

SOUTHWATER PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday, 31st July 2013 at 7.30 p.m., in the Council Chamber, Beeson House, Southwater.

Present Were: **Mr P. Buckley**

Mrs.S.Alway
Mr.G.Cole
Mrs.P.Flores-Moore
Mr.M.Neale
Mrs B. Varley
Mr.G.Watkins

Dr A. Cash
Mr.K.Diamond
Mr.D.Nagy
Mr B. Sunderland
Mrs.C.Vickers
Mrs.J.Williamson

Clerk: **Mrs C.Tobin**

Horsham District Council Officers **Mr.T.Crowley, Chief Executive Officer**
Mrs.B.Childs, Interim Spatial Planning Advisor

County Councillor: **Mr B. Watson OBE., Apologies Received**
Mrs.A.Jupp, Chairman of West Sussex County Council and County Councillor Shipley & Billingshurst

Sussex Police: **Apologies received**

District Councillors: **Dr.J.Chidlow, Apologies received from Mr.I.Howard**

Members of the public: **32**

Press: **West Sussex County Times – Joshua Powling**

F158/07/13 ELECTION OF CHAIRMAN OF SOUTHWATER PARISH COUNCIL

Mr.P.Buckley, Vice Chairman informed those present that due to the resignation of Cllr.A.Bull there was a requirement to appoint a new Chairman of Council.

Dr.Cash stated that he would like to propose Mr.Buckley as Chairman of the Council, the was seconded by Mr.Diamond and Mrs.Varley and agreed by all present. Mr.Buckley was duly elected Chairman of Southwater Parish Council.

It was proposed by Dr.A.Cash, seconded by Mr.K.Diamond and Mrs.B.Varley and APPROVED by all present that Mr.P.Buckley, be elected Chairman of Southwater Parish Council for the Year 2013/14.

F159/07/13 ELECTION OF VICE CHAIRMAN OF SOUTHWATER PARISH COUNCIL

The Chairman stated that due to the current situation it would be necessary to appoint a new Vice Chairman of Council.

Mr.K.Diamond proposed Dr.A.Cash be elected as Vice Chairman of the Council, seconded

by Mr.G.Cole, with Mr.Buckley proposed Mrs.P.Flores-Moore as Vice Chairman, this was seconded by Mr.G.Watkins. There being two nominations for the position of Vice Chairman, Members agreed to a written ballot the vote being recorded:

For Dr.A.Cash 4

For Mrs.P.Flores-Moore 4

The vote was therefore a tie, the Clerk informed Members that the Chairman would therefore have the casting vote. Mr.Buckley stated that as he had previously proposed Mrs.Flores-Moore he would cast his vote once again for Mrs.Flores-Moore. Mrs.Flores-Moore was duly elected Vice Chairman of Council.

It was RESOLVED by way of a VOTE and CASTING VOTE BY THE CHAIRMAN that Mrs.Flores-Moore be elected Vice Chairman of Southwater Parish Council for the Year 2013/14.

F160/07/13 PUBLIC PARTICIPATION

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

He asked if there was any member of the press present and if so could they if they had not already done so make themselves known to the Clerk. Mr.Prowling of the County Times made himself known.

The Chairman indicated that should the Members of public wish to speak on any item other than an item on the agenda, then this was the point to do so. Members of the public and councillors alike were reminded of the three minute rule.

The Chairman welcomed County Councillor Amanda Jupp who was deputising for Cllr Brad Watson, County Councillor for Southwater. Mrs.Jupp is also the Chairman of West Sussex County Council

Mrs.Varley said that she had received a complaint about the speed on the A24 and Easteds Lane, although she was somewhat surprised by Easteds Lane. What people really wanted was a bridge over the A24 but she knew from previous discussions that this was unlikely at this point due to the excessive cost.

Mr.Cole, stated that he would like to report the mud on the road coming off the Horsham Golf and Fitness site, this now somewhat matching that of Barratts site. The Clerk confirmed that this matter had been reported to Planning Enforcement at the District Council.

At this point in the meeting the Chairman proposed the suspension of Standing Orders, in order that members of the public may discuss any concerns which they may have other than those items on the agenda; this was seconded by Mr.Diamond and agreed by all present.

Mr.Buckley, Chairman of the Council advised those members of the public present that it was likely that Claire Vickers, Tom Crowley and Barbara Childs would be arriving late, and that the agenda may be altered slightly with the agreement of Council.

The Chairman asked whether County Councillor Amanda Jupp wished to say or report anything at this point in the meeting. Mrs.Jupp thanked the Chairman but said that she may wish to speak later in the meeting.

There being no further questions the Chairman reinstated Standing Orders.

F161/07/13 APOLOGIES FOR ABSENCE

Apologies have been received from Mr.L.Apted, Mr.A.Prosser-Snelling. Mrs.Flores-Moore would be arriving late due to work commitments. Mrs.Vickers would be arriving later in the meeting.

F162/07/13 DECLARATIONS OF INTEREST

There were no declarations of interest at this point. Dr.Cash indicated that he had provided to the Clerk a new Member's Register of Interest. The Clerk confirmed that this document had been uploaded to the Council's website.

F163/07/13 MINUTES – 26th June 2013

The Clerk apologised to Council and stated for clarity purposes that within the agenda the date of the meeting had been recorded as the 28th June, the date should have been the 26th June, 2013.

It was RESOLVED by all present that the minutes of the meetings held on the 26th June, 2013 be approved.

The Chairman stated at this point that as Mr.Crowley had just arrived, but not all of the team were present then until Cllr Vickers had arrived he would move that the Council come back to this item. This item was taken therefore after Item 10, but for ease of the minutes this item is minuted in accordance with the agenda. It was AGREED by Council that the order of the agenda be changed.

F164/07/13 MR.T.CROWLEY, CHIEF EXECUTIVE OF HORSHAM DISTRICT COUNCIL AND MRS.B.CHILDS, INTERIM SPATIAL PLANNING ADVISOR

The Chairman welcomed and thanked Mr.Crowley and Mrs.Childs for attending the meeting. The Chairman reminded members of their position as Councillors in terms of the Code of Conduct. The Chairman also stated that he believed that both Mr.Crowley and Mrs.Childs would take questions following their brief presentation on both the Draft Planning Framework documents and the publicised proposals for the relocation of Horsham Football Club.

All questions must be directed by Councillors and public when standing orders were suspended should go through the Chair. Guest should be treated with respect, irrespective of whether individuals disagreed with the views expressed. There were two issues to be

discussed and he would ask Tom Crowley to deal with firstly the Horsham District Draft Strategic Planning Framework proposals and secondly matters relating to the position with Horsham Football Club.

Members of the public would be allowed to ask questions under the three minute rule the Chairman said that due to the size of the agenda for the evening he proposed to take questions from only five members of public, following discussions with Council itself.

Mr.Crowley thanked the Chairman for allowing both Cllr.Vickers, himself and Barbara Childs to attend the Parish Council meeting that evening. He believed that as the relevant Cabinet Member for the portfolio of Living and Working Communities, Cllr Claire Vickers would like to speak on the issue of the planning framework proposals.

Cllr Vickers informed those present that at the District Council's meeting the previous Thursday, the Draft District Council Draft Planning Framework document had been discussed at length and the proposed Strategic Strategy agreed in that this would now go out for public consultation on the 16th August for a period of eight weeks.

Cllr.Vickers said, we are where we were in terms of the proposals the Council must review the housing development needs for the next 20 years, the proposals being 575 homes per year as a target this delivering 11,500 homes over the planned period. Six thousand and nine hundred (6,900) houses had already been permitted with a further 600 in the pipeline.

The proposal includes 2,500 homes on land to the North of Horsham as a proposed strategic allocation along with a high quality industrial estate providing necessary employment and economic growth. Five hundred houses to Billingshurst where there is currently a planning appeal on-going, and 500 houses for Southwater. The 500 for Southwater will not it is proposed be on the previously proposed section of land which many may have seen, but will hopefully seek protection for the farm, the 500 taking the immediate pressure off Southwater. Cllr Vickers stated that it was also hoped to secure a further 500 through other Parishes and the Neighbourhood Plan process.

Mr.Cole stated that he was concerned that with regards the 500 the District Council were assuming that would come from the Neighbourhood Plans process and 20 other communities, this equated to 25 units per community and did Mrs.Vickers feel that these were deliverable? Mrs.Vickers said, that she would hope that these could be achieved, and indeed there was nothing to stop a community coming forward with new options. Mrs.Vickers stressed that there was a buffer just in case these numbers did not come forward.

Mr.Buckley stated that he was concerned about the apparent reduction in the 40% figure on affordable housing to 35%. Mrs.Vickers explained that the policy being proposed was that on sites providing 15 or more dwellings, the Council would require up to 35% to be affordable. On sites between 10 and 14 new dwellings, the Council would require 30%, on site providing 5-9 dwellings, 20% of swellings to be affordable. In the past developers had avoided such delivery on the smaller sites this would hopefully close this current issue.

Mr.Watkins asked whether bearing in mind that it was possible that Horsham District Council could be placed in special measures if the Governments targets were not met, how would this plan be affected the position of Southwater, and the input of Southwater Parish

Council in the process.

Mr.Crowley, Chief Executive of Horsham District Council informed those present that this question related to a question poised in a Planning Magazine and related to new Government legislation which was target led. Mr.Crowley stated that there were many reasons the Council now found itself in the position it did, but was confident that this would not be the case by the deadlines provided in the legislation. Cllr Vickers had taken this matter up with the local MP, as much has been made of Localism by the Government but this process was seen as target driven. The District Council were not complacent and realised that they needed to address in-house issues both in terms of Strategic Planning and Planning Departments; these measures were being undertaken. Cllr Vickers stated that she had also written to the relevant Ministers on this and was hoping to have a meeting with Mr.Bowles on Friday.

Mrs.Varley asked whether the figure of 500 included any of the houses already approved. Mrs.Vickers confirmed that this was an additional figure over and above that already approved and being built.

Mr.Cole questioned the approach in relation to the strategic gap policy expressed concerns that there was no reference to the Horsham/Southwater strategic gap only major reference to that for North Horsham.

Mrs.Childs, Horsham District Council's Interim Spatial Planning Advisor stated that currently there was protection within the adopted policy but the Councillor was correct that these areas were not designated within the Draft Planning Framework document. There will be some protection in terms that such areas can prevent coalescence of communities and Mrs.Childs then gave an example of how such protections may work in practice. You could not however, say no to development although the urbanisation affect could be taken into account.

Mr.Nagy asked exactly what was encompassed within the policy did it include Park and Rides? Mrs.Childs said that in essence it was the prevention or feeling that two separate settlements joining together, appropriate uses such a leisure could be considered if they did not bring about such coalescence.

At this point in the meeting it was proposed by the Chairman that standing orders be suspended to allow members of public to speak; this was AGREED by all members present.

The Chairman said that in this section he would take questions in relation to the Planning Framework, and further questions from the public following discussions in relation to the Football Ground.

Mr.Jackman stated that Mrs.Vickers had been reported by Keep Southwater Green and by the County Times in that she had given assurances that there would be no more significant development within Southwater over the next 20 year period. Mrs.Vickers stated that she had never given that reassurance that this would be the case, however in adopting the plan in theory you are protecting the area from further development. She had never given Keep Southwater Green such assurances that she could personally protect any land from future development, in planning terms you could 'never say never'.

Mr.Jackman in response stated that presumably through the Southwater Neighbourhood Plan this figure could be protected if the plan were produced prior to adoption of the District's Plan. Mrs.Vickers said that the community had an opportunity to identify land for the 500 or indeed other land.

Mrs.Childs stated that Neighbourhood Planning was a new process with only three adopted in the Country, and through research it was apparent that such Neighbourhood Plans will need to comply with the general strategic policies within the District Plan, other less development controlled policies would be written by the Neighbourhood Plan eg., design and layout etc., could be then incorporated within the District Council's Planning Framework document. This would include any others identified in the community for other sites. What a Neighbourhood Plan could not do is say no to development. Mr.Jackman felt that this response did not answer his question, and Mrs.Childs stated that if mentioned within the Planning Framework, any future applications would be considered on their merits but would have to show that they were sustainable development based on Government guidelines. Cllr Vickers reiterated her previous comment that the Planning Authority can never say never in relation to development.

Dr.Cash asked when the plan period ended, the answer being 2031.

Mrs.J.Nagy, indicated that perhaps as a member of the paid staff for the Parish Council she having read the documents had a greater insight into the proposals, raised a question over the percentage of affordable homes in that the figures put forward would appear to indicate a 41% based on the 575 homes per year and 240 affordable. This does not then follow the figure quoted of 35% was this figure correct or was this to be altered?

Mrs.Childs stated that the figure of 575 was correct but adjustments made to meet the housing needs based to 240 affordable housing in terms of meeting the housing needs. The overall target is to provide 70% of the total as social/affordable rented properties and 30% as intermediate shared ownership properties.

Mr.M.Roberts (Resident) asked whether the Council were getting rid of the settlement categories in particular Category 2 settlements? Mrs.Childs confirmed that this was the case as it was felt that in the new process this could lead to settlement stagnation.

Mr.A.Barlow (Resident) stated that with such an increase in numbers he was concerned how Southern Railways were going to cope with the surge in demand. At the present time there were people standing all the way to London. The railway companies were actually cutting back not increasing services. Mrs.Child indicated that the District Council would be required to continue work with Network Rail through a document to be produced called the Infrastructure Development Plan which would be submitted at the next stage of the Plan process and submitted to an Inspector.

Mrs.Varley stated that she too had heard of people standing all the way to London, was it the intention to provide a new station?

Mrs.Childs confirmed that it would be the intention to create parking and a parkway for fast trains of 12 coaches if developed with the closure of Faygate station.

Dr.Cash asked whether Southern Railway had said that there was a need to change the delivery tendering process to provide for the new and improved service?

Mr.Crowley stated that the District Council were lobbying Government for franchise growth need in the South East; the Government having the lead on this.

Dr.Cash said that to his knowledge only two operators were increasing the purchasing of carriages no-one else and this was a concern if to meet the needs of future development.

At this point in the meeting the Chairman stated that he would not take any further questions on the Planning Framework and suggested people respond to the consultation which would be out on the 16th August for consultation.

Standing Orders were reinstated.

Mr.Buckley, asked Mr.Crowley, Chief Executive of Horsham District Council to take the floor in relation to the Football Club proposals.

Mr.Crowley thanked the Chairman, and stated that there were no planning applications submitted for the Horsham Football Club at Hop Oast, nor, one for the Holbrook site and that therefore no planning decision had taken place by the District Council in relation to either proposition. What has been published in the press was Horsham Football Club's proposal. If and when any planning applications came forward then of course the District Council would hold discussions with the two parish councils involved.

The background was that some five years previously a planning application had been lodged by Horsham Football Club in relation to development on a site purchased by them in North Horsham this being needed for them to undertake their commitments to play in the League.

There was a controversial appeal withdrawn, at this meeting there was lots of expressions of concern about the potential loss of the football club from the town with Members of the District Council requesting that the District Council officers liaise with Horsham Football Club in finding a better site. Since that time the District Council had looked at a number of differing sites the preferred land being on land at Hop Oast on land owned by Horsham Golf & Fitness. This would comply under the auspices of a leisure role should a formal application be submitted under the new Framework document.

The Planning Authority gives daily pre-planning advice if sought. Such advice, is given, without prejudice and as such the Planning Authority can and have had informal confidential talks with Horsham Football Club. As an authority the second way the Local Authority can assist is in taking an option on the land which it has on the land and thereafter broker between both the Horsham Football Club and Horsham Golf and Fitness on a without prejudicing land discussions and any future planning applications which may be forthcoming. This would mean that the option on the land held by the local authority would be transferred to the Football Club on the success of any future planning application. In the case of the Football Club this is also dependent on a further application on the North Horsham Holbrook site. Therefore the Planning Authority is unfettered as and when any application is submitted.

Mr.Crowley assured those present that the planning process was sound and indeed such

applications go through a rigorous process and would require Member approval, who are rightly independent and do challenge the advice of officers. Cllr Vickers at this point concurred that the planning committees were independent and had the final say on such applications. Representations can be made by the statutory consultees during this process including the Parish Council and local residents.

Cllr Vickers said that from her understanding and notwithstanding the confidential discussions held at District Council, that the proposal was not a stadium type facility but a football ground.

Mr.Cole asked if Mr.Crowley could specify the exact area demarked within the land option. Mr.Crowley said that he did not have the precise location at that time, but would forward this to the Clerk along with the option agreement. The Clerk asked whether this document could then be shared with the general public upon request; Mr.Crowley could see no reason why it should not but would check on this and come back to the Clerk.

8.25pm Mrs.Flores-Moore arrived.

Cllr.Vickers reminded those present that as stated there had been no applications received at this point in time, but as a Planning Authority, the Council's officers were able to offer pre-application advice if requested and as stated this would be confidential due to the commercial sensitivity.

Mr.Diamond questioned just how the local authority could facilitate the option agreement.

Mr.Crowley stated that anyone can make a planning application on a piece of land they owned or indeed if there was a serious intention either to acquire land or if not acquire an option to purchase if planning permission acquired. In this case the authority had facilitated discussions between two landowners with Horsham District Council holding the option, this would then be transferred to the Football Club on success of any future application as indicated previously. Mrs.Flores-Moore asked what would happen if any application would fail, and Mr.Crowley said that the option would then fall away. Obviously the applicant could then appeal through the planning process.

Mr.Crowley said that the District Council could facilitate such action under the General Power of Competence which provided for it work with others in the advancement of anything so long as it was not illegal or where existing legislation already existed to in order to achieve the social, economic and environmental wellbeing of the District.

In responding to a question raised by Mr.Diamond in relation to risk, Mr.Crowley said that there were two risks and explained that the two may be considered to be financial and reputational but not considered significant.

The Chairman raised standing orders this being approved by all present.

Mr.Bird (Resident) asked Mr.Crowley why had the District Council taken the option. Mr.Crowley reiterated his previous comments that this was based on the instructions of Members of the District Council in 2008 who had had some sympathy with the Football Club's attempts to find a new home.

Mr.Crowley stated that the possibility would not have taken place but for the brokerage between the two parties by the District Council.

Mrs.Flores-Moore asked in relation to the £1 option taken by Horsham District Council what the process was surely the Football Club would have to pay for the land. Mr.Crowley said that this would only be given up by the District Council as the Local Authority on the successful outcome of any future planning application both for this site and that at Holbrook. The Football Club would then purchase the land from Horsham Golf and Fitness.

Dr.Chidlow, District Councillor for Southwater reiterated Cllr.Vickers comments in that it was not a foregone conclusion and that the planning development committees were independent when it came to making decision in respect of planning applications before them.

Mr.Diamond pointed out if refused the applicants could then go to appeal.

Mr.Morgan (Resident) said that he felt that the rules were not clear despite the fact that much had been made that evening of the independence of the Members of Horsham District Council's Planning Committees. He knew for a fact that a number of applications had been objected to of late by the local community but had been approved by the District. Mr.Morgan wondered whether the same rules would continue to apply through the new planning process surely as this was potentially in the strategic gap it could be deemed to come in line with possible objections about coalescence due to the historical importance of the area.

Mr.Crowley stated that in assessing a planning application planning officers assess the current plan and the emerging plan and take into account the statutory consultees, eg., highways authorities, parish council etc. The planning officer would come up with a recommendation and this would be taken to the committee dependent on the nature of the application or indeed local members. The relevant planning committee would make a decision especially on such applications.

Mrs.Childs again stated the concept of the emerging local plan in terms of coalescence which could lead to an urbanising affect on an area. Mrs.Childs recommendation that all interested parties should respond to the Draft Planning Framework documents which would be published on the 16th August. Mrs.Childs referred to Policy No.29 which dealt with countryside and landscaping.

Other local residents comments and expressed concerns in relation to the option agreement. Mr.Crowley stated that he would forward to the Clerk dependent on advice a copy of the agreement and the District Council's brokerage between the landowner and the Football Club.

Mr.Mace asked how many of the District Council Members in 2008 had expressed the view that the authority should be assisted by the District Council in finding the Football Club a new site? When was the decision taken that the District Council should act as the broker in the arrangements?

Mr.Crowley said that he could not recall that evening the exact number of Members involved but would come back to the Clerk with the information, but the meeting to which

this refers was widely reported in the press at the time. With regards to the decision to act as broker in the arrangement Horsham District Council had make the decision three years ago, and whilst not common the District Council did have a history in such land acquisitions you only had to look at Lintot Square to see where there had been substantial involvement to provide a wonderful facility for the Southwater community.

Standing Orders were reinstated.

F165/07/13 ELECTION OF NEW COUNCILLORS

The Clerk advised Members that following the resignations of both Cllr.Tony Bull and Richard Jackman the appropriate notices had been issued. The Clerk informed Members that there was a new style of notification now to be used in order to comply with the Local Government Act 1972 - The Local Elections (Parishes and Communities) Rules 2006. This now shows the name of the person whom has resigned and calls upon nominations for each individual vacancy.

The Chairman advised Members that whilst she had received three enquiries only one taken forward this being from Mr.M.Neale, currently the co-opted non voting member of Councillor. The Chairman asked due to the large attendance at the meeting whether there was anyone else present at the meeting who may wish to put themselves forward for consideration by the Council.

At this point Mr.David Nagy a member of the public indicated to the Council that he would like to be considered. In addressing the Council and public, stated that he had lived in the village for a substantial number of years and had previously served as a Parish Councillor for Southwater. He saw this opportunity as an ideal chance to volunteer once again and happy to put forward his name once again. The Chairman thanked Mr.Nagy for coming forward and put to the Council the two nominations, these being Mr.David Nagy and Mr.Michael Neale thereby filling the two advertised vacancies.

It was RESOLVED by all present that both Mr.D.Nagy and Mr.M.Neale, be duly co-opted to the Parish Council as full voting members of Council.

Both co-opted Members of Council then signed their individual Member's Undertaking and indicated that they would return their Register of Interests within the 28 days specified, and make the necessary appointment to meet with the Clerk.

Mrs.S.Alway arrived at 7.45 pm.

The Clerk stated that since both Cllr Bull and Jackman has sat on both the Finance & General Purposes Committee and Planning Committee there were vacancies to be filled and would like to know the new members preference at to which committee they would like to sit upon. Both new members acknowledged and indicated that they would advise the Clerk.

Mr.Nagy and Mr.Neale to advise the Clerk as to which committees they would like to site upon.

The Chairman welcomed both gentlemen to the Council.

F166/07/13 CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that he had no announcements.

F167/07/13 CORRESPONDENCE

The Clerk asked Members whether they wish to raise matters in relation to correspondence received by the Council.

Southwater Infant Academy

The Clerk informed Members that a letter had been received from the Headteacher of both Southwater Infant and Junior Academies, regarding the number of places available to children in the community and future funding for these Academies in providing capacity to meet the growing needs following the announcement within the District's Planning Framework for 500 additional housing.

The Schools advise that in order to accommodate these children and provide 120 places per year as stated in their Published Admissions Number (PAN) they would need to replace four aging mobile units, each providing four classrooms at the Academies (eight in total) with brick built classrooms.

Whilst the schools are currently exploring potential funding streams with West Sussex County Council, Horsham District Council and through Education Funding Agency, they enquire as to Section 106 funding from building projects in Southwater which is designated for Primary Education. The Schools are looking for the support of the Parish Council in achieving their aims and would be pleased to discuss such matters with the Council at some stage in the future.

The Clerk advised Members that from the information she had to hand, currently all Section 106 Education monies were designed to go towards County Council managed schools, but should the Council wish to take this further then this should be through discussions with the County Council and District Councils and the new Community Infrastructure Levy process and/or Section 106 process. The original Government concept of Academy Schools was it was believed, that these would be self funding but in such instances as described this may be difficult to manage.

Dr.Cash asked the Clerk whether she knew how many temporary buildings were in place, the Clerk responded that she had thought that there were two at the infant school but was not aware of the total number between the two schools. Mr.Cole confirmed the Clerk's assumptions as he had visited the school recently in relation to a planning application to be discussed later in the meeting.

Dr.Cash stated that his view was that if the temporary buildings were in use by another entity eg., a pre-school which was presumably bringing in revenue to the school then the first priority should be to get back the facility funded by the tax payer rather than create a further burden on tax payers. Mr.Cole stated that generally the temporary buildings were in good condition.

It was RESOLVED by all present, that the Clerk should enquire as to what the position would be in relation to development gain either through Section 106/Community

Infrastructure Levy contributions being provided to Academy Schools. The Clerk to check the current status with the County Council and District Councils as to what the future intent might be.

Arun Valley Line

The minutes of the last meeting were received, the Clerk advised Members that the next meeting of the group would take place at Littlehampton at 4pm Wednesday 4th September 2013.

Members noted the information provided.

Southwater Post Office

The Clerk referred Members to correspondence received from the Post Office. This letter related to the transfer of services move to new premises within the Londis Store, Worthing Road Southwater.

Members noted the Clerk's comment.

Horsham District Council – Departmental Services Plans

The Clerk referred to documentation issued to Members of Council. The Clerk indicated that a number of questions had been raised with individual department heads; the Clerk was awaiting a response to these questions.

Members noted the Clerk's comment.

7.53 pm Cllr Claire Vickers arrived.

NALC “a New Future: Developing the Strategy”

Referring to this document which was circulated to all Members, the Clerk asked whether Members wished to comment on the proposed strategy which was adopted by the National Council on the 2nd July for consultation. Should individual members wish to comment separately, it would be appreciated if they could supply the Clerk's office with a copy of any such response.

Members declined to comment on the proposal.

Item No.7 was taken at this juncture of the meeting, but for ease of reading the minutes appears as on the Agenda see (F164/07/13).

At this point in the meeting Cllr.C.Vickers, Tom Crowley, Barbara Childs, West Sussex County Times and 28 members of public left the meeting.

F168/07/13 COMMITTEES

Leisure Sub Committee – 10th July, 2013

It was RESOLVED by all present that the Leisure Sub Committee minutes dated 10th July, 2013 be approved as a true and correct record of the meeting.

The date of the next meeting being 9th October 2013.

Finance & General Purposes Committee – 10th July, 2013

It was **RESOLVED** by all present that the Finance & General Purposes Committee minutes dated 10th July, 2013 be approved as a true and correct record of the meeting,

The date of the next meeting being 4th September 2013.

Planning Committee – 11th July, 2013

It was **RESOLVED** by all present that the minutes of the Planning Committee dated 11th July, 2013 be approved.

Mr.Diamond questioned item P49/06/13 in that he was concerned about third party reporting and felt that the Parish Council had a duty to report such matters and could be held negligent if they were not to report an incident under Health & Safety. The Clerk stated that in general terms the office dealt with reports forwarding them onto the police, but in general circumstances most reports were made directly to the police. Other than emails no particular note was kept of such reports and such reports to the office were few and far between. The Deputy Clerk was seeking clarification from Sussex Police.

The date of the next meeting being 5th September 2013

F169/07/13 ACCOUNTS

The Clerk referred members to the Income and Expenditure and Bank Reconciliations to 31st July, 2013.

Mr.Cole noted that the debtors listing was looking far better. Mr.Buckley stated that this was because the Accounts Assistant had caught up on her workload following her recent holiday having allocated monies paid. The Clerk stated that the County Council had paid a duplicate invoice and this had been retained as a credit on their account with the Parish Council. County Council had been advised of the situation.

It was **RESOLVED** by all present that the Income & Expenditure and Bank Reconciliations and associated documentation to 31st July, 2013 be **APPROVED** as the true and correct position of the Council financial position.

F170/06/13 ACCOUNTS FOR PAYMENT

The Clerk presented to Members the Payments two schedules to 31st July, 2013 one for general payments and the other for salaries amounting to £38,956.94.

It was **RESOLVED** by all present that the Payments Schedule to 31st July, 2013 in the sum of £38,956.94 be **APPROVED**.

F171/06/13 FINANCIAL ADMINISTRATION

To approve the uplift in till floats as approved by Committee.

It was RESOLVED by all to uplift the till floats slightly at Southwater Leisure Centre.

Cheques Signatories

With the departure of Mr.Tony Bull, the Council require to nominate a further cheque signatory, this signatory will be required to provide proof of identify in two forms. The Clerk would like to know which Member of Council may be interested in becoming a cheque signatory.

Mr.Cole and Mr.Diamond indicated their willingness to act as additional cheque signatories. The Clerk informed both Members that they would be required by the bank to produce two forms of identity.

It was RESOLVED by all that both Mr.G.Cole and Mr.K.Diamond be appointed as an additional cheque signatory replacing Mr.T.Bull.

West Sussex County Council Highways Department

The Clerk reported that during 2012/13 a figure of £2k had been received to enable the Parish Council to carry out hedgerow and twitten maintenance works on behalf of the County Council. This year the sum of £1,500 has been agreed enabling the parish council to continue. This figures takes fully into account the cost of the provision for Year 2013/14. This work does not include any tree maintenance works of that at high levels.

Dr.Cash at this point was to ask why the Council had received a lower sum than the previous year however the Chairman explained that in the first year equipment had been purchased by the Parish Council.

Dr.Cash then reported the public footway from Shaws Lane/Kirsties Wood to Shipley Road in that this was almost impassable; the Clerk confirmed that this was a matter for the West Sussex County Council, Public Rights of Way Team and that this had been reported by the parish office.

Council NOTED this arrangement between the Parish Council and West Sussex County Council Highways Department.

Action for Market Towns

Mr.Diamond attended a course held by Action for Market Towns and the Council at the time took up the three free months membership of the organisation. Having investigated membership of the Action for Market Towns organisation, not only do community organisations such as Southwater Action Team become members but also the Town Councils for those particular areas. Having spoken to a colleague in Sussex, the Clerk believes that there may be benefits for the Council to consider in relation to the economic growth and sustainability of Southwater.

Dr.Cash asked whether Mr.Diamond thought that this was worthwhile considering, Mr.Diamond confirmed that he thought it worthwhile. Indeed it was hoped that the data

sourcing etc., could assist in the production of the Neighbourhood Plan and future economic development of the parish.

At this point Standing Orders were suspended in order to allow the Chairman of Southwater Action Team to discuss their existing Membership of Action for Market Towns.

Mr.Chapman informed those present that the Group had taken advantage of the Action for Market Towns database comparing Southwater with other similar towns. Southwater Action Team had paid their current years subscription. Mr.Diamond suggested that perhaps until the Action Team subscription run out that through the Action Team, perhaps a meeting could be organised to find out what data could be made available and which could assist the Parish Council in the production of the Neighbourhood Plan.

At this point in the meeting Standing Orders were reinstated.

Dr.Cash stated that he would be unhappy to expend additional public funding at this point in time and would like to take up the kind offer of Southwater Action Team.

It was RESOLVED by all that Southwater Parish Council would attend a meeting to be requested with Action for Rural Towns by Southwater Action Team with the hope that this organisation can provided data sets or information on the sustainable economic position of the Parish of Southwater.

Skatejam – 14th September 2013

The Clerk informed Members that the date had been finalised for the skatejam. The proposal would be that costs would be met 50/50 by both the District and Parish Council, unless sponsors for the event could be found, the total cost being £817 excluding prizes. Should the event not be covered by sponsorship the Clerk suggest that the Parish Council's fifty per cent be deducted from the ring-fenced youth funds as the Council had not budgeted for this event cost. This cost would cover the provision of a stage and PA systems and First Aid to cover the event.

The Clerk informed Members that as she would be on annual leave, it had been agreed that Mr.Steve Delahunt the Countrypark Warden would be responsible for this joint event and would carry out the risk assessment on the day of the event.

Mr.Diamond asked whether the Clerk had thought about potential sponsors. The Clerk stated that she was in contact with two potential sponsors which she was currently pursuing. Mr.Buckley stated that whether or not the Clerk was successful in obtaining sponsors, the Council need to provide guidance as to whether it would approve expenditure should sponsorship not be forthcoming.

It was RESOLVED by all present that the Clerk should seek sponsorship but if unsuccessful the Parish Council would meet half the costs of the event from the Ringfenced Youth Funds held.

Lazer Street Lighting Contract

The Clerk informed Members that tenders were being sought through Lazer for energy costs

in relation to the Parish Council owned street lighting. These tenders will be based on 24 and 36 months, the Clerk would like delegated authority along with the Chairman and/or Vice Chairman of Council to enter into the best contract based on costs provided.

It was RESOLVED by all present that the Clerk be provided delegated powers to place the relevant contract with Lazer in relation to street lighting, in conjunction with the Chairman and/or Vice Chairman of Council.

F172/07/13 COUNCIL COMMITTEES & MEETING DATES

Following a request from an ex-member of Council that this matter be taken to the relevant committee, Finance & General Purposes referred the matter to Full Council for further consideration.

The Clerk stated that she had been asked by the Chairman to highlight the issues around the potential changes to the Annual Parish Council Meeting, these being:-

In terms of meeting the required annual audit deadlines such a proposal in the Clerk's view would not be practical based on this years dates, otherwise Council could incur charges.

For example, final bank statements are received at the end of the first or beginning of the second week of April to 31st March. Thereafter, following input a meeting with the Internal Controller is arranged this year being 19th April, 2013. Internal Audit was arranged for 25th April, thereafter the accounts have to be processed for discussion at the Finance & General Purposes meeting on 8th May for recommendation to Full Council on 29th May 2013. External Auditors required the end of year accounts no later than the 6th June.

This year due to complications on the VAT element and balance breakdown, figures were still being produced when Internal Audit took place. To change dates would not allow for any serious issues to be rectified and therefore Council would miss the appointed dates. Both the Clerk and Accounts Assistant this year, worked additional hours to ensure delivery in order to ensure that the deadlines were met.

Therefore, if Members were minded to change the date of the Annual Parish Council Meeting then this will have severe staffing implications, and if not delivered in accordance with the Audit Regulations and timelines set by auditors then charges/fines would be imposed. Due to the tight deadlines provided by the External Auditors, the Clerk explained that she had tried to alter the dates but this was declined. The Clerk anticipated therefore, that the Auditors will not be inclined in future years to extend the timelines, unless there was an important reason to do so due to unforeseen circumstances beyond the Council's immediate control.

Meeting dates were published during 2012 and approved by Council allowing Members to make the necessary arrangements to attend or otherwise.

To provide for further planning meetings to take place will also create a severe strain on staff workloads. It was the Council who only four years ago changed the cycle of meetings to allow the Deputy Clerk/Clerk more office time.

Mr.Diamond asked who paid for the services of the External Auditors. The Chairman

replied that whilst the Council paid the fees for external and internal auditors, the Audit Commission had appointed the external auditors and it was they who set the dates. The Clerk explained to all members that in the past the Audit Commission appointed the External Auditors, this year and for the next two years the Councils External Auditors were Littlejohns. It is not yet known whether in future years there will be a sector-led body appointed, but it was thought that auditing fees could increase.

Mrs.Flores-Moore stated that the Council were required to meet the deadlines and therefore she would not be happy to amend dates putting further pressures on the staff within the office. Mr.Nagy stated that, it was after all the office staff who run the day to day business of the Council, whilst Councillors come and go.

Mr.Nagy also reminded Members of their fiduciary duty to the tax payers and therefore would be unhappy to miss the deadlines set by Auditors and Government; the Council had a duty to comply. Mrs.Flores-Moore stated that in some years the dates would work in favour of those wishing to attend whilst others would not. Mr.Buckley stated that it was important that the Council meet the requirements.

Neighbourhood Plan

The Clerk stated that with Richard Jackman have left the Council, it was imperative that the Neighbourhood Plan process move forward at a pace but the Council need to appoint a further representative. Dr.Cash at this point indicated that his employers had increased his workload and responsibilities for the next few months up until Christmas and therefore suggested that he would also withdrawn. The Clerk asked for two Members to sit on the committee along with Graham Watkins and Laurie Apted.

It was RESOLVED by Council that having discussed the possible change in diary dates for the foreseeable future, meeting dates would remain as published.

It was RESOLVED by Council that Mrs.P.Flores-Moore and Mr.G.Cole be appointed as two of the four Council representatives on the Southwater Neighbourhood Plan Steering Group.

F173/07/13 DRAFT COUNCILLOR ELECTRONIC COMMUNICATION POLICY

The Chairman indicated that this matter had been raised through the Council's internal complaints system and a meeting with a Member of Council, by the previous Chairman of Council and Vice Chairman, when it was thought that a formal electronic communication policy be drafted for consideration. Mr.Buckley said that the wording used came from an informal meeting with a member of Council at which the previous Chair of Council had been present. The wording of the policy was a suggestion to the Clerk from himself and not prescriptive. He had, since the policy had been issued, received correspondence from Mr.Prosser-Snelling which expressed his views on the matters, Mr.Buckley said that he would like to go through these for openness and fairness although he realised that Mr.Prosser Snelling was not present.

1. Emails should not be replied to. Mr.Buckley said that it was his view that Members should be discussing correspondence of note in Council not via emails circulated to a small number of members.
2. The discussion of whether or not the Clerk should send emails had been discussed on

numerous occasions, it was not for the Clerk to decide what members received or not it was for members to decide whether they wished to be informed and read the correspondence.

3. With regards to the Intranet, Mr.Prosser-Snelling asked for this to be progressed by the office staff. However, it now appears that Mr.Prosser-Snelling himself has the only copy of the test disk for the system having been asked sometime ago to trial this. The office has asked him to return this so that the matter can be progressed.

Mr.Diamond said that whilst he realised the Clerk's responsibility, he himself had a problem in relation to the time taken to read such emails and asked whether these could be vetted and sent to only those with an interest in the subject. The Clerk stated that whilst this could be done it would be counter productive in terms of her and her staff time in trying to assimilate each members interests. It was the Clerk's duty to ensure that information and advice was provided to Members, but that it was entirely up to the individual member as to whether they read or otherwise the material. It would be entirely inappropriate for the Clerk to decide who or who should not receive correspondence, information or advice.

Mr.Diamond suggest that one of the most frustrating things was the use of hyper links which did not always take you in the direction of the information.

Mr.Cole stated that he thought that the Clerk's office did not always provide members with the relevant information with too much control through the Clerk's office. The Clerk refuted the remark strongly, indicating that Members were advised of correspondence based on previous Council instruction. If Mr.Cole was referring to the Councillors personal emails used in the course of Council business, then again it had been the Council who had set the policy not the Clerk's office. The Clerk ensured that all Members were fully briefed on items sent to their individual emails on the basis of policy set.

Mr.Buckley said that he was happy with the Policy the background of which he had explained, and said that this would hopefully reduce the workload on the parish office; his view was that any matters that Councillors wished to discuss other than those of a confidential nature should be discussed in open forum in a democratic manner, not by way of emails to a select few.

It was RESOLVED by all present that the Councillor Electronic Communication Policy be adopted by the Council.

Mr.Buckley stated that apart from the matter discussed, it had been agreed that there would be a public apology from a member in relation to complaints received by staff.

Dr.Cash referring to a recent Chairmanship course indicated that whilst it had been agreed to issue an apology for offence caused to the Clerk and Deputy Clerk, he now believed following the course that the complaint against him was the start of a process and therefore it was required to be held in Confidential session, with a confidential note not minute produced. This matter related in his opinion, to the improper use of electronic email which had been inadvertently circulated to a wider audience outside of the Council, for which he had previously apologised. Whilst he was happy to apologise for any offence caused he was not happy to do so in public for the reasons explained. Dr.Cash wished to read therefore the two complaints received and provided to him by the previous Chairman of Council.

The Clerk advised Dr.Cash that this would not be appropriate in terms of the Council's duty of care as an employer.

The Chairman indicated that so far as he was concerned following the private meeting with the member, it had been agreed that this matter would finalise the process; this was not the start of the process as Dr.Cash seem to intimate.

The Clerk was asked for advice on the matter. The Clerk stated that as she was directly involved in this matter she could not provide the Council with any further advice, and that the Council should seek further legal advice from the Director of the County Association. The Clerk and Deputy Clerk to whom Dr.Cash referred would be seeking independent advice on the matter.

Council NOTED that the Clerk could not provide any further independent advice on the matter of any apology, and that the Council were directed to the Sussex County Association of Local Councils for further information and advice. The Chairman to ensure that the proper advice was received and acted upon to resolve the complaint lodged with the Council.

F174/07/13 DRAFT SOUTHWATER PARISH WINTER MAINTENANCE PLAN

The Clerk presented to Council the Draft Southwater Winter Maintenance Plan for Southwater for approval. This document being required to be authorised and in place with the County Council by 1st August 2013.

It was RESOLVED by all present, that the Southwater Parish Winter Maintenance Plan for 2013/14 be adopted.

F175/07/13 DRAFT MONUMENTS & MEMORIALS ON PARISH OWNED PUBLIC LAND

Following a recent request from a local resident and as discussed at the Finance & General Purposes Committee in July, the Clerk had prepared the Draft Monuments and Memorials on Parish Owned Public Land Policy for consideration, this having been based on other local authority policies.

Mr.Diamond asked the Clerk whether the Parish Council had a memorial book for any memorials provided including the trees which were mentioned in the policy. The Clerk informed Mr.Diamond that there was a list within her office of families who had donated trees for the Millennium Wood, but that this was not in book format. Mr.Diamond suggested at this point that perhaps it would be a good idea. Dr.Cash then asked that a copy also be provided to the Parish Church for their records. After a short discussion on this matter Councillors felt that it would be nice to acquire such a book where such items could be listed and that the Council would for each years Civic Service provide the Church with the book which should be retained and maintained by the Parish Council office. Dr.Cash advised those present that the village had two memorials and the Chantry Book held by the Parish Church.

It was RESOLVED that the Clerk would acquire a suitable Memorial Book so that any memorials may be listed.

It was RESOLVED by all present, that the Monuments & Memorials on Parish Owned Public Land Policy be adopted.

In addition to the policy adopted by the Council the Clerk was asked to look at appropriate memorial benches and a variety of benches were identified, although the preferred bench would be that supplied by Memorial Benches UK at a price of £450 plus VAT. This bench is extra heavy. The intention would be that should a family request such a bench and a suitable place found on parish owned land, then this option could be offered to the family concerned whilst keeping all street furniture in the same style. This bench was mid range, but thought to represent good value for money.

In addition to the cost of the bench it would be proposed to add £100 to the cost to provide for future maintenance costs. Members were concerned that the amount being proposed may be too low and that the cost of vandalism etc., could be more than the sum provided.

It was RESOLVED by all that the preferred bench which would be offered at the cost at the time to bereaved families upon request would be the Great Maytham Extra Heavy Bench at a cost of £450 + VAT with an additional £100 for future maintenance costs. The future maintenance costs to be reconsidered at the time of Budget for Year 2014/15.

F176/07/13 DRAFT CCTV POLICY

The Clerk presented to the Council the Draft CCTV Policy for consideration and approval. This policy being in line with that produced with the District Council with whom the Parish work in conjunction. A brief discussion took place about whether people could request sight of footage, the Clerk responded that any application would be dependent on the reason for the request and in accordance with Sussex Police and Horsham District Council. Mrs. Varley stated that when she had been a District Councillor a number of years previously she had been taken on a visit to a police station and had viewed footage which included a young person whom she had known. The Clerk stated that no councillor or member of the public had access to any CCTV screening or footage within the Parish Council's policy. The Deputy Clerk had also attended the appropriate CCTV course to enable her to manage the system and the data provisions therein.

Mr. Nagy asked whether it was the intention to charge for such applications. The Clerk stated that this had not been discussed. Mr. Nagy suggested that the box on the form relating to payment be left in order that dependent on the number of requests received and the amount of staff time involved, a future charge may then be considered.

It was RESOLVED by all present that the Draft CCTV Policy be approved.

F177/07/13 HORSHAM DISTRICT COUNCIL'S CONSULTATION ON LICENSING POLICY

The Clerk having forwarded the draft consultation to Members's asked whether the Council wished to make any formal comment or response.

The Clerk stated that the main provision was the in future the Premises Officer was not

required to be on the premises during an event at all times.

The Council DECLINED to make further comment on the proposals..

F178/07/13 SOUTHWATER ACTION TEAM

Partnership Arrangements with Southwater Action Team

In relation to the suspension of the Partnership arrangement, due to non compliance with the Council's resolution in June 2013, the Clerk had written to the Council's representatives asking that they cease to represent the Council at this time. The Clerk had also advised the District Council of the fact that the partnership had been suspended until the various on-going issues could be addressed.

Dr.Cash reported that having attended a meeting of SWAT prior to any suspension of the partnership arrangement he knew that the group had gone through the Constitution and Memorandum of Understanding and had provided for small minor amendments this to be discussed at the Groups Annual General Meeting in September.

Mr.Buckley stated nevertheless, there was still the issue of insurance to be resolved.

Council NOTED the Clerks comments on the current position.

F179/07/13 COUNCIL PREMISES & LAND

Incidents on Parish Council owned Land/Property

The Clerk asked that Members ensure that her office received reports where individual Members may see activity on council land/property which may be deemed in appropriate or dangerous and could have the potential to cause harm to either persons or property.. The Parish Council has a duty of care to those using any land or otherwise under the Landowners Liability Act, and should a member having known of such an incident fail to report this then this could have severe financial consequences for the Council and individual members.

Mr.Cole gave a brief resume of incidents which he had witnessed at the Leisure Centre. The Clerk stated that it had been discussed that the Council would use anti climb paint on the top of the unit along with the appropriate signage this having proven in the past to be effective. Mr.Watkins indicated that the Clerk should check the expiry date of the paint for there had been a Health & Safety bulletin on such paint having turned to acid and having caused injury. The Clerk thanked Mr.Watkins and would ask the Leisure Centre Manager to check the current stocks to ensure that they were within date prior to use, if not would acquire further supplies along with appropriate signage to prevent people jump off of the Leisure Centre trailer.

Members NOTED the advice given by the Clerk to the Council.

Leisure Centre – Damage to Bin and Fir Trees

An incident was reported on the 21st July, in that there was substantial damage incurred to a bin which had been concreted into the ground, but forcibly removed with the use of a vehicle by a group of young people. During the course of the evening another event involving the fir

trees also occurred leading to the damage to the majority of fir trees surrounding the container on leisure centre land. It has been thought that the two incidents were linked but information came forward on Monday last which led the Clerk to believe that this may have involved two separate groups, one involving 'free running/parkour' activities of which she was unaware. Both incidents had been reported to the police and was being thoroughly investigated.

The action taken by the Clerk was NOTED by all present.

Beeson House – Lease Arrangements

The Clerk reported that she had held a meeting with District Council officers in relation to recommencing discussions on the Head Lease. At this meeting a number of concerns were raised in relation to the ventilation system, hot water heating system, atrium roof structure and future maintenance/sinking fund charges. It is hoped that the Parish Council will receive a formal response to matters discussed by the end of September for further discussions with Council.

Beeson House – Library

It was confirmed at the meeting held in relation to the Head Lease arrangements that the County Council had agreed to surrender for a peppercorn lease the upper floor of the library to the Parish Council. This would then be incorporated within the Head Lease for Beeson House, but may have to be subject to a Licence pending formal approval in order to proceed with the reconfiguration of the building.

Members NOTED the Clerks comments on matters relating to Beeson House.

Woodlands Way/College Road – Litter Bin

Following discussions at the Finance and General Purposes Committee the Clerk reported that she had evaluated a number of bins from differing companies but thought that the 224 litre Middlesbrough Steel Litter Bin would be the more robust for the long term at a cost of £409.95. An additional cost for the Parish Council's logo would be approximately £15. Members were shown the proposed bin.

Mr.Diamond question the need for the logo on the bin, Mr.Nagy stated that there had been numerous compliments to the parish council in relation to the new bus shelters which had had the Council's name on them. A member mentioned that unfortunately due to vandalism some of this letter had to be replaced. Members generally felt that it would be appropriate to have the Council's name/logo on the bin in order to promote the Council's visibility in the community. Mr.Diamond suggested to the Clerk that this may a further media opportunity; the Clerk stated that this would be the case. This was not an insurance claim but wear and tear with the existing bin not repairable.

It was RESOLVED by all that the Clerk arrange for an order to be placed with

Leisure Centre Roof Area

As previously reported the Leisure Centre Manager has been keeping a close eye on a number of roof areas within the leisure centre which over the course of the winter and spring had developed small leaks. With the possibility of increased periods of heavy rain in the future, it is thought that prior to winter commencing these should be investigated. Costs

have been obtained for works, but these quotations are quantified by the fact that it is only when such companies access the main roof etc., that the full problem may be identified and potential cost increase. It is hoped however, that having looked at the various areas these costs will fall within that quoted. Three contractors were contacted by only two submitted tenders with the cheaper quotation being £942.00 + VAT.

Mr.Cole asked the Clerk as to the age of the roof, the Clerk indicated that she thought that the Centre was approximately 30 years old. Mr.Cole informed Council that in his experience these type of roofs generally lasted for 20 years and if it were as old as suggested then it had done well. Mrs.Flores-Moore said that works had taken place over the years to the roof.

The Clerk reminded Members that it had been suggested that the Council may wish to annually ringfenced monies within the budget for a replacement roof. Mr.Buckley stated that the Clerk was indeed correct this had been suggested but the cost to the tax payer in increasing the budget was thought to be too great in the past.

Mr.Nagy stated that there were greater losses to the community in not being able to repair or replace the roof should it fail, in terms of loss of revenue and loss of provision of service.

Mr.Watkins stated that Mr.Diamond was right in that the Council should be considering the cost of a new replacement flat roof to the main hall. A general discussion took place about the type of surfaces now available with glass fibre being mentioned.

Mr.Watkins stated that should it be found that the Council were not repairing the roof then it may be possible that the Council would not be insured under its 'perils' policy.

It was RESOLVED by all present that the Clerk should ask the Leisure Centre Manager to obtain the relevant number of quotations to replace the main flat roof to the leisure centre in order to evaluate the total cost of replacement. A decision would then be made by the Council as to what action to take.

Easteds Barn

The Clerk gave a brief resume to those in attendance in relation to the latest position on the barn and the proposed amended plan and specification. During a conversation with Mr.Cole that day in relation to the specification, it had been agreed that Dr.Cash be approached over the specification for the fire system to see if this did indeed match what the Council's requirements might be for the future use of the barn. Dr.Cash had responded that having provided advice previously this not being taken up by the Council at the time, declined to provide further information.

At this point in the meeting Dr.Cash declared an interest as a member of the British Standards Institution of Fire Engineers which negotiated with the trade. Mr.Cole said that having consulted with Dr.Cash that the wrong standard had been advised within the consultants report. Dr.Cash stated that the type of system which should be considered would be an Open Protocol System L2 to BS 5839 Part I (2013).

The Clerk indicated that she would propose that this matter be separated from the building specification and quotations obtained from existing preferred suppliers, separately along with the security alarm system with Redcare bearing in mind the Council's investment in the property. Mr.Watkins said, that he had come across systems which could be leased from

ADT. The Clerk said that she would investigate this along with outright purchase of both the fire and security systems with existing contractors, subject to approval of the Council.

The Clerk stated that she was awaiting further information on the legal position from District Council.

It was RESOLVED by all present with the exception of Dr.Cash who had declared an interest in the matter that the Clerk would obtain the relevant quotations for both fire and alarm system from the Council's preferred existing suppliers.

The Clerk to ensure that the building specification be altered accordingly along with other slight changes to the amended plan to be submitted.

F180/07/13 REPORTS BACK FROM REPRESENTATIVES ATTENDING OUTSIDE MEETINGS ON BEHALF OF THE COUNCIL

Martingdales – On Site Meeting between representatives of Horsham District Council, Southwater Parish Council and District Council

At this point in the meeting Mrs.Flores-Moore declared a pecuniary interest and left the room.

The Clerk reported that both she and her Deputy had been invited to attend an on site meeting with Barratts and the District Council to discuss the events of the last few months in relation to the site and application.

At the meeting it was made clear to the Managing Director of Barratts that despite clear undertakings given at a meeting with the Parish Council, these had never been put in place and that this had been a missed opportunity of their part in trying to resolve some of the complaints and issues being raised by neighbouring properties and local residents. A variety of differing issues were addressed, and it was agreed that the Parish Council would be issued with a list of activities on the site and that these would be shared with the neighbours to the site to try and avoid any further conflict. The details of deliveries would also be circulated to the local police team and others to ensure that traffic in the Worthing Road was not restricted by such deliveries.

It was confirmed that three local residents had moved into the site with a further three expected to move in by the end of July and Barratts would like to be off site by December 2013. It also transpired during the meeting that the estate is to be private in terms of winter maintenance, surfaces and public open space with residents paying towards such costs. Whilst a management company would effectively run the estate, thereafter residents would take over the management of the estate.

A discussion took place about the upgrade of the footpath adjacent to the site and assurances received from both the District and Barratts that the Parish Council would be involved in future discussions.

Mrs.Flore-Moore returned to the meeting at this point.

Tree Warden Course - BTCV

Mr.Diamond indicated that he had attended an interesting course being that he had volunteered to become a Parish Tree Warden.

Sussex Association of Local Council's – Chairmanship Course

Dr.Cash stated that he had attended the Chairmanship Course which had been well delivered but felt that there could have been course notes provided as it had been a long day with much to take in. He was now aware of the role of both the Clerk, Deputy Clerk in relation to the position of Chair of Council. Dr.Cash felt perhaps Clerks and Chairman should attend each others courses. The Clerk indicated that she had indeed attended the Chairmanship course in the past and was aware of its content.

Dr.Cash again tried to discuss the proposed apology under Item 16 to the Clerk and Deputy Clerk and indicated that he wished to read out the two letters of complaint received. The Clerk stated that this would be inappropriate and referred Council to her previous advice in seeking guidance from Trevor Leggo of Sussex Association of Local Councils.

At this point in the meeting only two members of public were present.

Southwater Action Team

Dr.Cash stated that he had attended a meeting he felt prior to received the advice provided by the Clerk in relation to the suspension of the partnership pending matters between the two parties being resolved. Dr.Cash stated that the organisation had gone through both the Memorandum and Constitution line by line and had made some minor changes which would be recommended to the Southwater Action Team Annual General Meeting. Mr.Buckley stated that there was still the matter of insurance to be overcome, but was pleased to hear that matters were in hand.

F181/07/13 DATE OF NEXT MEETING

The date of the next meeting will be **Wednesday, 25th September 2013** the meeting will commence at 7.30pm and will be held in the Council Chamber in Beeson House.

The meeting closed at 9.50pm.

F182/07/13 PLANNING

Present Were:

Mr.G.Watkins

Mrs.S.Alway

Mr.G.Cole

Mr.A.Neale

Mrs B. Varley

Mr P. Buckley

Mr K. Diamond

Mr.B.Sunderland

Members of the Public:

None

Press:

West Sussex County Times

Application Number	Applicant	Reason	Recommendation
DC/13/0856 AMENDED PLANS Brian Sunderland	Mr. & Mrs.Lintott 36 Cedar Drive, Southwater	First flood side extension over garage	Objection based on previous objections with the exception of the roof which had been hipped in accordance with the VDS
DC/13/1078 Graham Watkins	Christ's Hospital School, The Avenue, Christ's Hospital	Proposed new fire escape door (Full Planning)	No objection
DC/13/1079 Graham Watkins	Christ's Hospital School, The Avenue, Christ's Hospital	Proposed new fire escape door (Listed Building Consent)	No objection
DC/13/1209 Geoff Cole	Southwater Junior Academy Worthing Road, Southwater	The renewal of temporary planning permission for a mobile double classroom for a further five year period	No objection
DC/13/1217 Kieran Diamond	Mr.A.Thorne, Unit 14 Oakhurst Business Park, Wilberforce Way, Southwater	Installation of 4 No. windows on side elevation and 3 No. air conditioning units on rear elevation	No objection
DC/13/1235 Sheree Alway	Mrs.McCann, 8 Fletchers, Southwater	Fell 1 x Oak and surgery to 1 x Oak trees	Objection to the felling of one oak tree but would allow the crown to be thinned and surgery of 25%
DC/13/1250 Peter Buckley	Mr.Marc Hodgton, The Barn Tower Hill, Horsham	Conversion of redundant barn and outbuildings to dwelling (Amendment to previously approved DC/10/1550) Full Planning	No objection to the external works but would like to consult the County Architect in relation to the listed building works proposed
DC/13/1251 Peter Buckley	Mr.Marc Hodgton, The Barn Tower Hill, Horsham	Conversion of redundant barn and outbuildings to dwelling (Amendment to previously approved DC/10/1549) Listed Building Consent	As above
DC/13/1267 	Mr.Mark Ellis Southwater Playing Fields, Southwater Street, Southwater	Amendment to DC/09/2089 (Proposed sports pavilion) to relocate the building 18M south and 4M west of approved position	Objection based on objections previously stated.
DC/13/1331 Sheree Alway	Mr. Kevin Kilminster 8 The Brook, Southwater	Surgery to 1 x Oak Tree	Delegated to Mrs.Alway, the Clerk/Deputy Clerk
DC/13/1337 Sheree Alway	Mr.Aland Maude, 25 Abbosleigh, Southwater	Surgery to 1 x Oak Tree	Delegated to Mrs.Alway, the Clerk/Deputy Clerk
DC/13/1364	Mr.N.Blanch, 7	Fell 2 x Ash, 1 x	Delegated to Mrs.Alway,

Sheree Always	Roundstone Park, Southwater	Hawthorn, 1 x Holly and 1 x Field Maple trees	the Clerk/Deputy Clerk
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The Chairman asked that a representative of the Council be nominated to represent the Council in speaking at the District Council Development North Committee on the 6th August in relation to two planning applications. (Multi User Games Area and Builders Yard). Mr.Diamond stated that he had a prior commitment, there being no other Members available, Mr.Watkins indicated his willingness to attend the meeting on behalf of the Council.

The Clerk indicated that her office would provide the information required on the evening.

The meeting closed at 10.35pm.