



**MINUTES OF BARNHAM AND EASTERGATE PARISH COUNCIL MEETING
HELD ON TUESDAY 22ND October 2019 AT BARNHAM COMMUNITY HALL**

Present: Chris Allington (Chair): Dick New (Vice-Chair): Rob Bates: Phil Cramp: Andy Earwaker: Heather Kilroy: John Robinson: Ella Simmons: Isabel Thurston: Sue Wallsgrove:

In attendance: Alison Crabb (Clerk): Nina McMaster (Assistant Clerk): District Councillor, Chris Hughes: 2 Reps from Arrow Planning re Item 5: Members of the public re: Item 5

1. **Open Public Session** – No issues raised as all members of the public present wished to participate in Item 5 on the agenda.
2. **Apologies – Terry Bedford: County Councillor, Derek Whittington:**
3. **Co-option of Councillors**

Following the recent advertisement of the two vacancies on the Council applications had been received from Mr David Phillips and Mr Paul Ayling. The Council considered the applications and felt that both candidates would bring benefits to the Council and unanimously approved their co-option with immediate effect. Mr Phillips was not present so would sign his Declaration of Office after the meeting, but Mr Ayling was present and signed his Declaration of Office and immediately took his place on the Council.

The Chair was pleased to confirm that this meant the Council now had no vacancies. He also said that he would look to rerun his previous induction session prior to a meeting of the Council in the near future.

4. **Declarations of Interest**
Mr Allington declared an interest in item 13 – Future Library service provision as he had written to WSCC in his professional capacity with respect to this service.
5. **Presentation by Arrow Planning consultants in respect of nursing home proposal for site on Yapton Road**

Mark Schmull of Arrow Planning and a representative of the landowners of a site on Yapton Road attended the meeting to give a presentation to the Council on the proposal to develop the site to provide a 70 bed nursing home, together with 14 assisted living bungalows. The aim of the Planning consultants was to work with the local community and the landowners to deliver a project that would meet everyone's requirements, whilst recognising the need for compromise on both sides. The proposal presented had been slightly changed following a recent public exhibition to take on some of the comments received. It was noted that previous applications to develop the site for housing had both been refused and whilst the landowners were still keen on housing it was felt that having identified a need for elderly persons care in the area following a survey that this proposal would make much better use of the land. The main changes that had been made following the public exhibition included reducing the

number of assisted living dwellings from 30 down to 14 and making them single storey bungalows. Comments made by Councillors and members of the public and responses made included the following areas:

- Entrance to the site and access road – would be discussed and agreed with WSCC highways
- Current boundary would be moved to enable widening of pavement and new hedges would be planted to provide screening of the site
- Sustainability measures for the building would be considered as appropriate
- Access to the village centre for residents would need some consideration e.g. minibus provision
- Outside space for residents – consideration of a suitable exercise route around the site
- Parking provision on site – it was confirmed that the proposed parking spaces exceeded the WSCC parking standard
- Potential traffic calming measures such as a electronic speed recording signs would be considered for Yapton Road

The next stage would be submission to ADC for outline planning permission for the proposal and it was anticipated this would be submitted in the next few weeks once the necessary survey work had been completed. The application would then be formally considered either by the Planning and Environment Committee of the Council or the Full Council depending on the timing of the application submission.

The Chair thanked Mr Schull for attending and responding to questions raised.

6. County and District Councillor Inputs

Due to the absence of Derek Whittington no County updates. District Councillor, Chris Hughes informed the Council that ADC had agreed a response to the A27 Arundel Bypass consultation and that was that the Magenta route was the Council's preferred option.

7. Minutes of the Full Council meeting held on 3rd September 2019

Resolved: That the minutes of Barnham & Eastergate Parish Council meeting held on Tuesday 3rd September 2019 be approved as an accurate record of the meeting and be signed by the Chair of the Council.

8. Finance

- 8.1.** The Clerk circulated a list of payments made since the last meeting. She commented that whilst these were technically for approval because of the use of online banking approval and less frequent meetings, the list provided would be to inform Council of payments made since the last meeting and some payments to be. The purpose of circulating a list would be to enable Councillors to question any payments that were unclear and they wished to seek further information on. The Clerk also reported that as well as the Chair, Dick New and Terry Bedford were now authorised to approve payments.

A response was given to the cost of the items for Eastergate Village Hall which confirmed that the costs were being funded from the monthly grant budgeted to be passed to the Hall.

The Clerk also sought and received approval of a maximum £1500 budget to provide office furniture for the Parish Office within Eastergate Village Hall to enable both the Clerk and Assistant Clerk to work in a suitable office environment, which was not currently the case.

8.2 The Clerk had previously circulated the summary accounts for the first six months of the financial year to the end of September 2019. No issues were raised and the Council **noted** receipt of the document.

8.3 The Clerk had circulated the External Auditor's conclusion of audit document for the former Barnham Parish Council and Eastergate Parish Council and confirmed the notice of Conclusion of Audit had been publicly advertised as required. There were no issues of concern to note.

Resolved:

- 1. To note the payments that had been processed since the last meeting.**
- 2. To agree a budget of £1500 to enable the Clerk to furnish the Parish Office at Eastergate Hall.**
- 3. To note receipt of the summary accounts up to the end of the second quarter of the year.**
- 4. To note the Conclusion of Audit for 2018/19 for the former Barnham Parish Council and Eastergate Parish Council**

9. Approval of Grants

At the last meeting of the Parish Council on 3rd September the Council approved a Grant Awarding Policy for Barnham and Eastergate Parish Council and agreed to receive a report and recommendations for the awarding of Grants for 2019/20. The Clerk had circulated a report detailing the grant requests that had been received, together with the amounts requested by each organisation. The report made some recommendations on suitability of each organisation to receive a grant based on the newly approved Grant Awarding Policy and suggested an amount to be paid to each organisation. The report also sought agreement to increase the current £1000 budget to accommodate all the requests by moving funds that were brought into the new Parish Council from the former Barnham Parish Council and Eastergate Parish Council that had not been taken into account when preparing the budget for the new Council.

A short discussion took place on the recommendations and the following awards were approved:

Resolved 1: To make the following grant awards:

- Village Friends - £500**
- Arun & Chichester Citizens Advice Bureau - £150**
- 4Sight Vision based in Bognor Regis - £175**
- Age UK West Sussex - £1500**

Resolved 2: To increase the budget from £1000 to £2325 to enable all grants to be paid

Resolved 3: In awarding the grant ask each organisation to inform the Council at the end of the

financial year how the money was spent to the benefit of local residents.

10. Additional Street Light Request on Fontwell Avenue

The former Eastergate Parish Council had received a request from Claremont Gardens Care Home on Fontwell Avenue to consider installation of a streetlight on the footpath outside the home. Following further discussions with WSCC and the Manager of the Care Home the Clerk had prepared a short report for consideration by the Council. The recommendation in the report was to consider agreement to the installation of an additional streetlight, the cost of installation would be borne by WSCC, with the Parish Council picking up the additional PFI contract cost and the electricity supply cost. It was noted that residents of the assisted living premises and the Care Home were both payers of Council Tax contributions to the Council.

In discussion it was noted that it was believed that the original reason for the request for the additional light was safety driven, particularly in relation to staff who worked at the Home. Councillors felt that there was already adequate lighting at the entrance and that additional street lighting would provide an adverse environmental impact on the area. A recent Bat Survey commissioned by the Council in an adjacent area confirmed the probable impact. There was also concerns that agreement to this light could set a precedent for requests from other areas in the Parish. For this reason it was **agreed** to defer a final decision on the proposed additional light until the next meeting whilst a small group of Councillors undertook a night time site visit to establish whether or not they felt the additional light could be justified on safety grounds.

11. Responses to consultations

- 11.1 Highways Agency – A27 Arundel Bypass consultation** - The Council discussed the various proposed routes, together with the request for support from Walberton Parish Council against the Magenta Route (the route that cuts through Binstead Woods). The Council agreed that traffic conditions around Arundel should be improved and the improvements should be those that do the least damage to the environment. The discussion centred around the Beige or Cyan Route with the majority agreeing to submit a response in support of the Beige Route.

Resolved: That the Clerk submit a response on behalf of the Parish Council supporting the Beige Route if the only suitable improvement to traffic conditions has to be a bypass.

11.2 Arun District Council – Public Spaces Protection Order

Resolved: That no formal response to the Consultation be submitted.

12. A29 realignment

A brief discussion concluded that the Coast to Capital Report circulated was not going to impact on the plans for the A29 realignment. Confirmation would be sought at the BEWAG meeting on 28th November on progress and funding.

13. Future Library Service Provision in the Parish

Following correspondence informing the Council that the current mobile library service was

to cease and a consultation exercise announcement on the future of library service provision the Council discussed its utter dismay at the fact that the County Council had decided against the proposal to support the Parish Council in setting up a Tier 7 library in Eastergate Village Hall. Councillors also questioned were S106 funding for Libraries was going to be spent if it was not to be used to assist schemes such as this.

It was agreed that the Clerk would look to submit a suitable response to the consultation.

Resolved: **The Clerk to respond to the consultation on behalf of the Parish Council.**

Post Meeting Note: On looking at the consultation questions the Clerk concluded that in view of the format of the questions it was not the appropriate place for the Council's comments to be placed and it was agreed that a separate email response be sent to those running the consultation.

14. Adoption of Bus Shelters

ADC had approached the Council to see if they would be willing to consider taking on responsibility for a new bus shelter that was to have been provided as part of a planning permission in the Parish, but the developer was now seeking to delete that provision and replace it with contributions to improve cyclepath provision in the area. The approach was made as WSCC had indicated that they would not take on responsibility in future for such bus shelters.

The Council concluded that they would not be willing take on this specific proposed bus shelter and in fact that they would not consider introducing a policy to take on the responsibility of bus shelters in the Parish if they were approached by WSCC at any time in the future.

Resolved: **To inform ADC that the Parish Council would not wish to take on responsibility for the specific bus shelter.**

15. Planning & Environment Committee Minutes

The Council **noted** the minutes of meetings of the Planning and Environment Committee of the Parish Council held on 16th July and 3rd September.

16. Approval of additional Policies for the Parish Council

16.1 Procurement Policy – The Council considered a Procurement Policy for the Council, prepared by the Chair and Clerk, to support the Financial Regulations and approved the adoption of the Policy.

16.2 Website Accessibility Policy – The Council considered a Website Accessibility Policy prepared by ProcessMatters and approved the adoption of the policy.

Resolved 1: **To approve adoption of a Procurement Policy for the Council**

Resolved 2: **To approve adoption of a Website Accessibility Policy for the Council**

Resolved 3: **The Clerk to place both policies on the Council's website**

17. Outside Body Meeting reports

No meetings had been attended since the last Council meeting but it was noted that a meeting of BEWAG (Barnham, Eastergate, Westergate Advisory Group), the Group set up by ADC to discuss the Strategic Site in the Local Plan, was scheduled to take place on 28th November and that some high level development principles put together by Karl Roberts had been circulated to all Councillors for comments that the Chair can take to the meeting on 28th November.

18. Community Facilities in the Parish

Nina McMaster, Community Facilities Manager for Eastergate Village Hall, reported on continued excellent bookings and support for events at the Hall and asked for support from Councillors to visit when the opportunity arose to see the work being done.

Nina also reported on the next stage of the Lottery bid for an extension to Eastergate Hall. She explained that a meeting would be held at the end of November with the Lottery Officer at which they would discuss more detail on the proposal. To enable this an ITT had been recently placed to seek quotes and drawings from architects interested in taking on the project.

Barnham Community Trust – Approval of Licence to Operate – The Council was informed that as part of the merger the new Council took on the Licence to Operate that existed between Barnham Parish Council and Barnham Community Trust. The document set out how the Trust would manage the Barnham Community Hall and Murrell’s Field on behalf of the Parish Council. The agreement now requires the new Council to approve the document. It was **agreed** to sign the document and Heather Kilroy and Dick New signed the document on behalf of the Council. It will need to be reconsidered as part of the merger discussions moving forward.

Resolved: To approve and sign the Licence to Operate between Barnham Community Trust and Barnham and Eastergate Parish Council

19. Proposed Merger of Barnham Community Trust and Eastergate Village War Memorial Hall Trust

The clerk reported that both the Eastergate Village War Memorial Charity Management Committee and Barnham Community Board of Trustees had now formally resolved to move forward with the merger. The Council was informed that the next steps would be dependent on the Charity Commission giving the go ahead to move the merger forward, which was still awaited. Once agreed a public meeting would need to be held in respect of Eastergate residents of the Parish as the Constitution of that Charity requires a full public meeting to approve the merger. There would then need to be due diligence carried out with the aim to still merge on 1st April 2020.

20. Appointments

Resolved 1: To appoint Andy Earwaker to the ABE CLT with observer status only

Resolved 2: To appoint Phil Cramp and Paul Ayling to the Planning & Environment Committee

21. Report by Clerk

Traffic Matters - the Clerk reported that she had managed to secure a meeting with Ben

Whiffin to discuss traffic matters in the Parish and required volunteers to be involved. The meeting would take place in the first week in November. The Clerk would also invite local residents who had raised issues with her to take part. SW/IT/RB/PC/DN all indicated a willingness to be involved.

Tree planting in the Parish – the Clerk and Rob Bates met with ADC’s tree officer and Paul Ayling (as a local resident, but now Parish Councillor) to establish exactly which trees the Parish Council was responsible for following the merger (all the trees were in the former Eastergate Parish there are none in the former Barnham Parish). It was a very useful meeting and as part of the discussion PA had volunteered to look at planting some new oak saplings on the green area in Farnhurst Road and it was discussed how we could look further at the recent Woodland Trust offer for trees. The Council was very keen to accept Paul Ayling’s offer to be involved in this area and he would work with RB and the Clerk to move this forward and report back to the Planning & Environment Committee in future.

War Memorial additional name and placing of plaque by Railway Station - Renford Marsden has been carrying out some investigations into a possible additional name to be placed on the War Memorial and the renovation of a plaque that had been undertaken and now needed repositioning at the Railway Station. The Council noted the activities and the Clerk and Phil Cramp would follow the matters up and keep the Council informed.

23. Date of Next Parish Council Meeting

The next meeting of the Parish Council was confirmed as Tuesday 3rd December at 7.30 p.m. at Barnham Community Hall.

The meeting closed at 10.05 p.m.

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

PART II

24. To consider changes to the Clerk’s Contract of Employment

Resolved: To increase the Clerk’s hours to 20 hours per week

Signed by:

Chair, Barnham and Eastergate Parish Council