

**GRAFFHAM PARISH COUNCIL**

**YOU ARE HEREBY SUMMONED** to attend an Ordinary Meeting of Graffham Parish Council  
to be held remotely

On Friday 12<sup>th</sup> March 2021 at 7 p.m.

**Agenda**

**1. Declarations of Interest**

Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this Agenda.

**2. Public Participation**

Please contact the clerk if you would like to speak during the public session.

<https://us02web.zoom.us/j/84804024826?pwd=L1pIK0I3bHZxVWx5YWp2MUFCaW1adz09>

Meeting ID: 848 0402 4826 Passcode: 408322 Dial by your location UK: 0203 481 5240

**3. Apologies for Absence**

To receive and consider apologies for absence.

**4. Minutes from Previous Council Meetings**

To resolve and approve as a true record of the decisions of meetings and authorise the Chairman to sign.  
Committees – Planning 5.2.21 & 22.2.21, Finance 14.1.21 and Full Council Meetings 15.1.21

**5. Chairman's Report**

To receive and note any updates

**6. West Sussex County Council Matters**

To receive and note any updates

**7. Chichester District Council Matters**

To receive and note any updates

**8. Planning Matters**

(Full details of applications available via the South Downs National Park website portal

<https://planningpublicaccess.southdowns.gov.uk/online-applications>)

To receive as detailed below and any received between publication of this agenda and the meeting.

**NEW** – To review/respond to application(s)

i. **SDNP/21/00351/HOUS & SDNP/21/00352/LIS Hartley Cottage, Graffham Street, Graffham GU28 ONP**

Erection of a single storey side extension, changes to fenestration and raising of floor level.

**PREVIOUS APPLICATIONS** – To receive updates

i. **SDNP/18/00938/FUL Calloways, Graffham Street, Graffham GU28 ONJ**

Demolition and change of use of existing buildings to form 10 dwellings and construction of replacement dwelling.

ii. **SDNP/14/02844/FUL Land at Homes of Rest The Street Graffham Petworth GU28 ONW**

**RESPONSES PROVIDED BY COUNCIL SINCE 15 JANUARY 2021** – To receive confirmation

i. **SDNP/21/00092/FUL The Laurels The Street, Graffham, GU28 0QA**

Demolition of existing outbuilding, erection of a residential cottage and the creation of a new access.

ii. **SDNP/21/00228/CND Glasses Barn, Graffham Common Road, Graffham GU28 0PU** Variation of condition 2 of planning permission SDNP/20/01430/FUL.

iii. **SDNP/21/00227/CND Shuttles, Graffham Common Road, Graffham GU28 0PU**

Variation of condition 2 from planning SDNP/20/01431/HOUS.

iv. **SDNP/20/04581/CND Cartref, Graffham Common Road, Graffham GU28 0PU**

Variation of condition 1 from Planning Permission SDNP/20/01435/CND to amend approve drawings (windows and door).

v. **SDNP/21/00319/BBPN Opp. Coach House Cottage Graffham Street Graffham**

Notification to install fixed line broadband electronic communications apparatus

vi. **SDNP/21/00321/HOUS Minne Cottage Graffham Street Graffham GU28 0NL** Replacement of

UPVC windows with timber, replacement cladding, replacement extension and enlargement of first floor addition.

- vii. **SDNP/21/00297/HOUS Land Opp Pescods Store, Graffham Street, Graffham GU28 ONP**  
Proposal of garage to replace garage bay.  
**DECISIONS BY CDC/SDNPA INCLUDING WITHDRAWN & PRE-ADVICE APPLICATIONS**
- i. **SDNP/20/04417/TCA The Old Rectory** Notification of intention to fell 1 no. Mulberry tree (t1), Flowering cherry tree (t2) and 1 no Ash Tree (t3)- (NO OBJECTION RAISED)
- ii. **SDNP/20/03869/FUL Tagents Barn.** Use as an unrestricted dwelling house (REFUSED)
- iii. **SDNP/20/04934/TPO Pin Mill House.** Various Tree Works (APPROVED)
- iv. **SDNP/20/02351/HOUS The Laurels.** Erection of a replacement outbuilding. APPEAL NO: APP/Y9507/D/326027 (DISMISSED)
- v. **SDNP/20/04941/FUL Bluebell Wood, Topleigh Road, Graffham.** Installation of a ground source heat pump array and use of existing outbuilding as a plant room to serve domestic needs of dwelling (APPROVED) – see related item, bullet point (vi)
- vi. **SDNP/21/00699/DCOND Bluebell Wood, Topleigh Road, Graffham** (APPROVED)
- vii. **SDNP/20/04464/HOUS SDNP/20/04465/LIS Beck House, South Ambersham.** Demolition and replacement of existing timber outbuilding to rear of dwelling and extension to garage at front (APPROVED)
- viii. **SDNP/21/00093/NMA Apple Trees Graffham Street Graffham** Non material amendment to SDNP/20/04248HOUSE (REFUSED)
- ix. **SDNP/20/05681/PRE Hoyle Depot Topleigh Road Graffham** Regenerative Farming (involving milking parlour building, food processing building, agricultural dwelling (ADVICE GIVEN)

#### 9. Finance Reports

- i. Payments - To consider and approve payment of items including any authorised/signed outside meeting due to COVID-19 lockdown restrictions.
- ii. Bank Reconciliation (Feb & Mar) – To consider/approve sign off outside meeting, pending receipt of bank statements.

#### 10. Risk and Governance

- i. Policies and Procedures – To consider/adopt those referenced in the Clerk's Employment Contract (Policies for Grievance & Disciplinary, Health & Safety, Expenses and Equal Opportunities Statement)
- ii. Lap top – To consider/approve the purchase of Microsoft Business Licence for the Clerk's lap top and authorise the Clerk to obtain quotes for its replacement.
- iii. Website Accessibility – To receive a report from the Clerk, authorise quotes to be obtained to commission a compliant website and approve interim Accessibility Statement for current website.
- iv. New Code of Conduct – to receive an update and consider/adopt

#### 11. Various Parish Matters including Highways

Re Recreation & Playground, Empire Hall, Selham and Ambersham  
To receive any updates including consideration to signage near War Memorial to provide direction to the Recreation Ground.

#### 12. Clerk's Update

- i. West Sussex Association of Local Councils AGM – To receive an update on the outcome of the AGM of the 25.2.21 and implications for future membership and access to services.
- ii. Consultations, Notifications and Invitations – To receive an update on any received
- iii. Assets of Community Value - To receive a brief on registrations (expired) and review options.
- iv. Singleton Oil Well – To note an update received.

#### 13. Date of Next Council Meeting

To review/revise the dates for the Annual Parish Council Meeting and the Annual Meeting of the Parish

*Sarah Linfield*

Clerk/RFO to Graffham Parish Council 7th March 2021