

# Southwater Parish Council



## Extraordinary Parish Council Meeting Draft Minutes

Wednesday 13<sup>th</sup> March, 2019, 7.30pm  
Beeson House  
Lintot Square  
Southwater  
Horsham  
RH13 9LA

### **Members**

Cllr Graham Watkins (Chairman)  
Cllr Michael Neale (Vice-Chairman)  
Cllr Geoff Cole  
Cllr Ross Dye  
Cllr Pauline Flores-Moore  
Cllr Joy Hutchings  
Cllr Nikki Knott  
Cllr Mike Lewis  
Cllr Derek Moore  
Cllr Geoff Scoon  
Cllr Hayley Timson  
Cllr Barbara Varley  
Cllr Claire Vickers  
Cllr Neil Whitear



## **SOUTHWATER PARISH COUNCIL**

Beeson House,  
26 Lintot Square,  
Fairbank Road,  
Southwater,  
West Sussex  
RH13 9LA



Clerk: **Mrs.C.M.Tobin**  
FSLCC.,

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### **DRAFT MINUTES**

**The Draft Minutes of the PARISH COUNCIL MEETING held on Wednesday 13<sup>th</sup> March 2019 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm**

**Present: Chairman: Cllr. G. Watkins**

<b>Cllr G.Cole</b>	<b>Cllr. R. Dye</b>
<b>Cllr P.Flores-Moore</b>	<b>Cllr J.Hutchings</b>
<b>Cllr N.Knott</b>	<b>Cllr .M.Lewis</b>
<b>Cllr. M. Neale</b>	<b>Cllr G.Scoon</b>
<b>Cllr H.Timson</b>	<b>Cllr. B. Varley</b>
<b>Cllr C.Vickers</b>	<b>Cllr. N. Whitear</b>

**Clerk to the Meeting: Catherine Tobin, Clerk to the Council**  
**Consultant(s): Andrew Metcalfe EnPlan, David Carden**

**County Councillor: Not present**

**District Councillors: Not present**

**Press: Not present**

**Members of the Public: 11**

### **EX01/03/19 PUBLIC PARTICIPATION**

The Chairman asked those present to turn mobile phones to silent for the duration of the meeting, unless the phone call was deemed urgent in which case phone calls could be received with permission from the Chairman. In the event of a fire alarm sounding, everyone would be directed to evacuate the building via the exits indicated.

The Chairman advised that the meeting was being recorded in accordance with Standing Orders for minute purposes.

**Cllr R.Dye arrived at 7.35pm.**

The Chairman asked the members of public present did they wish to speak on any subject indicating that two members of public had indicated that they wished to ask questions, only one member of the public wished to speak at this point it being thought that the other would like to wait until standing orders reduced in relation to the Neighbourhood Plan agenda item.

A local resident raised a number of questions in relation to the Neighbourhood Wardens and was informed by the Chairman of the Meeting that in relation to the appointment whilst an individual had been offered one of the positions this had been declined. In response to questions about the Neighbourhood Warden shift patterns or potential patters, Cllr Timson responded that there would be a two weekly rota and that this would include both evenings and nights. In relation as to whether they could work one their own at times, she indicated that this was possible but obviously not in the evenings in terms of their remit a specification had been drawn up and agreed with the Parish Council.

The local resident then asked how long had the Chairman and Council known about the subsidence/settlement issues and whether it was anticipated that this would have a negative impact on the forthcoming budget? The Chairman indicated that the matter had been brought to the Council's attention a week the previous Thursday, however the Council had received and carried out remedial repairs suggested in a structural engineer's report in 2008. At that time, it had been thought that any movement had stopped. Overall the Chairman did not anticipate that the matter of addressing this would have an adverse impact on the Budget.

The resident stated that he may wish to ask or make a statement later in the meeting in relation to the Neighbourhood Plan. The Chairman reiterated that he would suspend standing orders to allow this at the correct point of the meeting.

#### **EX02/03/19 APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr Moore. Cllr Vickers had indicated she may arrive late due to other commitments.

**Councillors NOTED and APPROVED the apologies.**

#### **EX03/03/19 DECLARATIONS OF INTEREST**

The Clerk referred Members of the Council to information issued previously in relation to the Member's Code of Conduct and Standing Orders asking whether any Member had at this point in the meeting anything of note to declare.

**There were no declarations of interest.**

#### **EX04/03/19 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements at this point in the meeting.

**EX05/03/19 NEIGHBOURHOOD PLAN <https://bit.ly/2VHJshz>**

The Chairman indicated that the Council's Consultant Enplan would update members and public present on the latest position regarding the Southwater Neighbourhood Plan with a view to Members approving the Plan documents for submission to Horsham District Council under Regulation 15.

**Mrs.Vickers arrived at 7.45pm.**

Cllr Lewis asked Council who was responsible for the issuing of the Parish Council's Newsletter, which had an incorrect statement regarding the meeting being held, he felt that whomever was responsible, whether Councillor or member of staff, should be disciplined over the article and that fact that the newsletter had gone out without the Council's permission. The Chairman of the Meeting stated that he was aware, of the error and that this had been addressed via social media and website, what other action did the Councillor wish this being due to the fact that the point was being pressed by Cllr Lewis. ~The Chairman indicated that he would call an HR Committee meeting to investigate the matter, and questioned whether this would with the Councillor's approval; Cllr Lewis indicated that he was in agreement.

The Chairman reminded Members that he had asked that all Councillors read the documents a link to which was available on the Council's website and social media and asked the Council's consultant to proceed.

Mr.Metcalf, Planning Consultation EnPlan, gave a resume of the process for the Neighbourhood Plan and the Consultation at Regulation 14, all comments had been responded to and other matters addressed in the documents.

Cllr Scoon stated that in his view the Plan was centric around the village, and when questioned on this he said that a number of issues in relation to Christ Hospital when highlighting schools and preschools those in Christ's Hospital had been missed. Cllr Scoon then discussed the Housing Needs Assessment (HNA) asking whether or not the numbers were indeed correct, whether the housing numbers have to be included or could be reduced. Mr. Metcalfe indicated that the Neighbourhood Plan had to be in general conformity with the Horsham District Local Plan which includes a requirement for 1500 homes to come forward through Neighbourhood Plans. The work conducted by AECOM by way of a grant from Locality had identified Southwater's share of the 1500 homes. A general discussion took place about the realigned Parish boundary to the south and whether this would make a difference. As the Council's consultant Mr.Metcalf indicated that he did not believe that it would have had a noticeable impact on the figures within the HNA.

A question was raised about the fact that there had been amendments made to two documents issued on the day. Mr.Metcalf and the Clerk indicated that the amendments made did not alter the content of the neighbourhood plan itself or the policies in it. When challenged as to what was considered major or minor changes, Mr.Metcalf indicated the change to the Site Assessment document was that there had been a cut and

paste error from the latest HDC SHLAA document in relation to the assessment of Lanaways Farm at Two Mile Ash Road. The amendments to the SA/SEA was to provide further detail with regard to the assessment of sites considered and to reflect the considerations of the Steering Group's. The changes made did not materially affect the plan or Steering Group's recommendation.

Cllrs Flores-Moore and Cllr Whitear advised those present, that in terms of the major changes made by the Steering Group, these two small changes were purely administration errors and did not change the Assessment with the Steering Group having done the major part at the recent meetings.

**It was proposed by Cllr Flores-Moore, seconded by Cllr Whitear, and APPROVED by all present with the exception of Cllr Vickers who abstained due to her role as Cabinet Member at the District Council, and Cllr Lewis who voted against, that the Parish Council approve the recommendations of the Neighbourhood Plan Steering Group and formally ADOPT for submission to Horsham District Council, under Regulation 15 the Southwater Neighbourhood Plan following change to include Christ Hospital School and PreSchool.**

**The Chairman was reminded that a gentleman in the audience had asked a question in writing, the Chairman immediately suspended standing orders to allow the member of public to speak.**

The initial person wishing to speak did not wish at the time of the meeting to speak.

However, another local resident stated that he would once again address the Council, stating that he only hoped that the Council, would ensure that the Consultant's employed would stick to the budget provided to them.

**Standing Orders were reinstated.**

## **EX06/03/19 SOUTHWATER LEISURE CENTRE**

Cllr Neale, Vice Chairman of Council updated those present on the current position with regards to the two proposals to be considered by the Council in relation to the potential outsourcing of the Leisure Centre (a) People & Places and (b) creation of a Community Interest Company (CIC).

Places Leisure have thanked the Parish Council for the frank and open meeting however upon reflection the organisation feels that the most appropriate way forward will be for the Parish Council to further consider the Community Interest Company option. The Company would have been more likely to have considered the proposal had the Centre had 1,000 gym members, however with just over 200, this was simply not a viable proposition for them to consider further. The Company will be happy to see if it can support any transition period in terms of current members and hirers.

The Leisure Centre Steering Group had met the previous evening and were supportive of recommending, due to the circumstances described, to pursue urgently the creation of a CIC.

Furthermore, in light of the position of Places Leisure should the Council wish to create a CIC then consideration must now be given to the amount of grant to be provided by the Council to such an organisation to enable them to effectively manage the land and buildings in Year 1 and 2 as it will require operating capital.

The Clerk reminded Members that legal advice had been sought from Surrey Hills Solicitors in relation to the creation of a CIC and legal advice generally in relation to the Leisure Centre. She would suggest that due to the company's expertise in relation to the land and local government that Council may wish to appoint them to create the CIC at this point. Council may also wish to consider a name for any new CIC, a suggestion being Southwater Community Interest Company (SCIC). Cllr Flores-Moore questioned why this name, the Clerk stated that it would be a practical solution. Cllr Whitear stated that he understood perfectly where Cllr Flores-Moore was coming from, but thought that the best solution would be to have the CIC named Southwater CIC, but that there could be differing trading name; if Council agreed to this he would be in agreement.

A discussion then ensued about the financial aspect of how the CIC would be funded, with the Vice Chairman stating that as of the date of any future transfer, it is suggested that the Council transfers the Leisure Centre's Operational budget by way of a grant to the new CIC to enable it operate and manage the leisure centre building and land. This would apply for both Year 1 and 2. Questions were raised by Cllr Lewis as to why funding was required for the two years, as it was thought that by then the CIC should be showing a profit and have the ability to support the expenditure.

Cllr Vickers stated that she would have difficulty in supporting the proposals should there not be the expected reductions in the public's liability. The Chairman of the Council, Cllr Watkins stated that this was the whole reason for the creation of a CIC to reduce the burden on the local tax payer.

The Clerk reminded Members of previous legal advice in terms of the creation of a CIC in that should a Licence be granted by the Parish Council to allow the management of the land and buildings by a CIC, then it was imperative that the Council also have aligned to this a Leisure Services Agreement indicating just what would be expected in terms of delivery etc. It was suggested that perhaps Council may wish to consider appointing or enquiring about the services of such a professional. The Chairman of Council stated that this matter could be addressed at a later date before any Licence to Operate was agreed; members agreed with this statement.

**It was RESOLVED by all present with the exception of Cllr Lewis, a vote having taken place that the Parish Council instruct Surrey Hills Solicitors to create a CIC in the name of Southwater Community Interest Company.**

**It was RESOLVED by all present with the exception of Cllr Lowis that the Council would provide a grant from the Leisure Centre Budget applicable at the time, to the Community Interest Company in Years 1 and 2.**

**Council did not wish at this point to take forward the provision of a Leisure Services Agreement.**

**At this point in the meeting the Chairman excluded the Press and Public due to the confidential nature of the business to be transacted, this was seconded by Cllr Neale and approved. The exception being Mr.David Carden, the Council’s consultant.**

**EX07/03/19 EASTEDS BARN – ZURICH\*\***

“Confidential Minute”

**EX08/03/19 EASTEDS BARN TENANCY\*\***

“Confidential Minute”

**EX09/03/19 PERSONNEL, PENSIONS\*\***

“Confidential Minute”

**EX10/03/19 DATE OF THE NEXT MEETING**

The date of the next meeting of Council would be 24<sup>th</sup> April 2019.

Signed.....  
(Chairman)

Dated.....