

GRAFFHAM PARISH COUNCIL

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FULL PARISH COUNCIL MEETING Wednesday 1 July 2026

Councillors are hereby summoned to attend the Full Parish Council Meeting of Graffham Parish Council to be held in the Empire Hall, Graffham on **Wednesday 1 July 2026** 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 12 June 2026 (These minutes have been circulated to members prior to this Meeting.)
 2. Action Points from the previous meeting:
 1. East Lavington website changes made - Cllr Longman
 2. Accounting systems update - Clerk
 3. Defibrillators – service checks – Clerk
 4. CIL report, VAT return and Annual Audit submitted - Clerk
 5. Schedule of regular payments - Clerk
 6. Planning application responses submitted
 7. Policies – still to complete- Clerk & Cllr Charlesworth
- 5. 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.
- 6. CDC Report – Cllr John Cross**
- 7. WSCC Report – Cllr Tom Richardson**
- 8. Management of The Empire Hall**
- 9. Design Statement**
- 10. Projects**

- i) Speed limit plan.
- ii) Closed Churchyard.
- iii) Recreation Ground Bookings & Finance.
 - a. Recreation Ground transfer of land

11. Proposed Merger Graffham & ELPC Update

12. Finance:

- i) Payments made or received since last meeting.
- ii) Approve accounts to date.
- iii) CIL balance.
- iv) KMGF grant requests from:
 - a. The Food Bank
 - b. Graffham School
 - c. Selham Churchyard
- v) Car park extension grant
- vi) Re- tender the garden maintenance contract.

13. Planning Applications and Decisions

- i) To consider the Council's observations on the SDNP planning applications made since last meeting:
- ii) To note decisions made on planning applications decided since the 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
Planning officer was contacted and explained that this would proceed under lawful development. No comment submitted. **Application Approved.**

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. The Council submitted a response in support of the application.
Application Approved Wednesday 2nd September 2026

- iii) Planning applications provision to restore the surrounding environment to a good state in building projects.

14. Reports

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

15. Agenda Items for Future Meetings

16. Date of Next Meeting

Wednesday 2nd September 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.