

GRAFFHAM PARISH COUNCIL

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FULL PARISH COUNCIL MEETING Tuesday 25 November 2025

Councillors are hereby summoned to attend the Full Parish Council Meeting of Graffham Parish Council to be held in the Empire Hall, Graffham on **Tuesday 25 November 2025** commencing at **6.30pm**

AGENDA

- 1. Welcome**
- 2. Apologies for Absence**
To receive apologies for absence and approve reasons for absence.
- 3. Declarations of Interest**
To receive from Members any declarations of disclosable pecuniary and non-pecuniary interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Graffham Members' Code of Conduct.
- 4. Minutes**
 1. To approve as an accurate record the minutes of the Full Parish Council meeting held on 11 June 2025 and 3 September 2025. (These minutes have been circulated to members prior to this Meeting.)
 2. Action Points from the previous meeting:
 1. Allotments investigation in point 6. Projects.
 2. Draft Village Plan in point 6. Projects.
 3. Foodbank donation – it was resolved to make a small donation; this has not yet been done as an amount has not been officially decided. All
 4. Helicopter movements close to footpaths – Cllr Barker was going to refer to the appropriate person in SDNP.
- 5. Vacancies for Parish Councillors**
The official notice has been placed, and no election has been requested. The parish council can now therefore co-opt as required.
- 6. Public Participation**
Members of the public present may make representations or raise questions on issues included on the agenda. This session to be conducted in accordance with Standing Order 3 e to 3 k.
- 7. CDC Report – Cllr John Cross**
- 8. WSCC Report – Cllr Tom Richardson**

9. Projects

- i) Allotment provision.
- ii) Website / new email addresses update.
- iii) Village Plan.
- iv) Quiet Lanes.
- v) Closed Churchyard.
- vi) Recreation Ground Bookings & Finance.
- vii) Defibrillators, checking and servicing.
- viii) Policy and process on writing to residents about hedge trimming (draft letters circulated)

10. Proposed Merger Graffham & ELPC Update

11. Finance:

- i) Payments made or received since last meeting.
- ii) Approve accounts to date.
- iii) CIL
- iv) KMGF
- v) Recreation Ground Trust – legal fees for transfer of land.
- vi) External Auditor's Report and Certificate
- vii) VAT reclaims
- viii) Bank signatories
- ix) Resolution to enable Clerk to access bank accounts
- x) Resolution to enable Parish Council grant for recreation ground to be spent at the discretion of the Recreation Ground Committee (original grant was to be used solely for previous play facility)

12. Planning Applications and Decisions

- i) To consider the Council's observations on the SDNP planning applications made since last meeting:

SDNP/25/03863/TCA - The Forge

The Forge 249 Selham Road South Ambersham Graffham West Sussex GU29 0BX
Notification of intention to fell 1 no. Silver Birch tree (T3). Crown reduce by 30% (all round) and crown lift/give clearance off overhanging outbuilding's roof by 1m on 1 no. Fig tree (T1) and 1 no. Box Elder tree (T7), crown reduce by 30% (all round) on 1 no. Cherry tree (T2), crown reduce by 40% (all round) on 4 no. Ash trees (T4) and x3 in G1) and 1 no. Western Red Cedar tree, 1 no. Crack Willow tree and 1 no. Lawson Cypress (in G2).

SDNP/25/04224/HOUS - The Old Rectory Cottage

The Old Rectory Cottage Graffham Street Graffham West Sussex GU28 0NJ
Single storey rear extension and associated landscaping.

- ii) To note decisions made on planning applications decided since the last meeting (considered at Graffham Parish Council meeting on 3 September & the planning meeting held on 14 October 2025):

SDNP/25/01181/FUL

Tangletrees, The Street, Graffham, West Sussex, GU28 0QA

Replacement dwelling, ancillary building, and associated landscaping including ha-ha and pond. (In progress)

SDNP/25/03160/FUL

The Lavington Stud The Drive East Lavington West Sussex GU28 0NQ

Restoration and regeneration of Lavington Stud and Estate with a new environmental farming and management regime supported by development proposals on two sites comprising: Home Farm: main stud stables area and office. Demolition of C20th stable ranges and barns and the construction of a new principal Estate dwelling with pool and tennis court; renovation and alteration and change of use of traditional courtyard buildings to form 7 no. self-contained holiday lets, offices and a multifunctional space for education, Estate meeting room, and ancillary residential and tourist visitor use; retention of other buildings as existing stables and storage; and Calloways (alternative to implemented scheme SDNP/18/00938/FUL): Renovation and alteration of existing buildings to facilitate a change of use to form 5 no. dwellings; demolition of existing bungalow and replacement with one dwelling; renovation, alteration and change of use of existing equestrian buildings to enterprise units within Use Class E(g). Retention of the existing portal framed barn for agricultural storage. (In progress)

SDNP/25/03585/HOUS

Bishops Hill The Street Graffham West Sussex GU28 0QA Erection of carport, relocation of proposed entrance gate, and installation of 2 no. additional solar panels to carport roof and 5 no. solar panels to canopy roof on main dwellinghouse. (In progress)

13. Policies & Procedures

To review the current policies and look at adding others such as Co-option/Grievance/Disciplinary/Complaints/Equality and Diversity etc.

14. Reports

- i) Empire Hall
- ii) Environment
- iii) Highways, Byways & Footpaths
- iv) The Recreation Ground and Pavillion
- v) Selham & Ambersham

14. Agenda Items for Future Meetings

15. Date of Next Meeting

Public Attendance

Members of the public are very welcome to attend this meeting. If you would like to make comments or have a view on any item on this Agenda you wish to have taken into consideration, you are invited to write to the Clerk or contact a Parish Councillor prior to the meeting.