

Steyning Parish Council



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

www.steyningpc.gov.uk
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 25th 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 the revised minutes of the meeting held on 20.9.16 and the minutes of the meeting held on 11th October 2016.
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1** PF/16/66.1 – still trying to contact resident re fence at Abbey Road.
 - 5.2** PF/16/66.3 – procedures put in place but proposing Clerk writes asking all clubs appoint a responsible person for each match
 - 5.3** PF/16/66.4 - council liability for ground near kissing gate – discuss and agree way forward
 - 5.4** PF/16/66.5 – awaiting copy of HDC H&S procedures working in open spaces
 - 5.5** PF/16/66.7 - gate/fence Fletchers Croft - item 10.6
 - 5.6** PF/16/66.8 – progress on action list - item 8.5
 - 5.7** PF/16/66.10 – letters to residents advising no ball games, prices being obtained for new signs, Cllr Lloyd to draft Statement
 - 5.8** PF/16/67.1 – Clerk canvassing dates for PF Working Group.
 - 5.9** PF/16/67.2 – replacement memorial tree MPF - item 10.13
 - 5.10** PF/16/67.6 – replace netting with new and peg to ground – item 10.8
 - 5.11** PF/16/67.7- CCTV fan and extractor - item 10.9



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

- 5.12 PF/16/67.8 – letter sent to groundsman thanking him for his help
- 5.13 PF/16/66.9 – quotes for repairs to benches – item 10.10
- 5.14 PF/16/68.1 – order to be placed for works to HS2 trees
- 5.15 PF/16/69.1,2 – item 7.1
- 5.16 PF/16.70 – item 7.2
- 5.17 PF/16/71.1 – working group to draft new grass cutting contract and report to this committee
- 5.18 PF/16/72.2 – litter bins are included in existing contract managed by H&L Cttee and are not recharged to this committee

6.0 **MEMORIAL PLAYING FIELD**

- 6.1 Discuss insurance cover for Steyning Community Orchard Group events/activities on MPF and way forward
- 6.2 Discuss emptying of litter bins on MPF

7.0 **ALLOTMENTS**

- 7.1 Update on Rublees allotment including feedback from Tesco re T&C's, advertising policy, pp not required, Will Jones corres, allotment holder meeting, moving of sheds and land ownership issues and discuss and agree way forward including any cost implications to the Council
- 7.2 Discuss trimming of trees overhanging allotments and agree way forward – letter dated 17.9.16 and advice received

8.0 **OPEN SPACE MATTERS - Councillors to report on any maintenance issues**

- 8.1 Consider report from Wicksteed on play area inspections – to follow
- 8.2 Update on play equipment bid and discuss and agree way forward and any financial implications
- 8.3 Discuss and agree weekly inspections by caretakers – cost implications to his committee
- 8.4 Open space review – Cllr Goldsmith to report to this committee in December 2016
- 8.5 Progress on actions from walk around - attached

9.0 **BUDGETS 2017/18**

- 9.1 Feedback re use of Sec 106 monies, reimbursed charges/income
- 9.2 Discuss and agree budgets for Playing Field Committee for 2017/18

10. **FINANCIAL MATTERS**

- 10.1 To agree quote for works to Police Station hedge/ivy £1000
- 10.2 To agree quote to supply and erect new post at Chandlers Way Play area £70
- 10.3 To agree quote to supply and erect 5 posts and repair broken fence backing onto allotments at MPF £135
- 10.4 To agree quote for mechanical hedge cutting at Canada Gardens roadside hedge £85
- 10.5 To agree quote for mechanical hedge cutting at Cripps Lane roadside hedge £90
- 10.6 To agree quote for repair to fence/gate at Fletchers Croft play area – awaiting quotes
- 10.7 To agree quote for works to Sycamore tree rear of Steyning Bowling Club
- 10.8 To agree quote for cutting out fence and replacing with new and pegging to ground at MPF play area - ongoing
- 10.9 To consider quote for thermostat and fan for CCTV £290 + VAT- defer pending outcome of CCTV review
- 10.10 To agree quote for repairs to damaged memorial benches – awaiting quotes
- 10.11 To agree quote for timer options to regulate water supply at changing rooms – awaiting quotes
- 10.12 Consider prices for picnic bench with and without wheelchair access attached
- 10.13 Consider quotes for replacement memorial tree with Sorbus Mountain Ash and advice from Simon Zec

11. **INFORMATION AND CORRESPONDENCE ITEMS**

- 11.1 Request from Steyning Festival for help with electricity, water, internet supplies for 2018 defer to

- December meeting of this committee reports attached
- 11.2 Complaints received re PA system in summer evenings/events – add to brief for Working Group
 - 11.3 Complaint received re stinging nettles back of Newham Lane houses
 - 11.4 Consider request from Strikers U16 to use MPF for football matches – email dated 28.9.16
 - 11.5 Consider request from Sunday Football Club – email dated 22.9.16
12. **DATE OF NEXT MEETING – 7.45pm on 20th December 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
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