

EAST WITTERING & BRACKLESHAM PARISH COUNCIL



MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 8th JUNE 2023 AT 7.00PM AT BRACKLESHAM BARN

<u>EWBPC COUNCILLORS</u>	Brian Reeves (BR)	Pamela Kensington (PK)
<u>PRESENT</u>	Joe O'Sullivan (JOS)	Joanna El-Batal (JEB)
	Doug Holden (DH)	Danny Grigg (DG)
	Alan Witcher (AW)	James Salamon (JS)
	Richard Ford (RF)	Deborah Picken (DP)

<u>OTHER COUNCILLORS</u>	Iain Ballantyne CDC Councillor (IB)
<u>PRESENT</u>	

<u>APOLOGIES</u>	Emma Cox (EC)
	Mark Chilton CDC Councillor (MC)

<u>ABSENT</u>	Pieter Montyn WSCC Councillor (PM)
	Elizabeth Hamilton CDC Councillor (EH)

<u>IN ATTENDANCE</u>	Parish Clerk, Deputy Parish Clerk, 13 members of the public (MoP)
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23.76 Co-option of a New Councillor

Adam Blunden addressed the meeting; Deborah Picken decided not to speak as she felt her application form had covered everything. A vote was held resulting in 4 votes for each applicant. **BR** used his casting vote and Deborah Picken was co-opted onto EWBPC.

23.77 Declarations of Interest and Dispensation Requests

Dispensations requested by **RF**, **EC** and **DG** were **APPROVED**.
JOS declared an interest in The Citizens Advice Bureau.

23.78 Public Questions

Why is the Disabled Parking Bay outside of Rosarios on Oakfield Road no longer there?
The Clerk will check with WSCC Highways and report back.

23.79 Minutes of the Previous Meeting Held on 11th May 2023 [\(appendix 1\)](#)

The minutes of the meeting held on 11th May 2023 were agreed as a true record and signed by The Chair. **Proposed JOS Seconder JEB.**

23.80 Chairman's Announcements

An additional Assets and Open Spaces Meeting is required to discuss The Changing Places Toilet as the terms of the grant from CDC state that the work needs to be completed by the end of March 2024; a contractor needs to be appointed urgently. As the existing CCTV at Bracklesham Barn is no longer fit for purpose; a contractor needs to be appointed to replace the system.

Council **AGREED** to hold an additional meeting in early July. The Clerk is to set a date.

23.81 Update on Actions from Previous Meeting

All completed except

23.64: Obtain quotes for shingle clearance to allow beach access. The Clerk is awaiting confirmation from Dominic Henly at Coastal Partners that the work can proceed and is having difficulty finding a contractor to quote.

23.68: To complete the missing information on the Assets Register.

The Clerk is awaiting the RoSPA inspection of the playgrounds; their report will advise on the condition of the equipment.

23.82 Welcome to the CDC Councillors

BR welcomed Iain Ballantyne, a new CDC Councillor for The Witterings Ward.

23.83 Reports from District & County Councillors

IB – A new Council has been formed; it has been looking at the planning issues for East Wittering and Bracklesham. All planning applications had been paused whilst considering the impact of new housing on the A27; this has now been through consultation and will be integrated into the new development plan.

The Government has introduced a consultation into additional council tax payments for short term lets; a response in favour has been submitted at district level.

CDC had recently allocated EWBPC a grant towards the development of Booker Green. A new grant, The Alternative Fuel Uplift, is now available for rural areas not on the main electricity grid.

BR asked whether the Local Plan has been paused or if it is moving forward **IB** – They are determined to move this forward; an outline plan is ready to go to The Inspectorate. **JEB** asked if this is a new plan. **IB** it is a modified version. **BR** raised his concerns at the delay in the Local Plan as planning appeals on the grounds of non-determination could result in an additional 900 homes locally. **IB** the stance of the Council is for no further development on The Manhood due to surface water. **BR** queried this, as drainage is not a planning consideration. **IB** commented that, in the modified version, a material planning consideration is drainage.

23.84 Reports from Parish Councillors on meetings attended since 11/05/23

Planning Meetings (15/05/23 & 05/06/23) 8 Applications were considered with no objections.

Assets & Open Spaces Meeting (16/05/23) The Changing Places Toilet and upgrade of the CCTV were deferred to another meeting. A firestopping contractor for Bracklesham Barn was appointed. Upgrade of The Pavilion plans were approved, and a planning application has now been sent to CDC Planning Team

Annual Parish Meeting (18/05/23) – 9 members of the public and 5 Parish Councillors attended. Members of the public raised a number of questions all of which can be seen on the minutes of the meeting published on our website.

Patient Participation Group Meeting (18/05/23) PK and AW attended; minutes already circulated.

Community Highways & Traffic Regulation Order Meeting (30/05/23) DH is going to attend a Speed Watch Conference on 27th June, JEB has made a start on a business plan for the signalled crossing and is going to gather accident data. Traffic Regulation Order to be looked at once the Speed Watch Group and signalled crossing are in place.

Sussex Police Crime Commissioner Meeting (02/06/23) Attended by The Clerk. Emphasis is on reporting every crime, either via 101 or online using the Tell Us About it section on their website. This is a simpler method than The Report section. This will enable the police to see a pattern emerging in an area for them to attend. Operation Crackdown website should be used to report speeding and antisocial driving.

23.85 Budget Update

1. Bank reconciliation approval. [\(appendix 2.1\)](#)
 2. Statement of current financial position and budget monitor [\(appendix 2.2\)](#)
 3. Summary of payments made between 01/05/23 and 31/05/23. [\(appendix 2.3\)](#)
- Council **APPROVED** the list of payments from 01/05/23 to 31/05/23 totalling £40,922.68
Proposed **AW** Secunder **JEB**

23.86 Internal Auditors Report

Council received the report and noted the comments.

The Clerk is to investigate opening another bank account. **BR** noticed an error on page 7 of the report, which states EWBPC has two PWL loans when it has only one. The Clerk is to contact Mulberry & Co to advise.

23.87.1 Approval of Annual Governance and Accountability Return (2022/23)

Council reviewed and agreed that all the conditions had been met. Council **APPROVED** the signing of the annual governance statement, which was signed by The Chair and The Clerk.

Proposed **JOS** Secunder **AW**

23.87.2 Council reviewed the annual financial and accounting statements including:

Bank reconciliation

Reserves reconciliation

Balance sheet

Income & Expenditure for FY 2022-23

Proposed by the Chairman council **APPROVED** the financial and accounting statements for signature by the Chairman and the RFO.

The documents were signed by the relevant parties in order to be sent to the external auditors for review.

23.88 **Approve the Terms of Reference for the Community Highways & Traffic Regulation Order Working Group**

Council **APPROVED** the Terms of Reference for the Community Highways & Traffic Regulation Working Group.

Proposed **DG** Seconder **JOS**.

23.89 **Booker Green Update**

Purchase of a hot coals bin

A great deal of discussion took place between members of the public and the Council regarding disposable BBQs, their safety, byelaws on Booker Green stating no fires, removing the BBQ stands completely and encouraging more people to have BBQs. A member of the public asked for her comment to be included in the minutes that she has requested Council not to encourage BBQs.

BR Council is not trying to encourage BBQs, it is trying to find a solution to an existing problem; people will ignore notices and we do not have the manpower to police the area.

Council voted on whether to purchase a hot coals bin to be placed on Booker Green; a majority decision was taken to purchase one bin from Broxap.

The Clerk to order the bin and contact the Tamarisk Walk Residents Association to consult on where it should be sited.

Are there any circumstances in which Council would be prepared to sell Booker Green?

BR – If Council were to think about selling Booker Green, we would need to get advance valuations which would incur a cost and take time. Booker Green is an asset to the community as a whole and not just the residents of Booker Green. Covenants on Booker Green say that it should remain an open space for the public to use. This could, if sold, be considered for use as a car park, football pitch or changing area; we should seek to retain Booker Green and keep it as it is.

JOS – There is no guarantee that, if Booker Green were sold it would remain open to

the public. As it is the only land owned by the Council at this end of the village, Council should retain ownership.

Council **RESOLVED** that there are no circumstances under which it would be prepared to sell Booker Green.

Further discussions took place regarding the contractor used for Booker Green benches and bases and the quality of works carried out. The overwhelming feeling of the members of the public present was their dissatisfaction with the work.

RF Proposed that a Working Group be set up, involving members of council and the public to review the works on Booker Green, monitor, look for solutions and ways of raising funds over the next 12 months, with any modifications to be made before the start of the summer season 2024.

Council voted on the proposal with a majority vote carried. Council **RESOLVED** to form a Working Group.

RF and The Clerk to set up the Working Group.

23.90 **Skate Park Update**

RF A meeting will be held on 13th June at which the contractor will provide a design that is within the scope of the ITT.

23.91 **BREW Vision Update**

The Clerk is to arrange the first meeting with the committee members after she has returned from holiday.

23.92 **Beach Accessibility Update**

BR – There are two separate issues.

Temporary improvements – we have asked The Foreshore Office to move some shingle and cover the area with sand as they do at Bracklesham Foreshore; however, they declined due to staff shortage. The Clerk has contacted the Coastal Partnership to ask for approval to clear the shingle and is awaiting a response. The Clerk is also struggling to find a contractor to undertake the work.

The Clerk is to continue to look for a temporary solution.

Long Term Solution – a ramp to be built. To achieve this, a lot of permissions would need to be granted and a business case to prove a need would have to be written. We may struggle to prove a need for disabled access as West Wittering Beach is ranked the 5th best beach for disabled access in the country and is only 1.5 miles away. We would need to account for 4-metre-high waves and a 6-metre shingle drift and their effect on the structure, as well as the gradient needed.

This would be very expensive, as such a structure would require 3 tranches of funding.

The first to carry out the survey; the second, a capital fund to build the structure and the third, a revenue fund to cover the cost of ongoing maintenance.

Neither the Parish Council nor Chichester District Council have the funds for such a project.

RF – I would like to set up a committee to work with the public and raise funds for building a long-term solution. **DG, JS** and one member of the public are happy to join this committee.

RF to set up the committee.

23.93 Request to support a Wild Beach Centre in East Wittering or Bracklesham Bay

Council **AGREED** to support the project

RF proposed to set up a separate working party under the BREW/Booker Green project to possibly include this as part of a review of Booker Green Seconded by **AW** on the understanding that the project does not require any monetary funding from Council.

23.94 Request to Partially Fund Portable Floodlights by Witterings United FC

RF requested that a meeting be called between Council, Witterings United and Bracklesham FC to discuss the advantages and disadvantages of a permanent solution vs this temporary one.

The Clerk is to arrange a meeting.

23.95 Small Grants Fund Requests

Council **APPROVED** the application for a £200 grant to The Citizen Advice Bureau.

Agenda item 23.97 was moved forward on the agenda and Council **REQUESTED** that the Heartspace Group be asked to complete a small grants application to cover the cost of their yearly hall hire.

The Clerk to contact Heartspace and ask them to do so.

23.96 Approve a Contractor to Carry Out Repairs to Bracklesham Barn Roof

Council **RESOLVED** to award the contract to MJ Roofing subject to a guarantee of works

The Clerk is to contact MJ Roofing and request the guarantee.

DG is to provide a copy of a Request for Quotation Form to The Clerk for review and potential use when requesting quotations for works in the future.

23.97 Request to Continue Support for Heartspace Group

This was moved to item 23.95 on the Agenda.

The Meeting closed at 8.50pm

Minute ref	Action	Responsible
23.78	Investigate what has happened to the disabled parking bay on Oakfield Road	The Clerk
23.80	Set a date for an extra Assets and Open Spaces Meeting	The Clerk
23.86	Advise Mulberry & Co that EWBPC has only one public works loan	The Clerk
23.89	Purchase one Hot Coals Bin	The Clerk
23.89 23.93	Set up Booker Green Working Group To include the Wild Beach Centre in these meetings	RF & The Clerk RF
23.91	Set up BREW Vision meeting	The Clerk
23.92	Set up a committee to raise funds for a long term solution to beach access	RF
23.94	Arrange a meeting with Witterings United FC, Bracklesham FC and members of Council to discuss floodlighting	The Clerk
23.95	Grant £200 to The Citizens Advice Bureau Request Heartspace Group to complete a small grant application form	The Clerk
23.96	Request a guarantee of works form MJ Roofing	The Clerk
23.96	Provide The Clerk with a Request for Quotation Form	DG

The date of the next meeting is Thursday 13th July 2023 at 7.00pm, Bracklesham Barn

T. Glithero

T Glithero, Parish Clerk, 19th June 2023.