

**TO: ALL MEMBERS OF THE PLAYING FIELDS COMMITTEE
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON
TUESDAY 30th September 2014 at 7.30p.m. AT THE STEYNING CENTRE**

“The Council, members of the public and the press may record/film/photograph this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed, recorded or photographed should advise the Clerk (in advance,) who will instruct that they are not to be included in the process. Any equipment used in the Steyning Centre and plugged into the main electrical power supply must be PAT tested.”

QUESTIONS FROM THE FLOOR – to receive questions from members of the public regarding items on the agenda

A G E N D A

1. **APOLOGIES** – to receive and accept apologies for absence.
2. **DECLARATIONS** – to receive Councillors declarations of interest in items on the agenda.
3. **MINUTES** – to sign and agree the minutes of the meeting held on 26th August 2014.
4. **MATTERS ARISING AND ACTIONS** – to confirm the matters and report actions brought forward from the last meeting.
5. **PLAY EQUIPMENT INSPECTIONS** –
 - 5.1 To discuss and agree actions following annual inspection
 - 5.2 To consider staff training to undertake routine monthly play equipment inspections.
6. **ABBAY ROAD FENCE**
 - 6.1 To discuss and agree repairs to post and rail fence.
7. **MEMORIAL PLAYING FIELD**
 - 7.1 To discuss and agree winter entrance improvements.
 - 7.2 To discuss condition of benches.
8. **ALLOTMENT REPORT** – to discuss issues relating to Allotments.
 - 8.1 To discuss and agree regulations document.
9. **FINANCIAL REPORT** – to receive details of receipts and payments for August 2014.
10. **OPEN SPACE MONITORING** – to receive updates on maintenance and other matters relating to open spaces.
11. **COMMUNITY INFRASTRUCTURE LEVY**
12. **INFORMATION ITEMS** - to report on any items of information for committee.
13. **CONFIDENTIAL ITEM** – due to the nature of the business the Chairman will propose that this item be taken under Standing Order 1 (d) and that the press and public be excluded.
 - 13.1 To discuss and agree action on fencing at Chandler’s Way.
 - 13.2 To discuss additional works and costs to be added to grass cutting contract.

14. DATE OF NEXT MEETING: Tuesday 7.30pm, 18th November 2014

Sue Booth - Clerk to the Council

Please Note: *The public have a right and are welcome to attend this and any of the Parish Council committee meetings.*

The public do not have a right to speak at meetings but Steyning Parish Council allocates a short time on each Agenda for public participation ("Questions from the floor"), and the Chairman will invite questions or comment on Agenda items at this point only in the meeting.