



**BARNHAM AND EASTERGATE PARISH COUNCIL MEETING
HELD ON TUESDAY 15TH OCTOBER 2024 AT BARNHAM COMMUNITY HALL**

Present: Chris Allington (Chair): David Phillips: Ray Coggin: Phil Cramp: Andrew Crawford:
Heather Kilroy: Simon Parkin: Andrea Rainger: James Roberts: John Robinson:
Chris Wells: Penny Wycherley:

In attendance: Alison Crabb (Clerk): Gemma Hindson (Assistant Clerk, Planning): County Councillor
Trevor Bence: 2 members of the public

1. Open Public Session

Richard Blott was present to hear the outcome of item 12 on the agenda which the Chair brought forward to be the first substantive item but the minute has been recorded in the order of the agenda.

2. Apologies for absence

Sue Wallsgrove:

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. Murrells Field Improvement Project

The Council received a detailed presentation from Michal Zarzecki, of LArch Landscape Consultancy and Design who had been contracted by the Council to put forward options for improving Murrells Field, particularly in terms of drainage and quality of surface as per the details of the S106 Agreement with Arun District Council. The presentation was based on the content of a report that had been circulated to all Members prior to the meeting.

The presentation went into the detail of the various investigations and discussions that had taken place with specialists in the areas of sports fields, groundworks and drainage and soil investigation work. Discussions had also taken place with drainage specialist at ADC and property experts at WSCC (the landowners). Several options had been discussed and some had been rejected as the benefits had been found to be limited.

The final options that were presented to the Council to keep within the maximum £200,000 budget available were:

Option 1 – Grade the Field to facilitate safe recreational use, drain the field, retain all water within the site in a large basin.

Option 2 – Grade the Field to facilitate safe recreational use, retain current parking capacity, keep overland runoff as is, accept potential flooding/waterlogging at times.

Option 3 – Do nothing and return funding.

After a short discussion the Chair of the Council put forward a proposed resolution that Larch landscape move forward with Option 2 within a £200,000 budget with an additional wish list of items that could be included if further funding opportunities could be found.

The next steps would be to consult the local community; refine the design, prepare a planning package, tender process and award of contract.

Resolved:

That the Council agree to move forward with Option 2 as presented by Larch Consultancy within a £200,000 budget and that the next steps presented be commenced as soon as possible.

5. County Councillor, District Councillor and PCSO Updates

County Councillor, Trevor Bence gave a further update on issues surrounding the Arundel Bypass and how the quashing of the scheme could now open the land up to housing development as currently ADC is likely to be in presumption in terms of housing numbers. He also reported that ADC had sent an all-party letter to Government regarding the housing numbers expected to be provided in the District.

PCSO Caroline Wilson was unable to be present but had sent a report that focussed on incidents of ASB which had slightly reduced over the summer which was a pleasing downward trend that would hopefully continue. It was noted that the Train Station incidents were caused by youths and adults with no links to the area.

The Council had also received a letter from PS Lou Baileff explaining that she was moving on to a new role. This prompted the Council to ask the Clerk to write to her to thank her for all she had done but to ask if it was possible for a follow-up public meeting to be held with the agencies present at the previous meeting as it was felt there was a public expectation that such a meeting would take place.

6. Minutes of the Parish Council Meeting held on 3rd September 2024

Resolved:

That the minutes of Barnham & Eastergate Parish Council meeting held on Tuesday 3rd September 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 3rd September 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 latest financial position of the Council. No issues of concern were raised and the content was **noted**.
- 7.3** The Clerk recommended to Council approval of the re-appointment of Process Matters as the Councils Data Protection Officer and received unanimous support.

Resolved:

- 1. To note the payments made since 11th June.**
- 2. To note the current financial position of the Council**
- 3. That the Council appoint Process Matters as the DPO for the coming year**

8. Planning & Environment Committee

Chris Wells, Chair of the Committee, informed the Council that no significant applications were considered at the last meeting. It was noted that the 550 Barratts Homes applications was being recommended for refusal by ADC Officers.

9. Community Facilities in the Parish

In the absence of the Assistant Clerk (Community) the Clerk highlighted the following:

Both Halls have resumed normal life after the summer break. EVH received an anonymous donation of £2500 to enable new lightweight trestle tables to be purchased for the Hall and the old tables have gone to UK Harvest to use for their pop-events. The Trust received notification that their 5-year National Lottery Grant had been unsuccessful. However, this does open up the ability to apply for smaller National Lottery grant opportunities (we were unable to access these whilst in receipt of the large project funding).

The football club have taken over from the cricket club for the winter season at the sports pavilion.

Volunteers are required for putting the Remembrance Poppies on lampposts in Barnham and Eastergate on Saturday 26th October starting at EVH for 9.30am bacon rolls will be provided.

We are also looking for volunteers to help steward the Remembrance Sunday celebration.

10. Working Party Updates

10.1 Community Resilience – David Phillips confirmed that the First Aid courses were being well attended. A new storage shed has been constructed within the Barnham Hall compound. Training with ADC for staff and volunteers is being co-ordinated by the Assistant Clerk (Community). A social activity plan is being organised for the volunteers, similar to that for the litterpickers and other volunteers at the Trust.

10.2 People, Places, Spaces – Andrew Crawford reported that the litterpicking activities continue to be well attended with 28 volunteers present at the last event and a significant amount of litter sorted, recycled and disposed of. Meaningful discussions continue with the ADC cleansing team.

Penny Wycherley had held a meeting of the PPS Working Party prior to the meeting and gave the following brief updates on various projects:

- Summer lamppost planters have been taken down and will be passed to Aldingbourne Trust for next year's planting. Christmas wreaths would be hung as last year.
- Village Garden – raised planters alongside path and car park had now been planted with mainly donated plants and letters of thanks would be sent.. The next phase would be the development the sunny areas with a plan to use an RHS inspired plan for wellbeing garden and Andrea Rainger had agreed to assist with this element of the plan.
- Christmas Tree for Barnham being investigated.

10.3 Communications Working Party – James Roberts reported that the group had now produced 6 monthly newsletters and that the next plan would be to produce the annual printed and distributed newsletter with a timeframe of having it ready for printing before Christmas with an early January distribution. Investigation was taking place into producing a short print run of a 2 page summary of the monthly newsletter

for distribution in the Halls and other outlets. This would be revisited in the new year

11. Outside Body Meetings

11.1 Bus Shelter Working Party – Penny Wycherley reported that the Working Party had finally agreed a list of 10 shelter locations across 4 parishes (1 in Aldingbourne, 5 in Barnham & Eastergate, 2 in Yapton and 2 in Oving. The next steps will be licensing of the agreed sites that was being organised by WSCC and there would then be a need to sort out purchasing and installation of the agreed shelters – we would be looking at wooden shelters for a rural environment. However, due to a difference in view as to how this part of the process would take place the Clerk and Chair had a meeting with WSCC reps to explain that they would expect WSCC to recommend a preferred contractor from their procurement framework who would then project manage the whole process for all 10 shelters even if the Parish Council acted as the client for all the shelters.. It would not be for the Parish Council to procure the shelters and installation services. It was expected that at the next Working Party meeting WSCC would bring forward a solution to this issue that would be acceptable.

11.2 Sussex Police Meetings – In the absence of Sue Wallsgrove no update provided.

12. TRO (Traffic Regulation Order) Consultation

The Council had received a consultation from WSCC who were proposing to make a permanent TRO that would mean the introduction of a 30 mph speed limit throughout the length of Eastergate Lane, Eastergate. The Council were reminded of previous discussions around this and the support that was given to the group of residents led by Richard Blott to get WSCC to agree to the changes to the speed limit in this Lane. The Council gave their unreserved support to the proposal and asked the Clerk to submit an appropriate response. Richard Blott was present and confirmed that there would be not costs to the Parish Council. The Council took the opportunity to thank him for all his hard work and to congratulate him on getting the TRO agreed.

Resolved:

The Council agreed their support to the TRO to introduce a 30 mph speed limit throughout the length of Eastergate Lane, Eastergate and that the Clerk would submit an appropriate response to the consultation

13. BECT/BEPC Memorandum of Understanding

The Council had received copies of the outcome letter sent following the recent Annual Conversation between the Chair of the Council and the Chair of Barnham and Eastergate Community Trust as agreed in the MoU between the two organisations. In addition an updated project list was circulated which highlighted the current projects in progress, the completed projects in the last year and the aspirations for the next set of projects to be taken forward. It was noted that the next large project that focus would be given to would be the replacement of Eastergate Pavilion on Eastergate Recreation Ground. It was also noted that Gemma Hindson, in her new role as Executive Manager at the Trust, would be managing the project list and looking at how to extract appropriate funds from CIL/S106 contributions in liaison with the Clerk of the Council and other grant funding sources.

14. Report by Chair of the Council

The Chair raised the issue of the line of Poplar Trees on the Council's boundary of Murrell's Field and further correspondence from the neighbours following the Council's decision to not accede to their request to reduce the height or totally fell the trees.

In raising this matter he firstly stated that whilst trees are a very emotive subject be it retaining them or felling them and there will always be differing opinions on decisions taken. He therefore stated that the Council's agreed tree decision process should broadly follow the Arun District Council's tree policy and having looked at this he believes that in this instance we have done that.

On the specific issue of the trees in question the Clerk had sought and received a condition report from the Council's preferred arboriculturist. The report from the arboriculturist confirmed that the trees were currently all in a good condition and that whilst there could be a future safety issue due to a storm the risk of that was not deemed high at present. On that basis the Council has agreed that it will not commission any height reduction or felling works at present, but will regularly monitor the trees as it does with all its tree stock. The Council was asked to agree this further response to the residents but that we look to prune back branches overhanging the 3m buffer zone, which should help with leaf fall and shading issues.

The Council **agreed** to support this approach and the Clerk would send a further response to the residents including an offer to meet with the Chair to understand the Council's decision.

15. Report by the Clerk

The Clerk sought the agreement of the Council to respond to WSCC'S Highways Network Management Plan consultation as summarised by the Chair who had taken a look at the document. The response would mention road and gully maintenance, pavement maintenance, managing roadworks to minimise impact on the community, better communication especially around the capacity of the network and more bus services. The Council **agreed** the response be submitted.

The Clerk informed the Council that as part of the Warwick Nurseries development permanent VAS signs would be installed eastwards just before Church Lane, Eastergate and westwards near the Halo site. This would require the Council to identify alternative sites for deployment of its portable SID and WSCC had been contacted to help with this process.

16. Date of Next Parish Council Meeting

Tuesday 3rd December 7.30 p.m. but please note that this will take place at Eastergate Village Hall. The meeting will consider the first draft of the Council's budget for 2025/26

17. At this point the Chair closed the meeting to the public as it was RESOLVED that Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because of the nature of the business to be transacted the public and press leave the meeting during consideration of all items within Part Two of the Meeting

18. Staff Matters

18.1 Following the first anniversary of the Gemma Hindson’s appointment the Clerk had undertaken an annual appraisal in consultation with the Chair of the Planning & Environment Committee. The result of the appraisal was a recommendation to the Staff Management Panel that Gemma be moved to the next incremental point on her agreed salary scale. The recommendation was approved and the Council was asked to ratify the decision. It was noted that Gemma would now move to the February/March appraisal process timetable commencing in 2025.

18.2 Appointment Process for the recruitment of a new Clerk for the Council due to the impending retirement of the current Clerk. The Council had considered a draft advert, Job Description and Person Specification for the role of Clerk and Responsible Financial Officer for the Council and **agreed** that the Clerk manage the process of advertisement and long-listing of candidates. The Staff Management Panel will then shortlist and interview with the Clerk. The timetable agreed for interviewing mid-November and a start date (potentially on reduced hours) in February with full hours starting on 1st April 2024.

Resolved:

- 1. That the approved pay increase be implemented by the Clerk as part of the payroll process commencing with the October salary payment.**
- 2. That the Clerk place the advert for the replacement Clerk on WSALC, the website and other appropriate locations.**

The meeting closed at 9.40 p.m.

Signed by:

Chair, Barnham and Eastergate Parish Council