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Clerk and Responsible Financial Officer: James Roberts

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**Barnham & Eastergate Parish Council – Full Council meeting,
Tuesday 8th September 2026, 7:30pm at Barnham Community Hall**

MINUTES

Present:

Chris Allington, Heather Kilroy, Andrea Rainger, Chris Wells, Ray Coggin, John Robinson, Phil Cramp, Rob Bates, Andrew Crawford and Penny Wycherley.

In attendance:

James Roberts (Clerk & RFO) and Gemma Hindson (Assistant Clerk – Planning). Six members of the public were present.

1. Open public session

Six members of the public were in attendance.

2. Apologies

Apologies were received from Simon Parkin.

3. Declarations of interest

None declared.

4. County Councillor, District Councillor and PCSO reports

Cllr Sue Wallsgrove provided a verbal update in her capacity as District and County Councillor. She advised that Local Government Reorganisation (LGR) had been paused in West Sussex whilst the Government conduct a review. As a result of this, she advised that Arun District Council elections will go ahead in May 2027. Cllr Wallsgrove also reported she had been liaising with West Sussex County Council Highways on a number of matters including Eastergate War Memorial roundabout damage, a crossing on Barnham Road, Eastergate and sink hole issues on Barnham Road and Yapton Road.

PCSO Caroline Wilson sent her apologies in advance of the meeting and provided a report which was circulated to Councillors. The report was noted by the Council. The Council asked the Clerk to contact PCSO Wilson regarding what advice is available to the public in relation to thefts from vehicles.

5. Minutes of Full Council meetings held on 2nd and 16th June 2026 – for approval

Resolved:

1. The minutes of the BEPC Full Council meetings held on 2nd and 16th June 2026 were approved as an accurate record of the meeting and were duly signed by the Chair of the Council.

6. Finance

6.1 To note and retrospectively approve the list of payments made since the last meeting

6.2 To note the latest overall financial position of the Council

6.3 To note and retrospectively approve a new mobile phone contract for the Clerk. The Clerk reported that the previous SIM was a Pay as You Go and no longer suitable. The new contract is SIM only, costing £17.00 per month (excluding VAT) on a 12 month contract.

6.4 To note the addition of a new financial report relating to income & expenditure year by month

Resolved:

1. To note and retrospectively approve the list of payments since the last meeting.
2. To note the current financial position of the Council.
3. To note and approve the new mobile phone contract for the Clerk
4. To note the addition of the new financial report listed above

7. Governance matters

7.1 To note and retrospectively approve the community projects report circulated on 19th June 2026 which was approved by email.

Resolved:

1. To note and retrospectively approve the community projects report circulated on 19th June 2026.

8. Planning & Environment Committee

Chris Wells, Chair of P&E Committee, provided a verbal update following the last committee meeting held on 1st September 2026. Chris Wells reported this was a routine meeting, with no major developments of note currently. Following a short discussion, it was agreed that Full Council would benefit from an update on all current and expected developments in the Parish.

Resolved:

1. To ask the Assistant Clerk (Planning & Environment) to prepare and circulate a summary report on all current and expected developments in the Parish to Full Council.

9. Awarding of grants for 2026/27

The Council considered the report and recommendations circulated by the Clerk. A short discussion was held. Councillors noted it was positive to see more applications had been received this year.

Resolved:

1. To award grants to the following applicants:

- St Wilfrid's Hospice (£750.00)
- Tylers Trust (£400.00)
- 4Sight Vision Support (£400.00)
- Arun Community Transport (£250.00)
- Home Start Arun (£450.00)
- Arun Counselling Centre (£250.00)

2. For payment of the above amounts to be made to the respective organisations.

10. Community facilities update

The Clerk reported that both community buildings had busy summers with Friday Social Club events, many weddings and parties held at Barnham Community Hall alongside regular users of the hall. Eastergate Village Hall had been busy with the July Northern Soul Night, August community roast along and the continued success of the Friday Drop Ins with food, clothing, furniture and Repair Café. The Repair Café now has sponsorship which will enable expansion to an evening Repair Café drop in on a Wednesday evening, once a month. It was also reported that Eastergate Cricket Club had a very successful season and a handover will soon take place to Barnham Trojans for winter use. The Clerk and Assistant Clerk (Community) met with representatives from both organisations ahead of the handover to discuss storage and future ideas. Remembrance Sunday plans have started with road closures applied for and permissions sought to place poppies on lamp posts. The Clerk drew attention to the relaunch of community lunches, open to all, at Barnham Community Hall on the first and third Wednesday of the month, relaunching on 16th September.

11. Working Group updates**11.1 Community Resilience (James Roberts – Clerk)**

The Clerk reported that following a meeting of the working group in July 2026, The Clerk will now lead the Council's Community Resilience Team. A review of documentation and procedures will take place in due course. A further update followed later in the meeting (agenda item 15).

11.2 People, Places & Spaces (Penny Wycherley)

Penny Wycherley reported some of the community planting suffered from the weather this year due to the extreme heat. Lamp post planters had already been planted ready for the Spring. Discussions are taking place to extend the existing raised bed at Barnham Community Hall. An order will be placed soon for bulbs, in

preparation for bulb planting across the Parish. Discussions are taking place to look at creating an 'adopt a bus shelter' scheme where volunteers can keep an eye on bus shelters and ensure they are clean and presentable.

11.3 Communications (Simon Parkin)

The Clerk provided a verbal update in the absence of Simon Parkin. It was reported that the printed newsletter is planned to be produced earlier than usual this year with a current timeline of delivery to households in November 2026. The Council's monthly email newsletter, Community Matters, continues to be received by over 400 subscribers and the Council's Facebook page now has over 960 followers.

11.4 Barnham Road project (Andrew Crawford)

Andrew Crawford provided a verbal update. Andrew explained the aim of the working group is to improve the general feel and look of the stretch of road from Eastergate Village Hall to the War Memorial Roundabout, whilst improving road safety where practical to do so. It was reported that following a meeting with Octavius, the Contractors completing the Phase 1a Barnham Road roundabout works, they will be undertaking work to some of the verges along Barnham Road to reclaim overgrown footpaths and cut back vegetation to improve safety of pedestrians. Octavius will be doing this as part of their social value work with no cost to the Parish Council. It was also reported that following an application to West Sussex County Council's Community Tool Fund, the Council had been successful in securing a tool shed and hand tools for use by volunteers to cut back overgrown vegetation and for general tidying type jobs. It was reported that a public engagement meeting will take place later this year.

11.5 Community & Infrastructure (James Roberts – Clerk)

The Council noted the minutes of the last working group meeting which were circulated in August 2026.

12. Barnham & Eastergate Community Speed Watch

The Council considered the report and recommendations circulated by the Clerk. A Sussex Police Community Speedwatch District Administrator was in attendance and provided an explanation of how Community Speedwatch groups work and their purpose.

Resolved:

1. To purchase the equipment required for the Community Speedwatch Group and loan this to the group
2. For the Clerk to become a Group Viewer
3. To support the group with promoting the scheme utilising our communication platforms

13. Bus Shelter Project

13.1 Completion of original project with WSCC

The Clerk advised that the initial project had now been completed and payment had been made to the Contractor.

13.2 Purchase of noticeboards for bus shelters

The Clerk sought approval to purchase six noticeboards for the newly installed bus shelters. A short discussion took place regarding the type of noticeboard.

13.3 Public bins and bus shelters

The Clerk sought approval to investigate costs and practicalities of installing public litter bins near to the newly installed bus shelters.

13.4 Adoption of additional bus shelters

The Clerk sought approval to investigate the adoption of additional bus shelters in the Parish and explore further funding options available from WSCC.

Resolved:

1. The Council noted the completion of the original project.
2. To approve purchase of six noticeboards for newly installed bus shelters (£300 budget).
3. To authorise the Clerk/Assistant Clerk to investigate the installation of public bins at each new bus shelter with Arun District Council and determine any associated costs to the Parish Council.
4. To authorise the Clerk/Assistant Clerk to investigate the adoption of additional bus shelters in the Parish and the funding options available from West Sussex County Council for replacement shelters.

14. Barnham Community Hall Cutten Room improvement works

The Council considered the report and recommendations circulated by the Clerk. A discussion took place about the size of the proposed door opening plus other factors including fire safety and acoustics.

Resolved:

1. To appoint the Contractor as recommended in the report, if the Council resolves to go ahead with the works as proposed.
2. To request more information about the proposed works from the Clerk/Assistant Clerk (Planning) and for the Assistant Clerk (Planning) to liaise with the Contractor to discuss whether a wider door opening could be achieved.

15. Community Resilience Team – Emergency Community Hub

The Council considered the report and recommendations circulated by the Clerk.

Resolved:

1. For Barnham Community Hall and Eastergate Village Hall to become Emergency Community Hubs in conjunction with West Sussex County Council's Emergency and Resilience Team and for the Council's Community Resilience Team to lead on this scheme.

16. Report by Chair of the Council

The Chair provided a verbal update.

16.1 The Chair expressed concern that Stagecoach did not serve Barnham during the July 2026 road closure and suggested that the Council write to the CEO to convey its dissatisfaction.

16.2 The Chair reported that a quote had been received for overseeding of Murrell's Field following an extremely hot and dry summer.

Resolved:

1. To instruct the Clerk to write a letter of complaint to the CEO of Stagecoach.
2. To approve the quote received for overseeding of Murrell's Field.

17. Report by the Clerk

The Clerk provided a verbal update.

17.1 Resident correspondence

The Council noted the report circulated by the Clerk.

17.2 Parish Council Drop Ins

The Council noted the report circulated by the Clerk.

17.3 Eastergate War Memorial roundabout damage

The Clerk reported that he and Assistant Clerk (Community) had been liaising with WSCC Highways regularly about this matter. WSCC Highways are actively progressing a longer term solution and funding has now been approved to undertake feasibility and design work for a more robust roundabout layout that can better accommodate HGV movements. WSCC are in the early stages of discussions with design contractors and a site visit had been arranged.

The Clerk advised it is important to note that the funding secured by WSCC at this stage is for feasibility and the design process. Any subsequent construction works will require further funding, which will depend on the proposed scheme costs, the business case, and the availability of funding to WSCC. WSCC have advised the roundabout is monitored regularly to ensure that it is not presenting a safety risk to highway users. WSCC have confirmed they intend to repair the roundabout in October, ahead of Remembrance Sunday.

A member of the public, Renford Marsden, who is a War Memorial Trust Surveyor and Volunteer, advised he is unable to inspect the war memorial currently due to the condition of the roundabout surrounding it. He also advised that he is researching a Silent Solider statue which would include QR codes which link to information on the history of the monument and lists the names of those listed on the war memorial.

18. Date of next Full Council meeting

It was noted that the next Full Council meeting is scheduled for Tuesday 27th October 2026, 7:30pm at Barnham Community Hall.

The meeting closed at 21:36hrs.

Signed by: _____

Chair of Barnham & Eastergate Parish Council