



## EAST WITTERING & BRACKLESHAM PARISH COUNCIL

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### MINUTES OF THE ASSETS AND OPEN SPACES COMMITTEE MEETING HELD ON 24th JUNE 2019

**Present:**

Cllr. B. Reeves  
Cllr. B. Salamon  
Cllr. D. Banks  
Cllr. E. Kott  
Cllr E. Cox

**Apologies:**

Cllr. J. Salamon

**Also in attendance:**

Sam Tate, Parish Clerk  
Leah Kennard, Assistant Clerk  
2 x members of the public

19.32

**Election of Chair**

Proposed by Cllr. Banks, Seconded by Cllr. Ford, Brian Reeves was elected Chairman of the committee.

19.33

**Declarations of Interest**

Cllr. Banks declared an interest in item 19.36, Summer Activity Clubs due to his business also providing this service.

19.34

**Minutes of the meeting held on 23<sup>rd</sup> April 2019**

The minutes of the meeting held on 23<sup>rd</sup> March were confirmed as a correct record and signed by the Chair.

19.35

**Budget Monitoring**

The committee reviewed and accepted the budget monitor to 22/6/19.

19.36

**Summer Holiday Activity Clubs**

The Clerk had forwarded an email from Cllr. Banks, which gave a brief overview of his concerns; whether the provision of the Multi Sports Activity Clubs in partnership with Everyone Active was unfair to other commercial providers as it was so heavily subsidised it was impossible for them to compete. Cllr Banks then left the meeting whilst the committee discussed his concerns.

The Clerk advised that the clubs were being delivered by the Communities team at CDC, who have outsourced their sports development functions to Everyone Active since 2017. This is why Everyone Active are able to offer their services so cheaply, as they have been commissioned by CDC to encourage health and well-being in the community and to deliver their statutory duties. The Parish Council have not chosen to give Everyone Active preferential treatment, they are merely working with CDC to provide a service for the Parish.

The Chair advised that CDC waived the booking fees to attend the courses for vulnerable families, so the committee agreed that we would offer to cover the costs of alternative holiday club provision within the Parish for a maximum of three days per week for these families in the two weeks that CDC were not providing activity clubs (w/c 29/7/19 and w/c 05/08/19). This would provide continuity of childcare for the residents that needed the most

support, whilst at the same time ensuring that the Parish Council was not favouring any individual or business over another. As CDC were unlikely to be able to share personal information of these families, the committee agreed that we would ask CDC to refer these families directly to the Parish Council when they were offering assistance for the Multi Sport Club.

***Action: Clerk to contact Pam Bushby at CDC and ask her to ensure that vulnerable families in need of support over the summer holidays are referred to the Parish Council for assistance in the weeks not covered by the multi-sports camps.***

19.37

**ROSPA Inspection Reports**

The annual ROSPA inspections of the playgrounds and outdoor facilities had been completed. A number of minor issues had been identified, and the maintenance contractor was working through the tasks list. One major item had been identified, cracking on the frame of the dragonfly seesaw at Bracklesham Park, which could not be repaired and would need to be replaced. The cost for the new part was £1433.60 + VAT. The only alternative was to remove the equipment all together. The committee agreed that the replacement part should be ordered.

***Action: Clerk to order replacement Dragonfly Seesaw from HAGS.***

19.38

**Update on Bracklesham Barn**

- 1) The reception area at the Barn is becoming very busy with buggies and strollers due to the increasing number of activities for pre-school children. This is causing access issues – at the moment it would be virtually impossible for a wheelchair user to access the disabled toilet during busy periods. A secure covered buggy park would make it much easier to adopt a no buggies in the building policy and keep the area clear for all barn users.
  
- 2) We have received a number of wedding cancellations recently, mainly due to affordability issues. The Clerk and Assistant Clerk advised that they felt that the current costs (£1,650) were prohibitively high and raised user expectations of the offer and service level of the Barn as a luxury wedding venue. They proposed that the wedding rate be reduced to £1,000, but that in future all the Parish Council would provide was the building and a member of staff on site for the duration of the wedding ceremony. We would no longer offer services such as decoration of the hall with the swag and glitter ball, or putting up of wedding drapes, etc. We would also offer a ceremony-only option for £200, which would give users a three hour slot for the ceremony, so that they can then arrange the reception at a venue of their choice. The committee agreed to the recommended changes.

***Action: Clerk/Assistant Clerk to prepare a range of Buggy Park options for consideration at a future meeting.***

***Assistant Clerk to update Barn hire price list***

19.39

**Update on Bracklesham Park**

- 1) The clerk had investigated the costs for moving the outdoor gym to be nearer the MUGA/playpark, however, it was agreed that the indicative cost of £13,000 was too high in relation to the likely benefit and that the gym would be best left in its current position. A better focus would be to more actively promote the facility using local press and social media.

Cllr. B. Salamon left the meeting at 11.45am.

19.40

**Update on Downview Open Space**

- 1) The Chair requested that the lights in the carpark at Downview be switched on every night at dusk and left on until 10pm every night to make access easier and improve safety for users of all facilities on the site. The Clerk explained that the lights are

controlled from Downview Hall, and so an agreement will have to be made with the Girl Guides for the parish council to fund the additional electricity costs.

- 2) The committee discussed the play area and agreed to investigate the following items; 1) To replace the current grass with a wetpour safety surface, 2) to replace the existing wooden fencing with a powder coated loop top steel fencing, 3) to investigate updating the equipment, to refurbish/replace some of the existing items and also to increase the equipment with items for older children.
- 3) The Clerk had not yet booked a skip but was intending to have completed the clearance by the end of July. The clerk requested assistance from all committee members as there was a lot of rubbish to be sorted through and it was not possible to do it without help.

**Action: Clerk to write to the Guides to agree a fee for ensuring the car park lights remain on between dusk and 10pm every night.**

**Clerk to seek quotes/proposals for improvements to the play area.**

19.41

**Picnic Benches**

The Clerk provided an update on the new picnic benches at Bracklesham Park & Downview. The Clerk advised that she had spoken with the ground maintenance contractor and he had suggested that maintenance would be preferable if the benches were installed on top of concrete pads, and this would make it easier to cut around and maintain them. The Clerk requested permission to get the two concrete pads installed, up to a maximum cost of £800, which the committee approved.

**Action: Clerk to arrange installation of 2 x concrete pads and purchase of the picnic benches.**

19.42

**Booker Green Update**

The Clerk provided an update on the situation regarding the rough sleeper who was illegally camped on Booker Green. He had been regularly visited by the community wardens and the homeless outreach worker to check on his welfare and ascertain his intentions. At present he was claiming that he would only leave if evicted. This was an action of last resort, and so the council were making renewed efforts to help him move on into a supported setting, but if this could not be managed equably, then the council would have no choice but to seek a possession order of the land through the courts. We had sought advice on how best to proceed from the communities team at the District Council and were awaiting their response.

The Clerk added that the incident had highlighted issues regarding the adequacy of the signage at Booker Green and requested that she be allowed to install new, larger signs at both entrances to the Green clearly displaying the byelaws.

The Chair requested that CDC be consulted for their advice on the wording for the new signs to ensure it strengthened the Parish Council's legal position with regards to illegal encampments.

**Action: Clerk to seek advice on appropriate signage from CDC communities team.**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Action**

**Clerk to contact Pam Bushby at CDC and ask her to ensure that vulnerable families in need of Clerk support over the summer holidays are referred to the Parish Council for assistance in the weeks not covered by the multi-sports camps.**

**Responsible**

**Clerk to order replacement Dragonfly Seesaw from HAGS.**

**Clerk**

*Clerk/Assistant to prepare a range of Buggy Park options for consideration at a future Clerk/Assistant meeting.*

*Assistant Clerk to update Barn hire price list* *Assistant*

*Clerk to write to the guides to agree a fee for ensuring Downview car park lights remain on dusk and 10pm every night* *Clerk between*

*Clerk to seek quotes/proposals for improvements to Downview play area* *Clerk*

*Clerk to arrange installation of 2 x concrete pads at Bracklesham Park and purchase of the benches.* *Clerk picnic*

*Clerk to seek advice on appropriate signage at Booker Green from CDC communities team.* *Clerk*