

SOUTHWATER PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday, 28th January, 2015 at 7.30 p.m., in the Council Chamber, Beeson House, Southwater.

Present Were: **Mr P. Buckley**

Mrs.S.Alway
Mr G. Cole
Mr D. Nagy
Mr.G.Watkins

Mr.L.Apted
Mrs.P.Flores-Moore
Mr.M.Neale
Mrs.C.Vickers

Clerk: **Mrs. C.Tobin**

District Councillor: **Cllr J.Chidlow**

County Councillor: **Not present apologies offered**

Sussex Police: **Not present**

Members of the public: **5**

Press: **Not present**

F01/01/15 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.

Mrs.Vickers informed the Council in her role as a District Councillor that it was anticipated that the application in relation to the Berkeley site would be heard by the Planning Committee of the District Council on 17th February. Mrs.Vickers assumed that the Parish Council would wish to speak on this application. The Clerk confirmed that the Parish Council had indicated that it would, but that the Deputy Clerk would ring to ensure the Council were on the list of speakers.

Mr.Apted stated the he was concerned about the increasing amount of red barriers in the Worthing Road, and asked whether these were all necessary. The Clerk stated that these were part of the on-going contract between SSE and West Sussex County Council Lighting in

terms of the replacement. A short discussion took place about lack of consultation but the Clerk reminded Members that this had been discussed at committee and the documents forward to all members of the council at the time.

Mrs.Alway arrived at 7.38 pm.

Mrs.Flores-Moore commented on the fact that she noted that the new bridge had been installed on the A24 re the West of Horsham development and questioned why it had not been possible to reuse this old one. The Clerk stated that as Members knew her office had been in discussion with regards to a bridge over the A24 for Southwater for many years. Her office had been informed that it was not cost effective to reuse the bridge, it being more cost effective to provide a new bridge in the future.

F02/01/15 APOLOGIES FOR ABSENCE

Apologies and reason for absence have been received from Mrs.Varley. No apologies received from Mr.Diamond, Mr.Francies and Mrs.Hutchings.

F03/01/15 DECLARATIONS OF INTEREST

The 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.

Mrs.Flores-Moore declared an interest in Planning Application No. DC/14/2719.

F04/01/15 MINUTES

The Council discussed the minutes of the meeting held on Wednesday, 17th December 2014 and there being no amendments to these minutes they were duly approved.

It was RESOLVED by all present, that the minutes of the meeting held on 17th December, 2014 be APPROVED by all present.

F05/01/15 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded all present that the Council had an open morning on Saturday, 31st January at 10am in order to promote the Parish Council's work and the forthcoming elections for the Parish Council.

F06/01/15 CORRESPONDENCE

There was no correspondence of note to bring to the Council's attention at this point but the Clerk wondered if Members had any questions relating to documentation sent to them.

Members NOTED the comments.

Further correspondence being:-

Statutory Instrument 2015 No. 5 – The Local Government (Electronic Communications) (England) Order 2015

The Clerk informed members that the Secretary of State for Communities and Local Government, had issued this Statutory Notice to allow local government to issue electronically agendas. Para 10 will now state “a summons to attend the meeting, specifying the business proposed to be transacted at the meeting and certified by the proper officer of the council, shall be sent to every member of the council by an appropriate method”. This effectively means (i) leaving it at, or sending it by post to the member's usual place of residence, or (ii) where the member has given consent for the summons to be transitted in electronic form to a particular electronic address (and consent has not been withdrawn), send it in electronic form to that address.

The Clerk indicted therefore that an appropriate document will be sent to each Member of Council asking them to sign that they will in future be happy to receive such agendas in electronic format but this form will also allow for those without such facilities to received this through the post to their home address.

Members NOTED the information provided and that the appropriate confirmation letters would be sent to them asking that they sign that they wish to receive the agendas in electronic format or not.

Local Resident of Southwater – Street Lighting in the Worthing Road

A local resident has complained about the excessive number of new lights on the Worthing Road; this being part of the West Sussex County Council private finance agreement in relation to street lighting. The gentleman asks that the light pollution and excessive lighting costs should be kept at a minimum

Mrs.Flores-Moore asked whether there was a summary of the current lighting position to compare with that being put in. The Clerk stated that there was a summary and that she should be able to provide a link to this. Mr.Nagy again questioned whether the public and council had a right to consultation on such matters; the Clerk stated that Council had been consulted and this had been thoroughly discussed at the time.

Members AGREED that the Clerk should contact the County Council's Lighting Department to express the concerns of both local residents and Council, the Clerk to also contact the County Councillor for the area.

F07/01/15 COMMITTEES

Leisure Sub-Committee – 7th January 2015

It was **AGREED** by all present that the Leisure Sub-Committee minutes dated 7th January 2015 be approved as a true and correct record of the meeting.

The date of the next meeting being Wednesday, 8th April 2015.

Finance & General Purposes Committee – 7th January 2015

It was **AGREED** by all present, that the Finance & General Purposes Committee minutes dated 7th January 2015 be approved as a true and correct record of the meeting held.

The date of the next meeting being Wednesday, 4th February 2015.

Planning Committee – 8th January 2015

It was **RESOLVED** by all present that the minutes of the Planning Committee dated 8th January, 2015 be approved as a true and correct record of the meeting to include any recommendations therein.

The date of the next meeting being Thursday, 5th February 2015.

F08/01/15 PRESENTATION TO THE DAME VERA LYNN TRUST

The Chairman stated that he was delighted to be in a position to award a community grant on behalf of the Parish Council in the sum of £1080 to this well deserving charity.

The Chairman proposed a suspension of Standing Orders in order to allow Helen Bournat representing the Dame Vera Lynn Trust to give a presentation on the work of the Charity and in turn to receive a presentation of a cheque in the sum of £1080 towards its valuable work in the community, this was seconded and AGREED by all present.

Helen Bournat thanked the Council for inviting her to the meeting and for its very generous grant which would benefit a group of children and parents in providing conductive education to enable the children to ultimately live independent lifestyles.

Dame Vera's association with the School started 2001 with Ingfield Manor. This was because that in 2001 the funding for the under 5's was withdrawn, Dame Vera and her friends then raised £1/4M in five months to save the school from closure. The Charity requires £500k to keep the charity going and helps approximately 50/65 families although this varied year on year.

Helen stated that if allowed she would like to give an example of the work as described by a parent of a child having attended the school.

“Ruby was born weighting just 3lbs 12oz and after many scans was diagnosed with four limb cerebral palsy which includes gastro oesphagal reflux, marked macular pathway, disfunction, global development delay, epilepsy and Ruby also has a squint. We were put in touch with The Dame Vera Lynn Trust School for Parents in West Sussex by a neighbour whose own daughter had attended the school.

Since Ruby joined in September 2013 the improvement has been amazing. We were told Ruby would never be able to speak or walk. She can now say lots of words including mum, dad, brother and car. She is also able to stand and take steps with the aid of equipment at the school. Her eating and drinking has greatly improved and she now wants to hold her own spoon and cup and feed herself. Ruby is a very determined little girl and needs one to one attention constantly. The School for parents are able to give her this attention and we have learnt so much on ways we can help Ruby at home. My parents are also very heavily involved with Ruby and have been with us on visits to school to watch her progress. Ruby is now also able to attend a special nursery locally two days per week where she is building on the things she has learnt at School for Parents. Ruby always looks forward to her weekly visit and we cannot thank all the staff enough for making such a difference to our lives.”

Helen stated that the Council’s large donation would enable a class for up to six children and families through conductive education and would invite the Council to visit as and when a visit could be arranged. Members were concerned that funding was not available to the School in their work with the families and children.

The Chairman and members stated that they were delighted to be able to provide something that would be beneficial to the families and that the Council would be delighted to take up the offer of a visit to the School. The Chairman then presented the cheque for £1080 to The Dame Vera Lynn Trust for the benefit of the families attending the School.

The Clerk to arrange a visit for the Council to visit The Dame Vera Lynn Trust School.

F09/01/15 ACCOUNTS

Councillors were referred to the meeting pack and asked to confirm that the documents provided were a true position of the Council financial affairs, eg. Bank reconciliation, income and expenditure analysis and sales ledger.

The Clerk referred Members to the debtors listing, stating that the statement given previously was correct in relation to the outstanding balance from WSCC, these monies had been received but the summary has been issued prior to the reconciliation with the bank statements. The Clerk further advised Members that there were a number of customer accounts with queries and these were being resolved with the relevant customers. The problem would appear to have been in some instances duplicate invoices.

Members noted the Clerks comments in relation to the reconciliation against the Debtors Listing.

It was RESOLVED by all present that the information provided by the Clerk

represented a true record of the financial position of the Council as at 28th January 2015.

New Computer - Clerk

Following the reinstallation of payroll software and discussions previously regarding the age of the Clerk's PC which is XP and the oldest machine within the council office, it transpires that the new upgraded payroll software will not upload to XP. It is imperative that the Clerk have the ability to access this information as and when required. A new computer including an upgrade in memory has been quoted in the sum of £552 plus VAT; this is outside of the Clerk's remit and not within the budget for this year but for 2015/16.

It was APPROVED by all that a replacement computer be purchased for the Clerk's office.

Gatwick Diamond

The Clerk advised Members that in relation to improving the local economy of Southwater she had obtained Membership details for the Gatwick Diamond to assist the Council in networking and the ability to grow local business contacts for the benefit of the business community within Southwater. This Membership being something Council were supportive of being taken forward on their behalf. Membership is based on the number of staff employed and the cost would be Annual Subscription £400 plus Registration Fee of £60 + VAT.

The Clerk was asked about the benefits of joining this network, and stated that it was one of networking which may bring benefits to the local businesses through training possibilities and new ways of working enhancing the opportunities for local Southwater businesses, some of whom also was part of the network.

It was acknowledge that the Clerk could not always attend due to the demands within the office, and therefore as and when this was not possible the Clerk would ask Members whether they would wish to attend.

It was RESOLVED by all present that the Clerk should obtain Membership of the Gatwick Diamond in order to grow support the economic growth of the Parish of Southwater.

Valuation Office Agency

The Clerk confirmed that she had received a revaluation of the youth club area, this will be applied.

Members NOTED the change in valuation with regard to the Youth Club.

F10/01/15 ACCOUNTS FOR PAYMENT

The Chairman presented to Members the Payments to 28th January 2015 in the sum of £40,030.15.

The Clerk had taken the liberty of also supplying the current list of Direct Debit payments made for Councillors information. These would now be included on the summary.

It was RESOLVED by all present that the Payments Schedule to 28th January 2015 in the sum of £40,030.15 be APPROVED.

F11/01/15 LICENSING ACTION 2003 APPLICATION TO VARY EXISTING LICENCE – CO-OPERATIVE GROUP FOOD LIMITED

This matter related to an application to vary the existing premises licence in respect of the Co-Operative Store situated in Lintot Square from 10pm to 11pm Monday to Saturday only. Members are required to provide their recommendation to the District Council.

Members felt after a short discussion that they could not object to this particular application due to the fact that the local public house was also open until 11pm and therefore had no objection. The Clerk was asked whether residents had expressed to the parish council any concerns about the proposal; the Clerk stated that she had not received any correspondence in relation to this matter, although was aware of a small number of anti social behaviour incidents of late.

It was RESOLVED by all present that the Council would have no objections to the proposed extension to the premises licence at the Co-Operative Store, Lintot Square, Southwater.

F12/01/15 REPORTS BACK FROM REPRESENTATIVES ATTENDING OUTSIDE MEETINGS ON BEHALF OF THE COUNCIL

Horsham District Association of Local Council Clerks Meeting – 27th January 2015

The Clerk stated that this meeting had been attended and presentations received from Paul Cummings the Monitoring Officer of HDC in relation to standards. The Elections Officer provided each Clerk with packs for information in relation to the Elections. The Clerk will be circulating these to all members assuming that they may wish to stand along with further information. This information will be posted on the Council's website also.

Members NOTED the meeting attended.

F13/01/15 SOUTHWATER NEIGHBOURHOOD PLAN

Mr. Watkins, Chairman of the Neighbourhood Plan Steering Group advised the Council that he was hopeful that by a week Friday, draft questions would be submitted by the Steering Group members for discussion and inclusion with the Draft Questionnaire. The next meeting of the Steering Group would be 11th February.

Members NOTED the comments and were pleased to hear that the Neighbourhood Plan process was still on track.

F14/01/15 CLERK'S REPORT**

The Clerk stated that despite having contractors repair three of the lights in Tower Hill belonging to the Parish Council, one required attention from UK Power Network. Unfortunately the office has been advised that the timescales are 25 days from the date of report; this was 5th January when the offices reopened following the New Year break.

Members NOTED the Clerks comments.

At this point the Chairman asked that the Planning Committee section of the meeting be brought forward in order that this may be discussed prior to the matters relating to Personnel & Pensions in order to allow those members of the public to remain in the room, as they would be required under to vacate during the Personnel & Pension discussions.

For ease of reading the minutes against the agenda see Item 17/01/15

Thereafter the Chairman excluded the Press & Public from the meeting due to the confidential nature of the business to be transacted in relation to Personnel & Pension matters.

The Chairman of Council at this point vacated the Chair to the Chairman of Planning, Mr.Watkins, who remained in the Chair until the commencement of the Personnel & Pensions discussed when Mr.Buckley, Chairman of Council took the Chair.

F15/01/15 PERSONNEL & PENSION SCHEME**

“Confidential Minute”

Standing Orders were then reinstated.

F16/01/15 DATE OF NEXT MEETING

The date of the next Full Council Meeting will be Wednesday, 25th February 2015 when Dr.Simon Dean, Chairman of the NHS Clinical Commission Group would be attending to give a presentation on the “5 Communities Plan” . This meeting would commence at 7.30pm all press and public would be welcome to attend.

The meeting closed at 8.57 pm.

Application No.	Applicant	Reason for Application	Recommendation
DC/14/2697 Graham Watkins	C/O Agent Mr Phil Rowe Oaklands Coltstaple Lane Horsham West Sussex RH13 9BB	Prior approval for change of use from agricultural use to residential dwellings	Delegated due to the fact the details were not as yet on the District Council's website without this information no comment could be made
DC/14/2698 Kieran Diamond	Mr And Mrs D & A Keene Keepers Cottage Coltstaple Lane Horsham RH13 9AN	Non material amendment to DC/13/2220, erection of stable block, with agricultural storage and sand school. Discovery of a well during groundwork preparation meant if the stable block could be repositioned approach 10M away from original position, but same orientation but turned 90 degrees facing the hedge, the advantages would be rainwater from roof to drain directly to the well and water for the wash down area and other uses associated with equestrian management would be adjacent to the building	Delegated to the Member, Chairman of Committee and the Clerk/Deputy Clerk.
DC/14/2719 Geoff Cole	Mr Neil Derbyshire 89 Blakes Farm Road Southwater RH13 9GH	Erection of fence (retrospective)	Objection on the basis that this application was out of keeping with the area, this area being open and is not in accordance with the Village Design Statement this being adopted by the District Council as a supplementary planning document.

At this point in the meeting the Chairman, Mr.Watkins proposed the suspension of Standing Orders, this being approved by Mr.Apted and all present from the Planing Committee. At this point Mrs.Vickers and Mr.Nagy retired to the public seating.

Mr.John Kelly of Wates Development stated that he would like to give a short presentation based on the documents provided that evening to Members of the Council at the commencement of the meeting.

The Company had consulted with the community over its proposals and were not shrinking in its responsibility to provide community infrastructure to meet the needs of the exiting and new development within Southwater. It would commit to the full range of infrastructure needs including highway contributions, schools etc., and wished to work with both parish councils involved including the Planning and Highway authorities. The need for affordable housing was not going away and were prepared to deliver 40% affordable housing. The development was sustainable and it would provide a 30 – 40M barrier between neighbouring properties and wish to embrace within the design Hogg’s Wood an ancient woodland and mitigate range/flooding concerns through attenuation ponds There would be a 15M buffer between the development and Hogg’s Wood including one of the access points. Access would also be improved via Andrews Road/Worthing Road with a pedestrian crossing provided.

The Chairman thanked Mr. Kelly of Wates Development for his presentation and the

information provided for each Member this was much appreciated and then open upon for comment from Members.

Mrs.Flores-Moore stated that she was concerned about the proposals for the new roundabout, which was effectively a small roundabout a dot in the road, this to her mind would not be effective in reducing the speed of traffic in either Millstraight. Mrs.Flores-Moore referring to the document provided questions the improvements to Hop Oast, and was this actually the improvement? Mr.Kelly stated, that the improvements would be on Pollards Hill to Mill Straight via the new roundabout, improvements would be made by way of a pedestrian crossing which again would slow traffic going south. Improvements to the local public rights of way would also be provided. The Hop Oast indicator was incorrect referencing.

Mr.Nagy speaking from the public gallery was concerned about the speed off of the Pollards Hill roundabout asking whether Mr.Kelly knew the speed of traffic, It was thought that this was 40 mph leading to a 30 mph however, Mr.Nagy stated that the fact of the matter was that the traffic coming off of the roundabout did not slow sufficiently, any new roundabout would have to be more substantial.

Discussions then proceeded in the breakdown on the affordable housing element. Mr.Cole was concerned that in the past where development came forward the affordable element then become diluted after outline permission was granted. Mr.Kelly referred to the statement of intent.

Mrs.Alway asked what type of trees and screenage was to be provided within the application; the response being that these would be native to Britain and the local area.

Further discussions then took place in relation to how the company proposed to deal with concerns raised in relation to sewage from the site. Mr.Kelly of Wates Development indicated that they would be providing a sub station unit for the site, the outflow would be connected to the existing in Stakes Lane, with works down the A24 leading to Stakers Lane not connected to the existing network.

At this point in the meeting, the Chairman Mr.Watkins reinstated standing orders having heard the views of Wates and those members of the public present.

Mr.Watkins reminded Members that they should consider the application on planning grounds only.

Members were concerned about the highway proposals in that it was felt that the proposal for the roundabout would create additional traffic problems at Pollards Hill rather than assist in reducing in speeds.

Whilst it was acknowledge by all parties that this application was technically in Shipley parish the impact would be felt on the services and infrastructure in Southwater, and this would need to be looked into in more depth to access the need.

Concerns about the sewage capacity of the site in terms of mitigating the demand on the current sewage sub station in Staker's Lane, coming off of the A24.

After further discussions it was agreed that the parish council would object on the following grounds:-

- Highway – concerns about the design and proposed small roundabout being proposed within the plan which would cause additional traffic congestion and safety concerns;
- Infrastructure – concerns about the development creating an overload on the current infrastructure and services;
- Development- this development was not contained in the current proposals put forward by the District Council within its SHLAA schedule in relation to the Horsham District Strategic Planning Framework Document currently on hold for evaluation; indeed the Inspector had not been deemed at the hearings to consider this site.
- Sewage & Flooding – how these were to mitigated within the proposals causing additional demand on a sewage system already at maximum.

DC/14/2760 (In Office)	Southwater Parish Council Beeson House 26 Lintot Square RH13 9LA	Installation of one window and siting of three air conditioning condenser units on the rear elevation	No comment due to this being a Parish Council application.
DC/15/0032 Sheree Alway	131TimberMill Southwater RH13 9SP	Work to 1 x Oak Tree (Tree Preservation Order)	No objection

The Clerk referred Members to the Private & Confidential Briefing provided to Members in relation to this application.

DC/14/2582 (In Office)	Wates Developments Land West of Mill Straight	Residential development of up to 193 dwellings (including affordable housing) and associated works (Outline)	<p>Objections on the following grounds:-</p> <ul style="list-style-type: none"> • Highway – concerns about the design and proposed small roundabout being proposed within the plan which would cause additional traffic congestion and safety concerns; • Infrastructure – concerns about the development creating an overload on the current infrastructure and services; • Development- this development was not contained in the current proposals put forward by the District Council within its SHLAA schedule in relation to the Horsham District Strategic Planning Framework Document currently on hold for evaluation; indeed the Inspector had not been deemed at the hearings to consider this site. • Sewage & Flooding – how these were to mitigated within the proposals causing additional demand on a sewage system already at maximum.
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F18/01/15 LAWFUL DEVELOPMENT CERTIFICATE APPLICATION RELATION TO THE CLUB HOUSE AT RAYLANDS PARK, JACKRELLS LANE, SOUTHWATER

The Clerk stated that Members are required to consider this application. The Parish Council had reported this matter to enforcement, this application being the result of such action. A short discussion took place on this matter, however Members raised no objection.

It was RESOLVED that the Council had no objection to this proposal.

F19/01/15 HORSHAM DISTRICT PLANNING FRAMEWORK

Mrs.Vicker's gave a resume of the time scales involved in relation to the revision to the Horsham District Planning Framework document which would now be necessary due to the suggested increase in housing numbers following the Planning Inspector's Interim Report. The District Council would be reconsidering the matter at the end of March 2015.

At this point the Chairman of Planning, Mr.G.Watkins handed proceedings back to the Chairman of Council, Mr.P.Buckley.