

# NOTICE OF PARISH MEETING (MEETING OF ELECTORS)

## Parish of Southwater

**NOTICE IS HEREBY GIVEN** that a Parish Meeting, also known as a Meeting of Electors, for the Parish of Southwater will be held Southwater Village Hall, Church Road, Southwater at **6:00pm Tuesday 21<sup>st</sup> July 2026** to consider the business set out in the agenda below as requested by eight electors with the business to be transacted relating to The Ghyll and the approved 3G pitch planning application. Doors open at 5:30pm for registration and elector verification.

This notice is issued in accordance with Schedule 12, Part III of the Local Government Act 1972 and has been convened by the Chairman of Southwater Parish Council following a written request from eight local government electors for the Parish of Southwater. **Only verified local government electors for Southwater parish may vote on any question put to the meeting. Participation in debate on the business before the meeting will be limited to verified electors**, unless the Chair invites another person to speak for a specific procedural, factual or administrative purpose. Attendees who are not verified electors may attend as observers, subject to venue capacity and safety arrangements. Observers may not vote..

**Attendance Registration:** Electors who wish to attend are strongly recommended to register in advance so that arrangements can be made for safe capacity, elector verification, observer arrangements, seating, access, entry management and staff resources. Prior registration will allow staff to confirm elector status and reduce the risk of delay to the start of the meeting.



[REGISTER HERE](#)

**Questions:** Electors who wish to speak may submit their question when registering and should identify the relevant agenda item number. This will help the Chair manage the meeting in an orderly way and ensure questions are considered under the correct item of business.

**Meeting Duration and Venue Arrangements:** The meeting is scheduled to last for a maximum of two hours. This is to allow the business to be managed safely and in an orderly way, and to ensure the venue can be cleared and vacated within the hire period. Time is required after the meeting to clear the room, complete close-down arrangements and vacate premises. The Chair will be asked to manage the meeting with this time limit in mind, including speaking times, questions, discussion and any motions or resolutions properly arising from the business specified in the notice

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## AGENDA

- 1. OPENING OF THE MEETING** - to open the meeting, confirm the Chair of the Parish Meeting and explain the status and purpose of a Parish Meeting of Electors.

*Note: If the Chairman and Vice Chairman of Southwater Parish Council are not present, the electors present at the Parish Meeting may appoint a person to take the Chair. Any person appointed to chair the meeting will be expected to conduct the meeting fairly, safely and in accordance with the published meeting information, venue safety requirements and respectful conduct expectations.*

2. **MEETING ARRANGEMENTS AND PROCEDURE** - Meeting arrangements will be explained, including elector verification, observer arrangements, voting cards, speaking through the Chair, respectful conduct, time management, voting arrangements, how any motions or resolutions properly arising from the business will be handled, and any capacity or safety requirements.
3. **PLANNING INSPECTORATE APPEAL DECISION: 3G PITCH AT THE GHYLL** - to consider matters raised by electors about the Planning Inspectorate decision approving the planning application for a 3G pitch at The Ghyll, Southwater.
4. **GOVERNANCE AND TRANSPARENCY** - to consider matters raised by electors about governance, interests, transparency, and community engagement.
5. **COVENANTS AND LAND MANAGEMENT** - to consider matters raised by electors about covenants, land management, Southwater Parish Council as landowner, and the Leisure Management Agreement between Southwater Ghyll CIO and Southwater Parish Council.

*Note: The meeting of electors cannot compel disclosure of legally privileged advice, confidential Council material, personal data or third-party confidential information.*

6. **FUNDING AND FINANCIAL IMPLICATIONS** - to consider matters raised by electors about funding, S106 and budget for The Ghyll and 3G pitch, and any potential implications for local government funding.
7. **TRAFFIC AND HIGHWAYS CONCERNS** - to consider matters raised by electors about the speed of traffic in Pevensey Road, parking, and traffic calming measures.
8. **MATTERS RELATED TO THE GHYLL & 3G PITCH AFFECTING THE FUTURE OF THE PARISH** - to consider matters raised by electors about the future of the parish in relation to The Ghyll and 3G pitch.
9. **ADDITIONAL QUESTIONS FROM ELECTORS** - to consider any additional questions put forward by verified electors, subject to the Chair's management of the meeting, the published agenda, remaining time available and any legal or confidentiality constraints.
10. **CLOSE OF MEETING**

### **Key Meeting Information (Please Read)**

- Registration is requested to support planning and safe management of the meeting. It does not replace the formal notice of meeting.
- Only verified local government electors for Southwater Parish may speak and vote. Attendees who are not verified electors may attend as observers, subject to capacity and safety arrangements.
- Electors who wish to speak are encouraged to submit their question in advance under the relevant agenda item number when registering.
- The Chair will manage the order of speakers, questions, propositions and voting. The Chair may group similar questions, apply reasonable time limits or take other steps needed to keep the meeting safe, orderly and within the published business.
- The meeting is a Parish Meeting of Electors. It is not a meeting of Southwater Parish Council. Any resolution passed at the meeting is a resolution of that Parish Meeting.
- The meeting cannot make decisions on behalf of Southwater Parish Council, Horsham District Council, Southwater Ghyll CIO or any other organisation.

- Any resolution passed at the meeting will be a resolution of the Parish Meeting. It will not be legally binding on Southwater Parish Council, Horsham District Council, Southwater Ghyll CIO or any other organisation.
- The meeting cannot compel the Council to disclose legally privileged advice, confidential Council material, commercially sensitive information, personal data or third-party confidential information.
- Southwater Ghyll CIO is a separate charity and legal entity. It is not a committee, department, working group or operational arm of Southwater Parish Council. Questions about the CIO's business plan, operating model, project delivery, pricing, bookings, maintenance, day-to-day management or project finances should be directed to Southwater Ghyll CIO.
- The meeting must be conducted respectfully and safely. Abuse, threats, intimidation, harassment, disruption, or personal attacks on any attendees, electors, councillors, trustees, staff or representatives of any organisation will not be accepted.
- Southwater Parish Council officers attending the meeting are present to assist with administration, venue arrangements, elector verification, safety and record keeping. They are not required to answer questions on any matters including but not limited to legally privileged, confidential, contractual, employment, personal data or third-party matters.
- If the meeting becomes unsafe, disorderly or unmanageable, the Chair, venue staff, keyholder or Southwater Parish Council officers may take appropriate steps to protect public safety, staff welfare and venue safety. This may include pausing entry, pausing the meeting, seeking assistance, asking individuals to leave, or ending the Council's administrative support for the meeting.

## **D Moore**

**Cllr Derek Moore**  
**Chairman of Southwater Parish Council**  
10<sup>th</sup> July 2026

*Note: The Notice/Agenda and associated business to be transacted was assembled by Southwater Parish Council based on the communication received from electors.*

**Doors open:** 5.30pm for registration and elector verification

**Meeting starts:** 6.00pm

**Meeting ends:** 8.00pm

**Hall clear-down and vacation:** by 9.00pm