

SOUTHWATER PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday, 27th July 2016 at 7.30 p.m., in the Council Chamber, Beeson House, Southwater.

Present Were: **Mr P. Buckley**

Mr L. Apted **Mr K. Diamond**
 Mrs P. Flores-Moore **Mr B. Greening**
 Mrs J. Hutchings **Mr M. Neale**
 Mrs B. Varley **Mr G. Watkins**
 Mr N. Whitear

Clerk: **Mrs J. Nagy**

County Councillor: **Apologies**

District Councillors: **Apologies**

Sussex Police: **Not present**

Members of the public: **2**

Press: **Not present**

F01/07/16 PUBLIC PARTICIPATION

The Chairman asked those present to set their mobile phones for the duration of the meeting to silent, unless in an emergency, when they should go through the Chair. In the event of a fire alarm sounding, everyone should evacuate the building via the exits indicated.

The Chairman asked if anyone wished to record the meeting and also whether anyone in the public gallery wished to speak on behalf of any given matter, as this was the most appropriate point in the meeting to do so. No member of the public indicated at this point that they wished to tape or record the meeting.

Mr Whitear has noted speeding along Cripplegate Lane, Cedar Drive, Worthing Rd and Mill Straight, possibly due to traffic taking these routes to avoid the temporary traffic lights at Cedar Drive roundabout, and asked how this could be addressed. The Deputy Clerk said that SID or Speed Indicator Device no longer operated in the village due to lack of volunteers. Mr Neale said that the Safer Roads Partnership had also advertised twice for volunteers to man Speed Watch, with no uptake. He said that the police would not put out speed cameras in most of these areas due to restricted sight lines due to bends etc. He suggested that speeding incidents are reported on line on Operation Crackdown.

Mr Whitear said that he was aware the temporary lights at Cedar Drive roundabout were to be on site until the end of August. These had now been extended down Cedar Drive itself and continued to cause delays. Mr Watkins said that a meeting is being arranged with Berkeleys when such matters would be discussed.

Mrs Varley said that she had been told that some people are having to wait ¼ hour for a bus, as they were being held up by the lights.

The Deputy Clerk will write to the bus companies to ascertain if they were being delayed by the temporary lights.

Mr Greening asked if banksmen could be used to operate a “stop/go” system in peak times, as it seemed that queues were longer in one direction. Mr Watkins said that there is a “smart light” system that adjusts the timings dependent on the queues; this is another matter that will be addressed at the Berkeleys meeting.

Mr Greening said that he has asked for the road sign up by the Hen & Chicken to be cleaned and this had not yet taken place. The Deputy Clerk said that she has reported this to Highways, so it will be on a list to action.

Mrs Flores-Moore said that she had seen school children operating speed cameras near East Surrey Hospital, accompanied by the police. Mr Diamond said that Surrey Police may have a different approach to Sussex Police and this may be a specific Surrey Schools programme. He would envisage risk assessments to carry out such an activity with children would be extensive.

Mrs Flores-Moore noted that a tree had come down in the Leisure Centre overflow car park. The Deputy Clerk said that she was getting this removed.

Mrs Flores-Moore said that the café in the Country Park would benefit from opening earlier in the day, in her opinion, as it did not open until 10am. She felt this was a missed opportunity.

Mr Watkins suggested that the Deputy Clerk ask the District Council to be kept informed when the concessions within the Country Park are up for renewal, with a view to having some input.

Mrs Hutchings asked if the temporary lights at Cedar Drive roundabout would still be in operation when Church Lane would be closed. Mr Watkins said that this would be discussed at the meeting with Berkeleys.

Mr Watkins reported that there had been parking issues the previous day in Cripplegate Lane, around the Country Park. The Deputy Clerk said that the Parish Office had received around 7 complaints about vehicles causing obstruction, necessitating pedestrians to walk in the road. The car parks were full, so this inconsiderate parking was not due to the new parking charges. She had reported to the District Council, and it had escalated the matter internally. Leaflets are being put on cars by Country Park staff. The Deputy Clerk suggested to the District Council that as obstruction was a police matter, it might wish to report ongoing issues to Sussex Police. Jonathan Chowen, Cabinet Member for Leisure and Culture, had contacted the Deputy Clerk to apologise for the inconvenience to local residents. The Deputy Clerk is keeping a log of parking complaints as the District Council has committed to funding the extension of double yellow lines in Cripplegate Lane, should displaced parking be an ongoing issue.

Mr Watkins said the application to build three houses to the rear of Londis was to be

discussed at Development Control North on Tuesday evening, with a view to refuse. He had registered to speak on behalf of the Parish Council, in support of the application.

Mr Watkins said that when the Parish Council had met with the District Council to discuss the introduction of parking charges at the Country Park, the District Council had said that it would provide a detailed budget to show that the introduction of parking meters would be a sustainable cost.

The Deputy Clerk will remind the District Council about the Parish Council's request to provide a budget for the parking at the Country Park.

Mr Whitear said that it was all very well putting leaflets on cars, but in his opinion it would be better to put out "No Parking" cones. Mr Diamond said that the recommended approach is education before enforcement.

At this point, the Chairman proposed the suspension of Standing Orders to allow members of the public to speak; this was seconded by Mrs Flores-Moore and agreed by all.

Mr Condé, local resident, said that Cripplegate Lane is becoming a rat run, due to vehicles avoiding the Cedar Drive temporary lights. Parked cars are blocking the road, and parking on pavements. Mr Watkins said there were currently no parking restrictions in the road. Mr Condé said that it was an accident waiting to happen, in his opinion. Mr Watkins agreed.

Mr Vincent, local resident, said that parking on pavements was a police matter.

Mr Vincent asked what infrastructure improvements were planned as a result of the Berkeleys and Wates applications being permitted, some 800 homes. He said that the queue for Boots the Chemist was often out of the door, due to demand. Mr Buckley said that all the infrastructure had been agreed at the time that outline permission had been granted. The Deputy Clerk advised that the Horsham District Planning Framework was a development plan, not an infrastructure plan, as guidance from central government was to promote housing. Mr Buckley said that the Parish Council was doing everything it could to ensure sufficient infrastructure is provided.

Mr Condé said that he had reported that the safety fencing to the rear of 9, Nutham Lane was down, and this has still not been repaired. The Deputy Clerk said she believed that the contractor had been out at the weekend.

Mr Diamond pointed out the meeting had lasted 25 minutes so far, with discussions that could have taken 10 minutes, and the Council should consider tightening its time frames in the future, or Councillors were wasting their time.

Standing Orders were reinstated.

F02/07/16

APOLOGIES FOR ABSENCE

Apologies and reasons for absence have been received from Mr Cole, Ms O'Toole-Quinn and Mrs Vickers.

Members NOTED and APPROVED the absences.

F03/07/16 DECLARATIONS OF INTEREST

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

There were no declarations of interest at this point.

F04/07/16 MINUTES

The Council discussed the minutes of the meeting held on Wednesday, 30th March 2016 and considered that these reflected a true and correct record of the meeting.

It was RESOLVED by all present, that the minutes of the meeting held on Wednesday 30th March 2016 be APPROVED by all present.

F05/07/16 CHAIRMAN'S ANNOUNCEMENTS

Mr Buckley had no announcements.

F06/07/16 CORRESPONDENCE

The Deputy Clerk referred Members to correspondence sent to them during the month and asked whether they wished to discuss any item that may not be covered on the agenda for the meeting.

There were no comments made on the correspondence that had been sent out.

Rural Car Parks

At the June Planning Meeting, the Deputy Clerk reported that that surveys were being undertaken in relation rural car parks in the next few weeks, including Lintot Square. It was intended that data from the surveys would be used to consider payable parking permits/discs to enable the holder to park in an HDC car park for two hours; season tickets and other payment facilities. Members indicated at the time that they would strongly object to parking charges in Lintot Square.

The District Council has now written to advise that they wish to meet to discuss the results of the surveys, and are asking for two dates in early/mid September, preferably mid to late afternoon.

It was agreed that Mr Buckley, Mr Neale, Mrs Varley and Mr Watkins would represent the Council, together with the Clerk, and would supply indications of their availability in the first two weeks of September to the Deputy Clerk to arrange the meeting.

Changes in services, opening hours and charges at Household Waste and Re-cycling Sites

The consultation for these proposals has now closed, and had the biggest response to any such exercise with 4899 responses. The agreed changes in hours for the Hop Oast Re-Cycling site, so these will be 8.30am to 4.30pm all year round, closed on Tuesdays and Wednesdays (previously Thursdays and Fridays)

There was a high level of concern registered about the possible increase in fly-tipping, and as a result WSCC has agreed to appointment of two enforcement officers to support existing enforcement measure currently carried out by district and borough councils. These two officers will be funded for two years via some of the savings made by reducing site opening hours.

Mr Watkins asked the amount of the savings to be made; Mr Whitear said that he believed it was in the region of £1.2 million.

Mrs Hutchings said that the proposed opening hours precluding people visiting Hop Oast on their way to work.

Members noted the information.

Planning Application DC/16/0822 – Erection of 3 3-bed house on land to the rear of Londis, Worthing Rd

This application is to go to Development Control North on Tuesday, 2nd August with a recommendation to refuse on the ground that the proposed dwellings are considered to be an unsatisfactory form of development which as a result of the scale, siting and relationship with adjoining properties the development would appear overbearing and would result in harmful loss of privacy for adjoining occupiers. The Deputy Clerk advised that Mr Watkins had indicated that he would be willing to speak at the Committee on behalf of the Council, and she had registered him accordingly.

F07/07/16

COMMITTEES

Finance & General Purposes Committee Meetings 6th April, 11th May, 16th June and 13th July 2016

Mr Whitear advised that it was he who made the comment in relation to the No Cycling signage and not Mrs Flores-Moore, in Minute Reference FG54/07/16.

Mr Watkins advised that under Minute Reference FG55/07/16 the resolution should read

“It was RESOLVED that HR Services Partnership would be appointed as HR Consultant to deal with ongoing staffing issues, with an initial commitment of 10 hours at a cost of £650 + VAT, with any additional requirement being approved by the Committee prior to an order being placed.”

In addition, some comments attributed to Mr Watkins under FG55/07/16 were in fact said by Mr Diamond.

It was AGREED by all present, that the Finance & General Purposes Committee meeting minutes and confidential minutes dated 6th April, 11th May, 16th June and 13th July 2016, be approved as true and correct records of the meetings held, after the amendments as above.

Date of next meeting being Wednesday, 14th September 2016

Planning Committee Meetings 7th April, 3rd May, 9th June and 7th July 2016

Mrs Varley said that a comment had been attributed to her in relation to road signs, and she was not present at the meeting.

It was AGREED by all present, that the Planning Committee meeting minutes dated 7th April, 3rd May, 9th June and 7th July 2016, be approved as true and correct records of the meetings held, after the amendments as above.

Date of Next Meeting: Thursday, 8th September 2016

Leisure Centre Sub-Committee Meetings 6th April and 13th July 2016

It was AGREED by all present, that the Leisure Centre Sub-Committee meeting minutes dated 6th April and 13th July 2016, be approved as true and correct records of the meetings held.

Date of Next Meeting: Wednesday, 17th November 2016

Human Resources Committee Meeting 14th July 2016

It was AGREED by all present that the minutes of the meeting held on 14th July 2016 be approved as a true and correct record of the meeting.

Date of Next Meeting: Called when required

F08/07/16

ACCOUNTS

Councillors were referred to the meeting pack for 27th July 2016 and asked to confirm that the documents provided were a true position of the Council financial affairs, e.g. Bank reconciliation, income and expenditure analysis and sales ledger.

It was RESOLVED by all present that the information provided by the Deputy Clerk represented a true record of the financial position of the Council as at 27th July 2016.

Members noted this information.

F09/07/16

ACCOUNTS FOR PAYMENT

The Deputy Clerk advised that the Payments Schedule issued and approved at the Finance & General Purposes Meeting on 13th July was incorrect. The Direct Debit amount of £91.03 for the monthly lease payment to De Lage Landen for the gym

equipment was incorrect, and should have been £1539.37. This made the total of direct debits £2067.17 and the total payment schedule £60,617.76.

Members RESOLVED to agree the amended Payment Schedule for 13th July 2016.

The Chairman presented to Members the Payments to 27th July 2016 in the sum of £40,287.72, including July salaries.

It was RESOLVED by all present that the Payments Schedule to 27th July 2016 in the total sum of £40,287.72 be APPROVED for payment

F10/07/16

WEST SUSSEX FIRE & RESCUE SERVICE CONSULTATION

The Deputy Clerk referred members to information relating to this consultation circulated via email.

The Community Risk Management Plan for 2016-2020 assesses the current and projected risk profile for West Sussex over the next five years.

Members noted the consultation but had no further comments to make.

Mr Diamond asked if the Deputy Clerk had any information on the proposals for the West Sussex Fire & Rescue Service to be under the control of the Police and Crime Commissioner. The Deputy Clerk said that she did not.

The Deputy Clerk will write to Katy Bourne, the Police & Crime Commissioner to ascertain the latest situation and report this back to the next meeting.

F11/07/16

AUGUST RECESS DELEGATED AUTHORITY

The Deputy Clerk advised that it was necessary during the August recess for Council to consider delegated powers as in previous years, for both financial and planning matters.

It was RESOLVED that delegated financial powers be awarded to the Chairman and Vice Chairman of Council, Vice Chairman of Finance & General Purposes Committee and the Clerk to ensure the effective management of the Council's financial and legal affairs during the August recess period.

It was further RESOLVED that delegated authority in relation to planning recommendations be given to the member to whom the application is allocated, together with the Chairman/Vice Chairman of the Planning Committee and the Clerk/Deputy Clerk; all recommendations submitted during this period to be ratified at the next Planning Committee on 8th September.

F12/07/16

REPORTS BACK FROM REPRESENTATIVES ATTENDING OUTSIDE MEETINGS ON BEHALF OF THE COUNCIL – to receive reports from Councillors and Officers in relation to meetings/conferences attended on behalf of the Council.

Meeting with Mr Tom Crowley, Chief Executive, Horsham District Council. 11th July

The Chairman and Deputy Clerk met with Mr Crowley to discuss various outstanding issues:

Beeson House

Render - Councillors will recall that there was an issue with the re-painting of the render, and the sum agreed as the Parish Council's contribution. The lease clearly states that the landlord (Horsham District Council) is responsible for the external decoration of the building, costs of which it passes to the tenants (Southwater Parish Council and WSCC Library). The fact that this has not been undertaken for some time is irrelevant, as it could be argued that the tenants have saved money during this period. It is proposed that the treatment will be same as that that has been carried out on the Village Surgery; the Deputy Clerk is awaiting confirmation of the quotation in order to advise the Parish Council of it contribution.

Members noted this information

Car parking – there was an ongoing issue as to the provision of the eight spaces allocated to Beeson House under the terms of the lease –five to the front and three to the rear. Four of these are allocated to tenants (Police, Rose Building, D2 Insurance and Oakland Insurance) with the Parish Council having the remaining four (all to the front) One of the rear spaces was given away in error by the District Council to a tenant of another block. This was replaced by a space given up by the library when it relinquished occupation of the first floor. The Parish Council then gave this space in error to another tenant, although there is confusion over the circumstances of this. The Parish Council has already agreed in principal to give one of its spaces at the front to an existing tenant so that all lease terms are complied with. This is now necessary to fulfil the terms of the lease.

Members confirmed that the Council would surrender one car parking space to the front to an existing tenant; however, the total of eight spaces will remain the same.

Deed of Variation – the Parish Council complained about the District Council causing delays with drawing up documents to allow it to sub-let office areas. This is disputed and is ongoing.

Members noted this information

Section 106 Monies

The majority of the monies owed by the developer at Courtlands have now been paid. Interest has been accrued and allocated to the community sums to which the Parish Council has access. A project to refurbish the Leisure Centre play area is being worked on, which will use these monies.

With regard to Section 106 agreements in general, the recent issue of the provision of a half basketball court as part of the Wates proposals has highlighted the fact that parish councils are not consulted or even advised of the heads of terms of draft Agreements, which could avoid future conflict. It appears that District Councillors themselves have concerns about this, as they too are not privy to Agreements until after they have been finalised. It is an issue which the District Council Cabinet is considering, and one which the Deputy Clerk will continue to pursue.

Members noted this information

Boundary Change

This related to the possible inclusion of the Wates development opposite Roman Lane into the parish of Southwater. The District Council does not have the authority to change boundaries. A review of electoral boundaries is imminent, and the Parish Council was directed towards the Boundary Commission's website. At the meeting, the Deputy Clerk raised concerns that the District Council would not forget its agreement in principal to support such a boundary change.

However, since the meeting after further investigation, it appears that under the Local Government and Public Involvement Act 2007, the District Council is obliged to consider a boundary change on receipt of a petition signed by 10% of the electorate, which in the case of Southwater would be in the region of 780. The Deputy Clerk is investigating this option further with the District Council in order to report to the Parish Council.

Members noted this information

Development Control North – 5th July

Mr Neale reported that he had attended this meeting on behalf of the Council to speak in objection to DC/16/0137, for part retrospective application for the erection of 5 houses to the rear of 27, Millfield. Councillors will recall that the developer included flat roof rear extensions to the houses, amongst other features, which did not accord with the permitted plans. However, the Committee permitted the application.

Police Briefing – 21st June

Mr Neale reported that he had attended this meeting. Sussex Police have to save £35 million by 2020. PSCO grades have been reviewed, and now those at sergeant level are being considered; thereafter moving up the ranks, although some senior ranks have already been reviewed.

Planning Committee

Mr Watkins said that he had asked the Deputy Clerk to invite Dr Chris Lyons, Director of Planning at Horsham District Council or his nominated representative, to the September Planning Committee meeting to discuss Enforcement issues.

Village Hall Committee

Mrs Varley and Mr Watkins reported that a Village Hall Committee meeting was being held that night, but both were unable to attend due to the clash with this meeting. Mrs Varley noted that she had not attended the last Village Hall meeting for the same reason.

The Deputy Clerk is to ask the Village Hall Committee about its schedule of meetings, to see if this can be changed to allow Council representatives to attend.

F13/07/16

COUNCIL PREMISES & LAND

Court Case at Southwater Leisure Centre

The Deputy Clerk reported that she has been liaising with the legal representatives

appointed by Zurich, the Council's insurance company, to prepare a legal defence against allegations of an injury occurring at Southwater Leisure Centre in 2013. This defence has now been submitted.

As this matter is likely to need addressing in the next two weeks, the Deputy Clerk said that she would need to use the delegated powers previously agreed to progress the matter.

Members noted this information, and asked to be kept informed.

Mr Buckley announced that due to the nature of the matter to be discussed, the public and press would be excluded for the next item.

A member of the public indicated that he wished to speak on a Personnel Matter.

Mr Buckley proposed the suspension of Standing Order to allow members of the public to speak. This was seconded by Mr Watkins and agreed by all present.

Mr Vincent, local resident, said that he had noted that the Council was advertising for a Litter Warden and asked the reasons behind the previous one leaving.

The Deputy Clerk said that she was unable to discuss personnel matters pertinent to a particular employee.

Two members of the public left the meeting.

Standing Orders were raised.

The next matter is minuted under Confidential Minute.

F14/07/16 VISIONING PROJECT

Due to the nature of the matter to be discussed, the meeting continued in closed session for this item.

This matter is minuted under Confidential Minute.

F15/03/16 PERSONNEL & PENSION SCHEME

Due to the nature of the matter to be discussed, the meeting continued in closed session for this item.

This matter is minuted under Confidential Minute.

Confidential matters being concluded, Mr Buckley re-opened the meeting to the public; however, there were none present.

F16/07/16 DATE OF NEXT MEETING – the date of the next meeting will be Wednesday, 28th September 2016

F17/07/16

PLANNING –

Present Were:

Mr G. Watkins

**Mr L. Apted
Mr K. Diamond
Mr M. Neale
Mrs B. Varley**

**Mr P. Buckley
Mrs P. Flores-Moore**

Members of the Public: None

| Application No. | Applicant | Reason for Application | Recommendation |
|--------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| DC/16/1394 In Office | Mr C. Blasche-Neary 24 Dover Close, Southwater | Fell 1 x Oak Tree | Object |
| DC/16/1504 Billy Greening | Mr & Mrs M. Neave 17 The Forge Southwater | Proposed garage conversion and first floor extension over | No objection |
| DC/16/1288 Michael Neale | Mr & Mrs A. Tuck Caiyside, Salisbury Rd | Demolition of existing conservatory and erection of new garden room. Conversion of attached garage to utility room. Replacement of tile roof with slate. | No objection |
| WSCC/037/16/SQ In Office | Castlewood Primary School, Castlewood Rd Southwater | Variation of condition 1 of planning permission WSCC/075/11/SQ for the retention of a temporary classroom for a further 5 years | No objection |

The meeting closed at 9.50 pm

