



## **SOUTHWATER PARISH COUNCIL**

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**DRAFT Minutes of the Meeting of The Parish Council held on Wednesday, 15<sup>th</sup> September 2021 at 7.30pm.**

**Present:**

**Councillors Present:** M Neale (Vice-Chairman), P Flores Moore, C Vickers,  
D Moore and I Slowly

**County Councillor Present:** Nigel Jupp (*left the meeting at 8.05pm*)

**Neighbourhood Wardens** Dominic Woodhead

**Members of the Public Present:** None

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

**<https://www.youtube.com/channel/UCKmIN1p8vDttHXKM0v5SVA>**

**Executive Officer Dawn Spouge** clerked this meeting

***Councillor Neale Chaired this meeting and will be referred to as the Chairman throughout these Minutes.***

*The Chairman welcomed all to the meeting and went through the usual reminders of ensuring Covid H&S, meeting etiquette and the meeting being live streamed to the public. He asked all those present to turn their phones off or to silent.*

**121. Apologies for Absence**

Apologies received from Councillors, G Watkins, J Watkins, I Stannard, G Scoon, G Cole and S Lewis  
(*Note, Councillor Knott did try and attend the meeting later than the start time, however, was unable to access the Chamber*).

The meeting was quorate.

**122. Declarations of Interest**

Agenda Item 142 – Councillor Moore as member of Southwater Community Partnership

**123. Public Forum** – No persons made their name known to the Executive Officer(s) by 3:00pm Tuesday 14<sup>th</sup> September 2021 in regards to speaking at this meeting. There was a live stream available on YouTube to persons wishing to view the meeting.

***The meeting was adjourned to allow the following:-***

**124. Southwater Neighbourhood Wardens Report** – Written Report circulated

Dom reported as follows:-

- Overall increase in ASB, as a result, Project Southwater was formulated. The last PS meeting was attended by both Council reps and Neighbourhood Warden Jacque Cave.
- ASB – Dom explained the task was to engage with the youths, not to respond or intervene. Police have issued dispersal orders and arrests have been made.

**ACTIONS**

- It was important the general public refrain from reporting incidents on social media, but encourage reporting directly to the Police or the Wardens who will pass on the information to the Police. Statistics were given on incidents that had occurred.
- Reports on recent incidents were briefly detailed and reports had been passed to the Police.
- Discussion on the core group identified and a request from residents for detailed descriptions and/or video footage when reporting incidents.
- Change will take time and support given is appreciated.
- Free Sports events took place, organised by the Wardens. The youths who attended and participated were a credit to their community.
- As a result of Covid, there were still vulnerable people within the community that felt isolated. The wardens continued to offer support and information on further support.
- Support had recently been given to two female adults within the community.
- Next drop in centre would be held on 2<sup>nd</sup> October in Lintot Square.

Following the above report, the Councillors discussed other possible locations for the HDC youth Mobile Hub/Snack Wagon.

It was noted that drug litter had decreased within the Village, the reduction had been helped by intelligence given to the Wardens who had been able to pass this on to the Police.

Councillor Moore stated that he was pleased the Parish Council had continued to employ the Wardens and spoke for all in saying they were doing a really great job and the community benefited from their presence and work. Thanks was given to the Wardens on behalf of SPC.

*(Item 133 was brought forward after Item 124 to allow County Councillor Jupp to speak and then leave to go to another Parish Council meeting).*

*The meeting was reconvened after the brought forward item 133.*

#### **125. Chairman's Report & Announcements**

The Chairman asked the Council if they would consider giving dispensation to Councillor Stannard for not attending a Council meeting within the last six months. He had been due to attend this meeting, however, due to reasons connected to Covid, was unable to. He had stated he would be attending the following meeting. The Executive Officer had written to him. The Councillors agreed an extension would be given on this occasion. This is noted.

The Current Chairman of the Parish Council had nominated Mr David Scott to receive the award of Freedom of the Parish for his dedicated work at the Police Office within Beeson House over the last 25 years. Councillor Neale proposed the Council action the nomination, seconded by Councillor Vickers and **AGREED** unanimously. The Executive Officer to talk to the proposed recipient.

#### **126. Correspondence**

None

#### **127. Minutes**

##### **a. To approve the Minutes of the Meeting of the Parish Council held on 14<sup>th</sup> July 2021**

The above Minutes were proposed as a true and accurate record by Councillor Moore, seconded by Councillor Slowly and **AGREED** unanimously.

##### **b. Matters arising from the Minutes of the above meeting**

Items 115 and 116 would be covered at a future meeting. This is noted.

##### **c. Minutes of the Extraordinary Council Meeting for the Freedom of the Parished Area of Southwater held on 23<sup>rd</sup> June 2021. (This item was deferred from the above 14<sup>th</sup> July Meeting.**

The above Minutes were proposed as a true and accurate record by Councillor Moore, seconded by Councillor Flores-Moore and **AGREED** unanimously.

#### **128. Committees**

##### **a. Finance & General Purposes Committee**

##### **i. To receive and approve the minutes and any decisions and recommendations of the F&GP Committee Meeting held on 18<sup>th</sup> August 2021.**

IS/Nxt  
Mtg

EO-DS

Future  
Mtg

<p>The above Minutes were proposed as a true and accurate record by Councillor Moore, seconded by Councillor Slowly and <b>AGREED</b> unanimously.</p> <p><b>b. Planning Committee Meeting</b></p> <p><b>i. To receive and approve the minutes and any decisions and recommendations. of the Planning Meeting held on 7<sup>th</sup> July 2021.</b> This item was deferred to the next Planning meeting because no Councillors present had attended the meeting above.</p> <p><b>129. Accounts –</b></p> <p><b>a. Balance Sheet to date – To receive, note and approve.</b> Noted and approved unanimously</p> <p><b>b. Income and Expenditure – To receive, note and approve.</b> Noted and approved unanimously</p> <p><b>130. Councillor Representatives on Outside Bodies</b> Noted.</p> <p><b>131. Standing Orders – 2021 – to receive and consider and approve updates -</b> Consideration was given to the amendments circulated, Councillor Vickers proposed acceptance of the changes, seconded by Councillor Slowly and <b>AGREED</b> unanimously. Version 6 is now the current approved version of Standing Orders and this version will be placed on the SPC website.</p> <p><b>132. Lead Councillors – to discuss and consider the updated revised Terms of Reference</b> The Chairman requested that this item be deferred to the next Full Parish Council meeting.</p> <p><i>The item below was brought forward after Item 124, the meeting was adjourned and Councillor Jupp reported as follows:-</i></p> <p><b>133. To receive and consider any County Council Reports and Communications not covered elsewhere on this Agenda.</b></p> <ul style="list-style-type: none"> <li>➤ Schools returned 10 days ago and this had gone well. 12-15 year olds to be offered Covid vaccine. Schools had been requested to provide suitable premises for the vaccination programme to take place. It was hoped this would be achieved by the October half-term.</li> <li>➤ The Food programme initiative took place throughout schools in the County in the summer holidays. These were well received and it was planned to re-offer this in the Christmas school holidays. Vouchers had also been issued to families in the last initiative.</li> <li>➤ The Hop Oast recycling site had been re-named. The trial booking system would finish shortly. Consultation would follow on whether this had improved site operation and if it should continue.</li> <li>➤ A meeting had taken place with District and Parish Councillor Vickers and District Councillor Greening and a member of WSCC Highways to discuss the possibility of a footpath on Blakes Farm road/from the bridge to Hangmans Hill roundabout. An application to the highways scheme would be submitted. The approximate cost would be in the region of £150,000. There was S106 monies available in the region of £80,000, therefore a shortfall remained. Councillor Jupp suggested a meeting with the RFO of SPC to discuss pockets of other S106 monies to meet the shortfall. RFO to arrange a meeting and report back at the next F&amp;GP meeting in October.</li> <li>➤ Councillor Jupp had been approached with two further schemes in Southwater, a crossing in Cedar Drive and a crossing outside Roundstone Caravans on the Worthing Rd. He would need to look at available funds. Although he would look at all three applications, funding would have to be considered. Councillor Vickers mentioned that there was local community support for the above mentioned footpath and it was hoped the Parish Council would support this application.</li> <li>➤ The issue of flooding on Cripplegate Lane – stated that a solution was difficult and the current design needed revising. The earliest estimate for implementation was Summer/Autumn 2022. Councillor Jupp requested that a Highways officer attend the next FPC meeting in November. The Executive Officer would invite the WSCC officer to attend. Councillors asked if a temporary pumping solution could be possible for the coming Winter. Councillor Jupp stated that only a long term solution was currently being considered but would ask the question.</li> </ul> <p><i>The meeting was reconvened.</i></p>	<p>EO-JT</p> <p>EO-JT Update website</p> <p>Nxt Mtg</p> <p>EO-JT/NG</p> <p>EO-DS/High ways</p>
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<p><b>134. To receive and consider any District Council Reports and Communications not covered elsewhere on this Agenda.</b> – District and Parish Councillor Vickers reported HDC matters as follows:-</p> <ul style="list-style-type: none"> <li>➤ Christ Hospital Application has been approved.</li> <li>➤ Extension of working hours at Okehurst business Park refused.</li> <li>➤ In Councillor Vickers capacity as a cabinet member for community and wellbeing, she had written a letter to all GP surgeries across the district because many residents were complaining on the inability to obtain GP appointments and long waits on the phone to get through to surgeries. The question had been asked of them on how they are communicating their procedures triaging etc. It is appreciated there is a shortage in the UK of GP's. Further discussion took place. Councillor Vickers stated that HDC had no obligation on how GP surgeries operated, but had a responsibility to community residents and therefore concerns they had on services delivered.</li> <li>➤ HDC had agreed to aid in housing Afghan refugees however this had difficulties because of the current housing needs.</li> <li>➤ HDC were reviewing the recent booking system for the beach in the Country-Park and asked the Parish Council for their opinion on this.</li> </ul>	Parish Council
<p><b>135. Wellbeing Advisory Group</b> – <i>(This item was deferred from the FPC meeting of 14<sup>th</sup> July)</i>  Councillor Vickers clarified that the above was not a HDC wellbeing committee as had previously been understood, but an advisory group that was a HDC initiative. Should one or two Parish Councillors feel that they would like to be an informal liaison and report any wellbeing issues, then the advisory group would welcome this. Councillor Flores-Moore stated that she would be keen to be an informal liaison and would report any issues. It was noted that Councillor Knott had also shown an interest at a previous meeting.</p>	PFM/NK
<p><b>136. CIO update</b> – Councillor Neale gave an update on behalf of the CIO.</p> <ul style="list-style-type: none"> <li>➤ He reported that he is no longer the Chairman, he had stepped down from this role. He was now treasurer of The Ghyll CIO. Mr David Smith is now Chairman and Mr Stuart Denton-Brown is the Vice-Chairman. They had employed a new administrator called Amy. New updated contact details had been given to the Parish Office.</li> <li>➤ The next quarterly report would be submitted to the Parish Council soon. An extension to the deadline of 1<sup>st</sup> October 2021 to submit the revenue deficit budget had been requested and this would be provided in time to be circulated to the F&amp;GP Committee on 20<sup>th</sup> November 2021.</li> <li>➤ Still waiting to hear on planning applications in regards to works from S106 monies to be carried out.</li> <li>➤ Recent ASB damage to buildings had been reported when they occurred.</li> <li>➤ Bookings for both buildings had increased.</li> <li>➤ Starting on the 23<sup>rd</sup> September 2021, a weekly session would commence at the Ghyll which is a Youth at Risk programme for Boxing run by the WBC Cares UK Programme.</li> </ul>	MN
<p>Councillor Slowly asked about the lack of lighting along the path leading from the Overflow Car-Park to The Ghyll. Councillor Neale replied that this was being actioned.  Councillor Moore reported that at a recent Project Southwater meeting, Inspector Ben Starns had offered support cover for some of the SYP activities at The Ghyll and it was hoped this would improve recent ASB. He stated that it was recognised that The CIO had a successful start, despite Covid restrictions and thanks were given to Councillor Neale and all the Trustees for their work within The Ghyll CIO charity.</p>	
<p><b>137. Beeson House Hires</b> – to consider discontinuing short term hires of the areas within Beeson House  Councillor Watkins wrote to the Executive Officer requesting that the above be considered due to the following:</p> <ul style="list-style-type: none"> <li>➤ Lack of staff resource to set up and re-set room</li> <li>➤ Covid safety provisions</li> <li>➤ Staff and tenant safety</li> </ul> <p>Further discussion on the above took place. Councillor Vickers proposed the above continue to remain as at present with no hires to take place, however, the Parish Council to review this in 12 months' time. Seconded by Councillor Moore and <b>AGREED</b> unanimously.</p>	Sept 2022 Council Mtg

<p><b>138. Electro-Clean</b> – to consider whether to continue or discontinue the service of Electro Clean Councillor Moore stated that due to more recent evidence that Coronavirus is contracted via airbourne contamination and not so much as touch contamination, he asked whether the Parish Council should consider discontinuing the monthly Electro-Clean currently being undertaken at Beeson House. A discussion took place which included ensuring adequate ventilation is continued within the building. Councillor Moore proposed to discontinue it. There was no seconder to support this. Councillor Vickers counter proposed that it continue at present, however the Parish Council to review this in six months time. Seconded by Councillor Flores-Moore with four votes in favour and one against.</p>	<p>March 2022 Council Mtg</p>
<p><b>139. Illegal Incursions on SPC Land</b> – to consider a policy on this matter Councillor Lewis requested that the Parish Council consider a formal request to HDC in regards to their use of their formal procedures on the above and working with them on this matter. A discussion took place. Executive Officer, Justin Tyler would check with HDC on any existing process and report back at the next F&amp;GP meeting in October.</p>	<p>EO-JT</p>
<p><b>140. New Councillor Code of Conduct</b> – to receive and consider guidance on the New Code of Conduct Councillor Moore proposed acceptance and adoption of the new Councillor Code of Conduct, seconded by Councillor Flores-Moore and <b>AGREED</b> unanimously. Executive Officer to update the website.</p>	<p>EO-JT update website</p>
<p><b>141. YAP</b> – to discuss and consider a Youth Advisory Panel Councillor Moore proposed the Parish Council consider setting up the above. A discussion took place. It was agreed that Councillor Lewis would take forward the action of obtaining more facts and information and bring back to the next meeting.</p>	<p>SL/Nxt Mtg</p>
<p><b>142. Queens Platinum Jubilee – to receive any updates from Southwater Community Partnership and consider the matter of Parish &amp; Town Councils lighting Beacons.</b> Councillor Moore gave an update on SCP’s activities for the above and one of the ideas being discussed was lighting of a beacon in the Glebe field, one of the highest points in Southwater. Further information would be reported at the next meeting.</p>	<p>DM/Nxt Mtg</p>
<p><b>143. DATE OF NEXT MEETING – 17<sup>th</sup> November 2021</b> – <i>Councillor Vickers gave her apologies for this next meeting in advance.</i>  This meeting ended at 8.55pm.</p>	