



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

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MINUTES OF THE ASSETS AND OPEN SPACES COMMITTEE MEETING HELD ON 28th JANUARY 2019 AT BRACKLESHAM BARN

	COMMITTEE MEMBERS
PRESENT:	Clr. B. Reeves Clr M. Lawson Clr Darren Banks Clr Dawson Parker
APOLOGIES:	Clr D. Banks
IN ATTENDANCE:	Mrs. S. Tate (Parish Clerk) Mrs L. Kennard (Assistant Clerk)

19.01 **Apologies for Absence**

Clr Banks

19.02 **Minutes of the meeting held on 19th September 2018**

The minutes of the meeting held on 19th September were confirmed as a correct record and signed by the Chair.

19.03 **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 noted that she had not progressed the installation of additional street lighting in Bracklesham Lane, pending the development of the plans for the Seaward site at Richardsons, as she felt it was likely that WSCC would require that this work be carried out by the developers to meet their Highways obligations. The committee agreed to review this again in three months.

The committee requested that budget consideration be given to funding a live Christmas Tree in Bracklesham this year.

19.04 **Football Club Update**

The clerk is awaiting confirmation from both of the teams on their intentions for next season and will update the committee when she has received this. She is also awaiting confirmation from the Parkrun on their intended start date.

Action: Clerk to update committee when information has been received.

19.05 **To consider the following items related to Bracklesham Barn**

- 1) Community room flooring. The committee agreed to accept the quotation from Ryan Leisure and to submit this to CDC for approval of S106 funds.
- 2) CCTV System upgrade. The committee considered the three quotes, but requested that the Clerk amend the system specification to include off-site cloud-based storage of the

system data to provide better back-up security. Clerk to investigate if this is possible and seek alternative quotes.

- 3) Door Entry System. The committee requested that the specification for this be amended to include restricted access internal doors (e.g. Parish Office, Hirers Cupboard, Equipment Cupboard and Glass Office) to improve security. Clerk to seek revised quotations. See item (7)
- 4) Committee agreed that the full service and sanding of the Main Hall floor would be required and requested that the Clerk seek two additional quotations. A spend of up to £3,000 from Ear Marked Reserves should be anticipated to fund this.
- 5) Arts Dream Fundraising Concert. The committee agreed to hold a fund raising concert with the Selsey Community Choir on 11th May for a cost of £200. All monies raised from ticket and bar sales will be kept by Bracklesham Barn.
- 6) The committee agreed to re-visit the terms and conditions regarding teen parties at the Barn and requested that the Clerk and Assistant Clerk prepare a report for consideration at a future meeting.
- 7) To review current security arrangements. The Clerk highlighted concerns regarding current internal security at the Barn, due to lack of historic records and tracking of keys issued. The Clerk requested that critical internal locks be replaced so that a track could be kept of keys issued and access provided. The committee agreed that this was a problem, but requested that internal door controls be incorporated into the proposed door entry system to allow for better security and monitoring.
- 8) To consider making space available for 'Good Morning Witterings Phone Service. The community warden was working with a group of keen volunteers and with the Selsey Community Forum to try and establish a daily telephone call service in the area for vulnerable and elderly residents. Volunteers would make a regular morning call to registered users to help combat loneliness and make sure that they are well. The group currently require a base to work from and the Clerk proposed that the glass office could be made available every morning for this purpose. The resource implication would be the installation of an additional phone line and making available a secure lockable filing drawer for records storage. Cost to the council would be approx. £500 per year. The committee agreed to support the project and to make the offer of the space if required.

Action: Clerk to submit flooring quotes to CDC for approval and arrange for work to be completed

Action: Clerk to amend the CCTV specification and re-quote

Action: Clerk to amend door-entry system requirements and re-quote

Action: Clerk to confirm community choir concert with Arts Dream

Action Clerk/Assistant to prepare report and recommendations on Teen Parties

Action: Clerk to advise community warden that glass office can be used for the phone service

19.06 **Update on Bracklesham Park**

The clerk had met with the District Drainage engineer and Local Wildlife Officer to discuss the ditches at Bracklesham Park. The Drainage Engineer has insisted that the ditch on the Eastern Boundary be fully cleared of all trees and debris. The FLOW project officer has provided details of suitable contractors, who are currently being invited to quote for the works. The Clerk has been in contact with Miller Homes who have accepted joint liability for the ditch and have agreed to share the clearance costs. Cllr Reeves queried whether the work was necessary, but the clerk advised that under riparian obligations the Council are obliged to keep all waterways on their land clear and unobstructed. Failure to do so could leave the council directly liable in the case of a flooding event, and so it would be an unacceptable risk not to comply with the request. The Clerk has advised the Drainage Engineer that works will not take place until the autumn due to the risks to nesting birds.

The football club have requested that the pitch be rolled as the ground is becoming very uneven and treacherous. The maintenance contractor has offered to do this for £85.00. Committee agreed to fund the work.

Heartspace requested that the Parish Council support the installation of the Willow Dome by contributing up to £200 for additional trees and planting in the area. The committee agreed that they had not yet spent any of this years planting budget, and that it would be a suitable use of funds.

Action: Clerk advise Andrews Garden Maintenance to roller the pitch when ground conditions allow.

Action: Clerk to advise Heartspace the council will contribute up to £200 for plants for the Willow Dome.

19.07 Update Downview Open Space

- 1) Replacement of Chain Link Fencing at Downview Pavilion. The Clerk has requested quotations from 3 companies for the replacement of the chain link fencing following the removal of the hedges but is still awaiting them.
- 2) The Clerk had sought three quotes for the installation of the perimeter footpath at Downview. Committee agreed that the Parish Council was no longer pursuing this project, and that the works would not be progressed at this point.
- 3) Re-profiling of the earth bund adjoining the car park. The Clerk has sought three quotations for reprofiling of the earth bund, which has never performed well since it was installed by Mountjoy. The bund is too high and too steep, so the grass seed has never established, and mud and stones constantly were in to the car park making the walkway slippery and treacherous for much of the year. The high sides and narrow top of the bund make it impossible to get maintenance machinery on to it to adequately maintain the site. Quotations have been sought to regrade and 'flatten' out the bund to the field side so that the mowers can be driven on to the top of it to keep it trimmed. Hedging on the car park side would help to reduce the run off-of stones and mud in to the car park. Cllrs Dixon & Reeves both expressed their dismay with the bund, which was never installed correctly to begin with – the job was specified to remove the topsoil and fence the car park boundary. The committee requested that the Clerk contact the Woodger Trust and raise the bund as a snagging issue before the final retention is paid to Mountjoy and to request that the bund be removed, and the car park fenced as a originally specified.
- 4) Pest control at Downview. The recreation area at Downview has always suffered with moles, but the situation has become increasingly bad, with molehills now appearing in the middle of the playing pitches and the play park. We have taken advice from the District Wildlife Officer on non-lethal deterrents, but so far none have proven effective. We could trap and destroy the moles, and the Clerk has sought three quotations for this work, but it is likely that any reduction in numbers will be temporary given the open nature of the site that back on to field/farm land. Committee discussed the issue and agreed that they did not want to destroy the moles. Instead, they agreed to have the field rolled to try and even out the surface and to continue with non-lethal deterrence measures.
- 5) CCTV system at Downview. The Clerk advised the committee that the Girl Guides were not willing to host the system in Downview Hall and did not want any cameras overlooking the Hall. The system recommendation was therefore to use the side of Downview Hall to mount a camera to cover the skatepark, but otherwise to house all system controls in Downview Pavilion and to cover the Skatepark, car park and play park/pavilion. On this basis, the committee recommended the acceptance of the quotation from Southdowns for a cost of £2663.
- 6) Tree Planting Event- The Woodlands Trust had been in contact to advise us that the 105 saplings for the community copse are due to arrive mid-March, and that tree planting

events should be organised for the w/c/ 22/3/19. The Clerk had spoken to the community warden who was keen to help and get involved. Cllr Reeves requested that the School, Guides, Scouts and Youth Club all be invited to take part in the planting event.

- 7) The Community First Responders had asked for permission to install a defibrillator at Downview Hall, mounted on an external wall box. They asked if the Council could assist them by making the purchase as it was more-tax efficient, with the costs to be reimbursed. The committee agreed to the request.

Action: Clerk to chase the three fencing quotations

Action: Clerk to note that Downview Perimeter Path is no longer a council project.

Action Clerk to contact Woodger Trust to discuss issues with the Bund

Action: Clerk to arrange for Downview Park to be rolled when ground conditions permit

Action: Clerk to arrange CCTV installation with Southdowns Security

Action: Clerk to liaise with community warden to organise tree planting event

Action: Clerk to order defibrillator for installation at Downview Hall.

19.08 **Booker Green Improvements**

The beach access work was planned for the Spring and would be managed in cooperation with West Wittering Parish Council to share costs and resources. The Public realm improvements would be looked at as a part of the forthcoming East Wittering & Bracklesham Vision.

Action: Clerk to advise CDC Coastal Engineer of dates/contractor for access works.

19.09 **Update on the Bus Stop**

This project will be looked at within the East Wittering & Bracklesham Vision, which is due to start in the new financial year.

19.10 **Village Noticeboards**

The Parish Noticeboards were in need of replacement due to their poor condition, and the opportunity should be taken to consider the most appropriate locations for the boards. The Clerk requested that the committee suggest suitable locations so that they can be assessed for feasibility and suitability.

Action: Committee to advise Clerk of suggested noticeboard locations for further assessment

19.11 **Urgent Matters**

The Chair requested that more be done to promote the outdoor gym on social media

The Chairs requested that the Clerk speak to the First Responders about organizing community first aid courses

Cllr Reeves requested that the Clerk & assistant arrange a date for the Barn users open evening to request feedback and suggestions from current users on how they would like the facility to be developed and how it could better meet their needs.

Signed

Date

Action	Responsible
Clerk to submit flooring quotes to CDC for approval and arrange for work to be completed	Clerk
Clerk to amend the CCTV specification and re-quote	Clerk
Clerk to amend door-entry system requirements and re-quote	Clerk
Clerk to confirm community choir concert with Arts Dream	Clerk
Clerk/Assistant to prepare report and recommendations on Teen Parties	Clerk
Clerk to advise community warden that glass office can be used for the phone service	Clerk
Clerk advise Andrews Garden Maintenance to roller the pitch when ground conditions allow.	Clerk
Clerk to advise Heartspace the council will contribute up to £200 for plants for the Willow Dome.	Clerk

<i>Clerk to chase the three fencing quotations</i>	<i>Clerk</i>
<i>Clerk to note that Downview Perimeter Path is no longer a council project.</i>	<i>Clerk</i>
<i>Clerk to contact Woodger Trust to discuss issues with the Bund</i>	<i>Clerk</i>
<i>Clerk to arrange for Downview Park to be rolled when ground conditions permit</i>	<i>Clerk</i>
<i>Clerk to arrange CCTV installation with Southdowns Security</i>	<i>Clerk</i>
<i>Clerk to liaise with community warden to organise tree planting event</i>	<i>Clerk</i>
<i>Clerk to order defibrillator for installation at Downview Hall.</i>	<i>Clerk</i>
<i>Clerk to advise CDC Coastal Engineer of dates/contractor for access works.</i>	<i>Clerk</i>
<i>Committee to advise Clerk of suggested noticeboard locations for further assessment</i>	<i>All</i>