr. Mackie) would write a letter to SDNPA, noting the current situation with revised plans, the timeline expiry, and reiterate all other main issues and refer to problems raised before e.g. Access point, garages, parking, road access, traffic etc. Cllr. Macqueen agreed to draft the letter. **Action: Cllr. Macqueen.**

At this point, the meeting returned to follow the agenda as published.

66. **Planning** Cllr. Macqueen, Chair of the GPC Planning Committee took the lead on the following planning items.

(a) New Application

SDNP/18/05340/TCA Graveyard, Graffham Street, Graffham. Notification of intention to crown raise by 6m on 4 no. Western Red Cedar trees (T1-T4).

Cllr. Macqueen noted that this application related to two trees at the entrance, and two trees at the back of the Graveyard. He had spoken to the applicant who had informed him that CDC had already granted permission for these works to commence in January, so it was curious that GPC was being consulted. However, It was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to submit a "SUPPORT" response with no further comments". **Action: Clerk**

SDNP/18/04161/LIS Foresters Arms Inn, The Street, Graffham GU298 0QA. Change of use of former restaurant extension and associated works to create 1 No. self-contained unit of holiday accommodation, together with refurbishment of 3 No. existing B&B rooms to form 2 No. B&B suites. This matter was

deferred until a following meeting as it was noted that the accompanying application **SDNP/18/04160/FUL Foresters Arms Inn** Change of use of former restaurant extension and associated works to create 1 No. self-contained unit of holiday accommodation, together with refurbishment of 3 No. existing B&B rooms to form 2 No. B&B suites had been received after the agenda had been issued.

SDNP/18/05531/FUL Foresters Arms TheStreet Graffham GU28 OQA. Single storey lean-to extension to existing kitchen and SDNP/18/05532/LIS Single storey lean-to extension to existing kitchen were considered together.

A site visit had been conducted by Cllrs. Macqueen, Richardson and Uphill to consider these applications, and SDNP/18/04161/LIS (subsequently deferred). Cllr. Richardson declared an interest in the two applications relating to the kitchen part of the public house so took no part, as a councillor, in the following discussion.

The Chairman of the Planning Committee, Cllr. Macqueen, noted that the applications for the kitchen extension was a revised new application for works on the kitchen, which GPC had previously approved but had been refused (Clerk's note: Previous applications were SDNP/17/05519/FUL and SDNP/17/05520/LIS). This revised application took account of recommendations from the Historic Buildings Advisor, which entailed removal of the two velux windows, previously included. It also only needed the removal of one wall. He also noted that the proposed kitchen layout would be more effective and efficient than the existing kitchen and temporary kitchen extension which only had temporary permission granted to it. It was noted that if permission were not granted for these applications then the kitchen would not be able to continue and the food element of the pub would have to stop.

It was **UNANIMOUSLY RESOLVED** by those able to vote (i.e. not Cllr. Richardson) that the Clerk be instructed to issue the following response to each of SDNP/18/05531/FUL and SDNP/18/05532/LIS "Graffham Parish Council submits a **SUPPORT** response as the works are essential for the viability of the public house." **Action: Clerk.**

(b) To receive any late or amended applications. To note SDNP/18/04160/FUL Foresters Arms Inn. To be considered at a later meeting.

(c) To note responses given by Graffham Parish Council since the last meeting.

SDNP/18/04059/TCA Walter's Cottage. Fell 1 no. Norway Maple Tree. The application was withdrawn as the issue was dealt with by SDNP/CDC via the 5-day notice exception, therefore no response was required by GPC.

SDNP/18/04040/FUL Empire Hall, The Street, Graffham GU28 OQB. Removal of 4 no. existing storage sheds and replace with 1 no. new single storey storage building, new grasscrete driveway and parking area to the rear of the building. **Support with no comments.**

Empire Hall - At this point it was noted that the application had been withdrawn and Cllr. Lydiard-Wilson, GPC's representative on the Empire Hall (EH) Committee gave the following report:

"The Chairman of the Empire Hall Committee had reported that the Planning authorities have indicated that they were unwilling to approve the conversion of the area behind the hall to a car park and therefore also the track along the South side of the hall as well. However, they were ready to approve the new shed in the back North East corner of the garden area.

The EH Chairman had also stated that as yet no funding for any of the work had been secured. This had initiated a rethink of the whole enhancement project plans. After a full discussion on the way forward, the following had been agreed by the EH Committee:

- Continue with the securing of funding and delivery of the improvements to the kitchen, toilets and new mini entrance area (internal). Improvements within the building do not require planning permission

Withdraw the current planning application and re-apply as follows:

- New shed located in SE corner of the "garden" area running East West along the South boundary. (The committee did not want to locate a new shed in the middle of the garden area because of concern around creating hidden space difficult to supervise and increase risk of safeguarding issues)

- Remove existing sheds and concrete plinths for sheds to create an open green space

- Install a porch at the rear door

- Install a bottle gas store on the East wall of the hall to supply upgraded kitchen

- Install an access track for use by disabled patrons and clients to access health services provided at the rear "treatment room" in the hall

- Install an access track (dependent on discussions with planning experts) to the new shed location

- Upgrade/replace the material around the rear of the hall to improve appearance in line with overall area, post works

- Continue to seek funding for the above

SDNP/18/04519/TCA Graffham Court, Topleigh Road, Graffham GU28 OPA. Removal of existing vehicular access track and provision of new vehicular access track via existing entrance. **Support with no comments.**

(Clerk's Note: this application has now been withdrawn)

d) To note decisions from CDC/SDNPA

SDNP/18/03440/TCA 2 New Homes of Rest. Raise no objection

SDNP/18/03594/CND Heydons Loft, Graffham Street, GU28 ONS. Approved.

SDNP/18/03417/HOUS Glasses Approved.

The member of public left at 7.40pm.

67. **Finance**

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

- 1 Bank reconciliation as at 15 October 2018
- 2 Statement of Accounts – showing Actuals as at 15 October compared to budget.
- 3 Receipts and Payments List as at 15th October 2018 for 9 November meeting showing cheques 775 – 787.

67a. **To review and verify the bank reconciliation as at 15 October 2018**

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

67b. **To Approve the current statement of accounts – Actual receipts and expenditure against budget as at 15th October 2018**

The Chairman presented the Statement of Accounts as at 15th October 2018 and having clarified that there were no questions, the Statement of Accounts was **UNANIMOUSLY RESOLVED as APPROVED** and signed by the Chairman of GPC Finance Committee, Cllr. Mackie.

67c. **To ratify the payments made since last meeting on 7 July**

The Chairman presented the document entitled “Receipts/payments list as at 15th October 2018 for 9 November 2018 meeting” showing cheques 775 - 785 and the document was **UNANIMOUSLY RESOLVED as APPROVED**. The document was signed by the Chairman of GPC Finance Committee, Cllr. Mackie.

67d. **Parish Grass Cutting 2019-20. To note that this had been put out to tender and to agree a supplier for 2019-2020.**

The Clerk confirmed that she had contacted four companies to seek quotes: The current contractors, Norwood Contractors had confirmed that they were “quite happy to continue at the same price”; Calways Direct, who had quoted in October 2016, declined to quote again; Naldrett Garden Services declined to quote again and a local contractor who cuts land in a neighbouring parish did not return phone calls.

It was **UNANIMOUSLY RESOLVED** to accept the quote from Norwood Contractors and the Clerk was instructed to notify Mr. Morgan, that the same terms would apply as now, for 2019 and 2020.

68. **Councillor’s Roles.** The Chairman explained that at the beginning of each 4-year term of the Council, roles and responsibilities were assigned to individual councillors. As there had been some vacancies on the Council, Cllrs. Mackie and Macqueen had also taken on the role of GPC Representatives to the Recreation Ground Committee, joining Cllr. Uphill who was already a representative. GPC, as an entity, is the sole Managing Trustee of the Recreation Ground. As there were now two new Members, consideration could be given as to whether they could fulfil one of those representative roles each, thus freeing up Cllr. Mackie and Macqueen to concentrate on being Chair of Finance Committee/Advisor on Legal Matters and Chair of Planning Committee respectively. Discussion followed as to the possible forthcoming activities of the Recreation Committee including the removal of trees on Rec Ground and siting of a large metal storage shed involving expenditure of some £19.7k of VAT monies which had been repaid to the Recreation Ground Committee by GPC.

(Clerk’s note: In its role as sole Managing Trustee, VAT accounting for the pavilion and road works at the recreation ground had been administered by GPC as part of its own accounting system. Tranches of VAT recovered on recreation ground works had been retained by GPC for a period of four years following receipt from HM Revenue and Customs. Subsequently, tranches totalling some £19.7k had been released back to the Recreation Ground Committee)

Discussion ensued, and Cllr. Ainley agreed to replace Cllr. Mackie. Cllr. Richardson stated that due to his working pattern as a publican he was unable to attend meetings on a Saturday, but that he would liaise with Simon Mitchell, Chairman of the Recreation Ground Committee, to confirm timings of meeting.

69. **Break-ins to vehicles in the parish – including theft from motor vehicles and criminal damage to motor vehicles.**

The Chairman queried whether there had been a significant increase in reported break-ins including theft from, and criminal damage to motor vehicles and if so, what were the options to GPC?

Cllr. Richardson, prior to the meeting, had stated that the Police Crime statistics for September and October were not yet on line, but that figures for August showed a number of vehicles crimes. He stated that since May/June there had been a significant number of incidents around the parish – crime figures could be obtained to verify.

Cllr. Tom Richardson reported that he had been in regular contact with the Sussex Police Divisional Commander and the Officer leading investigation, Operation Mini, to ensure they are doing all they can to catch the offenders. He had been told that two people have been taken to court, one of which had been imprisoned and three others were on police bail whilst the investigation continued.

The Chairman thanked Cllr. Richardson for his full report, and asked what GPC could do as a Council to assist? It was agreed that Cllr. Richardson would draft an article to be included in the next edition of the Graffham Parish News to update the village and would also include advice from Sussex Police, contained in their "Simple Steps to protect your vehicle" flyer.

70. **Review of the South Downs National Park's Local List for Validation of South Downs National Park Development Management Applications (Public Consultation open until 5pm, 14 December 2018).**

Documentation concerning this matter had been sent to GPC in October and had been circulated to all Members.

It was **RESOLVED** that there was no need for GPC to respond.

71. **SDNPA – spending of Community Infrastructure Levy – call for projects 2018/19. Closing date for bids 15th February 2019.**

It had been confirmed that GPC had not been successful with the projects submitted for consideration in 2017/18 (footpath, Empire Hall work, Recreation Ground works and a brown sign). The Clerk was instructed to seek projects from Chairmen of Empire Hall and Recreation Ground and GPC as before. Cllr. Action: Clerk.

72. **To note the need to review and update the Standing Orders in accordance with NALC/SSALC Model Standing Orders 2018.**

This was noted and the work would be undertaken by the Chairman. **Action: Chairman**

73. **To note the need to review Financial Regulations, Risk Assessment (including GDPR), the current asset register and the Records Management Policy (GDPR) at the January or March 2019 meeting and to reappoint the Internal Auditor.**

This was noted. **Action: Clerk & Chairman**

74. **Land at Homes of Rest.** Cllr. Macqueen stated that he had written in October, and had recently written again, to the CDC Planning Officer Enforcement concerning various matters: the hardstanding laid in the wrong place and the timetable for development not being complied with. Also, recently a large section of the security fencing had blown down and had not been reinstated. It was noted that a parishioner would also be writing to CDC to complain about the fencing.

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

Recreation Ground and Playground: A Recreation Ground Committee meeting would take place on 10th November and would be attended by Cllrs. Ainley and Macqueen. Cllr. Mackie noted that there were a number of circular car tracks on the recreation grass between the pavilion and the tennis courts which looked unsightly and had appeared to cause damage to the grass.

Cllr. Mackie also enquired as to the groundworks which had occurred in the second field on the left, past the gate, leading from the Recreation ground up the lane towards E. Lavington/Norwood Lane. He noted that a huge circular "track" had been excavated in the field. Although this was in East Lavington Parish, discussion ensued as to its intended use – was it, for example, a canter track or a BMX bike track? Cllr. Uphill would speak to the owner of the field. **Action: Cllr. Uphill.**

Highways and footpaths. Community Winter Resilience Plan 2018/19

Cllr. Lydiard Wilson gave a verbal report which is reproduced below:

The Graffham Winter Maintenance plan for 2018-19 had been submitted to WSCC, and having been told the detail of the plan, it was **UNANIMOUSLY RESOLVED** that the plan be **ADOPTED**.

Location of salt/grit bins in the Parish: Selham Road, Graffham by Blytheswood (Withy); Selham Road opposite Fir Trees Cottage; The Street, Graffham opposite Ariel Cottage; The Street, Graffham Near Guillods Cottage.

A Hippo Bag of Salt for the parish was stored at Haylands Farm.

List of roads to be gritted/ploughed:

- Centre of Graffham to Cathanger crossroads, and right to the A284 Petworth Road
- Centre of Graffham to the school
- Turning from The Street Graffham to Midhurst past The White Horse pub and on through the Heyshott crossroads to the A283 Midhurst Road
- Road leading from Village Shop Graffham to Selham passing the Three Moles pub, turning left to South Ambersham and then left again to Heyshott.
- Perrot Lane
- Fitzlea Road

Full details of the plan could be obtained from Cllr. Lydiard-Wilson or the Clerk.

Empire Hall – Minute 66c refers.

Selham and Ambersham. GPC had notified the South Ambersham resident who had raised the question regarding whether a traffic plan had been produced for Planning Application DNP/17/01743/CND, that the application had been withdrawn for now, whilst further information in relation to the Highways issues in regards to the travel plan was agreed (min 54, 7 September 2018 refers)

76 **Parish Matters (Clerk and Councillors)** It was noted that there were still two boxes of old documents which needed sorting and shredding in compliance with the Retention of Documents and Records Management Policy. The documents which were retained would then be sent to the West Sussex Records Office.

The Clerk had been informed by the parishioner who ran the website www.graffhamonline.co.uk that she would be moving from the parish at the end of November and would only run the website (maintenance, hosting, updating etc) on the current terms till end December 2018. This website was used by GPC and East Lavington Parish Council to comply with the Transparency Act. Quotes had been received from the parishioner for her to construct and maintain a new site, or new sites, to be written in Wordpress. Correspondence had occurred between her, GPC and ELPC discussing a possible way forward. This had all been copied prior to the meeting to all Councillors. The Clerk stated that it was essential for there to be an operational website from 1st January and that it might be necessary to see if somebody within the parish or locality might be able to construct a website for use of GPC/ELPC.

Following discussion, Cllr. Richardson agreed to take on and manage this pressing matter on behalf of GPC. He would liaise with the Clerk at ELPC and the current website manager as required and keep the Chairman/Clerk fully informed of progress. **Action: Cllr. Richardson**

77. **Correspondence and Invitations received.** An email, with an example quoted, had been received from DM Payroll Services who provided Data Protection Officer (DPO) services to GPC, enquiring whether GPC wished to continue subscribing to its DPO service once its current contract expired in January 2019. The Clerk was instructed to request a specific GPC quote seeking clarity on yearly costs for a three-year period – this would then be resolved at the January 2019 meeting.

An email had been received from a parishioner concerning traffic in the South of the Village, which had been circulated to all Members. Following discussion, it was agreed that the Chairman would respond to the parishioner advising him that his comments had been noted. **Action: Chairman**

An update had been received from SDNPA re the Heathlands Reunited project. Cllr. Richardson reiterated his declaration of interest in this matter as he is also a Councillor for Lodsworth Parish. It was proposed that a sculpture of two animals would be sited on Graffham Common, but within Lodsworth Parish, yet close to and visible from the Graffham boundary. An indicative sketch of the sculpture had been provided, along with a map showing the proposed siting. It was noted that a pre-planning application would be submitted shortly and that a full planning application would be submitted before the end of the year.

The Chairman reminded those present that in January 2018, when originally approached by SDNPA Heathlands Reunited, it had responded to SDNPA that GPC “is strongly of the view that a sculpture on the Common would be totally inappropriate. One of the important aims of the SDNP is to conserve and protect the existing environment. A sculpture of this nature is more appropriate for a suburban park than in a precious area, such as Graffham Common”. Discussion followed and it was **UNANIMOUSLY** agreed that the views of GPC would be reiterated to SDNPA and also to Lodsworth Parish Council. **Action: Clerk/Chairman**

Information had been received from the CAGNE Aviation Town and Parish Council Forum concerning the Gatwick Master Plan – consultation for which ends at 5pm on 10th January 2019. Cllr. Mackie requested that information be resent to him. **Action: Clerk/Cllr. Mackie**

It was noted that, now the agenda had been published, it was not necessary for a GPC member to attend the SDNPA West Sussex Parishes Workshop on Thursday 29 November at Midhurst.

78. **Date of the Next Meetings**

Friday 18 January 2019 6.30pm Finance Committee Meeting. (Cllr Mackie, Chairman; Cllr. Charman and Cllr. Uphill)

Friday 18 January 2019 7.00pm Full GPC Meeting. – all Councillors.

79. **Parish Council Meetings 2018-19**

The forthcoming meeting dates would be: Friday 8 March 2019 7pm; Monday 13 May 2019 the Annual Meeting of the Parish of Graffham 6.30 for 7pm; Friday 17 May 2017 Annual Meeting of Graffham Parish Council 7pm.

The meeting closed at 8.44pm

These minutes are an accurate record of events.

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Cllr. Howard Charman, Chairman

Date

