

# Steypning Parish Council



The Steypning Centre, Fletcher's Croft, Steypning,  
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## MEETING OF PLAYING FIELDS COMMITTEE HELD ON 20<sup>th</sup> DECEMBER 2016 AT 7.45PM IN THE STEYPNING CENTRE

Present : Cllrs Lloyd, Northam, Goldsmith, Toomey, S. Sullivan, S. Pearcey, Syred

Clerk : Carol Stephenson

Members of the Public : 12

### MINUTES

		ACTION
<b>PF/16/93</b> <b>93.1</b>	<b>APOLOGIES FOR ABSENCE</b> None	
<b>PF/16/94</b> <b>94.1</b>	<b>DECLARATIONS OF INTEREST</b> Cllr S Sullivan lives adj MPF; Cttee member SOG	
<b>PF/16/95</b>	<b>QUESTIONS FROM THE FLOOR</b> None	
<b>PF/16/96</b> <b>96.1</b>	<b>MINUTES OF PREVIOUS MEETING</b> Cllr Lloyd <b>proposed</b> and Cllr Toomey <b>seconded</b> that the minutes of the meeting held on 25.10.16 are a true record of the meeting. <b>Agreed.</b> Cllr Lloyd <b>proposed</b> and Cllr Goldsmith <b>seconded</b> that the minutes of the meeting held on 30.11.16 are a true record of the meeting. <b>Agreed.</b>	
<b>PF/16/97</b> <b>97.1</b>	<b>MATTERS ARISING AND ACTIONS</b> Items 5.1 – 5.32 as per agenda except 5.29 where the Clerk is asked to find out what pesticide the contractor is using – is there one that will not affect other plants in this area ?	<b>Clerk</b>

<b>PF/16/98</b>	<b>TREE MATTERS</b>	
<b>98.1</b>	Cllr Lloyd <b>proposed</b> and Cllr Pearcey <b>seconded</b> to replace the damaged Holm Oak tree with a Sorbus Mountain Ash tree on Newham Lane boundary. Simon Zec to check position not affected by Honey fungus. Max cost of tree £20. Max cost to plant £50. Clerk and Simon Zec to liaise. A. Gale be asked to undertake the work. <b>Agreed</b>	<b>Clerk</b>
<b>98.2</b>	Cllr Lloyd <b>proposed</b> and Cllr S Sullivan <b>seconded</b> that the trees overhanging Rublees allotments be reduced to a height of 4.5 m. <b>Agreed</b>	<b>Clerk</b>
<b>98.3</b>	Cllr Lloyd <b>proposed</b> and Cllr S Sullivan <b>seconded</b> that the proposed works to the Maple tree r/o Charlton Street are agreed and the applicant be advised that her preferred contractor is acceptable. <b>Agreed</b>	<b>Clerk</b>
<b>98.4</b>	Cllr Lloyd <b>proposed</b> and Cllr Pearcey <b>seconded</b> that the <b>proposed</b> pruning of the Sycamore tree r/o Charlton Street be agreed. <b>Agreed</b>	<b>Clerk</b>
<b>98.5</b>	Cllr Northam <b>proposed</b> and Cllr Pearcey <b>seconded</b> that subject to discussion with Simon Zec re the branches overhanging the garage, permission be granted to reduce the height of the Sycamore tree r/o the Bowling club and take out lower limbs and to use the quote provided by D. Flynn as the contractor. <b>Agreed</b>	<b>Clerk</b>
<b>PF/16/99</b>	<b>ALLOTMENTS</b>	
<b>99.1</b>	Cllr Pearcey advised order has been placed with contractor for fence/gates to be erected on northern and southern boundaries. Work to start Jan 2017. Aware of electricity cable and will meet provider on site when work commences. Confirmed price obtained from contractor includes erection of fence/gates, removal of hedge and existing fence. Charles Ashby to provide copy of final spec to Clerk for works on north and south boundaries, inc removal of hedge/fence asap and before work starts. Still outstanding issues re land ownership. Committee agreed to SAA trying a lock on gates –for them to take forward and to notify the council of any changes. Cllr Lloyd <b>proposed</b> and Cllr Pearcey <b>seconded</b> that 1) Cllr Lloyd draft letter to adjoining houses advising them of proposed works/container and 2) Cllr Northam draft letter to allotment holders advising them of the revised proposals regarding the fence on the northern and southern boundaries and container to go out asap and a separate letter advising of future intention to erect fence on western and eastern boundaries and implications for sheds etc. Both draft letters to be circulated to PF Committee members. <b>Agreed</b>	<b>Clerk</b>  <b>TL</b> <b>SN</b>  <b>Clerk</b>
<b>99.2</b>	Cllr Lloyd confirmed as did Charles Ashby that planning permission is not required for proposed storage container 20' x8' x7'high although still awaiting this in writing. To be located on plot 6a. Clerk to find out if there is a covenant. Cllr Lloyd <b>proposed</b> and Cllr Pearcey <b>seconded</b> that the council grant permission to the SAA to erect a storage container on Rublees allotments measuring 20' x 8' x 7' high on plot 6a, preferably green in colour, sympathetic planting around container to disguise structure. Should a covenant exist container will be moved and SAA will be responsible for any subsequent costs. <b>Agreed.</b> Cllr Goldsmith and S Sullivan against.	<b>Clerk</b>
<b>99.3</b>	Cllr Lloyd <b>proposed</b> and Cllr Goldsmith <b>seconded</b> that 2 skips be provided on Rublees allotments and 1 on Canada Gardens. <b>Agreed.</b> Cllr Pearcey to arrange with Clerk, spend up to £1,000 in total. Allotment holders to be advised dates from /to when arranged. Cllr Goldsmith advised willing plot holder on Canada	<b>SP/Clerk</b>

99.4	Gardens to liaise with driver re positioning. Cllr Pearcey <b>proposed</b> and Cllr S Sullivan <b>seconded</b> that permission be granted To Steyning Allotment Association for a bbq to be held on Sunday 11 <sup>th</sup> June 2017. <b>Agreed</b>	<b>Clerk</b>
<b>PF/16/100</b>	<b>MEMORIAL PLAYING FIELD</b>	
100.1	Current contractor in place until 31.3.17 to empty litter bins on MPF. Contractor completing monitoring forms. To suggest part of H&L budget be transferred to PF Committee from H&L Environmental Cleansing budget going forwards to cover emptying of these bins.	TL
100.2	Letter sent to allotment holders re sighting of rats on MPF. Add requirement in new contracts for sealed compost bins.	TL
100.3	Clerk advised gap between fence and grass is to allow strimming. Order placed for repairs to fencing without pegging. Agreed works to go ahead as per order and to obtain quote for possible gravel board – add to next agenda.	<b>Clerk</b>
100.4	Clerk to circulate existing bowling club lease and add to next agenda for discussion	<b>Clerk</b>
100.5	Cllr Lloyd <b>proposed</b> and Cllr Pearcey <b>seconded</b> that a letter be written to existing users holding them responsible for locking changing rooms after use, could they nominate 1 or 2 key holders and advise the Clerk who they are, otherwise may result in being charged for any damage or possible closure. <b>Agreed</b>	<b>Clerk</b>
100.6	Cllr Lloyd <b>proposed</b> and Cllr Northam <b>seconded</b> Risk Assessment form be adopted. <b>Agreed.</b> Clerk/Deputy to use from now on	<b>Clerk</b>
100.7	No update from Steyning Community Orchard	
<b>PF/16/101</b>	<b>PLAYGROUND EQUIPMENT</b>	
101.1	Order placed for repair works for sum of £3694 – 6-8 weeks lead in time. Other works identified still to be costed, some to be undertaken in-house. Clerk to contact D. Flynn re D ring.	<b>Clerk</b>
<b>PF/16/102</b>	Cllr Lloyd <b>proposed</b> , Cllr Northam <b>seconded</b> in view of the time to bring forward item 13. No members of the public were present at this point. <b>Agreed</b>	
<b>PF/16/103</b>	<b>BUDGETS 2017/18</b>	
103.1	Agreed to add sums for CCTV, repairs to playground equipment, trees, legionnaires and to request monies be transferred from H&L budget for litter bins. Clerk to check salaries. Cllr Lloyd to make changes and circulate. Any comments to Cllr Lloyd asap.	TL <b>Clerk</b>
<b>PF/16/104</b>	<b>GRASS CUTTING CONTRACT</b>	
104.1	Cllr Lloyd <b>proposed</b> and Cllr S Sullivan <b>seconded</b> that Cllr Goldsmith's comments be added to draft document and re-circulated for comment prior to letting contract early January 2017 and budget for advertising costs in the region of £250. <b>Agreed.</b> Clerk to add siting of litter bins on MPF to next agenda.	<b>Clerk</b>

- PF/16/105**      **FINANCIAL REPORT**
- 105.1**        Cllr Lloyd **proposed** and Cllr Northam **seconded** that the Income and Expenditure reports for October and November 2016 be accepted. **Agreed.**
- 105.2**        Cllr Lloyd **proposed** and Cllr Northam **seconded** the cost of no ball game signs for Chandlers Way up to £130. Clerk to place order      **Clerk**
- 105.3**        Bush in Charlton Street deferred to next meeting
  
- PF/16/106**      In view of the time all other items on this agenda were deferred to the next meeting. To decide if there is to be an extra meeting before next scheduled meeting on 7.2.17
  
- Meeting closed at 10.20pm      **ALL**

Signed: ..... Date: 7<sup>th</sup> February 2017  
 Chairman



Parish Clerk: Carol Stephenson  
 Deputy Clerk: Hazel Roxby

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