Parish Council Office, Barnham Community Hall, Yapton Road,
Barnham, West Sussex, PO22 0AY

Clerk and Responsible Financial Officer: James Roberts

07565 052 617
clerk@barnhamandeastergate-pc.gov.uk

Barnham & Eastergate Parish Council – Full Council meeting,
Tuesday 27th October 2026, 7:30pm at Barnham Community Hall

MINUTES

Present:
Chris Allington, Heather Kilroy, Andrea Rainger, Chris Wells, Ray Coggin, John Robinson, Phil Cramp, Andrew Crawford, Simon Parkin and Penny Wycherley.

In attendance:
James Roberts (Clerk & RFO) and Nina McMaster (Assistant Clerk – Community).

8 members of the public were present.

1. **Apologies**
   Sue Wallsgrove and Rob Bates provided their apologies in advance of the meeting.

2. **Declarations of interest**
   None declared.

3. **Open Public Session**
   A member of the public raised concerns about the Barnham Rife manhole chamber situated between Barnham Road and the railway embankment (opposite 10 Barnham Road - The Trading Post). It was reported that it was not thought to have been inspected for obstructions or debris for decades. A second concern was raised that the river level recording equipment upstream of the culvert had not been working since 14th September 2026.

   A member of the public/volunteer war memorial surveyor provided a verbal update on the condition of the war memorial following the completion of the annual survey.

   Resolved:
   1. To authorise the Clerk to write to the Environment Agency to raise the concerns noted in the public session relating to the Barnham Rife.

4. **Presentation from Eastergate Pedestrian Safety Campaign/Petition Group**
   A member of the Eastergate Pedestrian Safety Campaign/Petition Group provided a verbal update regarding the campaign and petition which had now received 1,264 signatures.

The Clerk had circulated a briefing paper from the campaign group in advance of the meeting. An updated version was received on the afternoon of the meeting and distributed to Councillors. It was noted that, owing to the timing of its receipt, not all Councillors had been able to review the document in full prior to the meeting.

Following the presentation, the Council considered the campaign and discussed the matters raised.

Resolved:
1. To acknowledge and formally support the principles of the campaign/petition

2. To authorise the Clerk to write to West Sussex County Council independently of the campaign group, setting out the Council's work on this matter to date and its concerns, also asking for highway improvement funding to be considered, and seeking an update on any proposed safety measures. The correspondence will make reference to the petition and the significant level of community support it has received

3. To share a copy of the Council's letter with the campaign group once sent

4. To not submit a Community Highway Scheme (CHS) application or Traffic Regulation Order (TRO) at this stage and to await the Council's Barnham Road Project working group findings and recommendations

5. County Councillor, District Councillor and PCSO reports

Apologies received in advance of the meeting from Sue Wallsgrove (Councillor for ADC and WSCC) and PCSO Caroline Wilson.

A report from PCSO Wilson had been provided and circulated to the Council prior to the meeting. The Council **noted** the report.

The Clerk provided a verbal update on behalf of Sue Wallsgrove regarding blocked gullies on Barnham Road, outside the pharmacy and the pedestrian crossing at the junction of Elm Grove South. WSCC had confirmed a jetting job for the gullies had been scheduled to take place early November.

Andrew Crawford reported ongoing concerns regarding the gully at the junction of Elm Grove South and requested that enquiries be made with West Sussex County Council as to whether there is a deeper underlying issue causing the recurring problem.

Resolved:
1. To authorise the Clerk to make enquiries with WSCC regarding the recurring problem with the gully at the junction of Elm Grove South.

6. Minutes of Full Council meeting held on 8th September 2026 – for approval

Resolved:

1. The minutes of the BEPC Full Council meeting held 8th September 2026 were approved as an accurate record of the meeting and were duly signed by the Chair of the Council.

7. Finance

The Clerk had circulated financial reports and the 2025-26 CIL Monitoring Report in advance of the meeting.

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 the 2025-26 CIL Monitoring Report

8. Completion of Annual Governance and Accountability Return External Audit 2025-26

The Council considered the External Auditor Report and Certificate for year ended 31st March 2026, which had been circulated prior to the meeting.

Resolved:

1. To note the conclusion of External Audit, the External Auditors Report and Certificate for the year ended 31st March 2026.

2. To acknowledge the feedback received in the report and certificate.

9. Planning & Environment Committee

Chris Wells, Chair of the Planning & Environment Committee, provided a verbal update on recent Committee meetings. He reported that the most recent meeting had considered a small number of planning applications and advised that a BEW meeting had been scheduled for November 2026. The Council was also informed that discussions had commenced regarding a review of the Neighbourhood Plan, which was approximately five years old. It was reported that further meetings would be held to progress this work. Chris Allington, Chair of the Council, highlighted the importance of maintaining the legal validity of the Neighbourhood Plan due to the Community Infrastructure Levy (CIL) funding it generated. The Neighbourhood Plan Review Advice Note, provided by Process Matters, circulated in advance of the meeting, was considered and **noted** by the Council.

10. Community facilities update

The Assistant Clerk (Community) provided a verbal update. It was confirmed that Poppies on lamp posts had been put up and a Remembrance Sunday service would take place on 8th November 2026 at the war memorial, followed by complimentary refreshments at Eastergate Village Hall.

It was also reported there had been a leak at Eastergate Sports Pavilion and the Assistant Clerk (Community) felt that a review of the building's condition and consideration of improvement works should be given.

It was further reported that Octavius, the contractor for Phase 1A of the A29 Realignment Project, had donated a storage container to Eastergate Village Hall to support community activities and projects, providing much needed storage.

Assistant Clerk (Community) advised that both community buildings continued to be busy, with a number of events scheduled over the coming months.

Resolved:
1. To instruct the Assistant Clerk (Community) to arrange a visit to Eastergate Sports Pavilion for Councillors to review the condition of the facility.

11. Working Group updates

11.1 Community Resilience (Clerk)
The Clerk reported that a recruitment campaign had commenced to increase volunteer numbers. It was also noted that West Sussex County Council Emergency Community Hub training was expected to be scheduled for early 2027.

11.2 Community & Infrastructure (Clerk)
The Clerk reported the next working group meeting had been scheduled for November 2026.

11.3 People, Places & Spaces (Penny Wycherley)
Penny Wycherley reported the lamppost planters would be taken down soon and replaced with Spring planters. 3000 Spring bulbs had recently been planted over the Parish and planting around some of the newly installed bus shelters had begun. It was also reported that some of the lampposts used for the planters now require structural tests due to their age and this was in the process of being arranged.

11.4 Communications (Simon Parkin)
Simon Parkin reported that this year's printed newsletter was almost complete and would be delivered to every household in the Parish during November. It was noted that publication was earlier than in previous years and that there were plans to increase the frequency of printed newsletters to twice yearly. It was also noted that the monthly email newsletter continued.

11.5 Barnham Road Project (Andrew Crawford)
Andrew Crawford provided a verbal update and highlighted key points from the circulated report. It was advised that a community engagement event had been scheduled for 18th November 2026 at Eastergate Village Hall.

11.6 Community litter pick (Andrew Crawford)
Andrew Crawford provided a verbal update about monthly community litter pick activity.

12. Bus Shelter Project
The Assistant Clerk (Community) provided a verbal update. It was reported that a second phase of the project had begun and an initial meeting had taken place with WSCC and other local Parish Councils. It was advised that WSCC had confirmed that further funding was available. It was noted that the Assistant Clerk and Penny

Wycherley would review potential locations and submit a list to WSCC.

13. Triangle of small green space opposite The Murrell Arms PH, Barnham

The Council considered the report and recommendations circulated by the Clerk and a short discussion took place.

Resolved:

1. To note the outcome of the investigations undertaken regarding the triangular area of grass adjacent to The Murrell Arms PH, Church Lane, Barnham, which confirmed it was not registered as a Town or Village Green.

2. Not to pursue further investigations into the potential registration of the land as a Town or Village Green.

3. To authorise the Clerk to liaise with West Sussex County Council to determine whether an appropriate licence or agreement may be available to enable the Council or a designated working group to maintain the triangular area of land, including carrying out planting and general upkeep.

14. Community Traffic Regulation Order application – Lake Lane, Barnham

The Council considered the report and recommendations circulated by the Clerk in advance of the meeting.

Resolved:

1.To support the submission of a Community Traffic Regulation Order (TRO) application for the section of Lake Lane, Barnham, seeking a reduction in the speed limit from 30mph to 20mph.

2. To authorise the Clerk to liaise with residents and other stakeholders to gather evidence of public support for the proposal.

3. To delegate authority to the Clerk, in consultation with the Chair, to submit a Community Traffic Regulation Order (TRO) application to WSCC should sufficient evidence of public support be obtained.

15. Report by Chair of the Council

The Chair reported that he had recently attended a Chairs Networking Meeting hosted by West Sussex Association of Local Councils (WSALC).

16. Report by the Clerk

The Clerk had no additional matters to report beyond those included below.

16.1 Resident correspondence

To note the report circulated by the Clerk

16.2 Parish Council Drop Ins

To note the report circulated by the Clerk

16.3 Meeting dates for 2027-28

To note the meeting dates for the next financial year

16.4 Annual inspection survey of Eastergate War Memorial
To note the inspection report conducted by a volunteer War Memorials Trust surveyor

In relation to item **16.4**, a member of the public and volunteer war memorial surveyor requested that drone photography of the war memorial be investigated and, if feasible, arranged to assist in assessing the condition of the upper sections of the memorial.

The Council considered the request.

Resolved:
1. To authorise the Clerk to liaise with the volunteer regarding the use of drone photography, ensuring that any work would be undertaken by an appropriately qualified individual with the required licences and approvals.

17. Date of next Full Council meeting
The Council **noted** the date of the next meeting (Tuesday 8th December 2026, 7:30pm at Barnham Community Hall).

18. Exclusion of the Press and Public
The Chair closed the meeting to the Public and Press as it was **resolved** that pursuant to section 1(2) of the Public Bodies (Admissions 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 II of the meeting.

All members of the public left the meeting.

Part II

19. Legal matters
The Council considered a report and recommendations circulated by the Clerk.

20. Staffing matters
The Council considered a staffing matter from the Chair, on behalf of the Staff Management Panel.

The meeting closed at 21:17hrs.

Signed by: _____

Chair of Barnham & Eastergate Parish Council