



## EAST WITTERING & BRACKLESHAM PARISH COUNCIL

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### MINUTES OF THE ASSETS AND OPEN SPACES COMMITTEE MEETING HELD ON 23<sup>rd</sup> SEPTEMBER 2019

#### Present:

Cllr. B. Reeves  
Cllr. E. Kott  
Cllr. R. Ford  
Cllr. D. Banks  
Cllr J. Salamon

#### Apologies:

Cllr. B. Salamon  
Cllr E. Cox

#### Also in attendance:

Sam Tate, Parish Clerk  
Leah Kennard, Assistant Clerk  
2 x members of the public

19.50 **Declarations of Interest**

None

19.51 **Minutes of the meeting held on 27<sup>th</sup> August 2019**

The minutes were agreed as an accurate record of the meeting and signed by the chairman.

19.52 **Review current financial statement and budget monitor**

The Clerk highlighted the overspend on maintenance budget for open spaces. This was due to the ditch clearance work in Bracklesham Park, which had not been anticipated when the annual budget was set. A virement would be required by full council from the Bracklesham Park and Barn ear marked reserve to fund the overspend.

19.53 **To receive an update on Bracklesham Barn and consider the following:**

1. **Maintenance schedule**

The damaged door to the large hall had been replaced. The Clerk requested permission to replace the other door into the large hall and the two doors to the chair storage cupboard which have also been damaged. This would be at a maximum cost of £1000 including installation.

*Proposed from the Chair, the committee RESOLVED to replace the three doors in the large hall as proposed.*

The automatic entry doors required servicing and maintenance, and the assistant Clerk was seeking three quotations for an annual service contract. The Chair requested that the costs of an automated entry system for the front doors be re-investigated.

*Proposed from the Chair, the committee RESOLVED to enter into an annual maintenance contract for the automatic entry doors, subject to three quotations being sought and the*

*best value supplier being chosen.*

Councillor Banks requested that the possibility of providing an emergency phone line at the Barn be investigated, as at present, emergencies rely upon a hirer having a mobile phone if 999 needs to be called.

CLlr Reeves asked for quotes to be sought for painting the car park with white lines throughout, as the bays in the paved section of the car park were very difficult to distinguish.

## 2. Disposal of catering equipment

The assistant clerk requested permission to arrange for the disposal of excess stocks of glasses and crockery, which take up valuable storage space and are currently underutilized (no hirers for over 12 months). The committee approved the disposal, but requested that the items be offered to the Village Hall, Catholic Church Hall and United Reformed Church Hall before being placed on any sale or disposal sites.

*Proposed from the Chair, the committee RESOLVED to dispose of the excess catering equipment, with first refusal being offered to the Village Hall, Catholic Church Hall and United Reformed Church Hall.*

### 19.54 To receive an update on Bracklesham Park

The ditch clearance work had been completed, with the materials recovered from the site cut and kept ready for the Manhood Heritage and Wildlife Group to use in the new habitat creation scheme, which was being delivered on October 16<sup>th</sup>-19<sup>th</sup>.  
The invoice to Miller Homes will be issued now the work is complete.

The Chairman asked the Clerk to speak to Miller Homes about the possibility of the Parish Council taking on management of the open space directly adjacent to Bracklesham Park, as it would be sensible for the spaces to be managed as one unit, with linkages and habitats shared between the two areas.

### 19.55 To receive an update on Downview Open Space and consider the following:

#### 1. Skatepark

The working group were considering preparation of an ITT document and working through the process of how to take it forward. At this stage they are seeking speculative ideas from three companies on how they would manage the whole process from end to end from community engagement and site selection through to the final bid process. This is a pre-feasibility stage to look at scoping the project, and will run as follows:

- Feasibility Study
- Purpose
- Budget
- Tender
- Build

The Clerk had forwarded details of the Charity Skatepark Projects to the Council and advised that they may be able to help with the community engagement and pre-feasibility work. The committee asked the Clerk to go ahead and start a conversation

with them about how to best take things forward.

The Group agreed to speak to 3-4 contractors about how their processes normally work and too seek costs and case studies of recent work that they have completed.

The Group agreed that the ITT cannot be finalised until the feasibility study is completed and that there is the scope for procurement rules to be broken or open to challenge if contractors are engaged too early in the process, so it is best for this work to be completed by an independent organization (e.g. Skatepark Projects).

The committee directed the Clerk to speak to CDC to see if they could help to lead on the procurement as it is stretching our capacity to deal with a procurement project of this size.

## 2. Football Club

The Pavillion has been repainted and new equipment has been ordered (new goals, respect barriers, signage, etc.) as per their request.

The Chairman queried if they need help with publicity? Cllr. Banks agreed to speak to them.

### 19.56 **To receive an update on Booker Green Open Space and consider the following:**

#### 1. Seasonal Toilet Facilities

As requested the Clerk had investigated the possibilities of installing seasonal toilet facilities on site. This would be problematic due to the lack of water and electricity on site, leaving a chemical portaloo as the only option. This was not ideal, as in such an exposed location they are liable to blow over in the wind.

The Clerk was considering the potential for a 'waterless' toilet, which could provide a completely off-grid solution and was arranging for a site visit to see a Kazuba KL2 Accessible toilet, which may provide a viable solution.

The Clerk presented designs for signage that had been prepared for Booker Green by the previous council and asked for thoughts/feedback so that the signage could be updated and replaced ASAP.

### 19.57 **Urgent Matters Not Already Covered on the Agenda**

Cllr Kott requested that the Clerk set up a Teams area to start sharing ideas and images of parks/equipment we have visited and liked.

Meeting closed at 11.50pm.

Signed \_\_\_\_\_

Date \_\_\_\_\_

<b>Action</b>	<b>Responsible</b>
<i>Clerk to ensure virement from Bracklesham Park &amp; Barn EMR is made by council resolution before financial year end to cover budget overspend</i>	<b>Clerk</b>
<i>Clerk to arrange replacement of doors in large hall as agreed by committee</i>	<b>Clerk</b>
<i>Annual maintenance contract for the entrance doors to be finalised</i>	<b>Assistant Clerk</b>
<i>Costs of automatic entrance system for Barn to be investigated</i>	<b>Clerk</b>
<i>Emergency phone line for Barn to be investigated</i>	<b>Clerk</b>
<i>Cost of white lines in Barn Car Park to be investigated</i>	<b>Clerk</b>
<i>Surplus catering equipment to be disposed of</i>	<b>Clerk</b>
<i>Miller Homes to be approached re. possibility of Parish Council taking on management of open space adjacent to Bracklesham Park</i>	<b>Clerk</b>
<i>Clerk to approach Skatepark Projects re. feasibility work for the skatepark</i>	<b>Clerk</b>
<i>Cllr. Banks to approach Football Club re. help with promotion and publicity</i>	<b>Cllr Banks</b>
<i>Clerk to arrange site visit to Kazuba waterless toilet</i>	<b>Clerk</b>
<i>Clerk to finalise and order open spaces signage</i>	<b>Clerk/Cllr J Salamon</b>
<i>Clerk to create new MS Teams area for parks and equipment ideas</i>	<b>Clerk</b>