



SOUTHWATER PARISH COUNCIL

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18/9/19

Minutes of the ordinary meeting of the Parish Council held on Wednesday 31st July 2019 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.

Present: Councillors: G Watkins (Chairman), M Neale (Vice-Chairman), G Scoon, G Cole, D Moore, C Vickers (*Left the meeting at 9.38pm*), P Flores-Moore, N Knott, H Timson and B Varley.

Members of the Public: 11

Clerk: Dawn Spouge

District Councillors: Councillor I Stannard,
Councillor C Vickers (is also a Parish Councillor)

County Councillors: Councillor N Jupp

Other: - HDC Officer Carly Jenkins and Southwater Community Wardens, Dominic Woodhead and Jacquie Cave

Press: Not Present

ACTIONS

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

The Chairman advised that the meeting was being recorded.

68/19. PUBLIC FORUM – (maximum 3 minutes per person with an overall limit of 15 minutes). All parishioners wishing to speak, must make their name known to the Clerk prior to the commencement of the meeting.

Mr Young reported that the Organigram staff structure for the Parish Council needed to be updated, this was noted.

He queried that the year- end audit report was not on the website. This was noted and would be checked.

No other members of the public wished to speak.

The meeting was convened.

69/19. Confirmation of signing of acceptance of Office - Councillor Michael Neale, Vice Chairman of Southwater Parish Council has signed his acceptance of office prior to this meeting taking place.

70/19. APOLOGIES FOR ABSENCE

Councillor Whitear

71/19. DECLARATIONS OF INTEREST

Councillor Timson declared a pecuniary interest in item 79/19 as a member of the Supporters of Castlewood school and as the applicant on the grant submitted.

Councillor Moore, Councillor Watkins and Councillor Timson expressed an interest in item 82/19 as members of the Southwater Community Partnership.

72/19. MINUTES - to approve the Minutes of the Annual Meeting of the Parish Council held on Thursday 16th May 2019 and the Minutes of the Extra-Ordinary Meeting of the Parish Council held on Wednesday 19th June 2019

Subject to the amendment that the Minutes of the Annual Meeting of the Parish Council were held on Thursday 16th May 2019 and not Wednesday, for the record. Councillor Moore Proposed approval of the Minutes as a correct and true record, seconded by Councillor Timson **and AGREED** unanimously.

To approve the following Minutes:-

Minutes of the Extra-Ordinary Meeting of the Parish Council Meeting held on Tuesday 28th May 2019.

Minutes of the Extra-Ordinary Meeting of the Parish Council held on Wednesday 19th June 2019.

Minutes of the Finance and General Purpose Committee Meeting held on Wednesday 19th June 2019.

Councillor Moore proposed approval of all the above Minutes as a true and correct record, seconded by Councillor Timson and **AGREED** unanimously.

The Minutes of the Planning Meeting of the 5th June, were received and approved at the following planning committee meeting and noted at this meeting.

73/19. CHAIRMAN'S REPORT

The Chairman reminded all Councillors that all co-ordinated visits, arranged meetings etc needed to be arranged through the office. This was noted by all Councillors.

The Chairman reported that he had attended the following meetings:-

Southwater Infants Academy in regards to new classrooms

Southwater Community Partnership – Christmas Festival

Two site meetings at Easteds Barn

Two site meetings at the new Berkeley's facilities off of Church Lane

With Mr Neil Harding from Southwater Sports Club and

The Horsham Royals FC.

The Councillors thanked the Chairman for attending all the above meetings on behalf of the Parish Council.

Item 87/19 was brought forward.



74/19. CORRESPONDENCE

None.

75/19. ACCOUNTS

- i) Balance Sheet to date – to receive, note and approve.
- ii) Income and expenditure – to receive note and approve at the date of this meeting.

Councillor Moore proposed receipt and approval of the above, seconded by Councillor Flores Moore and **AGREED** unanimously.

76/19. TO RECEIVE AND CONSIDER ANY COUNTY COUNCIL REPORTS AND COMMUNICATIONS NOT COVERED ELSEWHERE ON THIS AGENDA

Distributed to all Councillors with the Agenda

The meeting was adjourned to allow Councillor Nigel Jupp to report the following:-

Southwater Youth Project – Summer Activities

That at the June meeting of the WSCC's North Horsham Local Committee his proposal to grant £750 of Community Initiative Funding towards the Youth Project's estimated costs of £835 for its Summer Activities was supported by fellow County Councillors. One of the events organised by Angie Choat was the recent Summer Fun Fest held on the Leisure Centre's grounds and when he called into to see the various musical performances it was clear that the event was popular with the local community.

Southwater Infant and Junior Academies – Replacement Classrooms

Last Monday a meeting was held between WSCC's officers and the Academies' Head Teachers and Governors/Trustees at which the officers outlined the latest programme for the delivery of replacement classrooms which are to be funded by various S106 contributions generated by housing developments on sites located in the Southwater and Shipley Parishes when their planning consents were granted. The Academies each have two classrooms which are considered to be in poor repair and as such are programmed to be replaced by September 2020 as per the discussions held last week.

Planning consent has been granted for the new classrooms and work is now underway on their detailed design and specification so as to confirm the accuracy of the budgeted costs. The Academies will be kept informed on these matters and the programmed delivery date.

Tower Hill – Speed Restrictions

WSCC's officers are working on drawing up the TRO to impose speed restrictions along Tower Hill the administrative of which will be funded by Christ's Hospital School. In addition WSCC's officers will be liaising with Christ's Hospital and the Parish Council in respect of the provision of two "smiley" speed indicator signs which will be funded by Christ's Hospital and handed over to the Parish Council as the Council may wish to temporarily use them in a number of locations in the Parish. Currently awaiting an update on anticipated programme for the completion of the legal formalities.

Highways

A response is awaited from WSCC's Highways regarding the installation of a dropped kerb for the bus stop at the Cripplegate Lane/Cedar Drive junction . In addition Councillor Billy Greening has made contact in regards to a resident's comments regarding the provision of

dropped kerbs elsewhere in the Parish. Working on details on the suggested locations for new dropped kerbs which will be followed by carrying out an inspection and consult with Highways.

Updates are due on a) the condition of the new Mill Straight roundabout as a small number of paviers appear to be loose, b) the viability of constructing a new pavement on the eastern side of the Mill Straight/ Cripplegate Lane junction, and c) the justification for installing a safety barrier on the pavement at the Worthing Road entrance to the pathway that runs alongside Martindales to Blakes Farm Road.

Currently making enquiries about the level of illumination provided by the street lighting in the Foxfield Cottages/Shipleigh Road area following a resident's complaint.

Neighbourhood Plan – WSCC Officer Level Comments

A copy has been received of an officer's comments on the draft which deals with a number of relevant matters such as transport, education provision etc. Currently checking whether or not these comments are confidential at this stage.

The meeting was reconvened.

77/19. TO RECEIVE AND CONSIDER ANY DISTRICT COUNCIL REPORTS AND COMMUNICATIONS NOT COVERED ELSEWHERE ON THIS AGENDA

Distributed to all Councillors with the Agenda.

Councillor Vickers reported the following on behalf Horsham District Council:-

Horsham District Council (HDC) will be investing further in Oakhurst business park to provide 8 small units for fledgling businesses at a cost of approx £1.96m

The Council is reviewing its local plan as instructed by the inspector when the HDC plan was adopted in November 2015

The officers are evaluating some 500 sites across the district and some large Strategic sites are included in this for suitability deliverability and viability

There are several large sites for possible new settlements as part of this review along with several other proposals including Mayfields MarketTown on A23 corridor

Members of the council will be publishing their preferred strategy for early consultation in February next year

Cabinet will be agreeing to publish the local development scheme July 2019 - July 2022 which is the timetable for this review and it will be published on the councils website

It is intended that the examination of the plan will take place in March/April 2021 and the new plan will be adopted in December 2021

78/19. BEESON HOUSE

(i) The Chairman updated the Council members on the forthcoming new tenancy at Beeson House. He explained that the previous tenant was originally going to renew their sub-lease agreement, however, due to increased legal costs in doing so, had decided not to renew.

Another tenant had now come forward, Shepherds Accountants Ltd, they had agreed the same rates that had been agreed with the previous tenant.

Councillor Timson approved the above change of tenancy at Beeson House, seconded by Councillor Cole and **AGREED** unanimously.

(ii)-To receive and consider the emailed correspondence from Mr Paul Davies, recent tenant in Beeson House, in regards to the Parish Council paying for his new signage 'About Mortgages Limited' which Mr Davies ordered and had installed. Cost £165 + VAT.

The Chairman explained in more detail the background to the request above. Councillor Scoon raised an objection due to the fact that the tenant had originally agreed to a new lease and then ordered the signs prior to the signing of the final lease document.

A further discussion took place.

This item was moved to the confidential part of the meeting at this point for further discussion due to the more indepth confidential nature of information pertaining to that tenant.

79/19. COMMUNITY GRANT APPLICATIONS

i) To consider a set policy for Community Grant applications
The documents for this were distributed to all Councillors with the Agenda.

Councillor Timson stated that the new form was more user friendly, more succinct and encouraging to applicants, this was echoed by the other Councillors present.

Councillor Cole felt that it needed to be reiterated it was exclusively for the benefit of Southwater and 'opportunity for all Southwater parish residents' needed to be emphasised. Clerk to change the wording to include 'Southwater' parish residents.

Clerk

ii) To receive and consider a Community Grant application from the Supporters of Castlewood School

Councillor Timson left the meeting in the Chamber whilst this matter was discussed.

A grant application had been received from the Supporters of Castlewood School for the sum of £500 towards an outdoor green space with a pond. A discussion took place on the requested amount and what was available in the budget. It was clarified that this grant would leave £1000 left in the budget for any future requests for this financial year.

Councillor Flores-Moore proposed the Council agree the grant of £500 requested by the Supporters of Castlewood School, seconded by Councillor Vickers and **AGREED** unanimously.

Councillor Timson returned to the meeting in the Chamber.

80/19. OPERATIONAL MATTERS - To receive, discuss and approve the Operational Report
The Operational Report was circulated to all Councillors with the Agenda.

JAC Air Conditioning – estimated repairs £600. A discussion took place and it was decided that because the because the remaining unit was working well and keeping the Gym cool, providing regular daily monitoring of the temperature was considered correct, then it was unnecessary at this stage to fix the additional unit. Assistant Clerk to work with the Leisure Centre Staff to ensure monitoring of the temperature in the Gym.

Asst Clerk

Gym Equipment service – Councillor Moore proposed approval for the £320, seconded by Councillor Neale and **AGREED** unanimously.

Asst Clerk

ADT – Councillor Moore proposed approval at the cost £556.76, and yearly fee for monitoring of £250, seconded by Councillor Timson and **AGREED**, unanimously.

Asst Clerk

<p>Bus Shelter – fit and supply window and stain bench seat. Councillor Watkins proposed acceptance of Antony Windows Ltd at a cost £470, seconded by Councillor Moore and AGREED unanimously.</p> <p>Roller Disco – Councillor Timson raised the request in regards to the Council to consider holding a one off roller disco in the mains sports hall at Southwater Leisure Centre. There ensued a discussion on availability of the venue, suitability of the flooring and Health and Safety concerns including a full risk assessment from the proposed Hirer.</p> <p>After further discussion Councillor Watkins requested a meeting with the proposed Hirer to investigate further and obtain answers to the questions raised and then defer to the next F&GP to consider.</p> <p>81/19. LEISURE CENTRE</p> <p>i) To receive and consider a report on the future running of the Leisure Centre – Due to the confidential nature of the subject matter in considering the future running of the Leisure Centre, the item 81/19 (i) was taken in confidential matters after item 91/19.</p> <p>ii) FOOTBALL FIELDS – to receive and consider and approve an update on the Football Field from the Southwater Royals and to include consideration of shared payment of pitch maintenance costs for July/August 2019 - To reseed, drain, and put in soil to level the pitches – Cost - £1360 plus vat</p> <p>An email from the Southwater Royals had been circulated to all Councillors with the Agenda.</p> <p>The Chairman reported that a meeting had taken place between himself, the Assistant Clerk and Southwater Royals.</p> <p>A discussion took place and it was clarified that in the first year, the costs of maintenance would be shared between the Parish Council and the Royals, the figure of £1360 was the cost in the first year to the Parish Council, with the Royals matching that to ensure the pitch was suitable for play for the new football season. It was also clarified that all future costs would be covered by the Southwater Royals and that the future contract would ensure the field would also be made available at any proposed agreed date for other community events. The fields would remain for community use as well as becoming the permanent home for the Southwater Royals.</p> <p>Assistant Clerk to finalise the agreement between the Southwater Royals and the Parish Council with delegated decisions and input from the Chairman and Vice-Chairman of the Parish Council.</p> <p>Councillor Varley proposed acceptance of the above, seconded by Councillor Cole and AGREED unanimously.</p> <p>82/19. THE LAURIE APTED BUILDING</p> <p>i) To receive expressions of Interest in regards to Management and running of the Laurie Apted Building</p> <p>The Chairman reported that one expression of Interest had been received from 1st Southwater Sea Scouts. – Information circulated to all Councillors and copies tabled to all Councillors at the meeting. There had been two other verbal commitments at this stage and because it was considered important to consider all the options that the various parties interested could put forward, it would be beneficial to defer this item to the next F&GP Committee meeting to allow further written expressions of interest to be received.</p> <p>ii) To consider and approve the future running of the Laurie Apted Building and discuss the way forward with current requests for individual bookings</p>	<p>GW Next F&GP</p> <p>Asst Clerk GW/MN</p> <p>Next F&GP</p>
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<p>It was noted that Mrs Barbara Apted had wished to hold an important birthday party in the building on 31st August 2019 and this would be investigated further to see if this could be possible within the timescale.</p> <p>Councillor Cole proposed decisions on the immediate future running of the Laurie Apted Building and any current booking requests be delegated to the Parish Council Chairman and Vice-Chairman, seconded by Councillor Moore and AGREED unanimously.</p> <p>83/19. THE NEW MUGA, SKATE-PARK AND PLAY AREA – BERKELEYS DEVELOPMENT</p> <p>i) To receive an update, consider and approve any matters in relation to the above areas</p> <p>A discussion on the above took place and the Chairman clarified that it was still under the responsibility of Berkeley's Homes at this current time. The Parish Council were trying to ensure that the handover was completed as soon as was legally possible, however, there was some delay on the legal documents from the Solicitor acting on behalf of the Fletcher Trust. This was being chased by all parties and the Clerk would give an update to all when this had progressed further.</p> <p>84/19. PROCEDURE FOR ENGAGEMENT</p> <p>The Chairman reported that due to a recent request for Councillor Neale to appear in a promotional video of a developer and the subsequent refusal to do so on the grounds that it was felt inappropriate and could be misconstrued that any one developer was favoured; it was considered appropriate to approve a formal procedure for Media, Community and all Public Relations.</p> <p>Strong guidelines were required and guidance to be received by the Clerk. The Clerk would work with the Chairman and Vice-Chairman on an appropriate Policy and this would then be brought back before the Parish Council to consider.</p> <p>85/19. EASTEDS BARN</p> <p>i) To receive an update on Easteds Barn</p> <p>The Chairman reported the progress of the building works being carried out by Little Barn Owls after visiting on two recent occasions in the last month. He reported that the works are well underway, comply with planning consent and were considered a good community asset.</p> <p>ii) To consider a request from Little Barn Owls in regards to a charge on the lease The above item, 85/19 (ii) was taken in Confidential session after item 81/19 (i). All information was circulated to the Councillors prior to this meeting.</p> <p><i>Due to the confidential nature of personal data to be considered in the above item, 85/19 (ii), it was decided to move this to the confidential session of this meeting.</i></p> <p>86/19. CHURCH LANE BUILDING – (Old Council Office)</p> <p>The Chairman reported that Little Barn Owls were currently still in the building until the end of August 2019, when they would organise transferral of their business to Easteds Barn in early September. It had been agreed with Berkeley's Homes that they would transfer rental income they received and would send this on to the Parish Council as a gesture of good will. This was to be collected in the next few days by the Parish Council.</p> <p>The Chairman, together with the Vice-Chairman were looking at ways this building could be taken down and possibly re-used and sought the Parish Councils approval to investigate this further. The Councillors agreed approval of this.</p>	<p>Clerk</p> <p>Clerk GW/MN</p> <p>GW/MN</p>
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87/19. COMMUNITY WARDENS

NOTE: (This item was taken earlier in the Agenda upon request of the Community Wardens, after Item 74/19.

A written report had been circulated to all Councillors with the Agenda.

The Chairman introduced the Wardens, Mr Dominic Woodhead and Mrs Jacquie Cave all those in the Council Chamber.

Councillor Timson reported that a steering group meeting had taken place that was attended by Carly Jenkins, HDC Community Wardens Supervisor, herself, the Clerk and Greg Charman, HDC Health & Wellbeing / Community Safety Manager a further report would be sent to the Parish Council on updates given at that meeting.

The meeting was adjourned

Carly Jenkins gave a verbal update report on community wardens in general in all neighbouring districts as well as Southwater. The new report as mentioned at the Steering Group meeting could be placed on the Parish Council Website and would be placed on the Horsham District Council Website inviting the general public to comment on any items deemed necessary.

Both the Wardens then introduced themselves again and reported what they had been doing, highlighting any recent issues and community engagement that had taken place.

The Circulated report from the Community Wardens would be placed on the Parish Council website when received.

The Chairman thanked the Wardens and reported that good feedback on their presence in the community had been received.

Councillor Moore reiterated ways in which the Community were invited to engage with them and asked the Clerk to ensure that the publication Southwater Life had their contact details in it.


The meeting was reconvened.

88/19. SOUTHWATER SKATE PARK

- i) To receive an update on the Skate Park at Stakers Lane

The Chairman reported that he had been in regular correspondence with Angie Choat, Southwater Youth Worker in regards to the above. The Chairman reported that the Skate Park Youth Community Group were active and enthusiastic in moving forward with the required repairs which would be carried out for free from a previously used contractor who was specialist in this area. Litter picks had been carried out in the area by the youth and it was hoped that funds would continue and to come forward to help maintain the Skate-Park.

89/19. NEWSLETTER - The Clerk gave a verbal report on the past cost of the Quarterly Newsletter, circa £1200 per quarter. After consideration and especially with public request for more up to date information. A meeting had been held with the contractor who undertook the work of the Newsletter and updates on the website and Face-book site and it was felt that it would be of more benefit to the community if a monthly A5 page on updates that had occurred that month, could be published in the Southwater Life Magazine that reached a larger audience because it was delivered to circa 4000 residents. The cost of this would be £117 + VAT per issue, an annual cost of £1404 + VAT giving a saving of £3396 annually.

<p>A discussion took place.</p> <p>It was decided to stop the Quarterly Newsletter, and take the 12 issues Colour A5 page in the Southwater Life, to be organised by the Clerk as soon as possible, this was proposed by Councillor Flores Moore, seconded by Councillor Timson and AGREED unanimously.</p> <p>It was further agreed that the Chairman/Vice Chairman and Clerk would proof read the article prior to going to print and the final page could be published on the Face-book site as well as the Noticeboard outside the office and any others that had space available.</p>	 Clerk
<p>90/19. COMPLAINTS FORM</p> <p>i) To receive, discuss and approve an updated Complaints form and procedure</p> <p>The above had been circulated to all Councillors with the Agenda.</p> <p>Councillor Neal proposed adoption of both the Complaints form and Complaints procedure, seconded by Councillor Knott and AGREED unanimously.</p> <p>These would be placed on the website.</p>	Clerk
<p>91/19. MULTI SKILLED OPERATIVE</p> <p>i) To consider appointing a Multi Skilled Operative employee</p> <p><i>The above item was taken in confidential session due to the individual confidential nature of the data and subject to be discussed.</i></p>	
<p>92/19. EXCLUSION OF PUBLIC AND PRESS</p> <p>The identified items in the above Minutes, together with the item below will be taken in confidential session due to the confidential nature and data of the business to be transacted. Councillors will be asked to consider a resolution to exclude members of the public and press in accordance with Section 1 (e) of Standing Orders (Meetings).</p>	
<p>93/19. PERSONNEL MATTERS</p> <p>i) To discuss, consider and approve any matters in relation to personnel</p>	
<p>94/19. DATE OF NEXT MEETING – 18th September 2019</p> <p>This meeting ended at 9.50pm after the Confidential session had completed.</p>	

