



**BARNHAM AND EASTERGATE PARISH COUNCIL MEETING
HELD ON TUESDAY 11TH JULY 2023 AT BARNHAM COMMUNITY HALL**

Present: Chris Allington (Chair): Phil Cramp: Andrew Crawford: Heather Kilroy: David Phillips:
John Robinson: Sue Wallsgrove: Chris Wells: Penny Wycherley

In attendance: Alison Crabb (Clerk): Nina McMaster (Assistant Clerk Community): Sarah Jolley
(Assistant Clerk Planning): Terry Bedford (Chair, BECT): 1 member of the public

1. Open Public Session

No items raised under this item by the one member of public present

2. Apologies for absence

Simon Parkin: Trevor Bence (WSCC):

3. Co-option of Councillor to fill vacancy

The Council had received an application to fill one of the three current vacancies on the Council. Having considered the application the Council unanimously approved the co-option of James Roberts to the Council. He duly signed his Declaration of Office and joined the meeting.

4. Declarations of Interest

Members are reminded to make any declarations of person and/or pecuniary interests that they may have in relation to items on the agenda or at any time during the meeting should the need arise. Sue Wallsgrove declared an interest in that she is now Vice-Chair of ADC's Planning Committee and Barnham, Eastergate, Westergate Advisory Group (BEWAG). James Roberts declared an interest in that he is a Public Governor for Arun Sussex NHS Foundation Trust.

5. County and District Councillor Updates

Trevor Bence (WSCC) had given his apologies and had no items he wished to report.

Sue Wallsgrove in her capacity as Arun District Councillor gave a brief update on the political make-up of ADC (Conservative most seats but an alliance of all other parties can produce a majority so they are looking at working together on issues such as the Local Plan). A letter has been sent to Michael Gove in relation to the White Paper on reducing housing development numbers in Arun.

6. Minutes of the Annual Parish Council Meeting held on 23rd May 2023

Resolved:

That the minutes of Barnham & Eastergate Parish Council's Annual meeting held on Tuesday 23rd May 2023 be approved as an accurate record of the meeting and be signed by the Chair of the Council.

7. Finance

- 7.1** The Clerk had circulated details of payments made since the last meeting In May 2023. All payments were **noted**, and no issues raised.
- 7.2** The Clerk had circulated a summary of the financial position at end of Q1. No issues of concern were raised and the content was **noted**.
- 7.3** The Council **approved** the payment of the Councillors allowance for 2023/24 at £603.60 per Councillor as agreed in the Council's budget.

Resolved:

- 1. To note the payments made since 23rd May 2023**
- 2. To note the summary accounts as at end of Q1 2023/24**
- 3. Approval of payment of the Councillors allowance at £603.60 per Councillor and that the Clerk make the payment in the near future.**

8. Award of Contract for Extension Projects at Barnham Community Hall and Eastergate Village Hall

A formal procurement and tendering process for a contract to provide a new entrance porch at both Barnham Hall and Eastergate Hall, together with a store extension at Eastergate Hall had taken place. Following receipt of 4 tenders for the contract the appointed Quantity Surveyor had undertaken a Tender Report which was presented to the Council's Finance Sub-Committee on 5th July. The Finance Sub-Committee minutes had been circulated to all Councillors, together with the following recommendation in terms of the appointment of the contractor:

- a. That the Stoked Construction tender of £295,574 be put forward for acceptance for the next stage of the appointment process.

And in relation to the funding of the scheme the following recommendations were to be considered:

- a. The Parish Council should fund the scheme based on no cost reductions and all contingency is spent. However, the project team need to strive for significant reductions through value-engineering and any achieved will reduce the PWL need.
- b. BEPC to initiate the process for a £100k PWL
- c. The Chair will work with Ali Tarbard (BCH Manager) to apply for a BIFFA Grant that, if successful, can reduce the PWL need and/or protect the Council if the CIL funding does not arrive in time.

Following the Finance Sub-Committee further due diligence was undertaken around the funding requirements. An application to BIFFA from the Parish Council cannot be taken forward as they will not award grants to Local Councils at any level and an enquiry to ADC as to when the anticipated CIL funding might be forthcoming informed us that no further funds are anticipated in this financial year.

The conclusion drawn at this point in time is that we can only proceed with the Eastergate Village Hall Porch extension project as we have secured Biffa Grant funding, together with funds from BECT to fund that element of the contract. A discussion with the preferred contractor has resulted in them agreeing to move forward on this basis with a start date as originally planned of 7th August and therefore the recommendations before this meeting changed to the following:

1. The Council enter into a contract with Stoked Construction to take forward the building of the Porch extension at Eastergate Village Hall commencing on 7th August at a cost of £TBC.....
2. That the Council submit an application for a Public Works Loan to the value of £100,000 (it should be noted that taking on such a commitment will not lead to any increase in Council Tax payments for residents as it is anticipated that the additional houses in the Parish will fund the cost of the loan.
3. That the Council and Trust continue to explore other avenues of funding and look to take forward the other elements of the contract when funding allows.

All Councillors noted the current position and gave their unanimous approval to the revised recommendations before them.

Resolved:

1. **The Council enter into a contract with Stoked Construction to undertaken the Porch extension project at Eastergate Village Hall with a contract figure of £TBC**
2. **That the Clerk apply on behalf of the Council for a Public Works Loan for £100,000 to enable the Barnham Porch project to proceed.**
3. **That the Eastergate Hall Store project be put on hold until further funding sources can be confirmed such as CIL in future years.**

9. Planning & Environment Committee

9.1 The minutes of the P&E Committee held on 13th June were **noted**.

9.2 The Chair of the Committee, Sue Wallsgrove had no other issues to raise. However, together with the Chair of the Council a report on the latest meeting of BEWAG was given.

The Chair of the Council gave a brief summary for all present of the last 5 years work in producing for ADC as part of the plans for the BEW Strategic site details of the infrastructure needs the local Parishes expected to see included in the planning applications for the elements of development of the site. Unfortunately, it would appear that ADC officers previously involved have all left the authority and an outside sub-contractor has been brought in to take things forward and had no idea of the key documents that have been produced and continuously updated and submitted for inclusion in the IDP (Infrastructure Development Plan) for the site from the local Parish Councils which was most disappointing. The key areas that are now causing issues are the provision of secondary school places with WSCC now submitting objections to all applications on the lack of places. Also the A29 realignment scheme could potentially be in danger of not being taken forward.

In summary the Chair of the Council, together with Sue Wallsgrove and Chris Wells will be having a meeting with the ADC appointed officers and sub-contractor in August to discuss the Council's key documents. A further update will be sent round after the meeting and a public update given at the next meeting of the Council.

10. Community Updates

10.1 Nina McMaster (Assistant Clerk, Community) gave a verbal update on community related issues in the Parish and on Community activities at both Barnham Community Hall and Eastergate Village Hall. It was noted that fund raising was taking place to help with the funding

of the Eastergate Hall project and that generous donations were being received.

- 10.2** A copy of the outcome of the Annual Conversation between the Parish Council and the Community Trust as agreed under the Memorandum of Understanding between the two organisations had been circulated, together with an updated list of completed, current and future projects and potential fundings sources to bring them to fruition. The Council **noted** the content and that the conversation had taken place.
- 10.3** Next edition of a Newsletter for residents – It was agreed that another edition of the joint Parish Council/Trust newsletter should be produced for distribution in the Autumn. There will be a need for an editorial team to be put together to be led by Paris Johnson and using ADC for final production and printing as previously. A budget of £1000 was agreed and the Clerk will make contact with Paris Johnson to lead the Team and call for volunteers to produce content in relevant areas that should be included.

11. Working Party Updates

- 11.1** Community Resilience Team – David Phillips as lead Councillor informed Council that good progress was being made on various areas including:
- production of a useful leaflet to be distributed to all homes seeking volunteers and giving some very basic advice on what to do depending on the type of emergency taking place. The leaflet will be sent to all Councillors for final approval before printing and distribution.
 - WSCC Resilience Team have provided excellent advice and help with training
 - Discussions with ADC have taken place over the use of our Halls as potential Emergency Centres and the key issue here is how we would provide adequate heating and lighting should a power outage occur and the potential purchase of a large generator is being investigated (all dependent on funding and storage)
 - First Aid Training provision for all interested parties is being pursued with SavvyMedical.
 - Discussion required with Maureen Chaffe with regard to links on the website to other sites
- 11.2** People, Places and Spaces (PPS) Working Party report

Litter Picking - Andrew Crawford updated Council on the Litter Picking initiative which was working well and now had risk assessment and safety guidance in place. A list of regular volunteers had been established and promotion to encourage more volunteers to join would take place. It was felt that the initiative was making a difference in the community.

Penny Wycherley gave an update on other various initiatives and plans that were being looked into by the PPS Team consisting of herself, Simon Parkin and Heather Kilroy, together with some keen volunteers whose help was publicly acknowledged. The current projects are as follows:

- Planters on lampposts – organised by Sarah Jolley (assisted by Heather Kilroy) have been very well received and the PPS team are looking at working with local businesses and spending around £200 of their budget to create a number of winter planters. The Clerk commented that this would require an extension to the licence for the planters on the streetlamps which she would investigate and action.
- Planting around the village name signs has been well received and so far been vandal free so looking at other potential other and the PPS budget will be used for the purchase of plants.
- Potential additional litter bins to be requested through ADC at Gospond Road and Church

Lane, Eastergate. The Clerk will make contact with ADC to establish if the sites would be suitable and that they could extend the contract to include emptying at the sites. The cost of these will have to be met from the PPS budget initially, but can be built into the maintenance budget for future years.

- Community Garden at Murrells Field – A potential area on the Field (to the west of the entrance and by the gravel car park) has been identified but will require a water supply to be provided (estimates are currently being obtained and could be funded from the Coop funds currently with the Trust). Once this cost has been budgeted the further works and plans can be progressed but there is a need to bring together a group of volunteers to ensure the success of the project. There will also be a need to look at the trees in the area.

Actions/Decisions agreed

1. The Clerk to look to extend the period of permission for the planters on the lampposts
2. The PPS group to expend up to £200 from their budget to provide plants etc for the winter period
3. The PPS budget to fund additional planting (budget up to £200) around signs and benches in the Parish
4. The Clerk to liaise with ADC about the potential provision of 2 additional litter bins at Gospond Road and Church Lane, Eastergate. Cost of bins and collection to be funded initially from the PPS fund with the ongoing collection cost being added to the budget from 2024/25.
5. Community Garden Project
 - Water supply estimates awaited (to be funded from Coop funds)
 - The Clerk to arrange for the arboriculturist to meet with PPS reps and Sue Wallsgrove as Chair of P&E to look at trees on identified site
 - The Clerk to include a question about provision of a Community Garden on the current consultation exercise taking place in respect of plans for Murrell's Field with the hope of bringing forward some more volunteers to help with the project.

12. Provision of Allotments

The Clerk had received a petition asking the Council to consider the provision of allotments, if necessary through Compulsory Purchase, signed by 5 residents of the Parish and 1 resident from outside the Parish, which the Chair accepted as a petition from 6 residents which triggers the legal obligation on the Council to consider the request. After a short discussion the following points were noted:

- The provision of allotments has been a long standing issue and previous attempts to identify suitable land had never been successful as any potential sites have always been sold for housing development.
- The cost and process of CPO had been investigated 2 years ago and ruled out as prohibitively too expensive, even if land could be identified, for the gain to the Parish.
- The potential provision of a Community Garden might be a way for those interested in allotments could get involved in providing a space for some elements of an allotment being progressed.
- The Planning Committee always seeks to get allotment provision included in new development plans and the only site that has currently provided such land refused to pass it to the Parish Council. A group of residents have now taken it over and established an Allotment Group and it may be that the Council can provide some financial support to

enable them through our Grants process.

In conclusion the Council **agreed** that they would not be able to look at allotment provision at the present time, but would continue to press developers to make such provision on new development sites.

13. Report by Chair of the Council

The Chair had already reported on BEWAG under the Planning item and the only other matter he raised was the need for our park benches across the Parish to be cleaned and potentially repaired. The Assistant Clerk (Community) **agreed**, in the first instance, to speak with Mr Timlick to see if this was something he could undertake for the Council.

14. Report by the Clerk of the Council

The Clerk reported on the following:

ADC Community Warden (Sean Harvey) would like to attend the September Meeting to introduce himself and his new colleague to the Council to speak about their role in the Community. Before agreeing to the request the Chair asked the Clerk to seek details of the Warden's job description so that any discussion could be led by understanding what areas the Council might be able to access support and action for.

Sarah Jolley has given notice that she will be leaving the Council in October to emigrate to Australia. Interviews for her replacement would be taking place on 12th July. **Post Meeting Note: 3 candidates were interviewed but unfortunately no appointment was made so the role has been readvertised.**

Training for Councillors – during discussions on other items reference had been made to the desire for Councillors to receive some IT training around the website and other areas and it was agreed that the Clerk would contact Maureen Chaffe to arrange suitable training, including GPDR training. The Clerk and Chair also recommended that training available to Cllrs through WSALC, in particular around the role of Councillors, be undertaken by all (even those who have been Cllrs for a long time). Dates and times to be circulated by the Clerk, who can then make the bookings.

15. Date of Next Meeting

The next meeting will take place on Tuesday 12th September at 7.30 p.m. at Barnham Community Hall.

The Meeting Closed at 9.30 p.m.

Signed by:

Chair, Barnham and Eastergate Parish Council