



## EAST WITTERING & BRACKLESHAM PARISH COUNCIL

12 Wittering Walk, The Parade,  
East Wittering, West Sussex, PO20 8RR

Telephone: 01243 673588

Ewbpcmail@gmail.com

### MINUTES OF THE ASSETS AND OPEN SPACES COMMITTEE MEETING HELD ON 14<sup>th</sup> AUGUST AT BRACKLESHAM BARN

PRESENT: COMMITTEE MEMBERS  
Cllr. B. Reeves  
Cllr M. Lawson  
Cllr T. Glithero  
Cllr. T. Dixon  
Cllr Darren Banks  
Cllr Dawson Parker

APOLOGIES: Cllr R. Lowe

IN ATTENDANCE: Mrs. S. Tate (Parish Clerk)

18.55 **Declarations of Interest.**  
None

18.56 **Minutes of the meeting held on 25<sup>th</sup> June 2018**  
The minutes of the meeting held on 21<sup>st</sup> of May were confirmed as a correct record, and signed by the Chairman.

18.57 **To receive a copy of the financial statement for Bracklesham Barn & Park**  
The committee received the budget statement for the Barn and Park.

18.58 **To receive an update on the Parkrun**  
Cllr Dixon stated that the position of the football pitch may be problematic, but agreed that it was the best area of the park for playing football, as it was the flattest and most well- drained section of the site. The committee agreed that Dave Brooks would be contacted highlighting their concerns with the pitch location and advising him that if it did cause issues for the houses behind, he would be required to re-orient it, but that for the time being the situation would be monitored following the start of the football season.

***Action: Clerk to advise Dave Brooks of potential concerns with pitch location.***

***Action: Clerk to advise Parkrun that there was no intention to re-orient the pitch at present, but we accept their concerns and will be closely monitoring the situation once the football season begins.***

18.59 **S106 Improvements**

The clerk is still awaiting the report from Townsend Audio, but will circulate it as soon as it is ready.

The group identified the following priorities for S106 improvements:

- To seek quotes to turn the community room into a fully equipped dance studio as there is clear local demand for such a facility. (Remove the partition wall, create an additional storage cupboard put down a suitable impact-absorbing flooring, install mirrors, wall bars and curtains).

- Improved chairs to allow cinema to continue to grow and make the venue more attractive for weddings so that the community room can be used more easily for wedding ceremonies.
- Installation of new cinema-optimised AV system to continue to grow this business
- Alterations to rear toilet area to make it publicly accessible for Bracklesham Park users
- Keycard entry system to improve security and enable public access to key areas at set times (e.g. public toilets at rear).

**Action: Clerk to advise CDC of identified priorities and seek required quotes for the works to be carried out.**

## 18.60 **Updates on Downview Park, Pavillion and Public Open Space**

### 18.60.1.) Downview Hall

The group discussed the concerns of Cllr Banks over mould and hygiene issues at the site. Bob Hutton from the Woodger Trust confirmed that the mould was not caused by an inherent problem with the building, but was a result of the ventilation system not being operated correctly in order to try and save running costs. Ideally the system should be run 24/7, but as a minimum should always be on when the building is in use.

The committee agreed that the Guides should be contacted and a meeting arranged to discuss how they are performing against their business plan, and to identify what support they may require to ensure that the building is a success.

**Action: Clerk to contact the Guides to arrange meeting.**

### 18.60.2 Downview Pavillion

Cllr Banks has not been able to get hold of the football club since his initial meeting, and they are currently not responding to emails, texts or phone calls. The committee agreed that the club should be sent an official letter, requesting that they confirm whether they wish to continue to use the facility, and clean and clear the site of all rubbish within 30 days, or the Parish Council will take possession of the site, and dispose of any remaining equipment.

**Action: Clerk to send letter to football club as outlined above.**

### 18.60.3 Downview Public Open Space

Access to the public car park is still proving problematic, with the Bowls club still shutting in users of Downview Hall. Committee requested that another letter be sent to the club reminding them of the new procedures. The committee agreed that once the back of the car park has been made secure, the lower gate to the car park should be removed, with only the height barrier remaining in place.

**Action: Clerk to send letter to bowls club as outlined above.**

## 18.61 **Barn Wedding Bookings**

Wedding bookings for the Barn are considerably down on previous years – this year will have seen four weddings take place, and there are currently only three in the diary for 2019. The Clerk suggested that more needed to be done to promote the venue, although nothing has been budgeted in the current FY for marketing and promotion.

Cllrs Glithero and Banks agreed to form a working group to look at the website and propose a way forward. They will also look at promotional materials and brochures, and wedding fayres and other possible promotional outlets.

**Action: Cllrs Glithero and Banks to look at marketing and promotion of the Barn, including as a wedding venue and prepare a report on recommendations.**

## 18.62 **Christmas Tree Pits**

We are still awaiting a licence from WSCC for permission to dig the pit. In the meantime, the Clerk had spoken to Selsey Town Council to ask if we could borrow their municipal Christmas Tree stand should the need arise.

- 18.63 **To consider a request from WSCC to use Bracklesham Barn as a base for the Purple Bus mobile youth outreach in the Autumn**  
 The committee agreed that this would be a great opportunity and that we should accept the offer.  
**Action: Clerk to advise WSCC that we would like to go ahead.**
- 18.64 **To consider a request from Arts Dream Selsey to display their Out Of the Ashes Artwork in Bracklesham Barn**  
 The committee agreed to the request  
**Action: Clerk to contact Arts Dream to advise them that we would like to go ahead.**
- 18.65 **Shore Road Beach Access**  
 Cllr Lawson gave an update on his recent meeting with Dom Henley, the CDC coastal engineer, Cllr Keith Martin and a concerned member of the public. The committee agreed that subject to costs being reasonable, it would be worth investing in regrading work at the start of the summer season, with the stones being replaced at the end of the season.
- Cllr Lawson is arranging a follow up meeting with Dom Henley and will provide a more detailed overview of what will be possible following this.  
**Action: Cllr Lawson to provide update on follow-up meeting, for consideration at September PC meeting.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Action	Person Responsible
<i>Clerk to advise Dave Brooks of potential concerns with pitch location.</i>	Clerk
<i>Clerk to advise Parkrun that there was no intention to re-orient the pitch at present, but we accept their concerns and will be closely monitoring the situation once the football season begins.</i>	Clerk
<i>Clerk to advise CDC of identified priorities and seek required quotes for the works to be carried out.</i>	Clerk
<i>Clerk to contact the Guides to arrange meeting re Downview Hall.</i>	Clerk
<i>Clerk to send letter to football club re. Downview Pavillion.</i>	Clerk
<i>Clerk to send letter to bowls club re. Downview Car Park.</i>	Clerk
<i>Cllrs Glithero and Banks to look at marketing and promotion of the Barn, including as a wedding venue and prepare a report on recommendations.</i>	Cllrs Glithero & Banks
<i>Clerk to advise WSCC that we would like to go ahead with the Purple Bus Youth Drop in</i>	Clerk
<i>Clerk to contact Arts Dream to advise them that we would like to go ahead with the Out of the Ashes installation</i>	Clerk
<i>Cllr Lawson to provide update on follow-up meeting with CDC coastal engineer re. beach re-grading, for consideration at September PC meeting.</i>	Cllr Lawson