



## EAST WITTERING & BRACKLESHAM PARISH COUNCIL

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### MINUTES OF THE ASSETS AND OPEN SPACES COMMITTEE MEETING HELD ON 27<sup>th</sup> AUGUST 2019

**Present:**

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

**Apologies:**

Cllr. D. Banks

**Also in attendance:**

Sam Tate, Parish Clerk  
1 x members of the public

19.43 **Declarations of Interest**

None

19.44 **Minutes of the meeting held on 24<sup>th</sup> June 2019**

The minutes were approved as an accurate record and signed by the Chairman

19.45 **Review current financial statement and budget monitor**

The committee noted the reports and asked the Clerk to speak to contract services at CDC to ascertain the cost implications of requesting in additional bin collections over the summer months.

***Action: Clerk to request costs of additional public bin collections during busy holiday periods from CDC***

19.46 **To receive an update on Bracklesham Barn:**

1. The Clerk advised that internal repainting was being planned for the autumn, but would be fitted in around classes and regular hirers to minimise the impacts on Barn users.
2. The Clerk asked the committee to give further thought to additional S106 Improvements at the Barn, particularly for the removal of the stage from the large hall altogether in order to maximise floor space, provide additional storage facilities and improve disabled access to the rear changing rooms. The committee requested that the Clerk seek quotations for the following items for consideration at the next meeting:
  - a) Installation of new Dolby 5.1 audio visual system
  - b) Removal of stage, installation of sprung sports floor to remainder of hall, installation of rear storage cupboards, installation of disabled access ramp to rear changing rooms, supply of portable/folding stage.
  - c) Conversion of all light fittings to low-energy LED units.

***Action: Clerk to seek quotations for specified projects***

3. The Clerk had proposed that the public WiFi at the Barn be upgraded to provide a free open network that covered all public areas at Bracklesham Barn and extended to cover Bracklesham Park.

One quotation for the work had been provided by Ocean Digital, but two further quotations were required. Councillor Kott agreed to seek the two additional quotes for consideration at the next meeting.

**Action: Councillor Kott to seek remaining two quotations for WiFi upgrade.**

4. The Multi-Sports Activity Clubs over the summer holidays had been very well attended, with 217 children using the service. This meant that the clubs ran at full capacity for the holidays (24 children per day). Everyone Active were keen to support future holiday clubs, but all sides felt that the service could be developed further to improve the experience for all users in order to accommodate the wide age ranges and interests of the children attending. A de-brief meeting is planned for September to look at lessons learned and future planning.

**Action: Clerk to confirm de-brief meeting details once they are known.**

19.47

#### **To receive an update on Bracklesham Park**

1. Fun Day on 18<sup>th</sup> August. Cllr Salamon provided the following feedback; advertising for the event was good, although social media could have been better supported by more sharing across various accounts and channels.

The event was very good; the funfair looked great, there was a good variety of food stalls and the live bands worked very well using the curtain side truck as a stage. Birds of prey were popular and the displays were impressive, especially given the weather conditions.

The car boot sale was a disappointment and this needs to be thought about for next year. The local Scouts and the circus skills workshop were great family additions. Wind conditions meant that barriers, signage, etc. were a problem and more event equipment is needed.

2. Ditch clearance – Work is starting on 2<sup>nd</sup> September. Habitat creation work will be taking place on 15/16/17<sup>th</sup> October. The Clerk agreed to publish information on social media channels and posters advising the public of the purpose of the works.
3. Picnic Benches – The benches are awaiting installation in their final location as soon as AB groundworks have availability in the diary to prepare the bases, and should be in-situ within the next 3-4 weeks.
4. The block paving in the Barn Car Park is beginning to lift and become loose. AB Groundworks will undertake repairs when they are on-site to install the picnic bench bases.
5. The committee agreed to roller the pitch once per season, with any additional requests the responsibility of the club to fund. Additional grass cuts of the pitch above and beyond the standard 2 per month they will be the responsibility of the club to schedule

and pay for.

**To receive an update on Downview Open Space**

1. The Clerk was seeking quotations to replace the chestnut post and rail fence around the playground with a powder coated steel fence. The Clerk was also seeking quotations for the installation of a wetpour play surface to the whole of the playground to improve safety and make it easier to keep the park clean and clear of litter.

***Action: Clerk to request quotations for re-fencing of playground and installation of wetpour surface.***

2. The committee requested that the Clerk investigate options to improve the signage at Downview to make it look tidier, including a better way of providing advertising space for the classes at Downview Hall.

***Action: Clerk to propose suitable options and costs for improved signage options.***

3. Councillor Ford requested that the provision of a Skatepark to be agreed as an appropriate project for the Parish Council to investigate and that a tender document be put together in order to seek quotes from suppliers/builders.

The Chairman asked that help with the process be requested from CDC as we do not have the capacity to handle the project in-house. The group agreed that tender process would need to include significant community engagement to ascertain support for the proposal.

Councillor Ford proposed that the project process should be as follows:

- a. Tender document produced
- b. Quotations/proposals received,
- c. Preferred contractor selected
- d. Community engagement
- e. Site selection,
- f. Final design
- g. Design approval and project build.

Money would only need to be found at the final stage when the project is ready to proceed to build.

***Action: Councillors Ford, Reeves and Kott to prepare the tender document for approval by Parish Council in order to move ahead with tender process.***

4. Football Club

The Clerk is still awaiting a list of equipment from the Football Club. The redecorating is scheduled for the first week of September before the start of the new season. The Chairman requested that the following checks be made:

- Legionella inspection be carried out on the showers
- Checks be made to ascertain if there is an underground leak by door to first changing room.
- Fire extinguishers to be serviced
- Fridge to be PAT tested

***Action: Clerk to arrange checks/inspections as requested.***

5. Youth Club

We are continuing to work with the youth club to try and support them as they transition to a new charity and management structure following the resignation of the previous Chairman and Treasurer. We have agreed with Youth Dream that we will continue to fund the current youthworker arrangements until a dedicated youth worker for the village can be secured. A meeting with the youth club and Youth Dream is planned for September 2019.

19.49

**To receive an update on Booker Green**

1. The committee agreed to install improved signage at Booker Green using the NHB 2016 money that had been granted for this purpose.
2. The committee noted that the Clerk had arranged for a full audit of all benches and seats to be completed so that winter maintenance could be planned.
3. The committee asked the Clerk to investigate if it would be possible to install seasonal toilet facilities at Booker Green.

**Action: Clerk to arrange new signage at Booker Green**

**Action: Clerk to investigate seasonal toilet facilities provision at Booker Green**

Signed \_\_\_\_\_ Date \_\_\_\_\_

<b>Action</b>	<b>Responsible</b>
<b>Clerk to request costs of additional public bin collections during busy holiday periods from CDC</b>	<b>Clerk</b>
<b>Clerk to seek quotations for specified S106 projects at Bracklesham Barn</b>	<b>Clerk</b>
<b>Councillor Kott to seek remaining two quotations for WiFi upgrade.</b>	<b>E Kott</b>
<b>Clerk to confirm holiday club de-brief meeting details once they are known.</b>	<b>Clerk</b>
<b>Clerk to request quotations for re-fencing of playground and installation of wetpour surface at Downview</b>	<b>Clerk</b>
<b>Clerk to propose suitable options and costs for improved signage options at Downview.</b>	<b>Clerk</b>
<b>Councillors Ford, Reeves and Kott to prepare Skatepark tender document for approval by Parish Council .</b>	<b>R Ford, B Reeves &amp; E Kott</b>
<b>Clerk to arrange checks/inspections at Downview Pavillion as requested</b>	<b>Clerk</b>
<b>Clerk to arrange new signage at Booker Green</b>	<b>Clerk</b>
<b>Clerk to investigate seasonal toilet facilities provision at Booker Green</b>	<b>Clerk</b>