



**BARNHAM AND EASTERGATE PARISH COUNCIL MEETING  
HELD ON TUESDAY 3<sup>rd</sup> SEPTEMBER 2024 AT BARNHAM COMMUNITY HALL**

**Present:** David Phillips (Vice-Chair and Chair of this meeting): Phil Cramp: Simon Parkin:  
Andrea Rainger: John Robinson: Sue Wallsgrove: Chris Wells: Penny Wycherley:

**In attendance:** Alison Crabb (Clerk): Nina McMaster (Assistant Clerk, Community): Gemma Hindson (Assistant Clerk, Planning): County Councillor Trevor Bence: 1 member of the public

**1. Open Public Session**

The member of the public present raised the issue of Marshall Close flooding and the Council explained their position which was that they were not the responsible authority for such issues and could only refer them to the District Council and Southern Water.

**2. Apologies for absence**

Chris Allington: Andrew Crawford: Heather Kilroy: James Roberts:

**3. 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.

**4. Co-option of new Councillor**

The Council had received an application to fill one of the current two vacancies on the Council. Having considered the application the Council unanimously approved the co-option of Ray Coggin to be co-opted to the Council. He duly signed his Declaration of Office and immediately joined the meeting.

**5. County Councillor, District Councillor and PCSO Updates**

County Councillor, Trevor Bence was present and gave an update on the Arundel Bypass plans which have now been quashed completely and the Elected Representatives Forum had now been dissolved (a letter has since been received confirming this). He also made mention of the Cala Homes development as part of the Strategic site and the various issues with flooding, schools etc and the strong objections that have been submitted.

District Councillor, Sue Wallsgrove mentioned that Councillors were being briefed on the changes to the NPF in particular around the number of additional homes the Council is expected to build and would be agreeing a response to the latest consultation. A letter has been sent to Central Government making seeking a moratorium on building in the Arun area. The need for inclusion of Grampian conditions on applications to ensure drainage an infrastructure plans are constructed before occupation of houses is also a key factor that needs to be pursued. The Council has received some levelling-up funds and the new Chief Executive has started.

PCSO Caroline Wilson was expected but sent her apologies the following day and will produce a report in due course that the Clerk will circulate.

## 6. Minutes of the Parish Council Meeting held on 11<sup>th</sup> June 2024

### Resolved:

**That the minutes of Barnham & Eastergate Parish Council meeting held on Tuesday 11<sup>th</sup> June 2024 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 11<sup>th</sup> June together with a note highlighting the key payments made. All payments were **noted** with no issues raised.
- 7.2 The Clerk had circulated a summary of the financial position as at 31<sup>st</sup> August 2024. No issues of concern were raised and the content was **noted**.

### Resolved:

- 1. **To note the payments made since 11<sup>th</sup> June.**
- 2. **To note the current financial position of the Council**

## 8. Planning & Environment Committee

Chris Wells, Chair of the Committee, informed the Council that a very quiet period of applications meant the July meeting was cancelled and the next meeting scheduled for 10<sup>th</sup> September also only has a few applications for consideration. He mentioned that the Domino Pizza outlet next to Tesco's had been approved and we supported due to our Policy to support new business in the area. The Chantry House dental practice application to move to Fontwell Avenue was also approved.

The 21 bungalow development adjacent to the new Croft Surgery would be decided by Arun District Council's Planning Committee where the recommendation is to approve the development despite the Council's strong objection and the fact the site is not included in the Neighbourhood Plan.

## 9. Community Facilities in the Parish

Nina McMaster (Assistant Clerk, Planning) gave a brief update on current activities at the various community facilities in the Parish. Both Hall porch projects have been completed, however a few issues still exist which will need pursuing. The Eastergate Hall porch project was submitted for a Sussex Heritage Award and was Highly Commended. An improvement project to the Eastergate Hall bar was being completed with the installation of lockable shutters and new refrigerators. The UK Harvest Project was now being sponsored by Nyton House. A response to the bid for a continuation of the National Lottery Project was still awaited.

The Clerk updated Council on changes at Barnham and Eastergate Trust. The first change was that Terry Bedford, the current Chair of Barnham and Eastergate Community Trust, would be resigning as the Chair of the Trust and as a Trustee at the next Board of Trustees on 16<sup>th</sup> October. She also informed the Council that Chris Allington would take on the role of Interim Chair until the Trust's AGM next May. The Trust's constitution allows this despite his role as Chair of the Parish Council the only issue will be to ensure that no conflict of interest decisions are put to the Trust during this period. As part of the handover of roles the Annual Conversation, as dictated by the Memorandum of Understanding between the Council and the Trust, will take place on 7<sup>th</sup> October with the outcome being brought to the next Council meeting. In staffing matters the Clerk announced that Gemma Hindson (Assistant Clerk,

Planning) had been appointed to the new role of Executive Manager of the Trust from 2<sup>nd</sup> September. She will continue her role as Assistant Clerk. Additionally a new Events Coordinator for Barnham Community Hall had been appointed (Sally Ann Baker).

## **10. Working Party Updates**

**10.1** Community Resilience – David Phillips made mention of the continued provision of first aid courses and the good take-up they had had. Equipment was gradually being purchased and a storage shed for the equipment would be built in the new compound at Barnham Community Hall. Generators have now been purchased and storage facilities are being agreed and built. Discussions continue with ADC Emergency Planning to potentially provide staff training. Maureen Chaffe will advise on publishing the Emergency Plan on the website and the next newsletter will focus on promoting household resilience and preparedness.

**10.2** People, Places, Spaces – Gemma Hindson (in the absence of Andrew Crawford) reported that the latest litterpick was very successful with 24 volunteers and over 30kg of litter collected, sorted and disposed of. Mention was also made of a further meeting being scheduled with ADC officers to continue the dialogue over the ADC bins etc in the villages.

Penny Wycherley commented that the Village Garden was beginning to take shape with the new sleeper planters having been constructed adjacent to the gravel car park and a new straightened path to the Field. A water supply to the planters had also been installed and planting will take place at the end of September with various purchased and donated plants. Over 2,500 bulbs have been purchased or donated for planting for next Spring at various locations including around the signs. Development of the planting around the signs continues as each site is different. The lamppost planters will be changed in the autumn with winter plants. Not much progress at the moment on the history project.

**10.3** Communications Working Party – In the absence of James Roberts the Clerk read out the highlights of his report. The Group has been meeting regularly and has now published five newsletters. The number of subscribers grows with the figure now topping 200 with an 82% open rate. The content of the newsletter is constantly being refined and a Charity Spotlight section has now been included. The annual printed newsletter is in planning with the aim to complete it before Christmas.

**10.4** Murrells Field Working Party – Gemma Hindson gave an update on the various discussions, site meetings that have taken place with a reduced team of herself, Terry Bedford, Michal (our consultant) and a specialist company who have been advising and investigating various solutions. Rather than go into detail of the outcomes of those discussions at this time the decision has been taken to invite Michal Zarzecki to attend the next Council meeting to present the current options (very limited) as to what can be done within the budget available to improve the condition of Murrells Field to meet the requirements of the S106 funding contribution. The presentation will include next steps, consultation requirements and tendering processes with the aim to undertake the project in 2025 if agreement is reached on how to proceed. The timescale is for the approved proposal to start in the Autumn 2025 and public consultation would of course take place before the Parish Council approves the letting of a contract.

## **11. Outside Body Meetings**

**11.1** Bus Shelter Working Party – Penny Wycherley has been representing the Council at this group that includes representatives from the Parishes (7) along the 500 Bus Service and is co-ordinated by WSCC to look at spending £100,000 funds received to provide bus shelters along the route. The main focus of the meetings so far has been to identify sites along the route that would be suitable for a bus shelter. We have pushed for more shelters in our Parish as we are a hub destination with the Railway Station, two community halls and the surgery and feel we have several key sites that should be considered. The current list of sites (yet to be assessed by the Highways Team at WSCC) does not include all the sites we would wish to be considered and at the next meeting a push will be made to change the list. A further update will be provided after the next meeting.

**11.2** Sussex Police Meetings – Sue Wallsgrove said the main focus of recent meetings has been around anti-social behaviour which in this area has not been such an issue. Simon Parkin commented that he thought a report back to residents following the multi-agency meetings was anticipated and Sue Wallsgrove agreed to look into this.

## **12. Adoption of Revised Financial Regulations**

The Clerk had circulated Revised Financial Regulations for adoption by the Council based on a new template developed by the National Association of Local Councils. The main changes centred around approval limits for expenditure which the Clerk had made based on previous discussions and other policy documents. The Council unanimously **agreed** to adoption of the new Regulations and the Clerk will place on the website.

### **Resolved:**

**To adopt the Revised Financial Regulations as presented and for the Clerk to place on the Council's website.**

## **13. Report by the Clerk**

The Clerk reported that it had been a quiet summer in terms of issues for the Council although she had dealt with several enquiries on matters that had to be referred to other authorities and organisations.

However, there two matters she wished to mention. The first concerned the Warwick Nursery development in Eastergate and the fact that as part of the highway works a permanent VAS was to be installed by the developers on the northern side of Barnham Road opposite the property known as Cranagh. This means that the Council's current VAS sites near Eastergate Hall will almost certainly not be able to be used and new sites will need to be identified. WSCC Highways will be in touch to look at this matter with the Council.

The second issue concerned a request received from 4 residents of Windmill Views whose properties back on to the buffer zone between the development and Murrells Field. The request was to ask the Council to consider reducing the height of the row of poplar trees on the Council's boundary closest to Barnham Community Hall, or preferably to fell them completely. The request was accompanied by an independent tree survey report which stated that the trees were healthy and stable but that we might wish to consider reducing the height of the trees to assist the residents' concerns of lack of light and leaves and other debris landing in their gardens.

The Clerk informed Council as part of the discussion that their own arboriculturist having recently surveyed trees around Murrells Field did not identify these trees as requiring work. The Council discussed the matter and felt quite strongly that the trees had been there long before the development took place and that the residents could have seen that for themselves when purchasing the property. They also noted that the ethos of the Council for Murrells Field was to provide a park like environment, which was why many trees and hedgerows have been planted over the years. The Council considered both potentially undertaking works to reduce the height or to fell the trees completely, but due to their healthy state they concluded and **agreed** that they would not accede to the request of the residents to undertake any works at this time. However, that did not mean that at some point in the future works would not be considered if recommended by the Council's arboriculturist or grounds maintenance contractor. The Clerk was asked to relay the decision of the Council to the residents.

**Resolved:**

**To ask the Clerk to write to the residents of Windmill Views to inform them that the Council would not accede to their request to undertake reduction works or to fell the poplar trees on Murrells Field boundary**

**17. Date of Next Meeting**

**The next meeting of the Council is scheduled to take place on Tuesday 15<sup>th</sup> October. .**

**The Meeting Closed at 21.08 p.m.**

**Signed by: .....**

**Chair, Barnham and Eastergate Parish Council**