



## EAST WITTERING & BRACKLESHAM PARISH COUNCIL

### MINUTES OF THE ASSETS AND OPEN SPACES COMMITTEE MEETING HELD ON 16<sup>th</sup> May 2023 at 2.00pm AT BRACKLESHAM BARN.

**Present:**

Brian Reeves (BR)  
Joanna El-Batal (JEB)

Alan Whitcher (AW)  
Doug Holden (DH)  
Richard Ford (RF)

**Apologies:**

Danny Grigg (DG)

**Also in attendance:**

Tracey Glithero, Parish Clerk  
8 Members of the Public

**23.01 Election of The Chair**

Nominations were sought for the election of The Chair

*Proposed by Cllr Whitcher, seconded by Cllr Holden, **Cllr Reeves was elected Chair.***

**23.02 Apologies for Absence** – Danny Grigg

**23.03 Declaration of Interest** - None

**23.04 To receive and update on Bracklesham Barn**

**23.04.1 Financial Update**

**BR** Happy to see the income is improving, the high expenditure was due to changing the lighting in The Barn to LED. An increase in the charge to hirers was discussed, it was agreed for them to remain as current and be reviewed again at the next Assets & Open Spaces Meeting.

**23.04.2 Changing Places Toilet Update**

Deferred to the next meeting as it is unclear as the amount of the grant available from CDC. Need to obtain a clearer view on the costs. Clerk to contact CDC regarding the grant and obtain clearer pricing.

**23.04.3 Energy Decarbonization**

The Lights in The Barn have now all be changed to LED.

**23.04.4 Solar & Ground Source Heat Pump update**

Struggling to find 3 suppliers to quote for the reinstatement of the Ground Source Heat Pump.

**23.04.5 Fire Stopping**

This is a safety issue that had been raised after an inspection by the Fire Officer. Supplier A was awarded the contract.

**23.04.6 CCTV**

Deferred to the next meeting. All quotes are roughly the same price with a difference in the resolution of the cameras. **BR** The Village Hall has recently had a new CCTV System installed at a much lower price which also has access to view via mobile phones. Clerk to relook at the pricing.



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### 23.05 To receive and update on Bracklesham Park

#### 23.05.1 Ditch Works Update

The ditch in the back corner of Bracklesham Park and at the back of Downview still needs to be cleared it was too wet to carry out the work pre nesting season. Will have to wait until nesting season has finished.

#### 23.05.2 Play Equipment

This has now been installed and is very well used.

#### 23.05.3 Replacement Bollards

These have now been received and are awaiting installation.

#### 23.05.4 Replacement Gate

Looking into pricing and replacement options.

### 23.06 To receive an update on Downview Open Space

#### 23.06.1 To receive and update on The Skatepark

RF - A meeting date with Canvas has been set for 13<sup>th</sup> June – no further update.

#### 23.06.2 Pavilion Update

The drawings were approved to be submitted to CDC Planning.

The gates to the compound need to be looked at separately.

#### 23.06.3 Update on the creation of a Working Group to review future works.

This has not moved forward. The Clerk is to contact The Bowls Club, The Football Club, The Guides and Residents to try and set the working group in motion.

JEB & RF will deliver letters to the residents.

### 23.07 To receive an update on Booker Green

Some of the arms on the benches are loose and the screws are not stainless steel – Clerk to contact the manufacture.

Clerk to contact the contractor regarding the installation of the concrete and the quality of the soil used to back fill.

Concern was raised that the metal tops of the BBQ stands will get hot from the heat of the sun which could cause a risk of burns. Clerk to install warning signs.

RF suggested setting up a Booker Green Working Group – it was agreed that this would already be covered via the BREW Vision working group so would be unnecessary.

BR BREW Vision questionnaires still need to be completed and asked any members of the public that would be willing to assist in the delivery contact The Clerk.

### 23.08 Urgent Matters Not Already Covered on the Agenda – None



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Minute Ref:	Action	Responsible
23.04.2	Contact CDC to gain a clearer understanding on the amount of the grant and obtaining clearer pricing on the quotes	CLERK
23.04.5	Contact Supplier A to carry out the fire stopping works	CLERK
23.04.6	To relook at the pricing of CCTV to include mobile phone access	CLERK
23.06.2	Advise Smith Simmons to submit the Pavilion drawings to CDC Planning	CLERK
23.06.3	Contact The Bowls Club, The Football Club, The Guides and The Residents regarding a Working Group for Downview Open Space	CLERK
23.07	Contact the bench manufacture regarding loose arms and incorrect use of screws Contact the contractor regarding the concrete bases and soil used to back fill Install warning signs on the BBQ tops	CLERK

The next meeting will be held on 6<sup>th</sup> November 2023 at 2.00pm, Bracklesham Barn.



T Glithero

Parish Clerk

17<sup>th</sup> May 2023