

**MINUTES OF THE OF THE PLAYING FIELDS COMMITTEE MEETING  
HELD ON TUESDAY 27<sup>TH</sup> May 2014 AT THE STEYNING CENTRE AT 7.30p.m**

**PRESENT:** Cllr Ness-Collins (Chairman)  
Cllrs Bowell, Lloyd, Toms, Staines & Marshall  
Cllr Muggridge under SO3(c)  
6 Members of the public were present  
The Deputy Clerk was in attendance

**1. ELECTION OF CHAIRMAN**

The Deputy Clerk reported she has one nomination for Chairman.

It was **proposed by Cllr Lloyd, seconded** Cllr Bowell that Cllr Ness-Collins be elected as chairman for the ensuing year. This was **Agreed**.

**2. ELECTION OF VICE CHAIRMAN**

Cllr Ness-Collins reported she had one nomination for Vice Chairman.

It was **proposed by** Cllr Ness-Collins, **seconded by** Cllr Stains that Cllr Toms be elected as vice chairman for the ensuing year. This was **Agreed**.

**3. APOLOGIES**

There were apologies for absence from Cllr Trundle.

**4. DECLARATIONS**

**4.1** There were declarations of interest from Cllr Toms on Allotments.

**5. MINUTES**

**5.1** It was **proposed** by Cllr Lloyd and **seconded** by Cllr Toms that the minutes of the meeting of 22<sup>nd</sup> April be agreed as a true record and were signed by the Chairman. This was **Agreed**.

**6. MATTERS ARISING AND ACTIONS**

**6.1** Review of Allotment procedures – the draft regulations have been sent to all allotment holders for comment by 14<sup>th</sup> June.

**6.2** Chandlers Way gate post and fence repairs have been done.

**6.3** Norman Way – Removal of dog exercise equipment – ongoing.

Cllr Staines reported that photos of Norman Way have been sent to all Councillors and the questionnaire is almost ready for sending out to residents.

**6.4** Canada Gardens – fencing work should commence soon now that overgrowth has been removed on the allotment site side of the fence. The fencing is on order however there is still a shortage of fencing equipment therefore it may be a while before the job is carried out.

- 6.5** Inspection of grass where old play equipment was located in MPF – Cllr Ness-collins reported she has looked at the grass and it is improving and will be inspected again when she meets with contractor for the fencing of the play area. The fencing of the Play Area in MPF, works have been ordered and are to commence soon.
- 6.7** Community Orchard are proceeding with their first clearing day on 31<sup>st</sup> may, anyone is welcome to join them. It was queried whether a list of names has been given to the Clerk, has a risk assessment been carried out and will there be a councilor present on the day. Councillor Ness-Collins agreed to attend the site on the day.
- 6.8** Rota for allotment inspections – ongoing. The Clerk, Deputy Clerk and Cllr Ness-Collins have inspected the allotments in the last month. It was noted that the majority of paths between the allotments at Canada Gardens are not being mown. All the plot holders have been contacted to remind them this is their responsibility. They are also responsible for strimming up to any fences they have erected.
- 6.9** Cllr Marshall reported on the progress of the “Million ponds project” which he informed is part of a project that the Government is undertaking over the next three years to upgrade a number of fresh water ponds within the UK. The aim is to assist wildlife and flora to survive within the countryside and to reverse the century of pond loss and to ensure that the UK once again has one million countryside ponds. The Parish Council is investigating the possibility of constructing a pond adjacent to Abbey Road, Steyning, located in the existing waterlogged field. It was queried whether consultation will be carried out with the residents, it was noted that a consultation will be carried out.
- Discussions are currently being held with the Environmental Agency, HDC Planning Department to ascertain if planning permission will be required, an Ecologist and builders. It was proposed by Cllr Lloyd and seconded by Cllr Bowell that Cllr Toms assist Cllr Marshall with the project. This was Agreed.

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

- The guttering at the changing rooms is leaking again, seems to be a continuing problem.

Cllr Ness-Collins the Clerk will inspect the gutter and arrange for any necessary works to be carried out.

- Derek Culpit, Chairman of the Steyning Cricket Club said that they have cleared the overgrowth around the light in the car park. Could Parish Council attend to the overgrowth of the back wall and get expert to look at the trees to ascertain if they are espalier trees.

The Chairman thanked the Cricket Club for clearing the overgrowth around the lights. She informed that the overgrowth has been looked at by the contractor and herself and will be done as soon as possible, however it may need to wait until the nesting season is over. Will get an expert to look at the trees.

- After the Monday’s fun day there is a lot of mud around the outside of the field, there are also some ruts near the cricket square and the chain to the gate has been left on the ground and not replaced.

The Chairman said she would look at the MPF near the cricket square and the Deputy Clerk will ensure the Chain is put back tomorrow.

- It was reported that there are 2 bins full up, one at Hills Road entrance and the other at the top end by the allotments. When is the grass being cut and on what day should it be done.

Will liaise with the contractor concerning bins and grass is due for cutting and play areas are due for stinging this week, the day really does depend on the weather and the wetness of the field.

- How often is the play equipment inspected. Have all the repairs from last year been carried out, the ravine bridge at Fletchers croft still hasn't been replaced at £2,500, there were works at MPF £700, Chandlers way £2,700 of works needed, have they all been done. Seems council are spending money on new fence but not doing other important repairs.

The play equipment has an annual inspection and is also inspected monthly by Horsham District Council. Unsure of the details on the repairs will need to investigate and will reply in due course. The money for the fence was a grant and did not come out of the councils budget.

*Post meeting: The repairs reported in the last annual inspection have been done. The ravine bridge at Fletchers Croft was not part of the repairs agreed. The other repairs to this piece of equipment have been completed.*

- The gaffer tape on the equipment in Fletchers Croft play area needs checking, been there almost a year.

Will check the equipment and replace tape if needed.

The Chairman re-convened the meeting.

## **8. MEMORIAL PLAYING FIELDS**

- 8.1** Mr Lewis Whittaker reported on the Memorial Garden at the Memorial Playing Field. Firstly he gave personal thanks and thanks from the Royal British Legion to the Parish Council for all the support given with the Memorial Garden. He informed that the maintenance of the Memorial Garden is done mainly voluntarily by Susan Smith. There is an agreement with Mayberry garden centre for the supply of bedding plants. The seats are being treated annually by the Steyning Scouts. The poppy Muriel on the ground is having the coloured glass replaced as there is a manufacturer's fault and the colour of the red poppy has changed to purple. The replacement will be done as soon as the new colours are confirmed. Lewis was thanked for the information.

Following the festival fun day Cllr Ness-Collins reported that there are some ruts on the outside of the field by on the whole the field is looking good.

It was noted that the festival committee had worked extremely hard to arrange the fun day and it was such a shame about the weather which obviously affected the numbers attending on the day. It was noted a formal letter of thanks for all their hard work will be written to the committee when the festival ends.

## **9. ALLOTMENTS**

- 9.1** Two written formal complaints have been received concerning an allotment holder. It was proposed by Cllr Ness-Collins and seconded by Cllr Lloyd and Agreed that the matter be dealt with by a delegated complaints committee consisting of Councillors

Ness-Collins, Toms, Lloyd and Bowell.

An estimate to clear the very overgrown plot on Canada Gardens has been received at a cost of £180.00 as the contractor believes it will take 2 days, however if it takes less time the price will be reduced. It was proposed by Cllr Ness-Collins, seconded by Cllr Marshall to accept the estimate. This was Agreed.

## **10. FINANCIAL REPORT**

**10.1** There were no petty cash payments for April 2014.

Receipts and payments for April have been circulated to councillors.

The Grounds maintenance figure was queried. The Clerk will clarify the figure at the next meeting.

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

## **11. OPEN SPACE MONITORING**

**11.1** NORMAN WAY – Cllr Staines said there was nothing to reported

ABBEY ROAD – Cllr Marshall reported that the play equipment has been washed down and looks better. He also reported that the wild garden has become overgrown. It was agreed investigate what could be done with the wild garden as it appears to need a lot of work, some ideas suggested were to get volunteers to do the work, look into animals grazing the area or speak to the Downland Scheme to see if would be interested or could give advice on what can be done.

SOUTH ASH – Area looking good .

FLETCHERS CROFT – Cllr Trundle did not send a report

CHANDLERS WAY – Cllr Toms reported the area is looking good.

## **12. COMMUNITY INFRASTRUCTURE LEVY**

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

## **13. INFORMATION ITEMS**

None for this meeting

**14. DATE OF NEXT MEETING:** Tuesday 22nd July 2014 at 7.30 pm.

The Chairman closed the meeting at 8.15p.m.