



SOUTHWATER PARISH COUNCIL

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

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DRAFT Minutes of the meeting of the Parish Council held on Wednesday 20th November, 2019 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing after the F&GP Meeting of the same evening.

Present: **Councillors:** G Watkins (Chairman), M Neale (Vice-Chairman), G Scoon, G Cole, R Stranks, S Lewis, N, Knott, H Timson and B Varley.

Members of the Public: 9

Clerk: Dawn Spouge

Press: Not Present

ACTIONS

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

The Chairman advised that the meeting was being recorded.

114/19. Apologies for absence

Apologies received from Councillor Vickers and Councillor Moore due to other commitments.

115/19. Declarations of Interest

There were none

116/19. To Consider an Application received for Co-Option for Councillor Vacancies

An application to become a member of Southwater Parish Council had been received by Robert Williams. After consideration, it was proposed by Councillor Scoon, and seconded by Councillor Flores Moore, and thereafter **AGREED** unanimously that Mr Williams be co-opted as a Parish Councillor onto the Southwater Parish Council.

117/19. Declaration of Office

Mr Robert Williams accepted his office as Councillor and signed his declaration of office. He then joined the Council at the table. The Chairman reminded him that he could participate in discussion but could not vote that evening. Once he had returned his declaration of Members interest form, prior to the next meeting, he would then be eligible to vote at meetings.

118/19. Public Forum – (maximum 3 minutes per person with an overall limit of 15 minutes). All parishioners wishing to speak, must make their name known to the Clerk prior to the commencement of the meeting.

No members of the public wished to speak at the meeting.

119/19. Minutes - To approve the Minutes of the Parish Council meeting held on Wednesday 18th September 2019.

Amendment to Item 110/19 - In addition it should read as follows: - *'The Chairman therefore proposed option B on the Woodland and Public Open Space report, should an old policy exist, it be revoked to allow the current and any future Parish Council to re-consider their land ownership and to avoid increasing incurred costs associated with the maintenance of that land. If no former policy exists, the old statement on the Parish Council website be revoked. seconded by Councillor Moore and AGREED unanimously'*.

Subject to the above amendment, Councillor Cole proposed acceptance of the above Minutes, seconded by Councillor Lewis and **AGREED** unanimously.

To approve the Minutes of the Parish Council - Freedom of the Parish, held on Wednesday 18th September 2019.

Councillor Cole proposed acceptance of the above Minutes, seconded by Councillor Flores-Moore and **AGREED** unanimously.

To approve the Minutes of the extraordinary Parish Council meeting held on Wednesday 16th October 2019.

Councillor Scoon proposed acceptance of the above Minutes, seconded by Councillor Flores-Moore and was **AGREED** by a majority of 7 votes with two abstentions.

120/19. Matters Arising – To deal with any matters arising from the Minutes of the Parish Council meeting of the 18th September 2019 not covered elsewhere on this agenda.

Item 110/19 – (i)– New Policy wording had not yet been formulated. This would be done in due course when time allowed and be brought back to a Council meeting once done.

To deal with any matters arising from the Minutes of the Parish Council – Freedom of the Parish Meeting held on the 18th September 2019.

There were none

To deal with any matters arising from the Minutes of the extraordinary Parish Council Meeting held on the 16th October 2019

There were none

121/19. Chairman's Report

The Chairman reported that Councillor Flores-Moore was stepping down from the role as a trustee to the Village Hall due to personal reasons and that she would be taking her place in the interim.

122/19. Correspondence

A letter had been received from Mr Maurice Nicholls thanking the Council for installing the bus shelter window at Southwater Street.

123/19. Accounts – Circulated with the Agenda

- i) Balance Sheet to date – To receive, note and approve**
The balance sheet was duly received, noted and approved by councillors.

Clerk/GW
MN

GW

<p>ii) Income and expenditure – To receive, note and approve as at the date of this meeting The Council’s income and expenditure was duly received, noted and approved.</p> <p>iii) To consider the Precept budget for 2020/21 The Vice Chairman updated the council on the budget following the meeting of the Working Group. Housing quotas had now been received from Horsham District Council and further consideration will be given at the next FG&P meeting before approval by Council in January. The Chairman thanked Councillors Neale and Flores-Moore for their work on the budget.</p> <p>iv) To consider future funding for Southwater Leisure Centre The Chairman advised that there is provision in the budget for the future funding of the leisure centre. A charity will be formed to transfer the funds in the form of a grant. This was agreed in principle by the Council.</p> <p>v) To consider and approve Southwater Parish Council’s Business Plan – circulated with the Agenda. The business plan was deferred to the next FG&P for discussion</p>	<p>Nxt F&GP</p>
<p>124/19. To Receive and Consider any County Council Reports and Communications not covered elsewhere on this Agenda – tabled at the meeting.</p> <p>Meeting was adjourned.</p> <p>Councillor Jupp reported that expenditure for new classrooms at two academies had been approved and would be in situ by next September. Two meetings had taken place with the Head and Chair of Castlewood regarding a number of issues and discussions had taken place with West Sussex County Council about available Section 106 funding.</p> <p>Horsham District Council are reviewing their Local Plan and looking for strategic sites, one of which is in Southwater and another at Buck Barn crossroads. Included in the proposals are plans for two new primary schools and a secondary school. The interested developers have indicated said that they would provide the land and the building of the new schools.</p> <p>The Chairman asked about the Gulley approach road. Councillor Jupp asked the Chairman if he could send a plan and he would pass it on to the Engineer.</p> <p>The Chairman enquired whether the new housing development at Buck Barn would include an allocation of 40% for affordable housing. Councillor Jupp responded stating that Horsham District Council’s target is 35% which he believes they will try and achieve.</p> <p>Councillor Flores-Moore asked how the hospitals would cope with the additional housing at Buck Barn when there was no associated increase in infrastructure. Councillor Jupp sympathised and suggested addressing the issue to the Parliamentary candidates standing at the General Election.</p> <p>Councillor Flores-Moore raised concerns in regards to directional clarity of cars turning left or right at the Hop Oast roundabout. Councillor Jupp said he would have another look at the issue.</p> <p>Meeting was reconvened.</p>	

125/19. To Receive and Consider any District Council Reports and Communications not covered elsewhere on this Agenda – Circulated prior to the meeting.

The following was reported

Horsham District Council are currently working on their local plan review and officers are continuing to evaluate all sites put forward in the SHELAA. Cabinet will agree a preferred Strategy for consultation on 23rd January 2020.

The government requires HDC to meet a step change in housing delivery (965 homes + 5% buffer) plus a duty to co-operate in meeting Crawley and coastal authorities unmet needs. The likely figure is around 1200 homes per year. This will be extremely difficult and HDC continue to challenge government on the associated lack of infrastructure.

A number of large strategic sites are proposed and although these provide high numbers they are difficult to deliver in the short to medium term.

A combination of smaller sites and probably 2 large sites will most likely be proposed but no decisions have yet been made. Southwater is included in these evaluations.

The consultation will take place in Feb/March and the whole process will take some time before an Inspector examines HDC's plan.

The Council has set up a housing company to help deliver the affordable homes. Slinfold and, hopefully, Billingshurst will be the first to deliver if agreed shortly.

It is hoped that the Highwood community centre will commence shortly as part of the new development west of Horsham

The uncertainty regarding central government funding and new homes bonus going forward are affecting next year's budget and that of the following year. HDC is adopting a prudent approach to its medium term financial strategy so as to be prepared with whatever transpires. This will be agreed by cabinet 28th November and Council 11th December

Conservation Area appraisals and management plans for Slinfold and Warnham will be agreed by cabinet on 28th November

Piries Place car park is now open and the Pavillions car park tariff will change to introduce a post 5 hour tariff for intro of ANPR

The Council is scrutinising its green agenda and undertaking a carbon footprint audit to see how this can be reduced

The above report was noted

126/19. To Receive from the following Committees; reports, note any delegated decisions taken and make any recommendations

F&GP Committee – updates including:

- Minutes of the Meeting held on the 16th October 2019

Councillor Flores-Moore proposed acceptance of the above Minutes, seconded by Councillor Knott and **AGREED** unanimously.

- To consider appointing Councillors Lewis and Stranks to the Finance and General Purpose Committee

The Chairman proposed appointing Councillors Lewis and Stranks to the Finance General Purpose Committee, seconded by Councillor Flores-Moore, and it was **AGREED** unanimously that Councillors Lewis and Stranks be appointed to sit on the Finance and General Purposes Committee

SL/RS

<p><u>Planning Committee – updates including:</u></p> <p>- Minutes of the Meeting held on the 6th November 2019</p> <p>Councillor Cole proposed the acceptance of the above Minutes, seconded by Councillor Knott and AGREED unanimously.</p> <p>127/19. Beeson House – To Receive any updates</p> <p>i) Leaking Roof The Clerk informed the Council that on 14th November 2019, a representative from Lambert Smith Hampson visited Beeson House to review the internal repairs. However, nothing has been heard from them since that visit. The Chairman stated, in accordance with the contract, they had 14 days to respond. Clerk to chase for the report.</p> <p>128/19. Community Grant Applications</p> <p>i) To receive and consider a Community Grant application from St Catherine’s Hospice Councillor Neale advised that there was £695 remaining in the budget for grants. A discussion took place. Thereafter, the application submitted by St Catherine’s Hospice for £500 was rejected because unfortunately it did not comply with the Council’s policy criteria for the award of grants. Clerk to notify.</p> <p>ii) To receive and consider a Community Grant application from West Sussex Mediation Service The application from West Sussex Mediation Service for £300 was deferred to the next FG&P Committee meeting to enable more information to be obtained from the applicants about what percentage of Southwater residents directly benefitted from this service. Clerk to enquire and report back at the next F&GP Committee meeting.</p> <p>iii) To receive and consider a Community Grant application from 4 Sight Vision Support An application for £440 for was received from 4 Sight Vision Support. After a discussion it was decided that the application also should be deferred to the next FG&P Committee meeting as clarification was required for the purpose of the grant and how many Southwater residents directly benefitted. Clerk to enquire.</p> <p>A discussion then took place on grant applications and it was suggested that a review should be undertaken to ensure that the same organisations were not automatically applying each year. Clerk, Chairman and Vice-Chairman to review and bring back to the next Full Council for consideration.</p> <p>129/19. Standing Orders – Consider any amendments This matter was deferred to the meeting on 15th January 2020</p> <p>130/19. Financial Regulations – Consider any amendments Deferred to 15th January 2020</p> <p>131/19. Church Lane Building – (Old Council Office)</p> <p>i) To receive an update on the Church Lane Building</p> <p>The Chairman reported that he had met representatives from Berkeley’s Homes who are preparing a lease to rent the building from 1st December for a six month period at a rent of £500 per month. There is a break clause included in the lease which can be exercised after six months to review if another six months is required by Berkley’s and giving two months notice period. Councillor Timson asked about other plans for the building. The Chairman responded</p>	<p>Clerk</p> <p>Clerk/ Nxt F&GP</p> <p>Clerk/ Nxt F&GP</p> <p>Clerk</p> <p>Nxt FPC Mtg</p> <p>Nxt FPC Mtg</p>
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that he would like to consult with local residents and organisations before suggesting any future plans for the building.

The Chairman reported that Mr Max Gaulton, whom had been the main contact for Berkeley's Homes for several years was leaving shortly and the Parish Council would be given the details of a new contact in time.

132/19. Southwater Leisure Centre – receive any updates, consider and approve the following:-

- i) **To receive a quote from Delwood in regards to the removal of the reception desk, installation of stud wall, relocation of electrics, painting and making good surrounding areas - £1,995**
(please note, two other quotes sought and not returned)

After a discussion it was decided that the quote appeared quite expensive. Councillor Timson suggested that, in the interim, a sign should be posted stating that the reception is closed. The Clerk to advertise on Facebook for other contractors that may be interested in carrying out any future remedial works for the Parish Council.

- ii) **Servicing of two of the bi-fold doors – Accordial - £475+ VAT**
The Clerk stated that this had taken place on Friday 15th November due to Health & Safety reasons.

The Chairman proposed approval of spending £475 + VAT on the servicing two bi-fold doors, seconded by Councillor Scoon and **AGREED** unanimously.

- iii) **Installation of access control – Poyntell Ltd – finance agreement with Plus finance– 5 years £246.17 + VAT = £11,683.63 + VAT. (Sussex Alarms quoted £9,879 + Vat, however, unable to offer a finance agreement).**

The Chairman proposed spending £11,683.83 + VAT on the installation of the above access control, seconded by Councillor Cole and **AGREED** unanimously that the said sum of £11,683.83 (plus VAT) be duly expended.

- iv) **Adrian Elliot – Locksmith - supply and fit 2 x key safes - £288.98**
Adrian Elliot – Locksmith – supply and fit 3 x locks - £262.80
- v) **CBS – to receive a quote in regards of supply and fit 3 doorbells to ring in each area separately of the Leisure Centre – Main Hall, Lardner, Café area – quote not yet received.**
- vi) **CBS – to receive a quote for lighting sensors for communal areas – quote not yet received.**

Agenda items iv,v,vi were discussed together. Councillor Cole proposed acceptance of item iv), seconded by Councillor Knot and **AGREED** unanimously. It was agreed to await for the receipt of the quotes under (v) and (vi).

- vii) **Weekend opening and closing the building immediately from 2nd January 2020.**

Currently a contract caretaker opens the building Monday-Friday and has offered to carry on doing so until the Christmas break. The Council then needs to decide on whether they wish to employ a security company to continue after Christmas or advertise for another contract caretaker to include the weekends. The Clerk will investigate both options and report back to Council.

Clerk

Clerk

133/19. The Laurie Apted Building – to receive and consider any updates on the future management of the building

Councillor Neale advised members that there is still one party, the Southwater Village Management Hall Committee, interested in managing the building but would like to meet the Parish Council to discuss some concerns. If this option proves unsuccessful, it was suggested that the management of the building could be brought under the umbrella of the Charity, (CIO) which is being formed to manage the Southwater Leisure Centre. Councillors agreed that a decision needed to be taken quickly as there is a long list of groups wishing to use the premises. The Clerk will arrange a meeting with the Village Hall Committee for next week.

134/19. HR Matters – update

The Chairman provided a brief update. There is a current grievance procedure against the Council which is being investigated by a panel. The Council's insurers have been notified and legal advice is available. It is anticipated that the insurance company will want to take over the care and conduct of the case.

135/19. DATE OF NEXT MEETING – 15th January 2020

The meeting ended at 8.35pm

Clerk

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Clerk

	Next Mtg GW Clerk/Asst Clerk GS/MN Clerk GW/MN Clerk
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