



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

MINUTES OF THE ASSETS AND OPEN SPACES COMMITTEE MEETING HELD ON 2nd February 2026 at 2.00pm AT BRACKLESHAM BARN.

Present:

Brian Reeves (BR)
Doug Holden (DH)
Chris Ford (CF)
Joanna El-Batal (JEB)

Absent: Richard Ford (RF)

Also in attendance:

Tracey Glithero, (TG) Parish Clerk
2 Members of the Public

26.01 Apologies for Absence – None

26.02 Declaration of Interest – None

26.03 Minutes of the meeting held on 3rd November 2025

The minutes of the meeting held on 3rd November 2025 were agreed as a true record of the meeting.

26.04 To receive an update on Bracklesham Barn

26.04.1 – Finances – The current financial position was noted.

26.04.2 – Solar Update – The electricity bill savings were noted.

26.04.3 – Yeep Locker – The update was noted. The Clerk to advise as soon as she has been advised of a date when the locker is live.

26.04.4 – Improvement Works – The Committee agreed to use General Reserves to replace the cladding and reallocated the EMR for the Neighbourhood Plan and Downview Renewal for the decorating, carpet and curtain cleaning.

The Clerk to create a new EMR for future maintenance costs.

The Clerk to obtain 3 quotes for all works and request ratification of the decision by Full Council.

The Clerk to put together a 5 year maintenance schedule.

26.05 To receive an update on Bracklesham Park.

26.05.1 – Dog Fouling – The Committee agreed to trial Dog Fouling Wardens and visible signage advising of their existence as well as running a social media campaign regarding dog fouling.

26.06 To receive an update on the Downview Open Space.

25.27.1 – Solar Street Lighting – A solution is still being developed. The drop down posts now have illuminous stickers to enable them to be seen in the dark.



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26.07 To receive an update on Booker Green

26.07.1 - Memorial Area – The Committee agreed that the project should go ahead, however requested the shape be oval and not round. The Clerk to request new quotes to include the amendment and request ratification of the decision by Full Council.

26.08 – Urgent Matters Not Already Covered by The Agenda.

26.08.1 – Boulders outside Bracklesham Co-op – Costs for appropriate size boulders are still being investigated. The Clerk to request permission from WSCC once costs have been established.

26.08.2 – Replacement Benches on Kosy Kot – The Committee requested the Clerk investigate ways to repair the blown concrete however should this not be cost effective agreed to replace the damaged benches using CIL 2018/2019 funds. The Clerk to calculate costs and request ratification of the decision by Full Council if necessary.

Minute Ref:	Action	Responsible
26.04.3	Advise the Committee once the Yeep Locker go live date is known	The Clerk
26.04.4	Create a new EMR for future maintenance costs. Obtain 3 quotes for all works and request ratification of the decision by Full Council. Put together a 5 year maintenance schedule.	The Clerk
26.05.1	Obtain quotes for Dog Fouling Warden Jackets and Signage	The Clerk
26.07.1	Obtain new quote for revised Memorial Garden Area	The Clerk
26.08.2	Investigate the possibility of repairing the concrete benches	The Clerk

The next meeting will be held on 5th May 2026 at 2.00pm, Bracklesham Barn.

T. Glithero

T Glithero Parish Clerk

3rd February 2026