

# Southwater Parish Council



## Parish Council Meeting Draft Minutes

Wednesday 26<sup>th</sup> September, 2018, 7.30pm  
Beeson House  
Lintot Square  
Southwater  
Horsham  
RH13 9LA

### **Members**

Cllr Graham Watkins (Chairman)  
Cllr Michael Neale (Vice-Chairman)  
Cllr Geoff Cole  
Cllr Ross Dye  
Cllr Pauline Flores-Moore  
Cllr Joy Hutchings  
Cllr Mike Lewis  
Cllr Derek Moore  
Cllr Nikki Knott  
Cllr Geoff Scoon  
Cllr Hayley Timson  
Cllr Barbara Varley  
Cllr Claire Vickers  
Cllr Neil Whitear  
Cllr Heather Williams



## SOUTHWATER PARISH COUNCIL

Beeson House,  
26 Lintot Square,  
Fairbank Road,  
Southwater,  
West Sussex  
RH13 9LA



Clerk: **Mrs.C.M.Tobin**  
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### DRAFT MINUTES

**The Draft Minutes of the PARISH COUNCIL MEETING held on Wednesday 26<sup>th</sup> September, 2018 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm**

**Present: Chairman: Cllr. G. Watkins**

**Cllr. R. Dye  
Cllr. N. Knott (7.35 p.m.)  
Cllr. G. Scoon  
Cllr. B. Varley  
Cllr. H. Williams**

**Cllr. P. Flores-Moore  
Cllr. M. Neale  
Cllr. H. Timson  
Cllr. N. Whitear**

**Consultants: Mr. A. Metcalfe, EnPlan  
Mr. C. Carey**

**Clerk to the Meeting: Mrs. C. Tobin**

**County Councillor: Cllr. N. Jupp**

**District Councillors: Not present.**

**Press: Not present.**

**Members of the Public: 7**

#### **F153/09/18 PUBLIC PARTICIPATION**

The Chairman asked those present to turn mobile phones to silent for the duration of the meeting, unless the phone call was deemed urgent in which case phone calls could be received with permission from the Chairman. In the event of a fire alarm sounding, everyone would be directed to evacuate the building via the exits indicated.

The Chairman advised that the meeting was being recorded in accordance with Standing Orders for minute purposes. The Chairman asked members of the public if they intended to record the meeting and received no reply.

A resident read a statement about the brick-built bus shelter on Worthing Road near Blakes Farm Road. This gentleman did not currently drive but there was an excellent bus service to Horsham. The nearest bus shelter makes no provision for people sitting

in it for people looking out for approaching buses. Unless one constantly jumps up to look outside, you are unaware of approaching buses. This problem could be overcome by either making a small aperture in the wall or installation of a small window. He had been advised by the Parish Office that no such improvements of this nature were currently budgeted. The gentleman had offered to make a financial contribution towards such a modification or indeed to pay for the whole cost provided this would be a reasonable amount and within his financial limits. He asked that the Council consider his request to make such a modification to this bus shelter.

The Chairman thanked the gentleman for the photographs of the bus shelter in question. The Chairman and Clerk would visit the bus shelter in question during the next week and then prepare something to go before the Finance and General Purposed Committee Meeting in a few weeks' time. It was hoped to be able to come up with some solution.

A councillor advised that she used this bus stop and could understand where the gentleman was coming from. There was no visibility from that area to look down the road, especially when wet and windy. She would submit an e-mail in support to the Clerk.

The Chairman informed the meeting that a written request had been received from a resident to speak. The Chairman asked the resident to address the meeting using the microphone provided.

The resident asked:-

May I ask 2 questions under the public participation section of the agenda?

When were the Council rules going to change to alter the public participation outlined in the exchange of e-mails I had in July, following the Planning Committee meeting where the Christs Hospital residents were permitted to speak at will?

He would like to understand what guarantees the council have had as to the full and timely completion of the infrastructure projects and that the expected S.106 funds will be delivered without curtailment?

Change in public participation: - Standing Orders at present were quite clear as to the requirements; these are adhered to in most cases, but if in the judgment of the Chairman these can be suspended and were in the case of the meeting concerned.

There were new model Standing Orders available from NALC and these were being considered at present and would be discussed prior to the end of this Council's Year.

There were no guarantees given under S.106 funds that these have trigger points and the money becomes available when triggered. These are agreed by the District Council after complicated negotiations with the Developer. This is also dependent upon the housing market and could be affected by a recession or pressures on the developer to provide an enhanced completion of houses (Market Dependent) and even Brexit or unknown national changes.

The infrastructure item such as the Skate Park, Community Building, etc., were due to be handed over in April, 2019.

Regarding S.106s, the Parish Council does provide the District Council with a 'wish list' of items that the Parish Council would like to see within the Parish. A S.106 was a legal obligation.

The Chairman asked the resident if he would want to ask an ancillary question? The resident referred to the public participation at meetings and felt that where the public could see that the Council was going down the wrong rabbit hole, this could be stopped by just being given a few sentences. The Chairman stated that this was all very well, but the Council did not wish to have meetings lasting too long as the members obviously also had other occupations. That was why the Council held surgeries on some Saturdays because people needed to be able to come along and express their views.

**F154/09/18 APOLOGIES FOR ABSENCE**

Apologies and reasons for absence were received from Cllrs Cole, Hutchings, Lowis, Moore and Vickers.

**Councillors NOTED and APPROVED the absences.**

**F155/09/18 DECLARATIONS OF INTEREST**

The Clerk referred Members of the Council to information issued previously in relation to the Member's Code of Conduct and Standing Orders asking whether any Member had at this point in the meeting anything of note to declare.

There were no declarations of interest.

**F156/09/18 MINUTES OF PREVIOUS MEETING**

**It was proposed by Cllr. Neale seconded by Cllr. Scoon and AGREED by all present that the Minutes of the meeting held on 25<sup>th</sup> July, 2018 be approved as a true and correct record of the proceedings at that meeting.**

**F157/09/18 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman advised those present that he was delighted to announce that the new Chief Executive of Horsham District Council, Mr. Glenn Chipp had agreed to address the Council at its next meeting to be held on the 28<sup>th</sup> November 2018. He will do a questions and answer session. Questions should be raised by members of the public in the normal way.

The Chairman advised those present that he was delighted to announce the end of the Council's External Audit in relation to the Accounts for 2017/18. Auditors did note the need for Council to address its General Reserves, something discussed by Members at year end; the Clerk would report formally at the next Finance & General Purposes Meeting, but had meantime issued the documents on line and to Council.

**F158/09/18 COMMITTEE MINUTES**

**Planning Committee – Wednesday, 5<sup>th</sup> September 2018**

**It was RESOLVED by all present having been proposed by Cllr. Neale and seconded by Cllr. Scoon that the Minutes of the Planning Committee meeting dated 5<sup>th</sup> September, 2018 be APPROVED by all those present as a true and correct record of the meeting held.**

**The date of the next Planning Committee meeting would be 3<sup>rd</sup> October, 2018.**

**Finance and General Purposes Committee – 19<sup>th</sup> September 2018**

For clarification, F73/09/18 the total was £17,586.85 in respect of Christmas lights. This would also be raised by an agenda item at the Finance and General Purposed Committee Meeting.

Cllr. Flores-Moore asked that the minutes be altered as she had asked that the Debtors and Creditors List be altered to show ones that were more than 90 days old instead of up to 90 days if the system would allow that.

**With this amendment it was RESOLVED by all present having been proposed by Cllr. Neale and seconded by Cllr. Whitear that the Minutes of the Finance and General Purposes Committee dated 19<sup>th</sup> September, 2018 be APPROVED by all those present as a true and correct record of the meeting held.**

**The date of the next Finance and General Purposes Committee meeting would be 17<sup>th</sup> October, 2018.**

**F159/09/18 COUNTY COUNCILLOR'S REPORT**

**Cllr. Nigel Jupp said he had a number of points which may be of interest.**

1. Velo South. This was cancelled last Sunday due to a weather event. He attended various meetings with Velo and West Sussex at Letchworth along with a number of County Councillors and had arranged Lintot Square access. The event had polarized public opinion both for and against the event. There was to be a meeting on Friday with senior officers of the County and members of the Parishes and County Council would be looking at any re-run very carefully.
2. He was delighted to report that new classrooms at the Junior and Infants Academy were on programme.
3. He had an eye on the Christs Hospital Sports Complex planning application and reported that West Sussex Highways had maintained its objection of the 18<sup>th</sup> September. Sport England had also objected.

4. Regarding the traffic on Tower Hill in terms of speed reduction and potential petition to support a 30 m.p.h., limit; evidence would be required moving ahead in the coming months, but he was in general support of trying to accomplish something.
5. Hop Oast Waste Transfer Centre winter opening, 1<sup>st</sup> October to 31<sup>st</sup> March, 2019. They would be reducing the hours of operation from 9.00 a.m., to 4.00 p.m., on days that it is open. This was based on the fact that the need reduces in the winter months.
6. He was pleased to note that the Parish Council would be looking at the Planning Committee Meeting next week, the proposals around the Junior Academy.
7. He would be looking at a safety audit on the new strategy of the A.24 at the junction with Hop Oast. One resident went straight over the kerb.
8. Regarding grants, this was now a crowd funding arrangement and there was £92,000 had been pledged and 17 projects had achieved their funding target.
9. The County Local Committee would meet on the 12<sup>th</sup> November at Parkside at 7.00 p.m.

The Chairman of the Parish Council questioned the movement of traffic queuing through Hop Oast depot when queuing out to the traffic lights. He had written to Cllr. Vickers asking that it be opened up to take away some of this queuing. Cllr. Jupp pointed out that she was a District Councillor and such enquiries should go to him in future.

The Chairman also asked if the County Council had adopted Pollard Hill roundabout as this still had problems with surface water.

#### **F160/09/18 DISTRICT COUNCILLOR'S REPORT**

There was no report as the District Councillor was not present.

#### **F161/09/18 COUNCILLOR VACANCY**

The Clerk informed members that only one application in relation to the vacancy had been received this being from Mrs. Heather Williams, who was currently acting as a co-opted non-voting member.

**It was Proposed by the Chairman, Seconded Cllr. Neale and APPROVED by all present that Mrs. Heather Williams be co-opted as a Parish Councillor from the 26<sup>th</sup> September, 2018.**

**F162/09/18 NEW COUNCILLORS DECLARATION OF OFFICE**

The newly appointed councillor was asked that she complete the new set of documentation and if the Council shall please that these should be returned by Wednesday 3<sup>rd</sup> October 2018 allowing for a clear 7 days.

**It was AGREED by all present that the documentation required should be returned to the Clerk's office no later than Wednesday, 3<sup>rd</sup> October 2018.**

**F163/09/18 NEIGHBOURHOOD PLAN**

The Chairman stated that he would first of all like to thank the Members of the Southwater Neighbourhood Plan Steering Group who had worked towards the presentation of the Plan over a four-year period and all groups that had submitted information to the Steering Group in relation to the Neighbourhood Development Plan.

The Southwater Neighbourhood Development Plan (SNP) had been prepared on behalf of the Parish Council; this plan provided a clear framework to guide residents, local authorities and developers as to how the community wish to shape future development from 2017 to 2033.

Once agreed at Referendum and made, a Neighbourhood Plan has the same legal weight as the Local Plan produced by Horsham District Council; at this stage it then becomes part of the statutory development plan and used in the determination of future planning applications. (See Section 38(6) of the Planning and Compulsory Purchase Act 2004).

Before Mr. Metcalfe gave a presentation, the Chairman said that the Parish Council had indeed been very fortunate in acquiring the skills of both Mr. Metcalf of EnPlan and Mr Carey, both bringing with them expertise which had been invaluable and thanked them on behalf of the Council for all their work.

Mr. Andrew Metcalfe then gave a brief summary of the process which had been undertaken in order to deliver the plan for consideration by the Parish Council.

Mr. Metcalfe thanked everyone on the Steering Group as it had taken a lot of volunteer time and he summarized all the work from March, 2014 through to this evening. Much of the work was substantiated by the Parish survey 2015 and its findings. There had been two calls for sites in May, 2015 and July, 2017, mainly because the information from 2015 was out-of-date and there was a requirement to re-do. Mr. Metcalfe referred to the Housing Needs Assessment which was produced by Acom. It was imperative to ensure that the Plan be consulted upon and taken to Horsham District Council for approval by the 24<sup>th</sup> January, 2019. Mr. Metcalfe then gave a brief summary of why this date was significant in that the Planning Policy would change as of the 25<sup>th</sup> January, 2019, so anything submitted after the 24<sup>th</sup> January could see a significant increase in their housing needs requirements.

Grant funding had been secured from the government to enable the Housing Needs Survey for Southwater to be completed. There was a suite of documents and sound evidence within the report and documents presented to Council. This included landscape and sensitive studies and educational surveys. The Plan must be in general

conformity with the Strategic Plan as it was extremely important for all to read the Plan and its policies which were highlighted within boxes in each section. The Chairman asked how would the public, during Regulation 14, communicate regarding the consultation. Mr. Metcalf's response was that all comments would be required in writing and should refer to specific e.g., policies, etc. The Chairman also asked what changes there would be with regard to the Community Infrastructure Levy once Southwater had a Plan in place. Mr. Metcalfe said that the CIL contribution would automatically rise once the Plan was made and approved at Referendum of 55% of those voting, would raise from 15% to 25%. The Chairman said if approved Southwater would benefit at 15% at £1.485 million and 25% at £2.47 million. It was important to push for comments back, but also important to note that should the Referendum fail, Southwater would not benefit from the larger sum.

A question was asked: could the District Council hold the Plan up? The Chairman responded that it was possible, however, it would be rather unfortunate, especially due to the fact that there were local elections shortly.

Cllr. Whitear said that having attended the Horsham District Neighbourhood Plan Conference, he could confirm the difference in housing number would be significant after the 24<sup>th</sup> January, 2019.

Councillors were at this point very complimentary about both the Plan and the accompanying documents. Although having raised a query regarding the Country Park and question whether there was a policy, Members were reassured there was indeed a policy to cover the Country Park. Mr. Metcalfe said that the Housing Needs was based on standard housing methodology. Mr. Metcalfe indicated that publication of the documents and section 14 would take effect from 5<sup>th</sup> October would be on the website, members briefings, etc., with ample opportunity during the period from 5<sup>th</sup> October to 16<sup>th</sup> November to visit the public exhibition and make comments.

Standing Orders were suspended to allow members of the public should they wish to submit or ask questions. There being no questions Standing Orders were reinstated.

**F164/09/18 EXCLUSION OF THE PRESS AND PUBLIC**  
**Due to the confidential nature of the business to be transacted, Members were asked to consider a resolution to exclude members of the press and public in accordance with Section 1 (e) of Standing Orders (Meetings).**

**F165/09/18 PERSONNEL, PENSIONS AND TRAINING**  
The Clerk had nothing to report on personnel, pensions and training.

**Standing Orders were reinstated.**

**F166/09/18 DATE OF THE NEXT MEETING – Wednesday, 28<sup>th</sup> November 2018**

**Meeting closed at 8.25 p.m.**

Signed.....  
(Chairman)

Dated.....