

GRAFFHAM PARISH COUNCIL

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ANNUAL PARISH COUNCIL MEETING Wednesday 6 May 2026

Councillors are hereby summoned to attend the Annual Council Meeting of Graffham Parish Council to be held in the Pavilion, Graffham Recreation Ground, Graffham, on **Wednesday 6 May 2026** commencing at **6.30pm**

29 April 2026

AGENDA

1. **Election of Chairman**
To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. **Election of Vice-Chairman**
To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office
3. **All councillors take office and sign Declaration of Acceptance of Office**
4. **Roles and responsibilities of Councillors**
5. **Representatives for Outside Bodies**
6. **Welcome**
7. **Apologies for Absence**
To receive apologies for absence and approve reasons for absence.
8. **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.
9. **Minutes**
 - i) To approve as an accurate record the minutes of the Full Parish Council meeting held on 18 March 2026. (These minutes have been circulated to

- members prior to this Meeting.)
- ii) Review of action points from the 18 March Meeting:
 - a. **Accounting system progress – Clerk**
 - b. **VAT return – Clerk**
 - c. **Cil Report – Clerk**
 - d. **Allotments / Community Orchard - update**
 - e. **Speed Limits- Cllr Charlesworth**
 - f. **Fields In Trus Land Transfer update – Cllr Bracey**
 - g. **First Aid Training Courses – Cllr Charlesworth**
 - h. **Merger- Update**
 - i. **Bank update- Clerk**
 - j. **Budget update – Clerk**
 - k. **Policies and Procedures – Clerk**

9. 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.

10. Chichester District Councillor Report

To receive a report from the District Councillor, Councillor John Cross.

11. West Sussex County Councillor Report

To receive a report from the County Councillor, Councillor Tom Richardson

12. Planning Applications and Decisions

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

SDNP/26/01264/LDP 1 & 2 Firtree Cottages Graffham Common Road Graffham West Sussex GU28 0PT Internal alterations (only) to amalgamate the two adjoining semi-detached dwellings into a single dwellinghouse. **Fri 01 May 2026**

SDNP/26/00525/HOUS Nearby Graffham Road East Lavington West Sussex GU28 0QE Dormer window to rear elevation. Covered porch canopy to side elevation. **Mon 18 May 2026**

- ii) To note the SDNP planning decisions made since last meeting:

SDNP/25/01181/FUL Tangletrees The Street Graffham West Sussex GU28 0QA. Replacement dwelling, ancillary building and associated landscaping including ha-ha and pond. **Application Approved**

SDNP/25/04998/HOUS The Folly Graffham Common Road Graffham West Sussex GU28 0PT. Erection of garage with pitched dormer windows and conservation rooflights. **Comments Submitted Application In Progress**

SDNP/26/00022/HOUS The Folly Graffham Common Road Graffham West Sussex GU28 0PT. Replacement of existing garage and erection of two storey extensions to dwelling. **Comments Submitted Application 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. **Application in progress.**

13. Finance and Governance

- i. Income & Expenditure – since last meeting.
- ii. Approval of Accounts to 06/05/26
- iii. Adopt revised Asset Register 2026
- iv. Internal Audit - To note that the accounts and supporting financial and governance paperwork for Financial Year 2025/26 have been submitted to the internal auditor.
- v. Additional Full Parish Council Meeting
Recommended that an additional Full Parish Council Meeting be held to approve the AGAR.
- vi. Graffham Parish Council and Graffham Recreation Ground insurance renewal
The insurance policy is due for renewal with effect from 1st June 2026
- vii. Schedule of Meetings - To receive an updated Schedule of Meetings for 2026/27
- viii. CIL – To receive the end of year CIL Report
- ix. Discuss finance of Recreation ground top car park. Clerk to submit grant application when the information is provided.

14. Katherine Maud Guillod Fund

To receive an update report.

15. Correspondence

To note any items of correspondence received since last meeting.

16. Reports

To receive reports from Councillors in respect of any meetings, courses and/or seminars since last meeting.

17. Parish Matters

To receive verbal update reports in respect of the following items:

- i) Rights of Way and Highways
- ii) Recreation Ground
- iii) Empire Hall
- iv) Selham and Ambersham
- v) Environment

18. Agenda Items for Future Meetings

19. Date of Next Meeting

- i) To note that the Annual Parish Meeting is scheduled to take place on Wednesday 13 May 2026.
- ii) To note the next Parish Council Meeting is scheduled for Wednesday 1 July 2026.

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.