

Steyning Parish Council



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

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www.thesteyningcentre.co.uk

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**TO: ALL MEMBERS OF THE PLAYING FIELDS COMMITTEE
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE
TO BE HELD ON TUESDAY 20th SEPTEMBER 2016 AT 7.45PM
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 26th July 2016 and EOM 15.8.16
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1** 16/ 39 – still awaiting details of gazebos etc for Apple Day
 - 5.2** 16/47.1 – confirmation contractor's price for fencing is price quoted subject to nothing unexpected being found on site when work commences; working group met; working group to consider comments received in response to 1st consultation letter.
 - 5.3** 16/48.1 – Clerk to advise of income and expenditure for allotments for 2015/16
 - 5.4** 16/49.2 – consideration of MPF draft protocol and guidance for users - next agenda
- 6. MEMORIAL PLAYING FIELD**
 - 6.1** Goal post – discuss outcome of site visit and agree way forward inc email dated 10.6.16
 - 6.2** Discuss outcome of site meeting at MPF and agree proposed actions going forwards - attached
 - 6.3** Litter bins – agree siting of proposed 12 litter bins – plans attached
 - 6.4** Discuss moving of litter bin near SCO not meeting H&S requirements and arrangements going forward



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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- 6.5 Discuss emptying of litter bin Memorial Garden until added to new contract and agree way forward inc trimming of hedge
- 6.6 Discuss whether to add strimming between trees to existing contract @ £15 per time
- 6.7 Agree draft H&S Policy/Risk Assessment for MPF users
- 6.8 Community Orchard update
- 6.9 Consider letter dated 30.8.16 from Steyning Bowling Club requesting removal of tree adj club premises
- 6.10 Consider email from resident living in Charlton Street re tree on MPF (awaiting reply from HDC)
- 6.11 Changing room left open – discuss and agree way forward
- 6.12 Discuss how to improve conditions and safety at the MPF gates over winter
- 6.13 Agree new H&S requirements for litter and grass contractor on MPF and other areas
- 6.14 Request to erect gazebos for Apple Day 1.10.16 – details awaited
- 6.15 Agree action for over-heating cupboard in changing rooms – suggested thermostatic fan

7.0 **TREE CONDITION REPORT**

- 7.1 To consider tree condition report attached and any action necessary

8.0 **ALLOTMENTS**

- 8.1 To receive update on fencing at Rublees Allotments and to discuss and agree action going forward
- 8.2 email re overgrowth on inside of Canada Gdns onto plots 13,15,17 – agree quote £125.00
- 8.3 Request from resident Clays Hill, Steyning/Bramber border for an allotment

9.0 **OPEN SPACE MATTERS** - Councillors to report on any maintenance issues together with any recommendations for next year's budget provision

- 9.1 Consider annual report from Wicksteed on play area inspections – to follow
- 9.2 Abbey Road update
- 9.3 Fletchers Croft update
- 9.4 Chandlers Way update
- 9.5 South Ash update
- 9.6 MPF update
- 9.7 Norman Way update
- 9.8 Update from Cllr Goldsmith on play areas
- 9.9 Update on play equipment bid – rolling programme, alternative funding options etc

10. **FINANCIAL MATTERS**

- 10.1 To discuss and agree income and expenditure report for August 2016 – to follow
- 10.2 To discuss budget items for 2017/18
- 10.3 To discuss outcome of discussion at Finance and Community Committee re way forward on CCTV
- 10.4 To agree quote for works to Police Station hedge and Memorial Garden hedge £150
- 10.5 To agree to cut bush and overgrown brambles at Chandlers Way/Laines road fence – quote £75.00

11. **INFORMATION AND CORRESPONDENCE ITEMS**

- 11.1 Complaints from residents received re PA system in summer evenings/events
- 11.2 Consider letter from resident re condition of play equipment/areas in Steyning
- 11.3 Complaints received re stinging nettles back of Newham Lane houses
- 11.4 Vandalism to play area in Fletchers Croft – paint spillage
- 11.5 Email from resident at Chandlers Way concerning further damage to fence and youths playing football.
- 11.6 email 18.8.16 deterioration of 2 benches on MPF

12. DATE OF NEXT MEETING – 7.30pm on 25th 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

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