

**MINUTES OF THE OF THE PLAYING FIELDS COMMITTEE MEETING  
HELD ON TUESDAY 21<sup>st</sup> JANUARY 2014 AT THE STEYNING CENTRE AT 7.30p.m**

**PRESENT:** Cllr Ness-Collins (Chairman)  
Cllrs Lloyd, Toms, Staines & Marshall  
13 Members of the public were present  
The Deputy Clerk was in attendance

**1. APOLOGIES**

There were apologies for absence from Cllrs. Bowell & Trundle

**2. DECLARATIONS**

**2.1** There were declarations of interest from Cllr Toms on item 7.1 on Allotments.

**3. MINUTES**

**3.1** It was **proposed** by Cllr Toms and **seconded** by Cllr Lloyd that the minutes of the meeting of 19<sup>th</sup> November 2013 be agreed as a true record and were signed by the Chairman. This was **Agreed**.

**4. MATTERS ARISING AND ACTIONS**

**4.1** Inspection of allotment fencing at Canada Gardens – Cllr Ness-Collins reported that she had inspected this with Cllr Toms and the post and rail fence requires extensive repairs or replacing. Councillor Toms said that the posts will need replacing and the ground clearing underneath the fence it may be possible to re-use some of the arris rails. It was proposed by Councillor Ness-Collins that the Deputy Clerk be delegated to get quotes for repair/replacement of the post and rail fence and clearing the ground underneath, seconded by Councillor Lloyd and Agreed.

**4.2** Cost of signs playgrounds – ongoing.

**4.3** Review of Allotment procedures – draft proposed regulations have been circulated to Councillors and Cllr Ness-Collins asked all committee members to read these in detail and let the clerk have any comments/amendments. These will then be circulated to the Allotments Association. Councillor Staines suggested they be sent to all allotment holders as some of them are not in the association and therefore would not get the chance to comment. The Chairman of the Allotment Association suggested they be displayed at both allotment sites instead of being sent out to save the cost of postage, it was also suggested by Councillor Lloyd that they put on the website for comment from allotment holders. The latter 2 suggestions were proposed by Councillor Ness-Collins, seconded by Councillor Lloyd and Agreed.

**4.4** Contact with DEFRA and section 106 funding for play equipment fencing – ongoing.

**4.6** Quotes for fencing Play area quotes have been chased.

**4.7** Benches in MPF – agenda item.

- 4.9** Chandlers Way overgrowth, Cllr Toms reported that some hedge debris has been left in the playing field beside the play area. Deputy Clerk to write to residents for removal. He also informed that the fence has several broken panels and is in need of repair and the gate post at the entrance needs replacing. Councillor Ness - Collins proposed that quotes be obtained and brought back to next meeting, seconded by Councillor Toms and Agreed.
- 4.10** Proposal for Norman Way – Cllr Staines reported that the whole area is in a sorry state, the basketball court needs resurfacing the surrounding fence has holes in it and needs repairing. He queried whether the grassed area could be added to the grass cutting contract. It was explained that the grassed area belongs to HDC and is therefore their responsibility. It was proposed by Councillor Staines that a working party be set up to look at the area and also the Chandlers way area and report back to the next committee with their recommendations for the areas, this was seconded by Councillor Ness-collins and Agreed. The working party will be Councillors Staines, Lloyd, Toms and Marshall.
- 4.11** Abbey Road pond – Cllr Marshall reported that this project is ongoing and due to the weather investigations are unable to progress at the moment.

**5. QUESTIONS FROM THE FLOOR** – the chairman suspended the meeting to allow questions from members of the public.

- It was queried whether the grass cutting contract could start in March instead of April.  
The grass cutting contract runs from April to October and is priced as such. Should extra cuts be required this costs extra money and a price for this is quoted within the contract. Extra cuts would be requested at the discretion of the council when needed.
- 2 caution notices were put up at the memorial playing field recently advising people to use alternative entrances these have been taken down.  
They haven't been removed by the Council. Replacements will be done and put up as soon as possible.  
The meeting was re-convened.

**6. COMMUNITY ORCHARD**

There was a short presentation from Alex Harden who explained that he is on the steering group for 10.10 greening group who are working on many projects for the benefit of the community. In January last year the subject of a community orchard was discussed at and was very well received by many members of the group and public. There will be a meeting at the cricket Club on 29<sup>th</sup> January to discuss this project further and it is hoped the parish council will support the project.

Sue Saunders, a lecturer in horticulture at Brinsbry College, explained that a community orchard can include lots of people and bring together many groups on social aspect and can include any age group. It is planned that there will be fund raising events, workshops, teaching of the heritage and history of orchards and this will include working with other groups and charities such as the Horticultural Society. Education would be a big part of the project the will be workshops on Conservation, planting, pruning, looking at pests and also raising awareness for job opportunities in horticulture and arboriculture. The group has identified some

fruit trees at the top end of the MPF by rubilees allotments leading out to Newham Lane and wondered if the council will allow them to restore and regenerate these trees and use this as a focus and a start for the project to get the community involved and to start raising funds to be able to set up a main orchard . The group are ultimately hoping to be able to use an area of land, possibly belonging to the parish council, that could be nurtured and used to grow an orchard. Mr Charles Ashby informed that there are a few documents on the website for community orchards. Councillor Ness – Collins said that in her view fruit trees in MPF being pruned and nurtured is an excellent idea and proposed that a meeting be arranged with the group and members of the playing fields committee at the MPF to see the trees and area in question, this was seconded by Councillor Lloyd and Agreed.

## **7. MEMORIAL PLAYING FIELDS**

**7.1** Cllr Ness-Collins reported that she had inspected the benches but felt that once they are no longer fit for purpose we should remove them. Cllr Ness-Collins said they were serviceable at present, although 5 could do with rubbing down and coating, but most of these benches had been donated to the PC and the parish council did not have the funding to replace them. Cllr Ness-Collins suggested that they be inspected again at the end of the financial year and if budget allows to get some work done by approaching community groups or the payback scheme to donate labour to get them painted. It was suggested that future donations of benches should include repair costs, maybe a capital sum to put in reserves. Cllr Ness-Collins proposed that the council advertise for volunteers to donate labour so that some benches be rubbed down and painted if budget allows at the end of the financial year this was seconded by Cllr Lloyd and Agreed.

**7.2** A letter has been received from the Bowls club regarding the cost of the electricity and usage by the CCTV cameras particularly during the winter months. Costs have increased and the fixed daily charge has increased considerably. They are on a contract until June 2014. The club has requested that the council consider paying a pro-rata share of the daily charge as well as the unit charge. In the last quarter the usage was 147 units with the club only using 18. Currently, if the council pays just the usage it would only pay £14.16 of the total bill of £40.08 (inc VAT), although we are the higher user.

It is proposed by the Bowling Club that future bills are split in total pro-rata to the usage including the daily charge. For the last quarter this would mean a charge to the council of £30.64. Councillor Lloyd said that before this could be agreed it would need more figures produced to give some idea of the total expenditure that we may incur over a year.

It was proposed by Cllr Ness-Collins, seconded by Cllr Lloyd that the full figures for the year be investigated and brought back to the next meeting. This was agreed.

## **8. ALLOTMENTS**

**8.1** A report has been received from the Allotments Association which was circulated to councillors. Mrs. Marks-Thompson has requested the following items be put forward to the next Playing Fields meeting for discussion:

- Request P.C. to significantly reduce height of trees between MPF and Rublees allotments
- Request improvement to the regularity of grass cutting to paths at both Rublees and Canada Gardens
- If skatepark goes ahead on MPF, will P.C. make the boundary more secure?
- The Allotments Association has enough funds to provide secure pallisade gates at North & South boundaries of Rublees, we therefore seek permission to proceed with this, and also request some financial support from the P.C. as landlords toward this project.
- The Allotments Association also seek permission from the Parish Council to continue to fund raise with a view to providing pallisade fencing to match gates down the North & South boundaries of Rublees.
- Request to significantly reduce the height of a large plum tree at Canada Gardens site.

Cllr Ness-Collins thanked Mrs. Marks-Thompson for the report and said that these issues would be agenda'd for the next meeting.

## **9. FINANCIAL REPORT**

- 9.1** There were no petty cash payments for November & December 2013. Receipts and payments for November & December were as previously circulated. Cllr Ness-Collins **proposed** and Cllr Toms **seconded** to agree this expenditure. This was **Agreed**.

## **10. OPEN SPACE MONITORING**

- 10.1** A resident had brought to our attention that there is a Eucalyptus tree in the small open space behind the Abbey Road Play area that may be in need of attention. The tree does not carry a TPO and has been inspected and although not considered dangerous the tree is multi stemmed and has a considerable degree of flex. It is recommended that the height of the tree be reduced by 40%. The cost for these works are quoted at £300. Councillor Lloyd suggested that further quotes should be obtained before this is agreed. It was proposed by Cllr Ness-Collins, seconded by Cllr Toms to get further quotes and bring back to the next meeting. This was Agreed
- 10.2** NORMAN WAY – as discussed in item 4.10  
 ABBEY ROAD – Cllr Marshall reported that there are no problems  
 SOUTH ASH – Cllr Ness-Collins reported that there appear to be no problems  
 FLETCHERS CROFT – The small hole in play surface has been repaired.  
 CHANDLERS WAY – as discussed in item 4.9  
 MEMORIAL PLAYING FIELD – Cllr Ness-Collins reported that due to the continuing wet weather the contractor has been unable to get onto the field to empty the bins

however arrangements have been made for any full and over flowing bins to be emptied tomorrow.

**10. COMMUNITY INFRASTRUCTURE LEVY**

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

**11. INFORMATION ITEMS**

Email from Steyning Festival that the community fun day is to be held on Monday 26<sup>th</sup> May 2014.

A letter has been received from a resident in Cannons Way regarding the stability of the bank to the stream at the rear of the gardens in Cannons Way. This has been passed to the Council's insurers and we are waiting for their response.

**12. DATE OF NEXT MEETING:** Tuesday 25<sup>th</sup> February 2014 at 7.30 pm.  
The Chairman closed the meeting at 8.30p.m.

## ACTIONS

4.1	Obtain quotes for repair/replacement of Canada Gardens post and rail fence and clearing beneath it.	D/Clerk
4.3	Display allotment procedures at allotment sites and web site once agreed by playing fields committee.	Clerk
4.9	Quotes for repair/replacement of fence and gate post in Chandlers Way play Area	D/Clerk
4.10	Working party to look at Normans Way and Chandlers Way areas and report back recommendations	Cllr BS
5.0	Replace caution signs at MPF	D/Clerk
6.0	Meet with 10.10 group to look at trees and area proposed for pruning and nurturing.	Cllrs
7.1	Advertise for free labour to rub down and paint benches in MPF if budget allows.	Cllr NC
7.2	Get annual figures for electricity usage and report back to next meeting.	Clerk
8.1	Agenda items from allotment association report	Clerk
10.1	Obtain further quotes for Eucalyptus tree	Clerk
	Ongoing	
	Play Equipment Under 8's Committee are asked to approve progressing further with this project and to seek additional funding from other funding bodies.	Clerk
	To set up meeting with sports clubs once VG clarified	Clerk
	Norman Way overgrowth and new litter bin	Clerk
6.1	To write to DEFRA, and the Clerk to investigate possible Section 106 money.	
	The Clerk to investigate the cost of signs and bring back to committee.	
8.	Cllr Ness-Collins and the Clerk be delegated to review the allotment regulations. It was suggested that we look at other councils as part of this review.	
	Call a meeting to all allotment holders to come in to discuss and go through the new regulations.	
4.8	To progress wooden fencing for play area and get updated quotes.	Clerk
4.7	To agenda benches and capital sum for repairs next meeting	Clerk
9.1	Norman Way to put proposal together for improvement	<b>Cllr B</b>
8.	Abbey Road pond Cllr Marshall to investigate grants and proposal	
	Bring back to committee	<b>Cllr GM</b>
	Chandlers Way fence, write to resident top fence, brambles	Clerk

### Notes:

Grass specification gang mown with a cylinder mower?? – new contract