



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

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MINUTES OF THE ASSETS AND OPEN SPACES COMMITTEE MEETING HELD ON 19th SEPTEMBER AT BRACKLESHAM BARN

	COMMITTEE MEMBERS
PRESENT:	Cllr. B. Reeves Cllr M. Lawson Cllr. T. Dixon Cllr Darren Banks Cllr Dawson Parker
APOLOGIES:	Cllr T. Glithero
IN ATTENDANCE:	Mrs. S. Tate (Parish Clerk) Mrs L. Kennard (Assistant Clerk) Mr D. Brooks and a member of the Wittering United management committee (for item 18.72)

18.66 **Declarations of Interest.**
None

18.67 **Minutes of the meeting held on 14th September 2018**
The minutes of the meeting held on 14th September were confirmed as a correct record, and signed by the Chairman.

18.68 **To receive a copy of the financial statement for Bracklesham Barn & Park**
The committee received the budget statement for the Barn and Park. The committee requested that the Clerk amend the current financial reports to provide a more detailed breakdown of expenditure and income categories to allow closer monitoring of Barn performance.

The committee instructed the Clerk to request copies of all relevant insurances for users of the facilities at Downview (Downview Hall, Bowls Club, Football Club) for our files.

Action: Clerk to improve committee financial reports

Action: Clerk to request copies of relevant insurance

18.69 **To discuss vandalism and security concerns at Downview**
The committee discussed the recent vandalism in the playpark and considered actions to be taken that would improve security in the area.

Proposed by the chair, seconded by Cllr. Lawson, the committee resolved to spend up to £5,000 installing CCTV cameras at Downview to cover the football pavilion, skate ramp, rear and side of Downview hall and to replace the current CCTV cameras at Bracklesham Barn.

The Clerk had sought quotations from three contractors to remove the Leylandi hedging around the Football Pavillion to make the area more visible and improve security.

Proposed by the Cllr. Dixon, Seconded by Cllr Parker, the committee resolved to instruct Top Branch tree surgeons to remove the hedging and stumps.

Action: Clerk to seek quotations for CCTV installations.

Action: Clerk instruct Top Branch to proceed with hedge removal.

18.70 **Update on Car Parking at Downview**

The drop down posts were due for installation by 30/9/18. The bowls club and Downview hall had been advised of the council's intention to leave the car park open from this point onwards, with only the overhead height barrier remaining in place.

The Clerk was awaiting confirmation of dates from the bowls club for a meeting to discuss the issues.

Committee requested that the Clerk arrange new signage for the car park advising that it is a private car park for users of the facilities at Downview only.

Action: Clerk to advise committee of meeting date once it is known.

Action: Clerk to arrange new signage.

18.71 **Update on Football Club at Downview (Bracklesham United Youth Team)**

The clerk had managed to make contact with the club secretary, and now had an up to date list of club officials. A copy of their insurance has been requested, and will be provided by 29/9/18, along with dates for a meeting to discuss future plans and needs.

Action: Clerk advise committee of meeting details when confirmed.

18.72 **Update on Football Club at Bracklesham Park (Witterings United Senior Team)**

The Clerk had spoken with Dave Brooks about the pitch and agreed with him that as the pitch had not been marked out to regulation size, it would need to be re-oriented, as it could not be made any larger in its current position.

The football club had subsequently re-marked the pitch at the larger size in the original position. The Clerk had written to them requesting it be re-marked in the position as agreed.

Dave Brooks and a representative from the football club attended the meeting at this point to discuss the issue with the committee, and to request that the pitch be kept in its current position.

The committee appreciated the time and effort required to move the pitch, but confirmed that they would like it moved on the basis that it would improve public safety and better accommodate other users of the park including the new Parkrun group.

The committee stated that the re-marking would need to be completed before the match on 27th October. The Parish Council handyman would dig the new goal post sockets if the football club would provide a clear specification for the work and mark where they needed to be positioned. The Parish council would also fund any additional paint costs.

Action: Football club to complete re-marking of pitch by 27/10/18 and to provide a specification and clear location for the installation of the goal post sockets.

18.73 **S106 Improvements**

The Clerk had submitted the list of projects to the S106 officer at CDC and was now seeking quotes for the works identified. As yet no feedback has been provided by CDC.

Action: Clerk to chase S106 officer for feedback.

Signed _____

Date _____

Action	Person Responsible
<i>Clerk to improve committee financial reports</i>	
<i>Clerk to request copies of relevant insurance</i>	
<i>Clerk to seek quotations for CCTV installations.</i>	
<i>Clerk instruct Top Branch to proceed with hedge removal.</i>	
<i>Clerk to advise committee of meeting date to discuss car parking at Downview once it is known.</i>	
<i>Clerk to arrange new signage at Downview Car Park.</i>	
<i>Clerk to advise committee of meeting details with Bracklesham Youth Football Club when confirmed.</i>	
<i>Football club to complete re-marking of pitch by 27/10/18 and to provide a specification and clear location for the installation of the goal post sockets.</i>	
<i>Action: Clerk to chase S106 officer for feedback on project list.</i>	