



## **SOUTHWATER PARISH COUNCIL**

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### **Minutes of the remote Finance & General Purposes Committee meeting held on Wednesday, 21 October 2020 at 7.30pm.**

#### **Present:**

**Councillors Present in Chamber:** M Neale (Chairman of Committee), G Watkins, S Lewis, R Williams

**Councillors Present Remotely:** P Flores Moore (Vice Chair of Committee) G Cole, G Scoon, D Moore, B Stranks, N Knott, H Timson,

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

**Clerk:** Dawn Spouge

**Deputy Clerk and RFO:** Justin Tyler *(managing the IT required for remote viewing)*

This meeting was conducted in accordance with safe working practices as per government guidelines. All those present in the Chamber had their temperature taken prior to the meeting and all were within the government guidelines for safe attendance in regard to COVID-19. He clarified to all those in the room that if symptoms developed during the meeting or they felt unwell in any way to please leave the room.

The Chairman confirmed that the meeting was not being recorded and did a roll call at the commencement of the meeting of all those attending both remotely and in person 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 both remotely and in person and all members of the Public watching via live stream, to the meeting. He clarified with the Deputy Clerk that no members of the public had requested to speak at 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.

#### **Actions**

**1. 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 persons 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 questions 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 live stream.*

No public wished to speak.

**2. Apologies for Absence**

Apologies received from Councillors Vickers

**3. Declarations of Interest**

Councillors Neale, Watkins, Cole and Lewis declared personal interests in relation to item 9 and 20 as Trustees of the CIO. The Chairman advised there was no business to be transacted which would require them to leave the room.

**4. Chairman's Report**

The Chairman advised that WSCC Library would be reopening their main entrance to Beeson House from Monday, 26<sup>th</sup> October 2020. The front entrance would thus be open to the public but the library would be controlling entry by use of a member of staff. He further advised the toilets would not be available to the general public as the door leading to them is security controlled and the toilets are for tenants to the building only.

The Chairman updated the committee that a review of existing Public Right of Ways in the area was to be conducted by the WSCC ranger. Any works that are identified by the review would be addressed accordingly.

The Chairman advised that Ralph Rowland, Litter Warden, had retired from the Parish Council and he thanked Ralph for his hard work and time with the Council. The Council would be looking to advertise for the job vacancy in due course.

**5. Correspondence**

None to report.

**6. Minutes – Note Minutes of the 19<sup>th</sup> August were approved at the Full Parish Council of 16<sup>th</sup> September 2020. For Noting only**

It was noted minutes of 19<sup>th</sup> August 2020 were approved at Full Parish Council of 16<sup>th</sup> September 2020.

**7. Accounts – Quarterly Budget Review**

- (i) Debtors and Creditors – To approve the Debtors/Creditors list as at the date of the meeting

Discussion took place regarding the debt still outstanding to the Council by Leisure Centre hirer, Bumpy Jumpy. The Deputy Clerk advised that a CCJ had been granted against the individual who was operating as a sole trader. Further discussion regarding the best option to protect the Council's interest

ensued. Councillor Watkins proposed lodging a charge on the property of the owing debtor, seconded by Councillor Cole and **AGREED** unanimously. Deputy Clerk to arrange accordingly.

Councillor Watkins proposed acceptance of the Debtors and Creditors, seconded by Councillor Moore and **AGREED** unanimously.

(ii) Detailed Income and Expenditure

Councillor Williams proposed acceptance of the Debtors and Creditors, seconded by Councillor Scoon and **AGREED** unanimously.

(iii) Bank Reconciliation – To approve the Bank Reconciliation of 30th September 2020

Councillor Moore proposed acceptance of the Debtors and Creditors, seconded by Councillor Flores-Moore, and **AGREED** unanimously.

### 8. Payments Schedule

To approve the payment schedule of Wednesday 21<sup>st</sup> October 2020

(i) **£128,817.15** - for approval

Councillor Williams proposed acceptance of the Debtors and Creditors, seconded by Councillor Moore and **AGREED** unanimously.

### 9. Operational Report

The Deputy Clerk noted the report was circulated to members of the Committee with the Agenda for the meeting. The report included updates on various maintenance work carried out at The Ghyll, Beeson House and Laurie Apted Building including ElectroClean COVID-19 Protection, ventilation improvement works to the Main Hall to reduce COVID-19 risk and fix broken windows at The Ghyll carried out as a matter of health & safety for £1,580.00 by DelWood in order that Infinity Gymnastics could commence classes, installation of CCTV at The Ghyll MUGA to combat anti-social behaviour and an update on signage and works to the Permissive Footpath by Easteds Barn which is required to be closed for 24 hours once annually in the month of December. In conjunction with the Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations 2018 and WCAG2.1AA the Council had also requested InTouch to carry out a review and audit to ensure the website is compliant and to write an Accessibility Statement for estimated cost of £750.00.

Councillor Williams proposed acceptance of the contents of the Operational Report, seconded by Councillor Moore and **AGREED** unanimously.

### 10. Skate Park – Stakers Lane – update on removal and proposed reconstruction

The Deputy Clerk updated the Committee that the skate park had been cleared from the debris left from the fire and the remaining ramps had been dismantled and removed. He confirmed that the Loss Adjustor appointed by the Insurer had agreed to full reimbursement to the Council for the removal, clear up and demolition. Councillor Watkins added that he and the Deputy Clerk had also negotiated a 30% reimbursement for the cost of rebuilding the skate park with the Loss Adjustor.

The Deputy Clerk advised that he had been consulting with users of the skate park and would be carrying out further consultation with respect to the design specification prior to carrying out a formal tender process. He noted that correspondence had been received from a few residents that had requested the Council consider alternative locations.

Councillor Scoon stated that the land had been offered to Southwater Parish Council specifically for the skate park by Horsham District Council and Councillor Watkins advised there was a 50-year land lease in the sole

name of Southwater Parish Council and there was not currently any other land offered to the Council as an alternative.

Councillor Flores Moore explained the history and reason for the location of the site and advised that previous consultation had been carried out which resulted in where the skate park is now. Discussion took place regarding the current location and how it was appropriately positioned away from housing.

Councillor Watkins advised he would investigate other possible sites, but any new location would require planning consent and would delay the process of rebuilding the site.

**11. Finger Posts – Kerves Lane/Colstaple Lane – update**

The Clerk updated the Committee that work was being done on obtaining quotes and that one had been received and two more were imminent. Discussion took place over the type of finger post required and Councillor Watkins advised the Parish Design Statement 2011 made reference to the finger posts. Councillor Cole would look to see if there were more than the three identified finger posts that required replacing.

Cllr  
Cole

**12. White Paper – ‘Planning for the Future’, consultation response – to consider and approve response required from SPC**

Councillor Watkins gave an overview of the consultation response drafted which had been circulated to Councillors which addressed the White Paper in essentially 6 sections: 1. Importance of Neighbourhood Plan preparation; 2. The Benefits of the Neighbourhood Plan; 3. Housing Numbers and how they were unacceptably high; 4. The Referendum of the Neighbourhood Plan in Principal; 5. Design Guides incorporated into the Neighbourhood Plan; and 6. Importance of Community Infrastructure Levy (CIL) for the Parish and the higher rate of 25% retained by the Parish Council with a “Made” plan.

Councillor Watkins requested that the consultation response letter also be sent to Chairmen of local Parish Councils as it could help them with their consultation response. The Deputy Clerk would distribute.

Deputy  
Clerk

Councillors Cole and Moore both thanked Councillor Watkins and Andrew Metcalfe of Squires Planning for the extensive work that had gone into such a comprehensive document.

Councillor Moore proposed acceptance of the response, seconded by Councillor Scoon and **AGREED** unanimously.

**13. Neighbourhood Plan SNP23 – Southwater infrastructure Delivery Plan – to note works required as part of the Neighbourhood Plan**

Councillor Watkins explained the basis of the Southwater Infrastructure Delivery Plan (SIDP) and its importance. He advised how CIL would be used in consultation with the community to ensure there is a common understanding as to the local infrastructure needs to ensure it is properly planned for, funded, and provided. The Deputy Clerk advised that the Council had budgeted in the previous year and there was an earmarked reserve for the works required.

The Deputy Clerk advised that CIL could be used to fund a wide range of infrastructure, which included play areas, open spaces, flood defences, parks, and green spaces, cultural and sports facilities, academies, and other community facilities. There was flexibility in its uses and importantly could be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure if that is necessary to support development. He stated that CIL is collected by Horsham District Council but the amount that is passed to the Parish Council depends on whether the Parish Council had an adopted (“made”) Neighbourhood Plan. A “made” plan would result in CIL monies at 25% uncapped whereas no plan would only realise 15% which is also capped at £100 per dwelling. Only once the plan passes referendum and is “made” does the increased percentage of CIL apply and the CIL cap removed.

<p>The Deputy Clerk stated that one element of the SNP is the provision of 422-450 new homes, of which a minimum of 350 homes falling in Use Class C3 and a minimum of 72 units falling in Use Class C2 (residential institutions, such as a care home). Alongside the provision of new homes, the site would also provide a minimum of 8 hectares of public open space for the benefit of the wider community. If the development set out in the Neighbourhood Plan were to come forward in the coming years, it is estimated that the Parish Council could expect to receive CIL monies of £582,000 to £734,000 with a “made” plan but would only receive £34,000 with no plan. Figures being based on 350 units being provided in line with the neighbourhood plan as affordable housing (35%) is excluded from calculation as exempt from CIL.</p> <p>Councillor Watkins added that Section 106 agreements were negotiated by the planning department of Horsham District Council and thus dictated the specificity of how the funds had to be spent. The SIDP would rationalise what the residents needed and wanted through community engagement.</p> <p>Councillor Flores-Moore proposed proceeding with the works required as part of the Neighbourhood Plan and on the SIDP, seconded by Councillor Cole and <b>AGREED</b> unanimously.</p>	
<p><b>14. Southwater Parish Emergency Plan</b> – to receive the updated plan, discuss and make any recommendations</p> <p>Councillor Scoon updated the Committee that latest version of the Emergency Plan was more streamlined and provision for the COVID-19 pandemic was yet to be added but he would do so.</p> <p>Councillor Watkins asked who was appointed the coordinator and whether it was a paid or voluntary position as there was a certain level of authority required. Discussion took place regarding the position of emergency coordinator and suitability of Clerk or Councillor for the position. The Clerk advised she would seek advice from Horsham District Council.</p> <p>Councillor Watkins requested the Clerk speak to the Council’s insurer as the Council may require additional cover with respect to the contents of the emergency plan.</p> <p>Discussion took place regarding personal contact numbers, who would update it and location of defibrillators in the plan. Councillor Scoon advised he would update the plan accordingly.</p>	<p>Cllr Scoon</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Scoon</p>
<p><b>15. Possible future incursions of open space</b> – to discuss and consider bollards on SPC’s open spaces</p> <p>Councillor Timson explained there were residents by Charlock Way open space which had expressed their concerns to her and advised the report received by the Neighbourhood Wardens should be reviewed and considered.</p> <p>The Chairman advised the initial estimate to protect the open spaces in the report could cost £70,000. Councillor Cole added that he had calculated the figure based off previous quotes for Charlock Way but had omitted some open spaces and if the Council were to protect all open spaces it could exceed £100,000.</p> <p>Councillor Lewis requested the average costs incurred because of such incursions and the Deputy Clerk advised he had contacted HDC but had not received a response. He would chase.</p> <p>Councillor Stranks advised that legislation and the legal system should be used where possible rather than physical barriers to prevent the incursions.</p> <p>The Clerk advised she would find out what systems and processes HDC use.</p>	<p>Deputy Clerk</p> <p>Clerk</p>
<p><b>16. Budget –</b></p> <p>(i) To receive an update on SPC’s current budget process</p> <p>The Deputy Clerk updated the committee that an initial draft and forecast of the budget requirements for 2021-22 had been carried out and the next step would be to have a budget workshop with the</p>	



**19. Roman Lane Artwork – To receive an update on the Roman Lane open space Artwork**

The Clerk updated the committee that the installation of the artwork had commenced. She explained how the artist had been appointed approximately 18 months ago as there were Section 106 funds specific to provision of artwork on the open space at Roman Lane provided by the developer Bovis Homes. Due to COVID-19 there were large delays to the installation which would have been installed 6 months ago. She advised that the artwork was inspired by community wide consultation including input from the Southwater History Group and previous Clerk to the Council. Councillors Knott and Moore had conducted site visits to address concerns made by some residents and they also expressed apprehensions over the panels being positioned too close together. The Clerk read out correspondence received from the artist and project manager relating to the spacing of panels and measurements. Councillor Watkins requested a site visit with the artist.

Clerk/  
Deputy  
Clerk

**20. CIO progress update – update and discussion and consideration of future opening of The Ghyll and the Laurie Apted Building**

The Chairman updated the Committee that the Council's solicitor was finalising the documentation with the Clerk on 22<sup>nd</sup> October 2020 and it was the intention to sign the documents with an execution and start date of the 1<sup>st</sup> November 2020.

He advised that Southwater Ghyll CIO intended to have a soft opening and to phase the return of hirers and groups to the centre.

**21. DATE OF NEXT MEETING – 16<sup>th</sup> December 2020**

**This meeting was not recorded and ended at 9:25pm**