



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square, Fairbank Road, Southwater,
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DRAFT Minutes of the Finance & General Purposes Committee meeting held on Wednesday, 18 August 2021 at 7:30pm at the Parish Council Chambers, Beeson House, 26 Lintot Square, Fairbank Road, Southwater, West Sussex, RH13 9LA.

Present:

Councillors Present: M Neale (Chairman), D Moore (Vice Chairman), I Slowly, G Scoon, P Flores Moore, S Lewis

Members of the Public: 0 persons in Chamber and meeting accessible by live YouTube Stream.

Executive Officer (& RFO): Justin Tyler

	Actions
<p>1. Public Question Time – 15 minutes in total.</p> <p>None requested to speak.</p>	
<p>2. Apologies for Absence</p> <p>Apologies received from Councillors C Vickers, G Watkins, and G Cole.</p>	
<p>3. Declarations of Interest</p> <p>None.</p>	
<p>4. Chairman's Report</p> <p>Nothing to report.</p>	
<p>5. Correspondence</p> <p>The Executive Officer noted that the determination deadline had been extended from 16 August to 27 August 2021 by the Local Planning Authority for the Skate Park Planning Application; an Agenda Item later in the meeting.</p>	
<p>6. Minutes –</p> <p>i) To note approval of the minutes of the F&GP Committee meeting held on 16th June 2021 (approved at Full Council 14th July 2021).</p> <p>Noted.</p> <p>ii) Matters arising from previous F&GP Committee meeting of 16th June 2021.</p> <p>The query previously raised regarding water and sewage charges of Centre 102, Cost Code 4115 for sum of £164 had been rectified and balance moved to 102:4198 accordingly.</p>	

7. Accounts

- (i) Debtors and Creditors – To note the Debtors/Creditors list as at the date of the meeting
- Councillor Moore proposed acceptance of the balances presented, seconded by Councillor Scoon and **AGREED** unanimously.
- (ii) Balance Sheet/Earmarked Reserves – To approve
- Councillor Scoon proposed accepting the Balance Sheet as at 31/07/2021, seconded by Councillor Moore and **AGREED** unanimously.
- (iii) Detailed Income and Expenditure – To approve
- Councillor Moore proposed accepting Income Expenditure as at 31/07/2021, seconded by Councillor Scoon and **AGREED** unanimously.
- (iv) Bank Reconciliation – To approve the Bank Reconciliation of 31st July 2021.
- Councillor Scoon confirmed he had verified the bank statements and reconciliation as a non-signatory of the bank accounts.
- Councillor Scoon proposed accepting the Balance Sheet as at 31/07/2021, seconded by Councillor Moore and **AGREED** unanimously.

8. Payments Schedule

To approve the payment schedule of Wednesday 18th August 2021.

- (i) £60,215.97 for approval.

Councillor Moore proposed accepting the Payments Schedule as of 18th August 2021, seconded by Councillor Scoon and **AGREED** unanimously.

9. Budget Review – deferred from previous F&GP Committee meeting. To receive update.

The RFO (Executive Officer) provided an update on the progress against the budget for 2021-22 for each cost centre. He advised that the Council were on target to meet the proposed 2021-22 budgets for both Income and Expenditure. He explained that there was overspend in 102:4196 due to health and safety works, extensive replacement of failed emergency lighting and various plumbing repairs in Beeson House.

The RFO stated that the Council should be mindful that it met the General Reserves Policy at year end of 2020-21 and based on Month 4 data it is likely to not exceed proposed expenditure for the financial year 2021-22. The Council had agreed in January 2021 a budgetary provision of £60,000 General Reserves Recovery for FY2021-22 based on the accounting data available at the time, prior Internal Auditor Advice received, and the Council now had an approved General Reserves Policy. He explained he would be advising accordingly as part of the budget setting process for 2022-23 and would be preparing, by no later than December 2021, detailed estimates with reference to the General Reserves Policy, including recognition of available General and Earmarked reserves balances for 2022-23 financial year in the form of a draft budget to be considered by the Finance and General Purposes Committee and the Council.

10. Operational Report

The Chairman noted that the Operational Report for August 2021 had been circulated to the Councillors. The Executive Officer advised he would upload to the SPC website.

EO JT

<p>The Executive Officer noted that the 2 bottle banks in Lintot Square had been sealed and out of use due to the facilities no longer being fit for purpose and unsafe for HDC to empty. HDC are to update SPC on whether HDC will replace or remove the bottle bank bins.</p>	HDC
<p>He further noted that condition reports had been carried out by the office and Councillor Slowly on the following Play areas: Cornflower, Eversfield, Larkspur Way, Nutham Lane and Warren Drive. A specification for refurbishment had been formed and the Council had listed the invitation to quote on the Public Works Contracts database. Once the quotes are received these would be submitted to F&GP and/or Council for consideration.</p>	EO JT
<p>The Executive Officer noted that the fake CCTV camera that had been installed to the north of the allotments was not the Parish Council and it had now been removed.</p>	
<p>Councillor Flores Moore requested the Executive Officer tidy up the former play area in Poppy Close due to the excessive overgrowth and requested an update on changing the space into a wildflower garden. He advised that due to workload no further progress had been made but hoped to study the relevant documents in the coming weeks.</p>	EO JT
<p>Councillor Moore requested operational reports be sent to all Councillors and not just those on the F&GP Committee.</p>	EO JT
<p>11. Festive (Christmas) Lights at the War Memorial – to consider quote from SparkX for removal or replacement of damaged lights with new to the three trees situated by the War Memorial.</p>	
<p>Councillor Moore explained the background regarding the festive lights situated on the three trees by the War Memorial, which had stopped working over two years ago. The Chairman confirmed the Council had budgeted £5,100 for 2021-22 and the new SparkX contract would cost £3,700 ex VAT for 2021-22. The Executive Officer advised that Southwater Parish Council received £3,500 income annually as a contribution from Horsham District Council (via the commercial tenants in Lintot Square) towards the Festive Lights which offset costs and that the additional electricity cost for provision of the war memorial lights was approximately £100. The total cost to remove and dispose old, replace with new lights on the three trees would be a total cost of £2,388 ex VAT.</p>	
<p>Councillor Flores Moore proposed acceptance of the SparkX quote of £2,388 ex VAT for replacement of the lights and the Committee requested red, white, and blue colours. Seconded by Councillor Lewis and AGREED unanimously.</p>	EO JT
<p>12. Project Southwater</p>	
<p>i) To receive updates on the newly formed external group setup to effect long term change in the village relating to initiatives to engage young people and reduce crime and disorder.</p> <p>Councillor Lewis provided an overview of the Horsham District Council led project which originated from the various multiagency meetings that both him and Councillor Watkins had been attending. Councillor Lewis and Slowly had both been engaging with the project which had been setup to effect long term change in the village relating to initiatives to engage young people and reduce crime and disorder. Councillor Lewis stated that this project was not in response to knife crime despite using the National Knife Crime Framework. The first meeting was well attended which included 3 District Councillors, 2 residents, 2 Parish Councillors and Southwater Youth Project representatives. SPC are there in a supporting role to engage, debate, report and communicate back to the Neighbourhood Wardens. The Executive Officer advised he would upload the overview document on the website.</p>	EO JT
<p>ii) To note appointment of Southwater Parish Council representatives.</p> <p>Councillor Lewis, Councillor Slowly and Executive Officer Dawn Spouge were appointed as representatives. Proposed by Councillor Neale, seconded by Moore, AGREED unanimously.</p>	

13. Museum Piper Forge Artifacts, Procurement of Storage Solution or Shipping Container and Planning

- a. To consider receiving and storing the historic piper forge artifacts from Horsham Museum.

The Chairman and Executive Officer explained that Horsham Museum were looking at the disposal of the large collection of Southwater piper forge and wheelwright items as they must drastically reduce the number of items held in storage. They currently had more in boxes and wooden crates than on display with approximately 1000 items all related to historical Southwater Forge, in addition, holding boxes of patterns of Wheel arches etc. The archaeological excavations taking place as part of the housing development in Southwater revealed a Romano-British past. Portslade hold many Roman artifacts relating to Southwater that have been uncovered over time by the various developers. The Forge was setup and dressed accordingly at Horsham Museum and it was now hoped the Parish Council would consider the setup of a small museum in Southwater, obtain National Lottery Heritage Funding, and liaise with other Southwater Community Groups for support and volunteers as there may be some space available in Beeson house within 2 to 3 years' time which could be re-purposed as a museum for Southwater Residents to visit but until such time the items would need to be stored. The timeline and requirement for storage was looking to be towards the end of September 2021.

Councillor Lewis proposed storing the artifacts with a storage facility Seconded by Councillor Moore and **AGREED** unanimously.

- b. To consider Storage Solution or procurement of shipping container, application for relevant planning permissions.

It was discussed that a steel container would not be suitable due to storing conditions, security, and the various other requirements to fulfil i.e., Planning Permission, ventilation improvements, positioning and land required to site container. A quote from a Horsham based firm had been provided for a space of 175sqft which for a 12-month term was £3,466 ex VAT. Councillor Scoon suggested obtaining more quotes from Gatwick/Crawley based firms. Councillor Moore suggested that a local history group could be formed as a charity and to run the museum to which the Council could contribute.

Councillor Moore proposed storing them with a storage facility but requested more quotes were sought and to delegate to the Executive Officers authority to approve expenditure required to store the historic artefacts, subject to a maximum annual cost of storage of £3,466 ex VAT per annum. The Council to review 1 year from commencement of storage and to include the museum project within the Business Plan. Seconded by Councillor Lewis and **AGREED** unanimously.

EO JT
EO DS

14. Southwater Skate & BMX Park (Ben's Field, Staker's Lane)

The Executive Officer informed the Committee of the background of the project, the previous skate park, and the consultation with the various users to date. The skate and BMX park was frequently used since inception in 2006 by users all over Southwater, Sussex and further afield having established itself as one of the best timber riding surface skate parks in the South of England tailored to a 'transition style' of skating, BMX, inline etc. The site's footprint is circa 590m2 and is owned by Horsham District Council being leased long term (Fixed term of 50 years beginning 27th June 2007 to 26th June 2057) to Southwater Parish Council.

Due to multiple aspects of some poor design, materials specification, construction, and inadequate maintenance the skate park was increasingly in a poor condition. The interior of the structure was not ventilated, damp proofed or raised above ground. These factors significantly accelerated the rotting process as the structure remains saturated with a very high internal humidity. Repairs were carried out to prolong the life of the timber riding ramp, but the skate park was increasingly more so in need of a full replacement.

The Invitation to Tender for the replacement structure sought to address the past issues and improve the construction method used i.e., use of a hybrid or galvanised steel frame incorporating better ventilation and no timber contact with the tarmac hardstanding.

The Executive Officer confirmed that the Loss Adjustor (Insurer Zurich) had agreed to fund 30% of the rebuild cost of insured value following the fire. There was confirmed Section 106 held by Horsham District Council of £62,745 which the Council could apply for towards the project and its associated costs. Southwater Parish Council also held £21,540 in Earmarked Reserves for this Skate Park.

A Planning Application had been submitted of reference DC/21/0845 which had the determination deadline extended by HDC from 16 August to 27 August 2021.

- i) To note minutes and feedback from Zoom meeting with user group.

Consultation with the users at this meeting, previous meetings and onsite feedback was unanimously in favour of timber riding surface over Skatelite Pro.

The meeting minutes and feedback from the Zoom meeting with the user group were noted by the Committee.

- ii) To receive and consider the four tenders received from the Invitation to Tender process and note the Tender Analysis report carried out by McKellen Starling Associates.

The Executive Officer confirmed a formal Invitation to Tender process was conducted and the contract was logged with the Public Works Contracts Finder Government website. It was confirmed that the Tender Analysis report had been circulated to the Committee with all tender documents.

The Meeting entered Confidential Session due to the contractual and confidential nature of the business to be transacted in accordance with Section 3(d) of Standing Orders. Also, to comply with Clause 42 of the Invitation to Tender.

[CONFIDENTIAL MINUTES REDACTED]

The Meeting resumed from Confidential Session.

The Chairman advised that the F&GP Committee had approved and voted on a preferred contractor but due to Clause 42 of the Invitation to Tender could not publicly announce.

- iii) To receive quotes and consider installation of CCTV at Southwater Skate & BMX Park.

The importance of the CCTV was discussed and that the users consulted stated it was paramount.

The Executive Officer explained that there was not an available power supply onsite hence various contractors did not return quotes. One quote had been received which provided a CCTV solution consisting of 3 cameras which were solar and battery powered, with a 3G/4G connection, on suitable poles with anti-vandal protection.

The committee requested the Executive Officer obtain more quotes and find out if there are any ongoing costs relating to the 3G/4G of the camera footage.

- iv) To discuss and consider feasibility of floodlighting at Southwater Skate & BMX Park.

<p>The Executive Officer advised that a feasibility study would be required as to what available solutions there were considering no power supply available currently on site. A planning application would be required for any floodlighting. Executive Officer to obtain further advice on possible solutions.</p>	<p>EO JT</p>
<p>v) To receive quotes and consider procurement and installation of '<i>virtually vandal proof</i>' hot dipped galvanised steel picnic benches and a disposable BBQ station with bin.</p> <p>Councillor Flores Moore raised concerns over having only the one disposable BBQ station and suggested the building of brick BBQs. The Executive Officer advised that the disposable BBQ station with built in bin had been successfully utilised by Worthing Borough Council on Goring Gap. Councillor Scoon suggested deferring the BBQ element of this agenda item to a future meeting.</p> <p>Councillor Moore proposed procurement and installation of four of the hot dipped galvanised steel Picnic Benches at the skate park, seconded by Councillor Scoon and AGREED unanimously.</p>	<p>EO JT</p>
<p>15. DATE OF NEXT MEETING – 18 October 2021</p>	
<p>This meeting was live streamed and ended at 9:20pm</p>	

DRAFT