



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

MINUTES OF THE ASSETS AND OPEN SPACES COMMITTEE MEETING HELD ON 5th May 2026 at 2.00pm AT BRACKLESHAM BARN.

Present:

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

Absent: Chris Ford (CF)

Also in attendance:

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

26.09 Apologies for Absence – None

26.10 Declaration of Interest – None

26.11 Minutes of the meeting held on 2nd February 2026

The minutes of the meeting held on 2nd February 2026 were agreed as a true record of the meeting.

26.12 To receive an update on Bracklesham Barn

26.12.1 – Finances – The current financial position was noted. It was also noted that the Barn would not be operating at a loss if it were taken into account that the Parish Council does not pay for the hire of the halls for its meetings, nor does it pay rent for the use of the parish office. If these factors were considered, the Barn would in fact be operating at a profit.

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

26.12.4 – Improvement Works –

The hall floors have now been deep cleaned and sealed, the curtains have been cleaned.

The decorating contract has been awarded; there is a slight delay in the start date as the contractor is recovering from surgery.

The replacement cladding contract has been awarded, currently waiting for Yeep to advise on a date when they will be able to move the locker to allow the contractor access.

26.12.4 – 5 Year Maintenance Plan

The Clerk has started to prepare this, work is ongoing.

26.12.5 – Loss of Hirer Income

It was agreed to issue new regular hirer contracts which would include the following wording



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Hirers are required to provide a minimum of four weeks' notice for any holidays, breaks, or class absences. Where less than four weeks' notice is given, the booking will be charged in full, unless there are exceptional circumstances. In such cases, any decision regarding charges will be at the discretion of the Clerk.

26.12.6 – Cleaning Contract

The cleaning contract was awarded to Supplier A.

26.13 To receive an update on Bracklesham Park.

26.13.1 – Wet Pour Issues

These were noted and a recommendation will be put to full council to replace the wet pour.

26.14 To receive an update on the Downview Open Space.

No updates were necessary.

26.15 To receive an update on Booker Green.

No updates were necessary.

26.16 – Urgent Matters Not Already Covered by The Agenda.

26.16.1 – Area outside the Co-op in Bracklesham.

Works are unable to proceed until WSCC have completed the works to reinstate the area.

26.16.2 – Replacement Benches on Bracklesham Foreshore.

It was AGREED to replace the six backless benches with the Marmax Traditional Seat Benches funded from the EMR CiL 2018.

Minute Ref:	Action	Responsible
26.12.5	Amend the regular hirers contracts	The Clerk
26.12.6	Award the new cleaning contract	The Clerk
26.16.2	Arrange for the benches at Bracklesham Foreshore to be replaced.	The Clerk

The next meeting will be held on 3rd August 2026 at 2.00pm, Bracklesham Barn.

T. Glithero

T Glithero Parish Clerk

6th May 2026

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