



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

12 Wittering Walk, The Parade,
East Wittering, West Sussex, PO20 8RR

Telephone: 01243 673588

Ewbpcmail@gmail.com

MINUTES OF THE ASSETS AND OPEN SPACES COMMITTEE MEETING HELD ON 25th JUNE AT BRACKLESHAM BARN

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| | COMMITTEE MEMBERS |
| PRESENT: | Cllr. B. Reeves Cllr M. Lawson Cllr T. Glithero Cllr. T. Dixon Cllr Darren Banks |
| APOLOGIES: | Cllr R. Lowe |
| IN ATTENDANCE: | Mrs. S. Tate (Parish Clerk) |

18.44 **Declarations of Interest.**
None

18.45 **Minutes of the meeting held on 21 May 2018**
The minutes of the meeting held on 21st of May were confirmed as a correct record, and signed by the Chairman. Clerk provided an update on the MUGA and Outdoor Gym, which had been delayed again. Installation was now expected in July, although it would need to be scheduled to fit in around various events taking place in the Park.

18.46 **To receive a copy of the financial statement for Bracklesham Barn & Park**
The committee received the budget statement for the Barn and Park. The Clerk advised the committee that ROSPA reports had been completed for all of the open spaces and playparks and had identified a number of issues that would require repair/replacement of equipment. The group agreed to take the money for repairs to the playground at Bracklesham Park from the Bracklesham Barn and Park Maintenance budget, and the money for the alterations to the equipment at Downview from the Public Open Spaces Repairs and Maintenance budget.

The Clerk was asked to arrange with the relevant contractors for the necessary repairs to be made to the playground equipment and to replace the safety railings on the skate ramp to bring them in to line with current standards.

Action: Clerk to arrange necessary repairs

18.47 **To receive an update on the Parkrun**
Cllrs Dixon and Glithero had attended the Chichester event to gain a better understanding of how they operate. Cllrs. Identified a number of areas of potential concern that would need to be managed to make the event a success. Key concerns were as follows:

- Any catering concessions would need to be offered on the open market to ensure transparency and independence.
- What numbers of runners were expected?
- How many circuits of the park would be run?
- How will ground conditions be monitored?
- Would car parking be an issue for local residents?

- Will they be using the toilets – if so, will they be cleaning them?

After the meeting, the group agreed that they would put together a report for the Parish council so that a way forward could be agreed.

Action: Cllr Dixon to prepare report and recommendations for full council.

18.48 To receive an update on the Pantomime

The Clerk had still not received a response from the Pantomime Group regarding the possibility of another production this year. They had been given until the end of June to reach a decision, and so should advise us within the next few days.

The Clerk had requested that Townsend Audio, who undertook sound & lighting for a large number of amateur productions and were familiar with many local venues prepare a report on what could be done to make the Barn a more attractive and to assess the market potential of the barn as a performance venue.

Action: Clerk to circulate report and recommendations when ready.

18.49 To receive an Update on S106 Improvements

Flooring quotes had been sought from three companies, one had declined to quote as they did not have the specialist equipment required to lay such a large surface area. Of the other two, one possessed the necessary equipment to deal with installing a large surface area. The other intended to complete the work by hand in smaller sections. Although this quote was cheaper, the clerk advised against proceeding this way, as the risks to the project and the potential for expensive remedial works being required was higher, and recommended that the specialist contractor be appointed.

Proposed from the Chair, the committee resolved to accept the quote from Flawless Finish.

Audio quotes for upgrading the current system to Dolby 5.1. and relocating the control equipment to the rear of the hall have been sought. So far only one has come back, but it is very expensive at over £7,000. Advice will be sought from Townsend Audio on what is actually required within the hall to meet the needs of existing regular users and what is required to meet the expectations of live performance groups.

18.50 To receive an Update the Parish Office Move

The project is progressing well, and we anticipate the move will be completed by the end of July 2018.

18.51 To receive an Update on Downview Hall

The Guides are now using the building, and it is being let to regular hirers for classes and events. This has highlighted issues with the shared car park with the Bowls Club, who have on a number of occasions been unable to secure the car park as there are still vehicles parked in it. The Bowls Club have written asking for guidance on what the procedure should be.

The committee agreed that with the increase in users, it had become necessary to leave the car park open during the day. The new procedure should be that the first vehicle in the car park at the start of the day open the gate, and the last vehicle to leave at the end of the evening lock it. If in any doubt, the car park should be left open.

In order to protect the field from unwanted ingress of vehicles, drop down posts would be installed at the rear of the car park to obstruct access on to the field.

Action: Clerk to arrange for installation of posts as a matter of priority and to advise the Bowls Club/Guides/Football Club of the new procedure.

18.52 To Appoint a Working Group to Review Arrangements at Downview Pavillion

Cllrs Banks, Dixon and Reeves agreed to form a working group to review the relationship with the football club and propose a way forward to allow the area to be better managed and utilised.

Action: Cllr Banks to arrange a meeting with the Football club discuss how to improve management of the area.

18.53 To Appoint a Working Group to Review Public Realm Improvements at Booker Green

Cllrs Glithero and Reeves agreed to form a working group to review the area at Booker Green and identify projects for New Homes Bonus Funding. Cllr Reeves requested that the Clerk seek clarification from WSCC Highways department on the issues regarding installation of a Bus Stop in the Parade.

Action: Cllrs Glithero & Reeves to prepare report on public realm improvements at Booker Green.

Action: Clerk to seek clarification from WSCC on issues related to bus stop relocation.

18.54 Urgent Matters

The Clerk raised the issue of a complaint that had been received from a hirer. The hirer had used a smoke machine inside the building, which had triggered the fire alarms and required the attendance of the fire brigade at a child's birthday party. The hirer had not completed payment of the security deposit for their booking, and consequently had not collected and signed their booking terms and conditions. On this basis, they were demanding a full refund as they were not aware of the prohibition on the use of smoke machines.

The committee agreed that by choosing to proceed with the event without having read the terms and conditions of hire, the hirer was doing so entirely at their own risk, and that no refund should be given.

Action: Clerk to respond to the hirer that no refund will be given.

Signed _____

Date _____

| Action | Person Responsible |
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| <i>Clerk to arrange necessary repairs of play and outdoor equipment.</i> | Clerk |
| <i>Chair to prepare report and recommendations on the Parkrun for full council.</i> | Cllr Dixon. |
| <i>Clerk to circulate report and recommendations on alterations required to make the barn an attractive performance venue when ready.</i> | Clerk |
| <i>Clerk to arrange for installation of drop down posts at Downview posts as a matter of priority and to advise the Bowls Club/Guides/Football Club of the new procedure.</i> | Clerk |
| <i>Cllr Banks to arrange a meeting with the Football club discuss how to improve management of the area.</i> | Cllr Banks |
| <i>Cllrs Glithero & Reeves to prepare report on public realm improvements at Booker Green.</i> | Cllr Glithero & Reeves |
| <i>Clerk to seek clarification from WSCC on issues related to bus stop relocation.</i> | Clerk |
| <i>Clerk to respond to the hirer that no refund will be given.</i> | Clerk |