

# Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,  
West Sussex, BN44 3XZ

[www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)  
[www.thesteyningcentre.co.uk](http://www.thesteyningcentre.co.uk)

Telephone: 01903 812042

---

**TO: ALL MEMBERS OF THE PLAYING FIELDS COMMITTEE  
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE  
TO BE HELD ON TUESDAY 11th OCTOBER 2016 AT 7.30PM  
IN THE STEYNING CENTRE**

*Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record the meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council they give their consent to being filmed/recorded by other members of the public, if such activity is taking place. Any equipment plugged in to the main electrical power supply of the Steyning Centre must be PAT tested.*

## AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – to receive Councillors declarations of interest in items on the agenda and consider any dispensations
- 3.0 QUESTIONS FROM THE FLOOR** : to receive questions from members of the public regarding items on the agenda
- 4.0 MINUTES OF PREVIOUS MEETINGS** – Councillors to agree and sign the minutes of the meeting held on 20.9.16
- 5.0 MATTERS ARISING AND ACTIONS**
  - 5.1** PF/16/54.3 - Church Mead tree works done
  - 5.2** PF/16/54.3 - Meeting with resident Abbey Road fence – follow up
  - 5.3** PF/16/55.2 - Damaged picnic table on MPF removed on health a safety grounds
  - 5.4** PF/16/55.4 – Cllr Goldsmith reviewing possible location of bin for SOG
  - 5.5** PF/16/55.5 – contractor has agreed to empty memorial garden litter bin and strim between trees.
  - 5.6** PF/16/55.7 – public liability insurance resolved for Apple Day, checking of other users ongoing.
  - 5.7** PF/16/55.10 – still to request copy of revised procedures for locking of changing rooms
  - 5.8** PF/16/55.11 – advice being sought from council's insurers re potential liability
  - 5.9** PF/16/55.12 – still to enquire with HDC for their H&S procedures
  - 5.10** PF/16/55.14 – see item 6.7 on this agenda
  - 5.11** PF/16/55.15 – see item 12.6 on this agenda
  - 5.12** PF/16/56.1 – Cllr S Sullivan to report back re works to HS1 trees in Cripps Lane and Godstall Lane



Parish Clerk: Carol Stephenson  
Deputy Clerk: Hazel Roxby

Email: [spcclerk@btconnect.com](mailto:spcclerk@btconnect.com)  
Email: [steyningcentre@btconnect.com](mailto:steyningcentre@btconnect.com)

- 5.13 PF/16/57.1 – consideration of use of sec 106 monies on F&C agenda 4.10.16
- 5.14 PF/16/57.2 – works ordered to address overgrowth at Canada Gardens allotments
- 5.15 PF16/58.1 – gate and fence repaired at Fletchers Croft
- 5.16 PF/16/58.3 – report provided to Clerk, actions in hand – update to follow
- 5.17 PF/16/58.5 – F&C Committee 4.10.16 considering potential use of sec 106 monies across the council
- 5.18 PF/16/59.3 – CCTV now responsibility of F&C committee
- 5.19 PF/16/60.1 – two laminate signs put up at Chandlers Way but one needed to be replaced soon after. Need to consider more permanent solution and cost implications
- 5.20 PF/16/60.1 – items not dealt with at meeting held on 20.9.16 on this agenda
  
- 6.0 **MEMORIAL PLAYING FIELD**
- 6.1 Discuss and agree formation of working group to review health and safety risk assessment, protocol and guidance for users of MPF
- 6.2 Agree way forward re request for Sorbus Mountain Ash and new location as replacement tree for French family - price to follow
- 6.3 Agree way forward for replacement plastic bench with wheelchair access, prices attached
- 6.4 Agree days for litter bins to be emptied now on winter rota – proposed Sun, Weds, Fri
- 6.5 Agree quote of £240 to remove concrete ends to balancing beam and replace wooden posts and make good gates
- 6.6 Agree quote of £160 to repair netting and make top rail stronger. Not to replace any posts. See email dated 23.8.16
- 6.7 Agree quote received for thermostat and extractor fan for CCTV in boiler room dated 23.9.16
- 6.8 Community Orchard update
- 6.9 Consider email 18.8.16 deterioration of 2 benches on MPF
  
- 7.0 **TREE CONDITION REPORT**
- 7.1 Discuss and agree way forward for other trees identified in tree report as in need of attention and any financial implications
  
- 8.0 **ALLOTMENTS**
- 8.1 To receive update on fencing at Rublees Allotments and to discuss and agree action going forward following outcome of F&C decision on 4.10.16
- 8.2 Consider letter received from allotment holder dated 29.9.16
- 8.3 Request to erect shed on plot 32A/1 – letter dated 26.9.16
  
- 9.0 **GRASS CUTTING CONTRACT**
- 9.1 Discuss way forward for letting new grass cutting contract 2017 onwards
  
- 10.0 **OPEN SPACE MATTERS** - Councillors to report on any maintenance issues together with any recommendations for next year's budget provision
- 10.1 Update on play equipment bid – rolling programme, alternative funding options etc - NB playground inspections due 19.10.16 – report to follow. Include consideration of any financial implications
- 10.2 Discuss and agree weekly inspections by caretakers – cost implications to this committee
- 10.3 Update from Cllr Goldsmith on play areas – to follow after completion of annual playground inspections due to take place on 19.10.16 – defer to November committee
  
- 11.0 **FINANCIAL MATTERS**
- 11.1 To discuss and agree income and expenditure report for August 2016 – attached. September to follow
- 11.2 To discuss budget items for 2017/18

- 11.3** To agree quote of £75 to trim hedge at Police Station. Price awaited for treatment of ivy.
- 12.0** **INFORMATION AND CORRESPONDENCE ITEMS**
- 12.1** Request from Steyning Allotment Association dated 17.9.16 for the council to reduce the height of trees adj to allotments
- 12.2** Request from Steyning Festival for help with electricity, water, internet supplies for 2017
- 12.3** Complaints received re PA system in summer evenings/events – consider as part of item 6.1 on this agenda
- 12.4** Complaint received re stinging nettles back of Newham Lane houses
- 12.5** Vandalism to play area in Fletchers Croft - paint spillage
- 12.6** Consider request from Strikers U16 to use MPF for football matches – email dated 28.9.16
- 12.7** Consider request from Sunday Football Club – email dated
- 13.0** **DATE OF NEXT MEETING – 7.30pm on 25<sup>th</sup> October 2016**

*C Stephenson*

Carol Stephenson  
Clerk to the Council

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**



Parish Clerk: Carol Stephenson  
Deputy Clerk: Hazel Roxby

Email: [spcclerk@btconnect.com](mailto:spcclerk@btconnect.com)  
Email: [steyningcentre@btconnect.com](mailto:steyningcentre@btconnect.com)