

GRAFFHAM PARISH COUNCIL

DRAFT DRAFT DRAFT MINUTES OF THE MEETING OF GRAFFHAM PARISH COUNCIL HELD ON FRIDAY 20 NOVEMBER 2020 AT 7.0PM VIA ZOOM VIDEO CONFERENCING

Present: Cllr. H. Charman, Cllr. S. Macqueen, Cllr. J. Uphill (Chairman), Cllr. S. Mackie and
Cllr. P. Churchward

In Attendance: One member of the public.
Ms. Tracy Rowe, Clerk

The Chairman, Cllr. John Uphill, welcomed all those present.

47. **To receive apologies for absence**

Apologies had been received from CDClr. A. Sutton and WSCClr. Bradford.

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

Cllr. S. Macqueen declared an interest in Agenda Item, 9a. Planning Application SDNP/20/04417/TCA The Old Rectory, Graffham Street, Graffham GU28 0NJ.

49. **To approve the following Minutes:** Minutes of the GPC Meeting held on 18 September 2020; Minutes of the GPC Planning Meeting held on 16 October 2020.

Having been proposed as correct by Cllr. Macqueen and seconded by Cllr. Uphill, the GPC minutes of 18th September 2020 were **UNANIMOUSLY RESOLVED** as **APPROVED**. The Chairman of that meeting, Cllr. Uphill was duly authorised to sign the minutes as a correct record, after the meeting.

Having been proposed as correct by Cllr. Charman and seconded by Cllr. Mackie, the minutes of the GPC Planning Committee meeting held on 16th October 2020, were **UNANIMOUSLY RESOLVED** as **APPROVED**. The Chairman of that meeting, Cllr. Macqueen, was duly authorised to sign the minutes as a correct record, after the meeting.

50. **To receive a report from West Sussex County Councillor David Bradford.** WSCClr. Bradford had submitted a report in advance which is reproduced in full below:

Firstly, if you are aware of anyone who needs help during lockdown then get in touch with the HUB at West Sussex. Or even me if you hit a problem. The County is very sympathetic to anyone in need.

West Sussex has a county-wide community hub which is available seven days a week and staff will be on hand to respond to enquiries between 8.00am-8.00pm. A dedicated telephone helpline is also available for residents who are unable to go online: 033 022 27980.

People like Meals on Wheels are still available doing their usual excellent work. We have also now spent over £400,000 on 'hardship families' and this work will never stop. We are strong supporters of the Citizens Bureau in West Sussex and I speak as a former Director in a neighbouring county; there are times when we all need expert advice, usually free.

Congratulations to our schools who have just achieved 93% attendance compared to the national average of 89%. Children need the interaction and support for their wellbeing.

Our Children Services operation is being closely monitored but will probably go into a separate Trust. Improvement is needed but I can assure you that progress is being made. We also have a very enthusiastic Youth Cabinet if any teenagers wish to take part.

On a personal basis I took a quick break in the Canary Islands and came back to Lockdown which had been announced while we were away! West Sussex only has a low Covid level and I wonder whether we are over-reacting? Do we really need to stop kids playing football?

I have just come back from my daily walk in the park and noticed twelve adults having a few cans of beer in a side road! At least the children's swings and roundabouts are still allowed (as I speak). Fresh air is good for most of us.

My pet hate is the stupid temporary cycle lanes and I am pleased to report that most are being removed. This was a National not a County initiative and it shows how taxpayers' money can be wasted irresponsibly. I do appreciate that there are some keen cyclists out there (I set up a cycling club when aged 12), but 90% of correspondents wanted them removed.

I sit on the main Pensions Committee and generally our results are very good. However, there are times when we need to make changes and we do not hold back if improvements are needed; green issues are a hot topic right now and we are very keen to balance performance (i.e. the size of your pension) with social responsibility.

I will be retiring as County Councillor next April; so, put your name forward if you think you can do a good job (the same for District Councils as well of course). However, it is not a cushy number and taking all my interests into account (Family, County and Personal) I came home to 500 e mails after being away 10 days!

51. **To receive a report from Chichester District Councillor Alan Sutton.** Apologies had been received from CDCllr Sutton. Cllr. Sutton had sent to GPC information about **Make Your Change Count:**

Last week, we launched a new campaign called Make Your Change Count to help support rough sleepers on a more long-term basis, and I am very pleased to say that we have received a really positive response to it so far. We're delivering the campaign in partnership with our amazing local homeless charities. The aim is to encourage people to give to Stonepillow, Heart and The Four Streets Project, instead of giving money directly to those on the street. The reason for this is that while many people are very generous and give money to rough sleepers, this is actually helping to keep people on the streets, and unfortunately prevents people from accessing the long-term, specialist support that they need.

You may not be aware of it, but there is a huge amount of support available in the district for rough sleepers and by giving to our excellent local charities, you will be helping them to provide sustained support to clients. If you see someone sleeping rough, more often than not, we will be aware of them and we will have offered them support through our excellent Rough Sleeper Outreach Support Team which works closely with all rough sleepers in the area. For a variety of reasons though, it can take time for people to accept support, but we visit each rough sleeper every day to offer them support and check on their wellbeing.

I now want to tell you more about our wonderful homeless charities, who we are incredibly proud to work with. HEART is a partnership of 14 local churches in Chichester, who want to play their part in helping some of the most vulnerable people in Chichester. They have an amazing group of dedicated volunteers who each day, provide a hot meal to rough sleepers and homeless people at one of HEART's churches.

Another charity is The Four Streets Project. They have a wonderful team of volunteers who provide a range of support each night. This includes providing hot food and drink as well as supplying people with essential items. Since the pandemic, they have also been providing a supper club and volunteers talk to those who attend and let them know about the different services that are available in the and recovery. They also provide fresh food and essential items and during the pandemic have been working to keep people safe and well.

We know that people in the district are extremely generous and want to help others, but the best way to help rough sleepers in the long term is to support the charities and organisations that work with rough sleepers on a regular basis. I encourage as many of you as possible to support this important campaign. You can find out more by going to www.chichester.gov.uk/makeyourchangeaccount where you can find details of all the charities.

Another aspect that you may not be aware of is that not everyone on the streets is homeless and that there are people area that can support them further.

The other charity that we are working with is Stonepillow. They support homeless and vulnerable people every day of the year and provide a complete recovery journey for clients, focusing on helping them improve their health and wellbeing, and sustain independent living. They also work with a range of other partners to provide safe, secure, high-quality accommodation and support with mental health who come into the city to beg for money, and sometimes from quite far away. Unfortunately, it's very difficult to tell the difference, and so by giving to our local homeless charities you will be making sure that your money goes towards helping those who really need it. You can also be assured that we make every single person on the streets aware of the support that is available, regardless of their situation.

One of our top priorities is to prevent homelessness and rough sleeping in the district. We are working closely with our local partners to ensure that accommodation is available to those that need it and that no-one has to sleep on the streets. One of the things we have been doing is applying for government funding on behalf of local partners to help increase temporary accommodation in the area. We have had a number of successful bids and this will really help make a difference. I encourage as many of you as possible to support this important campaign. You can find out more by going to www.chichester.gov.uk/makeyourchangeaccount where you can find details of all the charities.

Ultimately, ending homelessness is about more than just housing, it's about providing a home where residents feel secure and can make a success of their lives. Our 'Make your Change Count' campaign and the work of charitable partners aims to make a difference, not just by getting people off the street but making real change.

52. **Public Questions.** A member of the public was present in relation to Item 9a. Planning Application SDNP/20/04628/LDP Wiblings Farm, Graffham Common Road and also to discuss the issue of overgrown hedges throughout the parish and nearby.

The member of public commented that a number of hedges throughout the parish were overgrown, causing a danger to horse-riders who were forced out into the middle of the road. Hedges need cutting back away from the road, and overhanging branches need cutting down. There were a number of hedges/overhanging branches which need rectifying, but of particular note were those along the Selham Road and by Popple Hill. Also, in the

neighbouring parish, East Lavington, the hedge leading all the way from the Campsite, past Norwood Lane towards Graffham needed cutting back.

The member of public present also pointed out that the road surface from East Lavington to Graffham was appalling.

GPC's Councillor responsible for Footpaths and Highways, Cllr. Churchward, would deal with these matters.

Action: Cllr. Churchward

53. **Update on Callows: SDNP/18/00938/FUL Callows, Graffham.** There was nothing to report.
54. **Update on Land at Homes of Rest SDNP/14/02844/FUL** (Minute 36, 18.09.20 refers). The Chairman had written to the Director of Planning at SDNPA who had advised Chichester District Council (CDC) enforcement team, on SDNPA's behalf, to open up a case and instigate a process (under section 215 of the Town and Country Planning Act 1990) to clean up land when its condition adversely affects the amenity of the area, which in this case is within a National Park. The Chairman had received communication from CDC's Enforcement Team, that action would be taken. The Chairman would continue to monitor the situation. **Action: Chairman**
55. **Planning including:**
Cllr. Macqueen, Chair of GPC Planning Committee, took the lead on the following items
- a) **New applications**
- SDNP/20/04380/TCA The Street, Graffham Street, Graffham GU28 0NL. Notification of intention to reduce by up to 2.5m lowest north eastern scaffold over entrance to garage, prune away from buildings to ensure up to 2m clearance removing up to 1.5m growth. Crown lift to 2m (all round) on 1 no. Horse Chestnut tree (T1)**
Cllr. Macqueen explained this application related to the large chestnut tree adjacent to the house named The Woodman and could be viewed from the street. Following discussion, it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to issue a **SUPPORT** response with no further comments. **Action: Clerk**
- SDNP/20/04465/LIS Beck House, Selham Road, South Ambersham, Graffham GU29 0BX. Demolition of replacement of outbuilding to front and extension to garage to rear.** Cllr. Macqueen explained that this application referred to the replacement of two buildings, a studio and a garage. The proposed studio was a similar footprint, slightly reduced area and positioned slightly further to the south. The proposed garage was to have a third bay. Cllr. Macqueen had been able to look at the site. Following discussion, it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to submit a **SUPPORT** response with no further comments. **Action: Clerk.**
- SDNP/20/04464/HOUS Beck House, Selham Road, South Ambersham, Graffham GU29 0BX. Demolition of replacement of outbuilding to front and extension to garage to rear.** It was noted that this application had been received after the agenda had been issued and so could not therefore be formally discussed at this meeting. Following discussion, it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to issue the following response: Graffham Parish Council did not receive this application in time to discuss it at its meeting, but has submitted a Support response with no further comments to the related application SDNP/20/04465/LIS. **Action: Clerk**
- SDNP/20/04417/TCA The Old Rectory, Graffham Street, Graffham GU28 0NJ. Notification of intention to fell 1 no. Mulberry tree (1), 1 no. Flowering cherry tree (2) and 1 no. Ash tree (3).**
Cllr. Macqueen had declared an interest in this application (Minute 48 above refers) so the Chairman of this meeting, Cllr. John Uphill, took the lead on this matter. Cllr. Macqueen took no part in the discussion. It was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to submit a **NEUTRAL** response with no further comments. **Action: Clerk**
- SDNP/20/04581/CND Cartref, Graffham Common Road, Graffham GU28 0PU 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) – Amendments to approval drawings (Roof Finish & Windows) – Variation of condition 1 from Planning Permission SDNP/20/01435/CND to amend approved drawings (amendments to windows and door).**
Cllr. Macqueen, Chair of GPC Planning Committee, resumed the lead on these planning matters. Cllr. Macqueen, explained that the current condition stated that both the south window and window to the right of the front door were to have the upper frame to be parallel with the bottom frame rather than a triangle. This current proposal was a compromise whereby the upper part of both windows maintain the upper triangle but were to be "fitted with Solar Control 40' window film to reduce internal light transmittance by 59%'. Both windows were in situ and could be seen from the road. Discussion ensued and it was noted that the matter of these windows had been subject to previous applications. GPC had previously supported flat topped windows (as had the planning authority). Following a recommendation from Cllr. Macqueen, it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to issue the following response: "The matter of these two windows in respect to design, shape and light pollution has been subject to previous applications and although attention has now been paid to

reducing light pollution, the shape and design of the windows remain to be contrary to the original consent. Graffham Parish Council continues to submit an **OBJECTION**. **Action: Clerk**

SDNP/20/04628/LDP Wiblings Farm, Graffham Common Road, West Sussex. Erection of a forestry building and construction of an access track. Cllr. Macqueen explained that a Lawful Development certificate can be sought to ensure that the existing use of a building is lawful or that a proposed building does not require permission. Although the site had not been visited, and it was not thought that it could be seen from the road, but from the application it was in connection with a new build. It would appear that it was proposed to construct a building of some 204sqm plus a small mezzanine floor which would house tractors and other equipment to manage some 11 hectares of woodland.

Following discussion, it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to issue the following response: Graffham Parish Council does not think it is a position to comment as to whether this qualifies as a Lawful Development Certificate, but if it does, GPC considers the proposed building to be excessive in both height and size, in relation to the management requirements of the specified acreage of woodland and it is imperative that access is restricted to the proposed route. **Action: Clerk**

SDNP/20/05087/TCA Pin Mill House, Graffham Street, Graffham GU28 ONL. Notification of intention to fell 1 no. Elm tree (T2), 1 no. Magnolia tree (T4) and 1 no. Copper Beech tree (T5) and coppice 2 no. Portugese Laurel trees (T6 and T7) and 1 no. Cotoneaster tree (T8). Following discussion, it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to submit a **NEUTRAL** response with no further comments. **Action: Clerk**

The member of public present left the meeting at this point at 7.31pm.

b) **To receive any late or amended applications.** Please refer to SDNP/20/04464/HOUS Beck House, minute 55 a) above.

c) **To note responses given by Graffham Parish Council since the last meeting on 18 September 2020**

SDNP/20/03444/CND Empire Hall, The Street, Graffham GU28 ONS. Support no comments

SDNP/20/03732/LDP Bluebell Wood, Topleigh Road, Graffham GU28 OPA Support no comments.

SDNP/20/03869/FUL Tagents Barn, Dirty Lane, Graffham GU28 ONL. Support no comments

SDNP/20/04173/TPO Brook Cottage, Graffham Common Road, Graffham GU28 OPY. No response to be given.

SDNP/20/02990/TPO Gallows Hill House, Graffham Common Road, Graffham GU28 OPT. No response to be given.

SDNP/20/03689/LIS Minne Cottage, Graffham Street, Graffham GU28 ONL. Support no comments.

SDNP/20/04248/HOUS Apple Trees, Graffham Street, Graffham GU28 ONS. The majority of Graffham Parish Council members support this application but strictly on the basis that the height of the existing ridge line is maintained and is not increased in line with this proposal

d) **To note decisions from CDC/SDNPA and to note withdrawn applications:**

SDNP/20/01860/HOUS Apple Trees. Graffham Street, Graffham. GU28 ONS Withdrawn

SDNP/20/02725/TCA Pin Mill House, Graffham Street, GU28 ONL Approved

SDNP/20/03444/CND Empire Hall, Graffham Street. Approved. GU28 OQB Approved

SDNP/20/03732/LDP Bluebell Wood, Topleigh Road, GU28 OPA Refused.

SDNP/20/03689/LIS Minne Cottage, Graffham Street, Graffham, GU28 ONL Withdrawn

SDNP/20/02990/TPO Gallows Hill House, Graffham Common Road, GU28 OPT Approved

56. **Finance**

Cllr. H. Charman, GPC Vice-Chair and Chairman of GPC Finance Committee, led this item.

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

- Bank reconciliation as at 11 November 2020
- Statement of Accounts as at 11th November 2020 reconciling to the bank as at 11th November 2020
- Receipts/Payments List as at 11th November 2020 showing cheques 873 – 883 reconciling to bank reconciliation as at 11 November 2020. The document also showed receipts in the period up 30.10.20.

(a) **To review the bank reconciliation as at 11th November 2020** – Cllr. Charman presented and explained the bank reconciliation and proposed that it be approved. The bank reconciliation was **UNANIMOUSLY RESOLVED** as approved and Cllr. Charman, as Chair of the Finance Committee, was duly authorised to sign the bank reconciliation, following the meeting.

(b) **To review the current statement of accounts – actual receipts and expenditure against budget as at 11th November 2020 reconciling to the bank reconciliation as at 11th November 2020.**

Cllr. Charman presented and explained this document, noting that some of the figures showing as under budget in the last column were due to timing issues e.g. the Clerk's wages. It was noted that there was an unbudgeted receipt of £2,569 SDNPA Community Infrastructure Levy Neighbourhood Portion. The Neighbourhood Portion Funds had to spent within the next five years on infrastructure projects in strict

adherence to legislation. GPC would be reviewing the requirements of the legal regulations before considering this matter further.

Having confirmed that there were no queries, the document was **UNANIMOUSLY RESOLVED** as approved. Cllr. Charman, as Chair of the Finance Committee, was duly authorised to sign the document, following the meeting.

(c) **To ratify receipts and payments made since the last meeting on 18 September 2020**

The document showing receipts until 30 October 2020 and cheques 873 - 883 was reviewed. Cllr. Charman noted that all payments were for regular items. The document was **UNANIMOUSLY RESOLVED** as approved. Cllr. Charman, Chair of the Finance Committee, was duly authorised to sign the document, following the meeting.

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

Highways and footpaths. Cllr. Churchward had reported a significant pothole in South Ambersham, having been notified of it by a parishioner. WSCC Highways department would be dealing with this. Cllr. Macqueen had reported onto the WSCC website, the potholes on Church Hill. If no remedial action was forthcoming, then Cllr. Churchward would follow this up, noting that a “patch and mend” approach was not considered sufficient – the road was in a terrible state and needed resurfacing/treating properly. **Action: Cllr. Churchward**

Recreation Ground and Playground. There was nothing to report.

Empire Hall. There was nothing to report, other than a small leak in the shed.

Selham and Ambersham. No report was given.

58. **War Memorial Renovations** (Minute 23, 14 July 2020 and minute 40, 18 September 2020 refers). These works were now complete – the repainting of the worn-out lettering of the WW2 fallen servicemen, had been completed satisfactorily and it was hoped, would last a number of years.

59. **WSCC and SDNPA Soft Sand Review of the Joint Minerals Local Plan (2018). Representations on the proposed modifications allowed until 8 January 2021.** GPC had consulted with Mr. Stewart Smith who advises GPC on these matters. The Chairman, Cllr. John Uphill, would formally respond on behalf of GPC to the Review. GPC would like to continue to thank Mr. Stewart Smith for his continuing advice and support. **Action: Chairman**

60. **Community Infrastructure Levy (CIL)**

(a) **2020-21 availability of grants for infrastructure projects from the CIL Fund. Projects request for funding from the general CIL amount.** GPC had been notified by SDNPA that the window for project bidding for the 2020/21 pot was now open and any suitable project applications would be considered.

(b) **Amount received by GPC for the Neighbourhood Portion element of CIL.** (Minute 56 (b) above refers). GPC had been in receipt of £2,569 SDNPA Community Infrastructure Levy Neighbourhood Portion. The Neighbourhood Portion Funds had to spent within the next five years on infrastructure projects in strict adherence to legislation. GPC would be reviewing the requirements of the legal regulations before considering this matter further.

61. **Changes to the Current Planning System.** Cllr. Macqueen, Chair of GPC Planning Committee, would devise a response to the Governments’ Planning for the Future: White Paper Consultation Response.

Action: Cllr. Macqueen

62. **Parish Matters (Clerk and Councillors)** Horndean Site IGAS oil well (Singleton Oil Well). (Minute 26, 14 July and Minute 44, 18 September 2020 refers). Nothing further to report currently.

63. **Website Accessibility Regulations 2018.** Note the need for somebody to be responsible for Parish Online.

Minutes refer: Minute 41, 5th July 2019; Minute 61, 27 September 2019; Minute 81, 15 November 2019; Minute 103; 17 January 2020; Minute 122,13 March 2020; Min 25, 14 July 2020, minute 43, 18 September 2020 refers. The Chairman would continue to review this matter and had been in conversation with a Councillor from East Lavington Parish Council who was keen to be involved. It was also necessary for somebody to take over the management of the website itself and to take control of the One.Com account.

Parish Online: - is a geographical information system which is a useful and effective tool for Parish Councillors. The Chairman explained its use and stated that he would forward the logon details etc to other members. **Action: Chairman**

64. **Correspondence and Invitations received** Cllrs. Uphill and Macqueen had been registered to attend the SDNPA Workshops on Wednesday 2nd December to take place by Zoom.

Continues....

- 65. **Date of next meeting.** Friday 15 January 2021. Empire Hall subject to Covid 19 regulations.
- 66. **Parish Council Meetings 2020-21** Friday 12 March 2021. Monday 10 May 2021 – Annual Meeting of the Parish.

The meeting closed at 8.13pm.
These minutes are an accurate record of events.

.....**Cllr. John Uphill, Chairman**
(Chairman of GPC)
..... **Date**