

SOUTHWATER PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday, 27th March 2013 at 7.30 p.m., in the Council Chamber, Beeson House, Southwater.

Present Were: **Mr P. Buckley**

Mr L. Apted **Dr A. Cash**
 Mr K. Diamond **Mrs Flores-Moore**
 Mr R. Jackman **Mr A. Prosser-Snelling**
 Mr B. Sunderland **Mrs B. Varley**

Clerk: **Mrs J. Nagy**

County Councillor: **Mr B. Watson OBE.,**

Sussex Police: **Apologies received**

District Councillors: **Not present**

Members of the public: **None present**

Press: **Not present**

F127/03/13 PUBLIC PARTICIPATION

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 Chair. In the event of a fire alarm sounding, everyone should evacuate the building via the exits indicated.

He asked if there was any member of the press present; there were none present.

At this point in the meeting the Chairman proposed the Suspension of Standing Orders, this was seconded by Mr Apted and approved by all concerned in order to allow members of public to address the Council on matters not on the Agenda.

Dr Cash reported that a resident in Rascals Close was having drainage issues which neither Southern Water nor London Quadrant, the housing association was willing to address. The Deputy Clerk was asked to find out whose duty it was to deal with this matter.

Dr Cash said that he would like to thank George Chisenga, Highways Manager for all the work he does to local roads, but there were still some pot holes in Bonfire Hill, Two Mile Ash and Marlpost Rd which were still awaiting repair. It was a waste of time and public resources, in his opinion, to patch these holes, and these roads should be resurfaced completely. Some roads had been resurfaced recently which did not need doing.

Mr Jackman reported that the flag at the War Memorial is frayed and needs replacing. The Deputy Clerk said that there was a spare flag, and she would organise replacement.

Mrs Flores-Moore asked why there was a section of the layby outside the Junior Academy

coned off. Mr Jackman said that he had queried this with PCSO Cecil and apparently it is a temporary measure to see if by stopping parking, the sight lines will be improved for exiting the layby.

Mrs Flores-Moore asked what was being done about the recurrent flooding under the bridge in Blakes Farm Rd, making the road impassable.

County Councillor Watson said that the water table in the area had risen, due to several years of excessive rain. The original drainage system cannot cope with this, and unfortunately, it will be expensive to put right.

Mrs Flores-Moore said that ambulance and Responders cannot get through when the road is flooded, and this adds to their response time. Mr Watson replied that there were several areas in the County which were now flooding when this had not happened before. The County Council had started a new Watershed Campaign with funding to be put towards rectifying these problems.

With regard to Dr Cash's comments relating to road resurfacing, Mr Watson said that the County would look at this, but historically many country lanes were not constructed to a sufficient standard to support this. Resurfacing was therefore very expensive, as it would be, in effect, a new build.

Dr Cash asked for a Civil Engineer's report to be carried out on Bonfire Hill. Mr Watson said that he would request one to be done.

Taking up one of Dr Cash's previous comments, he asked what roads had been resurfaced which did not need doing? Dr Cash replied that one example was the A24. Mr Watson replied that this was a primary route, and this had been judged necessary. He advised Councillors that another £8 million had been made available by the County Council for funding road repairs.

Mr Jackman said that County Highways was not feeding in enough information to planning applications, and this would be of particular importance when the Community Infrastructure Levy and New Homes Bonus come into force. The District and County Councils need to discuss such matters in order to improve the general infrastructure.

Mr Watson agreed, saying that policies needed to be in place to decide how the monies are to be used.

Mr Jackman said that the District Council has confirmed that this money, when received, will be put into reserves. The Deputy Clerk confirmed that a letter had been copied to the Parish Council stating that the New Homes Bonus monies would be put into reserves.

Mr Watson said that reserves did need to be built up, but discussions would need to take place between County, District and Parish Councils to decide how these monies are to be spent. Section 106 money is still specific to each development.

Mr Diamond asked if the Parish Council has an action plan in place to decide how the CiL money should be spent. The Deputy Clerk said that the CiL would not come into force until April 2014 and in the meantime the Parish Council was trying to engage with the District

Council to ascertain how these monies will be administered.

Dr Cash said that these monies should not be used to build up reserves, but local needs should be identified and resolved.

Mr Watson said that perhaps the Parish Council could push this issue with HALC, as it is important to initiate cross county decisions.

Mr Diamond said that he had emailed the parish office with photos of an overflowing dog bin near to a play area and a school. Whilst he appreciated that the bin was due to be emptied that day, what was the best method to get owners to clean up after their dogs.

Dr Cash said that signage could be put up. The Deputy Clerk said that she did have some signs due to be erected, but that signage alone did not always encourage owners to clear up. She reminded Councillors that it is permissible to put bagged dog waste into litter bins.

Mr Watson reported that at the last CLCC meeting several Road Traffic Orders had been confirmed, including one at Little Bridges Close to stop parking around the junction.

He reported that on 1st April, the County Council would be taking over responsibility for Public Health and Wellbeing from the Primary Care Trusts. In addition, being the lead flood authority and responsibility for concessionary fares would also be in the County Council's remit from that date.

Mr Watson reminded Councillors of the County Council elections on 2nd May, in which he would be standing, so these were the last few days of this current Council.

Mr Prosser-Snelling asked the Deputy Clerk if the Berkeley Homes "Vision for Southwater" was now in the public domain, as many in the village seemed to be aware of it. The Deputy Clerk will ask Berkeley Homes the current status of this document.

Standing Orders were reinstated

F128/03/13 APOLOGIES FOR ABSENCE

There were apologies received, noted and accepted from Mr Bull, Mr Cole, and Mrs Vickers.

F129/03/13 DECLARATIONS OF INTEREST

There were no declarations of interest at this point in the meeting.

F130/03/13 MINUTES

It was RESOLVED by all present that the Minutes of the Full Council meeting held on Wednesday, 23rd January 2013 be accepted as a true and correct record of the meeting.

F131/03/13 CHAIRMAN'S ANNOUNCEMENTS

Parish Office Staffing

Mr Buckley reported that with the Clerk currently off sick, and with an Administrator

position vacant, the parish office was very short staffed at present. Interviews for a new administrator were to take place next week.

Dr Cash enquired about the low rates of pay advertised for the administrator position, and the Deputy Clerk advised him that these were minimum wage.

All present wished the Clerk a speedy recovery.

SCUBA System

Mr Buckley reported that Leisure Centre staff were receiving training on the new booking/membership tracking system this week, with a view to it going “live” on Tuesday, 2nd April. Notices have been put up at the Leisure Centre to advise customers of this, and apologising in advance for possible delays in processing transactions.

Mr David Scozzafava

Mr Buckley reported that the Chairman of the Council had written to Mr Scozzafava to enquire about his non-attendance at Council meetings, but to date had had no reply.

Under the Local Government Act Section 85 (1) and (2) a Councillor ceases automatically to become a member of the Council if he or she fails to attend a Council meeting without apologies being accepted by the Council, or fails to represent the Council at a meeting of any other body for six months from his or her last attendance. In Mr Scozzafava’s case, he will cease to be a member of the Council on Wednesday, 10th April 2013, his last meeting being Thursday, 11th October 2012.

F132/03/13 CORRESPONDENCE

County Council Elections

The Notices of Election have now been received for display, to advertise the election of County Councillors on Thursday, 2nd May. The closing date for nominations is 12 noon on Friday, 5th April 2013.

Southwater Action Team – Pop-up-Shop

SWAT is organising a pop-up-shop in the empty retail unit in Lintot Square from April 1st to Wednesday, 3rd April. Local organisations and charities are invited to have a table in order to sell goods or advertise their activities. Stephen Chapman from SWAT is the contact.

At this point Mrs Flores-Moore and Mr Jackman declared a pecuniary interest in the next item, and both left the room.

Barratts site at Martindale Farm

The Deputy Clerk and District Officers are due to meet tomorrow with a local resident who lives adjacent to the site in order to discuss his on-going issues with the Worthing Rd entrance being used as the main access for construction traffic. District Councillor Mrs Vickers will also be present.

Mr Buckley suggested that Barratts be invited to a meeting of the Council, together with representative from the District Council, to explain the reasons for the delay in signing the Section 106 agreement and therefore legalising the planning consent.

Mr Apted agreed, saying that it seemed that it was only after the article instigated by the Parish Council appeared in the County Times, that the S106 was finalised.

Dr Cash said that Barratts had given £2000 to the Village Hall, which seemed to negate the purpose of S106 agreements. Mr Buckley said that the Village Hall was very proactive in seeking donations from all sorts of organisations.

The Deputy Clerk said that she thought that a private meeting might be preferable, with Barratts and a few nominated Councillors, as with the Annual Parish Meeting and the Annual General Meeting taking place in April, there were no suitable meetings scheduled.

Mr Buckley said that the April Planning Meeting on 11th April would be suitable, as it was a planning issue.

Mr Diamond asked what would the Council hope to achieve from inviting Barratts and the District Council to a meeting.

Mr Buckley said that he felt that the Council should be able to state its dissatisfaction with the matter in public.

Mr Sunderland asked if the Council's concerns were documented. Mr Apted said that he had met with Tom Crowley, Chief Executive and District Councillor Claire Vickers, and he had passed over a list of questions prepared by the Deputy Clerk. The Deputy Clerk said that these questions had been previously submitted to Mr Crowley, but no response had yet been received. One example was that the Parish Council sought the District Council's assurance that the £96,000 paid in lieu of affordable housing provision should be ringfenced for use in Southwater.

There followed a lengthy discussion as to whether or not to invite Barratts to a Council meeting, and the matter was put to a vote.

RESOLVED, by a vote of six to one in favour, that Barratts and a District Council officer be invited to the Planning Committee meeting on Thursday, 11th April.

Mrs Flores-Moore and Mr Jackman returned to the meeting.

Christ's Hospital – Station Rd Site

Christ's Hospital School is holding a public exhibition in Beeson House on 20th April to show plans for developing the Station Yard site. The School has issued invitations to County Councillor Brad Watson, District Councillors John Chidlow, Ian Howard, and Claire Vickers, Parish Councillors Tony Bull and Laurie Apted (Chairman of Council and Chairman of Planning Committee) and Stephen Chapman, Chairman of SWAT, to attend a preview exhibition at the School on the evening of Wednesday, 10th April.

The Deputy Clerk has advised the School that there is a Parish Council meeting that evening, and it may be that the time will be changed to accommodate this.

The Deputy Clerk advised Councillors that the previous planning application for this site several years ago, when the Local Plan was at a different stage.

Dr Cash said that the School should invite the Bluecoat Pond Residents. The Deputy Clerk said that it was up to the School who it wished to invite, but that she would suggest that this organisation might be invited.

Southwater Community Organisers

The Deputy Clerk has been in correspondence with Clair Fisher, the line manager of the Community Organisers, who is disputing the decision of the Council to move the Organisers from the Parish Office to the meeting room of the Leisure Centre, stating that this is contrary to the agreement, and that the Organisers require sole use of their space.

The Deputy Clerk said that she can find no signed agreement with the Organisers, but the Minutes of the Full Council meeting on 27th June 2012 state that it was agreed that the Parish Council would provide free office space for a period of twelve months, to be reviewed by the Clerk after six months, subject to a confidentiality agreement being signed. The location of this space was not specified.

Mrs Fisher states that she was not made aware of the six month review period, and that more notice should have been given.

However, with the on-going absence of the Clerk, it is difficult to ascertain what was said in verbal discussions, and, as previously stated, there is no signed agreement to refer to.

Mrs Fisher is also disputing the Finance & General Purposes Meeting minutes of 13th March, as she states that she did not fail to meet the Clerk when requested as reported in these Minutes.

The Deputy Clerk said that she would report this correspondence to tonight's meeting.

Dr Cash said that the Minutes of previous meetings had been approved as correct records and therefore did not need to be changed.

All agreed with Dr Cash, that the Minutes should stand.

Mrs Flores-Moore queried the right of Mrs Fisher to dictate terms to the Parish Council. She said that sole use of office space had never been agreed by the Council.

Mr Jackman said that the Parish Council was not renegeing on its agreement to offer free office space for one year, only changing the venue. However, he thought that the change in circumstances should be confirmed to the Organisers in writing, and the Council should give 28 days notice, i.e. that the Organisers should move venue by 1st May 2013.

RESOLVED that the Deputy Clerk should write to Mrs Fisher of Southwater Community Organisers and advise her that the venue of the free office space agreed would change from the Parish Office to the meeting room at Southwater Leisure Centre from 1st May 2013.

Southwater Post Office

It is anticipated that the Post Office will move from its existing location at 3, Lintot Square to Londis in Worthing Rd this summer.

Parish Newsletter – Spring Issue

The newsletters are being delivered this week, being distributed together with Southwater Life magazine. Southwater Life very kindly delayed the distribution by one day to accommodate the late arrival of the newsletters, which was due to an administration error in the parish office.

Police Commissioner

The Police Commissioner Bourne has sent her regrets that she is unable to attend the Full Council meeting on 26th June, and asks if there are other dates that she could attend.

RESOLVED that the Deputy Clerk would invite Police Commissioner Bourne to the October Full Council meeting.

F133/03/13 COMMITTEES

Finance & General Purposes Committee – 13th February and 13th March 2013

It was **RESOLVED** by all present, that the minutes and recommendations of the Finance & General Purposes Committee meetings dated 13th February and 13th March 2013 including the confidential minutes be approved as a true and correct record of those meetings, after the amendment of the date in the header for the March meeting, which read February.

The date of the next Finance & General Purposes Committee being Wednesday, 10th April 2013.

Planning Committee – 14th February, 27th February and 14th March 2013

It was **RESOLVED** by all present, that the minutes and any recommendations of the Planning Committee meeting dated 14th February, 27th February and 14th March be approved as a true and correct record of the meetings.

The date of the next Planning Committee being Thursday 11th April 2013.

F134/03/13 ACCOUNTS

Southwater Archery Project

The Deputy Clerk was delighted to report that the Parish Council has been awarded a grant from Sport England of £4,472 to set up beginners archery provision at the Leisure Centre. Although this sum is not all that requested, which was £5372, it will go a long way to train staff to coach courses, to buy equipment, and to market the activity.

Classes have already commenced, with a Horsham District Council Leisure Link staff member coaching them and are proving very popular. The Leisure Centre Manager, Steve Brew, is booked on a training course next week, so matters are progressing well.

Cheque in respect of damage

An incident in 2009 at the Leisure Centre resulted in a window being broken. Blood was left at the scene and DNA samples were taken.

This sample was recently flagged up on a police computer elsewhere in the country, and as a

result a cheque for £100 has been received as part compensation for the breakage, together with a letter of apology.

Southwater Football Club

The Club has been making initial enquiries as to how to break the lease for the use of the Church Lane pitches, which runs until June 2016. The Deputy Clerk has told the Club to seek legal advice, as it would not be professional for her to offer advice, as the Council is one of the parties to the lease.

Contract for Moss Clearance

This contract for clearing moss from playgrounds was awarded to Horsham Garden Services on the proviso that the company increased its insurance cover from £5 million to £10 million. The company agreed to do this as a one off for this contract, but apparently this is not possible.

Therefore, the contract has now been awarded to Countrywide Garden Services who was the next most favourable quote, as agreed at the Finance & General Purposes Committee in March 2013.

The Deputy Clerk drew Councillors attention to the meeting pack for tonight's meeting, and asked if they had any questions on the information therein.

Dr Cash queried the payment to Delta Computing Systems, and the Deputy Clerk said that this company was the supplier of the new bookings system, and this amount included payments for training sessions and till rolls for the receipt printer.

Dr Cash asked who had authorised these payments. The Deputy Clerk said that she believed that the costs had been included in the initial quotation for the system, but she did not have this information to hand. She would report this to the next meeting.

It was RESOLVED by all present that the financial information provided by the Deputy Clerk in the Member's packs was a true and correct record of the financial position of the Council as at 27th March 2013.

F135/03/13 ACCOUNTS FOR PAYMENT

The Deputy Clerk presented the list of payments to 27th March 2013. This schedule included the payroll schedule for March 2013.

It was RESOLVED by all that the Council approved the Schedule of Payments to 27th March 2013 in the sum of £35,175.75.

F136/03/13 COUNCIL PREMISES & LAND

Multi-User Games Area – Southwater Leisure Centre

The Deputy Clerk reported that the Parish Council has re-applied for planning permission for the construction of a MUGA at Southwater Leisure Centre, the previous permission having lapsed.

The MUGA has been cited in several S106 agreements lately, and such contributions, once received, should fund the majority of the project.

F137/03/13 REPORTS BACK FROM REPRESENTATIVES ATTENDING OUTSIDE MEETINGS ON BEHALF OF THE COUNCIL

Bus Partnership Meeting – Thursday, 21st March 2013

The Deputy Clerk attended this meeting on behalf of the Council.

There is severe problem of congestion at Horsham Bus Station, which may get worse if bus numbers are to increase as a result of extra housing in the district. It is lack of capacity at the bus station which has a knock-on effect on timetables, as the operators have to calculate whether a bus will physically be able to get in to a bay, at its scheduled arrival time.

In order to try to alleviate the situation, the adjacent layby is to be made a bus clearway, so that vehicles waiting to access the station can park up.

However, this does mean that there is little to no flexibility in the time tables to allow for deviation in routes.

The operators present at the meeting, (Metrobus, Compass, and Arriva) said that whilst there were no plans to increase or add to any services, equally there were no plans to cut any more services.

Dr Cash said that he had noted in the notes of the meeting that the kerbs at the bus station are damaging the buses, so it is of poor design.

Southwater Neighbourhood Network

Dr Cash said that he and Mrs Varley had happened across a meeting of this organisation in the Lintot pub recently, and could he report that he had attended as a parish councillor?

The Deputy Clerk said that the Council had to agree to which organisation it wished to send a representative and also to agree which Councillor was to attend. This was discussed and agreed at the Annual Meeting of the Parish Council which would take place on 29th May.

Dr Cash asked that the Southwater Neighbourhood Network be put onto the agenda for consideration.

F138/03/13 DATE OF NEXT MEETINGS -

The date of the next meeting will be Wednesday, 17th April, this being the **Annual Parish Meeting**, with the **Annual Meeting of the Parish Council** being held on Wednesday, 29th May. Both these meeting will commence at 7.30pm and will be held in the Council Chamber in Beeson House.

This section of the meeting closed at 9.10 pm.

Present Were:

Mr L. Apted

Mr P. Buckley

Mr K. Diamond

Mrs P. Flores-Moore

Mr R. Jackman

Mrs B. Varley

Members of the Public:

None

Application Number	Applicant	Reason	Recommendation
DC/13/0361 Mr Apted	Mr D. Postles Rossbank, Worthing Rd Southwater	Erection of two four-bed dwellings on land to the rear of Rossbank	No objection, but reiterate concerns over narrow access road being unsuitable for emergency vehicles and refuse lorries.
DC/13/0392 & 0393 Mr Bull	Mr D. Marshall, Lanaways Barn, Two Mile Ash Horsham	Internal alterations with installation of flue and three roof lights, and alterations to open porch.	(Mr Bull was not present at the meeting, but the Deputy Clerk presented his report) No objection
DC/13/0395 Mr Jackman	Mr D. Masters, 15, Leeds Close Southwater	Single storey rear extension	No objection
DC/13/0403 Mr Buckley	Mr & Mrs Buttles The Coppice, Tower Hill Horsham	Form new vehicle and pedestrian access	No objection

DC/13/0404 – Erection of two car cover etc. at The Coppice, Tower Hill

The Deputy Clerk reported that a neighbour had expressed concerns over the possible height of the proposed decking, as this will overlook their property. In addition, as it is proposed that this decking will form an extension to an existing first floor games room, then neighbours will experience noise intrusion, as there are no structures in between this and neighbours to act as buffers.

There is a footpath to the rear of the property, and the proposed structure will detract from the visual amenity of the area.

Mr Buckley reported that although not obvious from the plans, the ground dropped away quite considerably from the site of the garage, which would mean that a larger structure, with the decking at first floor level, would have a significant impact on the neighbourhood.

It was agreed by all present that the Council would object, due to the impact on neighbouring properties, possible noise intrusion on neighbouring properties, loss of privacy due to higher land levels for neighbouring properties, mass of proposed structure would detract from the visual amenity of the area. The flat roof of the car port, which forms the terrace, would be contrary to the Parish Design Statement. Should the District Council be minded to approve, ask for non-severance clause to be reiterated, and for a non-business use clause to be applied.

Application Number	Applicant	Reason	Recommendation
DC/13/0404 Mr Buckley	Mr & Mrs Buttle The Coppice, Tower Hill Horsham	Erection of two car cover with deck over attached to existing garage	Object, on grounds as agreed above.

The meeting closed at 9.30pm