



SOUTHWATER PARISH COUNCIL

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DRAFT Minutes of the remote Planning Committee meeting held on Wednesday, 5 May 2021 at 6:00pm.

Present:

Councillors Present by Remote Means: G Watkins (Chairman), G Cole (Vice Chairman), D Moore,
G Scoon,

Members of the Public: were able to view meeting by Live YouTube Stream

Deputy Clerk: Justin Tyler

The meeting was late starting due to a technical issue with the live stream to YouTube and started at 6:13pm.

The Chairman did a roll call at the commencement of the meeting of all those attending remotely for the benefit of those viewing the streamed meeting. He stated that the meeting was being held in accordance with Government Regulations approved during the COVID-19 Pandemic for the period of May 2020 – May 2021.

The Chairman welcomed all Councillors in attendance remotely and all members of the Public watching via live stream, to the meeting. He stated that when a member of the public does request to speak in any convened meeting that public are invited to speak at, this would be for maximum of 5 minutes. The Chairman confirmed with all Councillors that they had received the documentation required to consider the Agenda items.

The Chairman clarified the voting protocol required for decisions, etiquette required to conduct the meeting and housekeeping rules and also reminded all Councillors that if an interest had been declared, they would not be able to take part in any discussion or vote. Voting would be symbolised by a thumbs up for approval, down for against or horizontal hand for abstention. He explained that in cases where, in the opinion of the Chairperson, there is consensus, the Chairperson may seek to secure agreement whilst providing an opportunity for any dissenting members to be heard or to request a formal roll call vote.

The Chairman explained that if meeting was at any point not accessible to Councillors/Chairperson through remote means due to any technological or other failure of provision, then he would immediately adjourn the meeting. If the provision of access through remote means could not be restored within 10 minutes, then the remaining business will be considered at a time and date. If a new date could not be fixed the remaining business will be considered at the next ordinary meeting.

The Chairman advised this was the last Committee or Council meeting that would be held via Zoom due to the regulations not being extended. Live streaming to YouTube would continue but public wishing to ask questions would have to do so in person and would be required to make a prior booking with the Clerk or Deputy Clerk due to COVID-19 and max capacity.

1. APOLOGIES FOR ABSENCE

Councillor Neale.

2. DECLARATIONS OF INTEREST

None.

The Chairman made the following statement with respect to Declarations of interest:

Actions

There are two types of interest, personal and pecuniary interests. A personal interest is when a topic under consideration - where a Councillor, member of their family, or a close associate might benefit to a greater extent than the majority of those in the Parish from a Council decision but does not affect the Councillor's judgement of the public interest. A pecuniary interest is when a topic under consideration where a Councillor would gain financially from any decision made by the Council, this could relate to goods or services which might be required by the Parish Council and includes Councillors' partners, spouses, or relatives.

He noted there were two sections of the planning committee meeting with respect to planning applications. Item 10 on this agenda is where planning applications are delegated to Councillors to make their recommendation and were not items under consideration. Comments had been made with respect to declaring a personal interest on a planning application. The Chairman advised that should a Councillor be assigned an application to review where they have either a personal or pecuniary interest, they should declare it accordingly and this application must be passed onto a different Councillor. Recommendations on planning applications are made prior to the meeting and the Planning Committee thus notes this decision.

3. PUBLIC FORUM – Public Question Time – 15 minutes in total. Members of the public can only view the meeting and not take part unless pre-arranged with either the Clerk, Deputy Clerk or Chairman of the meeting.

Participating members of the public will be limited to 3 people maximum per meeting. Each member of the public can only refer to items on the agenda and will be allowed to ask one question and one ancillary question that combined will not last any longer than 5 minutes. Once participating members have asked their questions or made their statements as above, they will be removed from the meeting accordingly and will then only be able to access the meeting via YouTube live stream.

Southwater resident, Mr Young, had requested to speak but was no longer available to attend the meeting. The Chairman advised he would provide a response to Mr Young and Mr Martin who had sent queries to the Council regarding Declarations of Interest and said it had been answered under **Item 2 of the meeting and FOI requests would be referred to this item.**

4. MINUTES

i) To consider and approve the minutes of the Planning Committee meeting of 7th April 2021.

Councillor Cole proposed acceptance of the minutes, seconded by Councillor Scoon and **AGREED** unanimously.

ii) Matters arising from previous Planning Committee meeting of 7th April 2021.

None.

5. CHAIRMAN'S REPORT

The Chairman updated the Committee that due to the recent social media activity he had requested a full unaudited copy of the reserves be published on the Parish Council website following a meeting with the Vice Chair of F&GP Committee, Clerk, and the Deputy Clerk (RFO). He confirmed this was now available to view and thus all the FOI requests relating to this have therefore been complied with.

The Chairman advised he had received personal abuse on the Southwater Community Facebook Group and would thus be removing himself from the group. Only commenting on the Parish Council's Facebook Page. He

stated that should any Parishioners wish to contact him the Parish Council's Page would be his preferred medium on Social Media due to the lack of administration in place with the Community Facebook Group.

He stated that the inferences of the illegal actions should not go unanswered and there would be an investigation into these allegations and any legal action would be funded personally by him. Councillors are volunteers and give a great deal of their personal time to the community. They should be treated reasonably without unfounded criticism when they cannot necessarily reply and some are left distressed.

He stated that the Council had received many FOI requests (requests under the Freedom of Information Act 2000), in particular from a resident, Mr Steve Clarke, who was also using an internet company to aid his requests of which 8 had been made to date and the Council is bound by law to deal with the requests within 20 working days. In most cases the information is available on the website, but valuable time is required to find the information and provide a response. The Deputy Clerk (& RFO) takes on average 5 hours to comply with each FOI request. He queried whether the public felt this should continue and if so the Council would need to employ more staff.

He advised he had been asked why he had not declared an interest at the previous Planning Committee meeting. There was no requirement to declare an interest, refer to item 2 of the meeting or contact the Deputy Clerk if you require more information.

He stated that this would be the last virtual meeting and that from the 7th May 2021 meetings would revert back to in-person meetings. Any residents who wish to attend in person will have to contact the Clerk or Deputy Clerk prior to attending. A safe area will be provided within the Parish Chamber for members of the public wishing to speak at the meeting.

The Chairman confirmed he had received a resignation from Councillor Robert Stranks, who had provided a valuable contribution to the Council and would be missed.

He noted that there was one application pending for a new Councillor that would hopefully come forward at the next Council meeting and there was currently 4 vacancies for Councillors. He asked that anyone who has interest in helping the community should please come forward as although it can be difficult it could also be rewarding.

Councillor Moore stated his disappointment at some of the distasteful comments that had been directed at the Chairman and Councillors by a select few residents.

6. CORRESPONDENCE

The Deputy Clerk updated the Committee that resurfacing works were being carried out to the Downs Link and would that require a closure from 5th May 2021 for approximately 6 weeks. More information available via the WSCC website.

7. MILLER HOMES (MULBERRY FIELDS)

The Chairman explained that there was nothing to report on Berkeley Homes, hence, items relating to Berkeley and Miller Homes would be added and removed from the agenda dependent on when updates were available.

a. Site Access

The Chairman and filed an online enforcement request with HDC as the construction traffic entrance was being used by residents as a shortcut. The site access should be monitored by Miller Homes under the Planning conditions as it is for construction traffic only, although would be used for emergency fire vehicles only in the future. HDC have acknowledged that they will deal with the issue. He stated his severe concerns over traffic safety where the construction works entrance was being misused.

b. Roundabout

The roundabout has continued to deteriorate with its defects. West Sussex County Council are aware and have not yet adopted the roundabout, i.e., to take responsibility for the upkeep and repairs as per a set contract procedure typical of when larger road construction works take place. The roundabout would only be adopted by WSCC after final inspection when the roundabout is in a fit and proper state to do so and not cause additional cost to WSCC.

8. HIGHWAYS, DRAINAGE, STREET LIGHTING, STREET NAMES & NUMBERS, VERGES, FOOTPATHS AND RIGHTS OF WAY - To discuss and approve any matters in relation to the above

The Chairman updated the Committee on Cripplegate Lane and the access to Station Road. There were 3 days of work with a partial closure and three-way traffic lights to carry out works but the road was still flooding in the days that followed. Councillor Cole discussed the issues with a specific drain and believed a more thorough survey was required. The Chairman would be contacting County Councillor Nigel Jupp and requesting further investigation.

9. NEW PLANNING APPLICATIONS FOR CONSIDERATION

The Chairman clarified that Councillors should declare an interest on any of the following planning applications if there was reason to do so.

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Application Number	Applicant	Reason for Application	Parish Decision	Neighbour Consultation Date	Date of Determination
DC/21/0543 Geoff Scoon	7 Beechwood Southwater Horsham West Sussex RH13 9JU	Erection of a part two-storey / part single-storey rear extension, construction of a pitched roof to front elevation and associated alterations. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QPnLNFIJRT00	No Objection. Should the LPA permit this application, it should take into the consideration the Two Storey rear extension potentially overshadowing 9 Beechwood. Refer Emerging Neighbourhood Plan Policy SNP16.	6 th May 2021	7 th June 2021
DC/21/0573 Geoff Cole	2 Inglenook Andrews Road Southwater Horsham West Sussex RH13 9EU	Demolition of existing conservatory to the rear. Erection of a single storey rear extension and front porch extension. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QPRB0RIJIT200	Objection due to the flat roof which is contrary to the Parish Design Statement and Emerging Neighbourhood Plan.	7 th May 2021	5 th May 2021
DC/21/0589 Geoff Scoon	Fairacre Church Lane Southwater Horsham West Sussex RH13 9BT	Demolition of existing garage block. Alterations and enlargement including erection of a single storey side extension. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QPUMGLIJU300	No objection.	Not available	7 th May 2021

DC/21/0625 Derek Moore	Unit 1 Oakhurst Business Park Wilberforce Way Southwater Horsham West Sussex RH13 9RT	Removal of Condition 15 to previously approved application DC/19/1738 (Variation of condition 1 to previously approved DC/17/1023 (Proposed erection of 8 No. business units (B1/B8) arranged in 2 groups with associated hardstanding and parking.) Amendment sought: increase ground floor area and add mezzanines to units 22, 23, 24 and 25. Extend Mezzanines to units 26, 27, 28, and 29. Reconfigure parking to accommodate all spaces within the site service yard) Relating to opening hours/days for the approved business units. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QQ23TUIJJD00	Objection as there is no valid reason for extension of hours. The hours applied for should have been part of the original application for the site. The agent has not demonstrated that the units cannot be let indefinitely. The Council objects on the basis of the additional noise pollution from the extended hours and the impact it would have on the neighbouring residential properties.	Not available	15 th June 2021
DC/21/0656 Geoff Cole	43 Blakes Farm Road Southwater Horsham West Sussex RH13 9GH	Erection of a single storey side garage extension with a first floor extension above. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QQ84JFIJY900	Objection due to the lack of parking provision, loss of parking and concerns over the garage size.	7 th May 2021	14 th May 2021
DC/21/0689 Geoff Cole	West View Worthing Road Southwater Horsham West Sussex RH13 9BH	Removal of existing conservatory, erection of single and two storey rear extensions, alterations to roof to form a dormer to the side south west elevation. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QQGUD3IJK0I00	No objection.	14 th May 2021	19 th May 2021

10. NEW PLANNING APPLICATIONS FOR CONSIDERATION WITH A DEADLINE PRIOR TO THE MEETING – To note delegated recommendations submitted where applicable.

The Chairman clarified that Councillors should have submitted their delegated recommendations to the Deputy Clerk prior to the meeting.

Application Number	Applicant	Reason for Application	Parish Decision	Neighbour Consultation Date	Date of Determination
DC/21/0256 Geoff Scoon	3 Jay Close Southwater Horsham West Sussex RH13 9TT	Amendment to: Proposed single and two storey rear extension https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QNZYCCIJJ9T00	Objection due to: 1. Two Storey rear extension causing considerable overshadowing at #4 Jay Close. Refer SNP16 2. Room size, in this instance, particularly bedroom 4. Refer Nationally Described Space Standard and Southwater Neighbourhood Plan SNP 9 and SNP 10. 3. Multiple windows overlooking garden at #2 Jay Close. Refer SNP16. Should the LPA permit this application, it should also take into the consideration the following: 1. Future off street parking for neighbouring properties. Refer Southwater Neighbourhood Plan SNP14.	23 rd April 2021	1 st April 2021

DC/21/0446 Geoff Cole	17 Wealdon Close Southwater Horsham West Sussex RH13 9HP	Removal of existing rear conservatory and erection of a part two-storey, part single storey rear and side extension and erection of a two-storey front extension. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=summary&keyVal=QP1DNEIJJL900	No objection	16 th April 2021	21 st April 2021
DC/21/0455 Derek Moore	Land South of Stoneleigh Tower Hill Horsham West Sussex	Erection of agricultural barn. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QP4P1VIJJLY00	<i>Extension to be requested from HDC. No recommendation made but to be submitted by Councillor Moore.</i>	16 th April 2021	18 th May 2021
DC/21/0490 Geoff Cole	Ash Place Two Mile Ash Horsham West Sussex RH13 0PG	Demolition of garage and wing of house and erection of a two storey side extension. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QPCC1MIJJO700	No objection.	Not available	27 th April 2021
DC/21/0499 Derek Moore	Denne Park Gate Denne Road Horsham West Sussex RH12 1JR	Erection of a single storey detached home office and ancillary annexe building. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QPDYC9IJJOM00	No objection, subject to non-severance clause. The establishment of an additional independent unit of accommodation would not be appropriate in this countryside location and would give rise to an over-intensive use of the site and lead to an unsatisfactory relationship between independent units of living accommodation contrary to Policies 26 and 33 of the Horsham District Planning Framework (2015).	6 th May 2021	28 th April 2021
DC/21/0507 Robert Stranks	24 Windsor Close Southwater Horsham West Sussex RH13 9XH	Erection of a single storey front extension. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QPE9JFIJJOZ00	<i>No report received from Councillor Stranks. No recommendation by Planning Committee. Councillor Watkins to review.</i>	6 th May 2021	28 th April 2021
DC/21/0510 In Office	Easteds Barn Easteds Lane Southwater Horsham West Sussex RH13 9DP	Retention of external store https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QPEHW2IJJJP500	<i>Relates to SPC Property – Planning Committee not to make a recommendation.</i>	Not available	28 th April 2021
DC/21/0511 In Office	Easteds Barn Easteds Lane Southwater Horsham West Sussex RH13 9DP	Retention of covered play area. https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=externalDocuments&keyVal=QPEHW8IJJJP600	<i>Relates to SPC Property – Planning Committee not to make a recommendation.</i>	16 th April 2021	28 th April 2021

11. NEIGHBOURHOOD PLAN

The Chairman explained that the Council had been working on the Neighbourhood Plan for years but once notified of the referendum date was restricted by Referendum Regulations on what could be said regarding it. He updated the Committee as follows:

A referendum will be held tomorrow on Southwater Parish's Neighbourhood Plan. The question that will be asked of residents via the posted information is, *'Do you want Horsham District Council to use the neighbourhood development plan for Southwater Parish to help it decide planning applications in the neighbourhood area?'*

Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided. Neighbourhood planning provides a powerful set of tools for local people to plan for the types of development to meet their community's needs and where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area.

The plan is a culmination of many years hard work by volunteers working for the good of the community to create a clear vision for the future of our community. It has to be in line with national policy, and in general conformity with policies introduced by the District Council but is also based on numerous consultations which have enabled the plan to reflect our communities' aspirations so far as possible.

The Neighbourhood Plan if approved would help determine how Planning Applications would be assessed by the Local Planning Authority (Horsham District Council). To summarise the implications of tomorrow's vote.

- a. If the community votes yes, then the plan will sit alongside policies adopted by the District Council and be used to determine planning applications. The plan allocates land for new homes but also includes a requirement for 8ha of public open space, protects 30 of our open spaces from inappropriate development, safeguards land for a new school, requires the planting of trees, addresses parking issues and much more. A yes vote would also mean the Parish Council will have the funds (estimated to be around £1.2m) in the coming years to invest in our infrastructure. A yes vote would also mean Southwater will be better protected from speculative developers in the coming months/years.
- b. If the community votes no, then the plan will not be used to determine planning applications and the policies and protections outlined above will not come into force to assist and aid the community. Development will continue to be determined in accordance with national and District level policy without policies developed by the community.

I would urge everyone to read the plan, formulate their own opinion on how they will vote, and then vote tomorrow.

The Deputy Clerk updated the Committee that he had been contacted by a resident regarding Community Infrastructure Levy (CIL) and advised that a Briefing Note was noted at a previous Council meeting and published on the website in October 2020 regarding CIL, SNP and the Southwater Infrastructure Delivery Plan. CIL is collected by Horsham District Council but the amount that is passed to the Parish Council depends on whether the Parish Council has an adopted neighbourhood plan. This was summarised as 25% uncapped, paid to parish each year for a "Made" Plan, and 15% capped at £100/dwelling (indexed for inflation), paid to parish each year for No Plan.

12. PLANNING APPEALS

None.

13. DISTRICT COUNCIL DECISIONS – (Information only)

Circulated to Committee members.

14. PLANNING COMPLIANCE

Miller Homes (Mulberry Fields) construction site entrance had been reported for its misuse by residents as a shortcut.

15. DATE OF NEXT MEETING – 2nd June 2021.

The Chairman explained that residents would have to book in with the Clerk or Deputy Clerk for future meetings and they would be escorted to the Chamber. The live streams to YouTube would continue.

This meeting was live streamed and ended at 6:55pm