

**MINUTES OF THE PLAYING FIELDS COMMITTEE MEETING
HELD ON TUESDAY 22nd July 2014 AT THE STEYNING CENTRE AT 7.45p.m**

PRESENT: Cllr Ness-Collins (Chairman)
Cllrs Lloyd, Toms, Staines, and Marshall
Cllrs Muggridge and Muncey under SO3(c)
Eight Members of the public were present
The Clerk was in attendance

Questions from Members of the Public:

1. Q - It has been over a year since the annual play equipment report and I want to know when works will be done. Tape on the bridge in Fletchers was supposed to be temporary measure.
A – The agreed repairs have been completed. Repairs to the ravene bridge were not included in the works agreed at committee. The bridge was not identified as dangerous and the tape has been maintained. A report has not yet been undertaken for 2014.
2. Q – Regarding Hills Road path to the MPF – there is some overgrowth. Some trees by the apple tree are overhanging and may need some attention.
A – The Clerk confirmed that the area will be checked and work would take place if necessary.
3. Q - Regarding benches on the MPF – when will they be repaired?
A – The Clerk confirmed that the minutes will be checked when this was discussed previously.
4. Q – Regarding the frequency of strimming inside the play area fence.
A – The Clerk confirmed that strimming will take place as per contract.

MINUTES OF MEETING

1. APOLOGIES

Apologies were received and accepted from Cllr Bowell.

2. DECLARATIONS

2.1 There were no declarations of interest from Councillors.

3. MINUTES

3.1 It was **proposed** by Cllr Ness-Collins and **seconded** by Cllr Toms that the minutes of the meeting of 27th May be agreed as a true record and were signed by the Chairman. This was **Agreed**.

4. MATTERS ARISING AND ACTIONS

- 4.1 Review of allotment regulations – agenda item
- 4.2 Inspection of MPF grass and location of old play equipment – Cllr Ness-Collins reported that she had looked at this and at present there was no action necessary.
- 4.3 Guttering on changing rooms – The Clerk confirmed that new guttering was on order, although there was some difficulty obtaining replacements in imperial sizes.
- 4.4 Espalier tree – Cllr Ness-Collins reported she did not think any existed.
- 4.5 Protective tape on Fletcher’s Croft play equipment has been replaced and maintained.
- 4.6 The Complaints Committee met regarding an allotments complaint – the complainant confirmed that they wished no further action to be taken.
- 4.7 An overgrown plot at Canada Gardens had been cleared.
- 4.8 Ideas for wild garden at Abbey Road – Councillors had not yet put forward ideas.

5. MEMORIAL PLAYING FIELDS

- 5.1 The Committee was asked to agree the cost of two new (replacement) litter bins for the MPF at a cost of £116 per bin and £93 for earth anchor fixings, total £209 plus fitting. It was **proposed** by Cllr Nee-Collins, **seconded** Cllr Toms to agree the expenditure as above. This was **Agreed**.
- 5.2 Play area fencing is now completed and the gates are still in natural galvanized colour. It is proposed to paint these in natural green. One of the gates has loosened in its fixing and the contractor is to be asked to rectify the matter. Cllr Ness-Collins **proposed, seconded** by Cllr Lloyd to paint the gates dark green. This was **Agreed**.
- 5.3 Future proposals have been put forward by the Community Orchard and have been circulated to Councillors as follows:
 - 1. D Flynn is to be asked to mow as much of the area as possible that has been cleared and also to strim the areas he cannot reach with a mower. The canopy of the fruit trees will be raised in the autumn during pruning. **Agreed as proposal below**.
 - 2. A request for S Zec's truck to be allowed access the MPF when clearing is completed in order to remove rubbish. Councillors discussed that care should be taken and access only permitted when ground condition were suitable. Councillors **Agreed as proposal below** to delegate to the Chair and/or councilor present to determine if ground conditions are suitable.
 - 3. The Steering Group to be allowed to work on site without the need for consent from the Playing Field Committee, provided the area is marked off and well signed. The Steering Group will advise the Clerk when they are on site and it was **Agreed as proposal below** that it should be delegated to any member of Committee, Chair or Clerk to give permission.
 - 4. Request for permission to remove all trees (email received from Alec Harden to confirm trees are self-seeded saplings and small trees) that are not fruit trees from the area recently cleared, along the fence line by houses in Newham Lane (these are

ash, sycamores and elders) with the intention of restoring the Orchard area **Agreed as proposal below.**

5. National Apple Day (21st October) will be celebrated on the weekend 18th/ 19th October and it is hoped that the planting of the first apple tree can take place, and tasting of apples and juice with the Friends of the Community Orchard. To be followed by a meeting in the Cricket Club.

It was **Agreed as proposal below** that the Chair be delegated to agree the position with the Orchard Committee. Any future proposals regarding planting or celebrations must be brought back to committee.

6. In January 2015 the Orchard Committee is planning a Wassail Day in the Orchard area followed by a party in the Cricket Club.

Cllr Lloyd **proposed** agreement to the actions as listed above, **seconded** by Cllr Marshall, This was **Agreed.**

6. ALLOTMENTS

6.1 The amended regulations were circulated to Councillors prior to the meeting. Cllr Ness-Collins **proposed, seconded by** Cllr Lloyd that the regulations be agreed and sent to the Parish Council solicitors in order that they can be checked for legality. This was **Agreed.**

7. FINANCIAL REPORT

There were no petty cash payments for May and June 2014.

Receipts and payments for May and June 2014 were circulated to Councillors prior to the meeting.

Cllr Ness-Collins **proposed** and Cllr Toms **seconded** to agree the expenditure and payments for the period. This was **Agreed.**

8. OPEN SPACE MONITORING

NORMAN WAY – Cllr Staines reported that the dog equipment had not been removed and the grass would need cutting. A survey had not yet been completed, and after consultation with Cllr Lloyd the grass may need to be discussed. The Parish Council will need to approach the Housing Association regarding children playing football on the car park and maybe an agreement can be reached. HDC have tentatively broached the subject of providing a sum of money in return for Steyning Parish Council taking responsibility for the land.

ABBEY ROAD – Cllr Marshall reported that the play area was in good condition but the grass needed cutting.

SOUTH ASH – The Clerk reported that this area was looking tidy. The swings may need some attention, this would be highlighted in the play area inspection report.

FLETCHERS CROFT – Cllr Trundle reported that the area was very tidy.

CHANDLERS WAY – Cllr Toms reported some panels would need replacing and strimming around the inside of the play area would need to be undertaken.

MEMORIAL PLAYING FIELD – Cllr Ness-Collins reported that she monitored the area every week and that it was looking very good.

The Clerk confirmed that following a meeting with Cricket club, they had agreed to continue to cut and trim around nets and screens, between the cricket nets and Charlton Street boundary walls, where the contractor cannot access with his machinery, and between the cricket nets and cricket club where the mobile nets are located as they have done in previous years. Grounds maintenance works with machinery will not take place before 7.00 a.m on weekdays and not before 8.00 a.m at weekends. The 'no ball games' sign will be inspected, since it may need attention.

9. COMMUNITY INFRASTRUCTURE LEVY

9.1 The Committee was asked if there were any projects to add to the Community Infrastructure Levy. There were none for this meeting.

10. INFORMATION ITEMS

10.1 The Clerk reported that the annual play inspection has been ordered, date to be advised.

11. DATE OF NEXT MEETING: 26th August 2014 at 7.30pm.

The Chairman closed the meeting at 8.20 p.m.

Signed: Date:
Chairman