

**MINUTES OF THE OF THE PLAYING FIELDS COMMITTEE MEETING
HELD ON TUESDAY 25th FERUARY 2014 AT THE STEYNING CENTRE AT 7.30p.m**

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

1. APOLOGIES

There were apologies for absence from Cllr Howell

2. DECLARATIONS

2.1 There were declarations of interest from Cllr Toms on item 7 on Allotments.

3. MINUTES

3.1 It was **proposed** by Cllr Lloyd and **seconded** by Cllr Toms that the minutes of the meeting of 21st January be agreed as a true record and were signed by the Chairman. This was **Agreed**.

4. MATTERS ARISING AND ACTIONS

4.1 Cost of signs playgrounds – ongoing.

4.2 Review of Allotment procedures – draft proposed regulations have been circulated to Councillors and the clerk has received no comment back. These will now be discussed with the Allotments Association for comment. Cllr Ness-Collins **proposed**, **seconded** by Cllr Lloyd to meet with the Association to obtain their comments. This was **Agreed**.

4.3 Play equipment fencing – agenda item.

4.4 Benches in MPF – ongoing.

4.5 Chandlers Way fencing – two quotes have been received at £175 & £180. It was **proposed** by Cllr Lloyd, **seconded** by Cllr Marshall to accept the quote of £175. This was **Agreed**.

4.6 Proposal for Norman Way – Cllr Staines reported that there is some old equipment on the pitch that needs to be removed. To put a notice on it to contact the clerk as it needs to be removed. The basketball pitch is in a poor state and Cllr Staines has circulated some pictures and will re-send them. To be an agenda item next meeting. There are a number of options that could be considered and to try and work out a way to engage the community in the area. It was **proposed** by Cllr Ness-Collins, **seconded** by Cllr Toms for Cllr Staines to put a questionnaire together for circulation and agreement by committee. **Agreed**

4.7 Canada Gardens post and rail fence – two quotes have been obtained at £962.55 plus £300 clearance if required & £950 plus £300 clearance if required. This is to

provide galvanized stock fence to machined wooden fence posts. Allotment holders will need to clear rubbish from their side of the fence or the contractor will charge at the £300. It was **proposed** by Cllr Lloyd, **seconded** by Cllr Ness-Collins to agree the quote of £ 950. **Agreed.** Allotment holders to be contacted to clear the fence.

4.8 The caution signs at MPF regarding the slippery entrances were replaced 3 times and there is pictorial evidence they were placed. They were constantly removed.

4.9 Meeting with 10:10 group to look at restoring and creating a community orchard in MPF took place. It was too late to prune this year but will cut out some dead wood and remove ivy. They are to bring their full proposal to the next meeting.

4.10 The figures for the electricity usage of the CCTV cameras on MPF over the last two paid quarters were £7.72 and £9.81. If the council pays a proportion of the standing charge as requested by the Bowls Club these would have increased to £18.17 and £23.11 respectively. The current bill at just the usage charge is £14.16 but with a proportion of the Standing charge will be £30.64. The proposal is to pay a proportion of the total bill (including the standing charge) in future. This was considered a reasonable request. It was **proposed** by Cllr Toms, **seconded** by Cllr Staines to pay a proportion of the total bill. **Agreed**

4.11 Quote for reduction in height of Eucalyptus tree – one quote has been received at £300 and the clerk is waiting for a second. It was **proposed** by Cllr Lloyd, **seconded** by Cllr Staines to delegate to the clerk and chair to accept the lowest quote and proceed with the works. This was **Agreed.**

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

- There seems to be a question regarding the role of Allotments Association with regard to the Rules and Regulations. As an Association we have our own rules, but Parish Council is landowner and they manage and own the site their rules will prevail. To circulate a copy of Allotment Association's rules to committee.
- Allotment report is to discuss height of trees between Rublees and MPF what is being proposed.

The proposal is to reduce by up to approx.50%.

- The Parish Council planted pyracantha along fence at bottom of my garden – which stops people urinating against the fence etc. - when the orchard group do their work will they remove this or do anything to remove the dead branches which have also been left there as a barrier.

They will remove the rubbish. Will not be doing anything with pyracantha by the fence. But we will wait for the proposal from the orchard group and we will make it clear the barrier is not to be moved.

- Why no committee meeting next month with new contract for grass. Could be problems with cutting and need to ensure it is done right.

That is the committee cycle for meetings. There is a meeting in April. The contract is monitored and it is not necessary to have a committee to do this and we will ensure that it is done correctly.

- Can the contractor be required to cut the allotment paths more regularly?

To let the clerk know if it is not done and it can be dealt with.

- Will this apply to path from Hills Road.

Will apply to whole contract.

- On the last Allotment report a question was asked about whether the Parish Council could make the allotment boundary more secure if a skate-park goes ahead.

This will be discussed as part of the agenda.

- Normans Way the dog equipment does not appear to be used.

The meeting was re-convened.

6.. MEMORIAL PLAYING FIELDS

6.1 A request has been received from Friends of Chestnut Tree House to allow the Pizza Van onto the MPF car park on 22nd June as part of a fund raising event being held in the Cricket club. The time to be from 4.00 p.m. to 11.00 p.m (including setting up and clearing up times). They will ensure all rubbish is removed.

The pizza van in High Street is always tidy and they do clear away.

It was **proposed** by Cllr Lloyd, **seconded** by Cllr Marshall to give permission. This was **Agreed**.

6.2 Two further quotes have been received for post and rail type fencing with wire mesh for the Play Area in MPF. They are in the sums of £5989 and £8032.50 and a third quote is still outstanding. It was **proposed** by Cllr Staines, **seconded** by Cllr Toms to delegate to the clerk to accept the lowest quote and proceed with the works for the post and rail type fencing and this be taken to the F & C committee for approval to the clerk to apply for the funding from Section 106 money. This was **Agreed**.

7. ALLOTMENTS

Cllr Ness-Collins reported that the Allotment Association has requested improvement to the grass cutting regularity to the allotment paths. There is a new contract to be agreed this evening and this matter will be taken up with the successful contractor.

7.1 Request to reduce height of trees between MPF and Rublees allotments due to shading problems and root growth. It was **proposed** by Cllr Ness-Collins, **seconded** by Cllr Toms that a quote and advice be obtained about the height of the reduction and brought back to committee for approval. This was **Agreed**. It was noted that this work is best carried out later in the year.

7.2 The Allotments Association has enough funds to provide secure pallisade gates at North & South boundaries of Rublees, and is therefore seeking permission to proceed with this, and also request some financial support from the P.C. as landlords toward this project.

This work would need SDNP consideration and SDNP and Planning approval and the association would be required to apply for this. The Parish Council does not have funding for this work but would support any funding applications.

- It was suggested that committee look at green gates at Primary School for the exact style.

What are the gates for? There would still be other areas that people can gain access.

- For security, during the bad weather a lot of people are using the allotments path instead of MPF as a cut through.

So is this is a dog walking issue, or to prevent thefts and vandalism.

- There have been thefts, sheds and greenhouse glass smashed, crops missing. It would be proposed that only Allotment holders have keys and access.

If this is to stop people walking through why not just put gates at one end.

The Allotments Association need to show they have taken due regard for SDNP Purposes. The clerk can advise to include this with the D & A statement.

It was **proposed** by Cllr Lloyd, **seconded** by Cllr Toms that the Allotments Association be given permission to proceed, subject to due regard to SDNP and evidence of Planning and SDNP approval to Chair and Clerk. This was **Agreed**.

7.3 The Allotments Association is also seeking permission from the Parish Council to continue to fund raise with a view to providing pallisade fencing to match gates along the North & South boundaries of Rublees. This was discussed by committee and comments were:

- Is just North and South boundaries sufficient for the fencing.

Would not wish to see whole of Rublees fenced.

Proposed height – whatever is approved by Planning – possibly 2 metres.

- Who will maintain the fencing.

Allotments Association.

It is intended that the hedgerow will grow through and hide the fence.

- Would like to look at any legal issues and maintenance if the Association disbands.

To discuss further with Allotments Association, Chair and Clerk and bring back to committee.

7.4 Request to significantly reduce the height of a large tree at Canada Gardens site on the boundary at Newham Lane and allotments. It was **proposed** by Cllr Ness-Collins, **seconded** by Cllr Toms to inspect the tree and obtain a quote and bring back to committee. This was **Agreed**.

7.5 Permission was requested to hold a charcoal Bar-b-que in the Canada Gardens allotments on 24th May between 12.00 – 4.00 p.m. They would erect a gazebo if weather is inclement. It was **proposed** by Cllr Ness-Collins, **seconded** by Cllr Toms to agree this event. This was **Agreed**.

8. FINANCIAL REPORT

8.1 There were no petty cash payments for January 2014.

Receipts and payments for January were as previously circulated.

Cllr Ness-Collins **proposed** and Cllr Lloyd **seconded** to agree this expenditure. This was **Agreed**.

9. OPEN SPACE MONITORING

9.1 NORMAN WAY – Cllr Staines reported as above under actions.

ABBEY ROAD – Cllr Marshall reported that there are no problems but very wet. Waiting for information on developing a pond and a grant.

SOUTH ASH – Cllr Ness-Collins reported that there appear to be no problems.

FLETCHERS CROFT – Cllr Trundle reported the rope bridge needs attention. Needs binding up again.

CHANDLERS WAY – Cllr Toms reported some rubbish needs removing. Hedges have been cut back. Path to play area needs weed treatment.

MEMORIAL PLAYING FIELD – Cllr Ness-Collins reported and looks reasonable for time of year. Small tree down at side of field to be removed. The area where children’s play equipment used to be sited is very bare of grass. To inspect again.

Cllr Ness-Collins requested committee to monitor the areas just prior to committee meetings to ensure comments are up to date.

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. Wild Flower Garden and Abbey Road pond.

11. INFORMATION ITEMS

There were no information items for this committee.

12. CONFIDENTIAL – due to the nature of the business to be discussed the Chairman proposed that the next item be taken under Standing Order 1(d) and the press and public be excluded, seconded by Cllr Lloyd. This was Agreed.

See below.

13. DATE OF NEXT MEETING: Tuesday 22nd April 2014 at 7.30 pm.

The Chairman closed the meeting at 8.55 p.m.