

GRAFFHAM PARISH COUNCIL

FINAL DRAFT MINUTES OF THE GRAFFHAM PARISH COUNCIL MEETING HELD ON TUESDAY 12th May 2020 AT 3.30pm, VIA ZOOM VIDEO CONFERENCING

PRESENT: Cllr. John Uphill (Chairman), Cllr. H. Charman, Cllr. P. Churchward, Cllr. S. Macqueen and Cllr. S. Mackie
IN ATTENDANCE: CDCllr. Alan Sutton
Ms. Tracy Rowe, Clerk

The Chairman of this meeting, Cllr. Uphill, welcomed all those present.

1. **Apologies**

There were none. All members of GPC were present.

2. **Declarations of Interest**

Cllr. S. Mackie declared an interest in Agenda Item 11, Planning Application SDNP/20/01258/HOUS Chelsea Cottage, Graffham Street, GU28 ONP.

3. **Public Questions.**

There were no members of public present.

INSURANCE AND OTHER MATTERS

4. **To note the resignation of Chris Ainley as a GPC Councillor on 20th April 2020 and to note that Cllr. S. Mackie had replaced him as a GPC representative on the Recreation Ground Committee.**

This was noted.

5. **Insurance 2020-21**

To consider insurance proposals received from Zurich and Came and Co and to resolve which insurance company was to be appointed.

GPC was currently insured by Zurich on a 3-year LTA ending 31 May 2020. Zurich had submitted a new quote. The Zurich quote was £800 p a for 3 years, excluding any cover for subsidence, with an additional fee of £28 per annum for hirer's liability for individuals hiring the pavilion at the recreation ground.

Came and Co, as a broker, had been invited to submit a quote and having reviewed the insurance companies/options available to it had recommended to GPC that they accepted the quote/policy submitted by Pen.

All documents had been reviewed by the Finance Committee, comprised of Cllrs. Charman, Uphill and Mackie, who after due consideration recommended to full council that Pen be appointed, via Came and Co, on the following terms: "Graffham Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Pen, the annual premium can be reduced by a further 5%, giving an LTA premium of £774.71 including insurance premium tax, plus our administration fee of £50.00, giving a total annual premium of £824.71. This means Graffham Parish Council will commit to keep their policy with Pen for the period of the LTA".

Appointing Pen was considered preferable as the policy included subsidence cover. It was also noted that "Graffham Recreation Ground Charity was included as Joint Insured under the Public and products liability section of the policy"

Following the recommendation from the Finance Committee Chairman, Cllr. Charman, it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to instruct Came and Co that insurance was to commence with Pen/(AXA) from 1 June 2020. **Action: Clerk**

PLANNING MATTERS

At this point, Cllr. S. Macqueen, Chairman of the GPC Planning Committee took over the Chair. The agenda was re-ordered as a member of the public had expressed a wish to attend so the items were considered as follows.

6. **SDNP/20/01383/HOUS The White House, Nonnington Lane, Graffham, GU28 OPX. Construction of enclosed porch on East Elevation.**

Cllr. Macqueen explained that this application was for the erection of a single storey porch serving the house via a utility room. No formal inspection had been conducted but the site was clearly visible from the road and plans had been seen by all members. Following discussion, it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to issue a **SUPPORT** response with no further comments. **Action: Clerk**

7. **SDNP/20/01435/CND Cartref, Graffam Common Road, Graffham GU28 OPU Demolition of existing dwelling and erection of 1 no. replacement dwelling and associated works (alternative scheme to previously approved replacement dwelling LPA ref. SDNP/17/05846/FUL) - Variation of Condition 1 of planning permission SDNP/19/04023/FUL) Amendments to approved drawings (Roof Finish and Windows).**

Cllr. Macqueen stated that no site visit had been conducted as the site was visible from Graffham Common Road and had previously been visited by himself and Cllr. Uphill. One window on the East and one on the South Elevation were the subject of this application and drawings had been seen by all.

Cllr. Macqueen explained that the property was currently being rebuilt but it would appear that the contractor had been using one set of plans which were in the original application and not the revised plans which formed part of the planning consent. Although the revised plans were referred to by reference numbers 1210/SK05 Revision02 in the planning consent, copies of the plans had not been put on the SDNP website until quite recently. The matter had been referred to the CDC Enforcement Department. The differences were two ground to roof windows (No 2 on drawings) on the south and east elevations which on the consent had been reduced to conventional windows.

Cllr. Macqueen noted that whilst the windows had been reduced in size they were contrary to the consent. Discussion ensued and it was stated that the windows were inappropriate to the rest of the building and were out of keeping with the rural environment. Following discussion, it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to submit an **OBJECT** response as the windows are contrary to the planning consent and out of keeping with the rural environment. **Action: Clerk**

8. **SDNP/20/01601/LIS Beck House, Selham Road, South Ambersham, Graffham. Demolition of the existing conservatory and construction of a single storey extension and glazed link block.**

This was for the Listed Building application relating to SDNP/20/00660/HOUS (April 2020). Due to the circumstances relating to Corona Virus at the time, GPC had been unable to hold a meeting but the Chairman of the Planning Committee, had consulted all GPC members and had notified SDNPA by email dated 27th March that four councillors who were all Graffham Parishioners had all supported the application and it was hoped that SDNPA would accept that as a response. That email is now on the SDNP website.

Cllr. Macqueen confirmed that this was the Listed Building application in connection with the application the GPC had already supported. Following discussion, it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to submit a **SUPPORT** response with no other comments. **Action: Clerk**

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9. **SDNP/20/01258/HOUS Chelsea Cottage, Graffham Street, Graffham GU28 ONP. Single Storey side conservatory extension and new porch with associated roof alterations.**

Cllr. Simon Mackie had declared an interest in this item (see Minute 2 above) and took no part in the conversation for this agenda item.

Cllr. Macqueen stated that no site visit had been made but the property was clearly visible from the street and all GPC members had seen the plans. It was noted that the proposed porch and pitched roof was a considerable improvement on the existing flat roof porch. No adverse comment was made regarding the side conservatory extension and it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to issue a **SUPPORT** response with no further comments. **Action: Clerk**

10. **SDNP/20/01430/FUL Glasses Barn, Graffham Common Road, Graffham GU28 OPU Replacement of a single dwelling house using existing materials and demolition and rebuilding of a former Craft Barn to be retained as ancillary studio space for the house.**

This site had been inspected by Cllrs. Macqueen and Uphill previously when application SDNP/19/03601/FUL had been submitted, but in that application the barn to the south of the property was excluded and in fact was included with Shuttles, the neighbouring property, under the same ownership. GPC supported the application with strong conditions mainly relating to loading and parking of contractor's vehicles on Graffham Common Road however the application was withdrawn. This current application includes the barn to the south which is to be demolished and rebuilt as ancillary studio space for the house. To avoid confusion the barn was also included as being ancillary to the occupation of Shuttles the adjoining property SDNP/20/01431/HOUS but it has now been clarified that that is no longer to be the case.

The existing property comprises three bedrooms, one bathroom, one shower room workshop accommodation in the north wing, studio accommodation in the south wing and garages.

The proposed ground floor layout of the house is fairly similar to the previous application whilst the first floor is different, but still has 4 bedrooms and two bathrooms. The existing store to the north remains as existing. The studio to the south is to be demolished and rebuilt as studio space ancillary to the house. The proposal is therefore for 5 bedrooms, 3 bathrooms, workshop and studio accommodation but no garages, therefore a significantly large development, on a small site, with limited space for on-site parking.

It was noted that Zinc Dormers were proposed on the first floor north facing and south facing elevations. It was felt that these were out of keeping to the area, and not appropriate for the village but more in keeping for an office building in a suburban area.

A point was raised regarding the amount of glazing on the South Facing elevation.

A member queried the significant proposed change from the existing 3 bedrooms, 1 bathroom and 1 shower room, to the proposed 5 bedrooms and 3 bathrooms. Councillor Macqueen noted that the proposed footprint was the similar to the existing footprint so it was the internal layout which was to be changed.

Cllr. Macqueen also noted that the pre-application advice document discussed B&B and commercial use but this application is now for residential use.

It was also noted that should the development works for this application be commenced there would be insufficient space for the contractor's vehicles on site. All would have to park on the Graffham Common Road which would cause significant disturbance to the nearby residents and to the village as a whole as this was a major route into and out of the village.

Following discussion, it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to issue the following response: Graffham Parish Council submits an **OBJECTION** as the proposal represents: over development of a limited site; the increase in the number of bedrooms and therefore the increase in the number of residents; insufficient off-road car parking for the possible increased number of residents; unsuitable dormer windows; increase of ancillary space; loss of garaging. GPC requests that a Contractors' Plan relating to off-road lorry deliveries and off-road contractors' car parking be made a condition of planning in order to avoid undue congestion and subsequent obstruction of and damage to Graffham Common Road. Finally, in the event that consent is granted for this development it is a condition that it is not undertaken at the same time as any works are in progress in the adjoining property, Shuttles, or vice versa.

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11. **SDNP/20/01431/HOUS Shuttles, Graffham Common Road, Graffham GU28 OPU**

Extensions and refurbishment of single dwelling house

Cllr. Macqueen explained that there was one case number as above, but the first description in the notification refers to Extensions to Shuttles and rebuild of existing craft barn, yet the reissued notification with the same case number refers to extensions and refurbishment of single dwelling house with no reference to the barn. It has been established (see minute 10 above) that the barn has been reinstated as part of the Glasses Barn application. The existing accommodation has 2 bedrooms, one shower and one bathroom. With the exception of the barn, the works proposed are as the previous application SDNP/19/03600/FUL providing ground floor living accommodation together with two bedrooms and two bathrooms, one being en-suite. It is proposed that the first-floor attic room is to be converted into three further bedrooms, two bathrooms, one en-suite and a shower room. Total five bedrooms, four bathrooms and shower room.

The elevations show four new dormer windows on the east elevation and one roof light on the west elevation. It is noted there is limited car parking and no garaging.

Cllrs. Macqueen and Uphill had previously inspected the site and GPC had supported the earlier application SDNP/19/03600/FUL (September 2019).

Following discussion, it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to issue the following response: Graffham Parish Council submits an **OBJECTION** to the proposed dormer windows as being inappropriate in this rural setting in addition it is concerned by the increase in the number of bedrooms which due to the occupancy numbers would lead to increased car parking in a very limited parking area.

In the event that consent is granted the GPC would request that a Contractors' Site plan relating to off road lorry deliveries and contractor's car parking be made a condition of consent to avoid undue congestion and obstruction of Graffham Common Road and access to the village.

In the event that consent is granted it be a condition that works on this property are not undertaken at the same time as development works take place on the adjoining property, Glasses Barn, or vice-versa so as to avoid congestion and obstruction of Graffham Common Road.

12. **To include any late or amended planning applications received.** There were none.

13. **Chichester District Councillor Alan Sutton.**

CDCllr. Alan Sutton noted that CDC had been the most successful out of all district councils, in paying out appropriate business rate grants to businesses needing support at this stage of the Corona Virus crisis. CDC services are going ahead throughout the crisis - the Council was using its reserves rather than cutting services. All CDC staff had been redeployed - no staff had been furloughed other than those at Westgate Leisure Centre. CDCllr. Sutton was a member of Cabinet and had responsibilities for Housing and Rough Sleepers. The majority of those people sleeping rough had been rehoused indoors. Cllr. Sutton was keen to ensure that all information known to Council was disseminated to residents as soon as possible. The term "Visit Chichester" was being rebranded so that it would include rural areas, to ensure during the recovery period after the Corona Virus crisis, that any spending in the district would help rural areas as well. CDC were working with West Sussex County Council in recovery plans for the area, for after the immediate crisis period had passed. CDCllr. Sutton was thanked for his attendance and for his offer of assisting GPC and parishioners as needed.

The meeting ended at 4.16 pm.

These minutes are an accurate record of the meeting.

Cllr. Uphill, Chairman, Graffham Parish Council.

..... Date.....

Cllr. Sandy Macqueen, Chairman, GPC Planning Committee

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