



MT10-24/25

**BARNHAM AND EASTERGATE PARISH COUNCIL MEETING
HELD ON TUESDAY 9TH SEPTEMBER 2025 AT BARNHAM COMMUNITY HALL**

Present: Chris Allington (Chair), Ray Coggin; Rob Bates: Phil Cramp: Heather Kilroy: Simon Parkin: Andrea Rainger: John Robinson: Chris Wells.

In attendance: Nina McMaster (Interim Clerk, Assistant Clerk, Community): Gemma Hindson (Interim RFO, Assistant Clerk, Planning): Linda Cranfield (Admin support): 3 members of the public

1. Open Public Session

A member of the public raised the issue of damage to the Lion War Memorial at Eastergate and the Chair advised that this would be addressed later in the meeting.

2. Apologies for absence

Andrew Crawford: Sue Wallsgrove: Penny Wycherley

3. Declarations of Interest

Members were 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.

Chris Allington (Chair) advised that he was still currently occupying the role of Interim Chair of the Trust as well as Chair of the Council.

4. County Councillor, District Councillor and PCSO Updates

It was noted that there were no representatives from the County District Council at the meeting, and as the PCSO was also not present at the meeting, there were no reports. Any reports received after the meeting will be circulated.

5. Minutes of the Annual Parish Council Meeting held on 17th June 2025

Resolved:

That the minutes of Barnham & Eastergate Parish Council meeting held on Tuesday 17th June 2025 be approved as an accurate record of the meeting and be signed by the Chair of the Council.

6. Finance

6.1. Financial documents were circulated by the Clerk which had been extracted from the new accounting system. All payments were **noted** with no issues raised.

6.2. The Clerk had circulated a summary of the financial position as at 31st August 2025. No issues of concern were raised, and the content was **noted**.

It was also **noted** that the approved signatories for the bank were Chris Allington, Nina-Maria McMaster, Sue Wallsgrove, and Gemma Hindson and that the new clerk would be added in due course.

Gemma Hindson mentioned that as part of the interim RFO role, she would be reviewing some of the financial processes with a view to making efficiencies

Resolved:

- 1. To note the payments made since 17th June**
- 2. To note the current financial position of the Council**

7. Planning & Environment Committee

Chris Wells, Committee Chair, reported that there had been a few applications, primarily for housing improvements. An application by Barretts & David Wilson Homes for the area north of Barnham Road and east of Fontwell Avenue was pending, awaiting a response from Arun District Council.

Peter Cleveland (Henry Adams), the agent for this development had been in contact to discuss the revised application with Councillors.

The new Croft Surgery had been operational since late August, with no updates or applications regarding the old surgery.

8. Community Facilities in the Parish

Nina McMaster (Assistant Clerk, Community) provided a succinct update on the current activities taking place at the community halls within the Parish. It was noted that both buildings had resumed operations following the summer break. Notably, the floor at Eastergate Hall had been refurbished.

The Assistant Clerk also mentioned the following matters:

- A highly successful Family Fun Day was held in Barnham during August.
- The Waste Prevention Grant had facilitated the recycling of textiles at both buildings, as well as clothing and furniture swap initiatives at Eastergate Village Hall.
- The Quiz Night at Eastergate remained well-attended.
- Sponsorship had been secured from Tim Croucher Plumbing and Heating and the Black Horse at Climping.
- The upcoming Christmas Fair at Barnham Community Hall would feature a raffle and a Santa's Grotto.
- Eastergate Football Club was scheduled to move into the Pavilion mid-September.

9. Lion War Memorial Monument

Chris Allington (Chair) welcomed Renford Marsden to the meeting and acknowledged his expertise regarding the Lion War Memorial Monument at Eastergate. There had been considerable community interest about ongoing pavement damage surrounding the memorial; despite repeated repairs, the issue was persistent. Arun District Council had agreed to undertake repairs but had indicated it would not be an immediate priority.

There were numerous repairs that needed to be carried out to the monument by master craftsmen. A working party would be set up and would include Renford Marsden, Rob Bates

and Ray Coggin to address the issues. Potential grant funding would also be researched. It was anticipated that work may be completed during a three-month window in the summer of 2026, based on prior specialist repair schedules.

10. Award of Grants 2025/26 – 2nd phase

The Grants Panel had considered the 2nd phase of applications received and the Assistant Clerk (Community) had co-ordinated the comments and decisions and produced a report that had been circulated for consideration. In summary, two applications had been received and the Panel recommended to the Council that both should receive funding from the £1000 remaining budget available as follows:

- Barnham and Eastergate Community Trust. Eastergate Village Hall Repair Café Project applied for and awarded £750.00.
- Arun Counselling Centre asking for £175.00 and awarded £250.00

The Council **approved** the recommendations for the awards of grants.

11. Working Party Updates

Nina-Maria McMaster asked if any councillors would like to be involved in the Repair Café/Men's Shed due to be started in the near future. Nina stated that a permanent container in the car park at Eastergate Village Hall would be required once the project had expanded. Funding would be needed for set-up and potentially for the initial operating costs and a budget and/or funding plan would be prepared in due course.

It was noted that a Barnham Road Pilot Project was in the early stages of formation. Concerns and comments were expressed by residents over the last few years about the speed of traffic along the Barnham Road and Steve Hills from WSCC had made suggestions about how to prepare a campaign to reduce this issue. Andrew Crawford, Nina-Maria McMaster and Rob Bates would liaise regarding this. Input from residents for the road between Halo to the Lion roundabout would also be sought. A map had been created by Andrew Crawford and at a future meeting, he would confirm the scope of the project, gain public input with the Croft Surgery and work on a pilot for future projects. The information could then be used as evidence for future planning applications based on what local residents actually want. A meeting had been scheduled on Monday 15th September at 7pm at Eastergate Village Hall.

11.1 Community Resilience

Following a meeting between Ray Coggin and David Phillips over 100 sandbags had been filled and stored. It was reported that the large shed at Barnham Community Hall was in need of replacement doors to improve security at a cost estimate of approximately £300. It was **agreed** that Gemma Hindson would investigate insurance implications to ensure compliance.

11.2 People, Places, Spaces

It was reported that flower beds at Murrell's Field had been well received this year and although there had been a lack of water, the focus on low maintenance and drought resistant plants had been a success.

The extension of the Village Garden had been postponed because of the delayed implementation of the arboriculturist's recommendations about management of the trees. Discussions were required about using some of the tree trunks to provide natural play items. Eastergate Hall had, as usual, had a marvellous display with all credit and thanks to Nina and her team.

With the long-awaited arrival of the bus shelters, a plan had been formulated to start planting around favoured spots in the village. The bench in Church Lane Barnham, planted and maintained by volunteers, had given a lovely example of how this could be done.

Little public money had been spent on the blooming of Barnham and Eastergate with generous plant donations by individuals and nurseries.

Gemma Hindson (in the absence of Andrew Crawford) reported that the latest litter-pick had been 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 cleansing service provision in the villages.

11.3 Communications Working Party

Chris Allington (Chair) congratulated the comms team on the quality and information included in the field closure leaflet.

12. Murrells Field Improvement Project

The project had started as planned, and the information leaflet distributed to all homes in the Parish. The project is currently at stage 11/12 on the timeline.

The work had been slow due to the wet weather, but had progressed well. A 1 x 8m strip by the picnic area had not drained properly so proposals were invited from the contractor to address this from the project contingency fund.

Option 1 – to dig out the wet area and remove 250mm wet soil which included clay and root zone at a cost of approx. £40,000

Option 2 – to top dress and reseed at a cost of approx. £8,000 which would be a quicker and cheaper option. As this area would not be used much, it would need to be left until summer 2026. If the grass was left, it would not regrow and would not be a good option. It would also need constant top dressing.

Gemma Hindson (project manager) and Chris Allington (Chair) recommended accepting the lower cost option which was supported by Councillors. In considering this it was noted that there would be a PR impact if no action was taken despite the area involved being small.

It was reported that the work would be finished in the next couple of weeks and that the fence would be moved to enable access to the western section of the trim trail. When the work had been finished, there would be no-one on site to monitor activity which was a concern as residents have been breaching the fencing. It was agreed that this would be examined by the project team and additional signage would be installed.

As noted in the May-25 Staffing Strategy James Roberts would join the Trust on Wednesday 1st October 2025 in the role of Project Co-ordinator.

Resolved:

That Assistant Clerk (Planning) be given delegated authority to instruct the appointed contractor to carry out Option 2 as detailed above

13. Commercial arrangement between the Trust and Parish Council

The circulated paper on the independent commercial review had been withdrawn following offline discussion prior to the meeting. A meeting had been set for 7th October for Councillors and Trustees to understand the Parish Council and Trust partnership and to ask detailed questions.

14. Bus Shelter Project

It was reported that Nina-Maria McMaster was still waiting for the contract to be agreed.

15. Outside Body Meetings

Bill Leath was congratulated on the success of the Book-a-Bus which offered a fabulous service for local residents.

16. Report by the Chair of the Council

The Chair reported that a meeting with the Old Canal Preservation society had taken place, and work had included a fundraising walk and a restructuring event for the canal restorations, part of the old canal network. The Old Canal Preservation Trust was currently examining S106 agreements with developers to understand the funding available for cycle paths.

17. Report by Acting Clerk

Nina McMaster reported that James Roberts had accepted the role of Parish Clerk commencing on Monday 18th May 2026.

It was also reported that there would be a minimal increase to the website maintenance fees due to the new PDF procedures that were required.

A change of dates of meetings were noted as follows:

Full council meeting new date - Tuesday 16th December 2025

Full council meeting new date - Tuesday 27th January 2026

18. Date of Next Meeting

The next meeting of the Council is scheduled to take place on Tuesday 28th October.

The Meeting Closed at 9.10pm.

Signed by:

Chair, Barnham and Eastergate Parish Council