

**PLAYING FIELDS COMMITTEE MEETING  
TUESDAY 21<sup>st</sup> July 2015 at 7.45pm  
AT THE STEYNING CENTRE**

**Present:** Cllrs Ness-Collins, Lloyd, Bowell, Goldsmith, Syred, Hanson and Picking.

**Members of the public:** 12 including Cllrs S Sullivan and G Sullivan.

**Clerk:** Rebecca Luckin

**QUESTIONS AND COMMENTS FROM THE FLOOR:**

1. Steyning Cricket Club has been awarded Club Mark Status by the Cricket Association.
2. The Memorial Playing Field is looking good this summer. Comments were noted and will be passed to the grounds maintenance team.

The meeting was convened at 20.03pm

**MINUTES**

**PF/15/16.APOLOGIES FOR ABSENCE** – none for this meeting.

**PF/15/17.DECLARATIONS OF INTEREST AND DISPENSATIONS** – Cllr Goldsmith declared a personal interest in item 5.3, since his property is adjacent to the Tennis Club.

**PF/15/18.MINUTES**

Cllr Ness-Collins **proposed, seconded** by Cllr Bowell that the minutes of the meeting held on 26<sup>th</sup> May 2015 were a true record of the meeting. **Agreed.**

**PF/15/19.MATTERS ARISING AND ACTIONS**

- 19.1 (PF/15/8.1)** Update regarding requests from Community Orchard Group. SDNPA and HDC were unable to visit or provide an opinion on an ancient hedgerow. Steyning's Tree Warden will be consulted. Strimming in the orchard area has never been undertaken by the grounds maintenance contractor and the COG will take on this responsibility in order to prevent strimmer damage to trees.
- 19.2 (PF/15/7.3)** The Cricket Club Chairman confirm that a memorial bench is in place.
- 19.3 (PF/15/7.9)** The Bowls Club members confirm that they will undertake maintenance work.
- 19.4 (PF/15/11.2)** Surveyors of the flint wall confirm that options have been provided for consideration by the Police Authority Property Department.

**PF/15/20.MEMORIAL PLAYING FIELD**

- 20.1 Councillors** received a Community Orchard Committee update and considered a request regarding the removal of a diseased tree (grafts will be taken).  
Cllr Ness-Collins **proposed, seconded** by Cllr Goldsmith that the tree be removed. **Agreed.**
- 20.2** Councillors considered a request from a member of the public regarding a memorial bench and tree to be placed on the Memorial Playing Field.  
Cllr Bowell **proposed, seconded** by Cllr Hanson that a memorial bench, with paving slabs beneath, be placed on the MPF (location to be discussed). **Agreed.**  
Councillors will seek advice of the Tree Warden regarding location and variety of the tree which will be planted in accordance with the Tree Replacement aspect of the Steyning Parish Council Tree Management Plan.

- 20.3 Councillors received a proposal from Steyning Tennis Club, regarding a replacement club house on the Memorial Playing Field. Councillors noted the proposal and were generally supportive. Members await guidance and a Village Green Protocol from HDC, particularly with reference to the footprint of the proposed building.

#### PF/15/21.ALLOTMENTS

- 21.1 Councillors considered a price increase in allotments for 2015/16. The Clerk will report on costs of running allotments, at the next meeting for discussion.
- 21.2 A representative of the Allotments Association reported that the Newham Lane gate latch needed replacement and that the Mill Road latch was stiff. Plot holders expressed concern regarding the height of trees around the perimeter. Trees will be assessed as part of the tree management plan. The Tree Warden will provide advice on the ancient hedgerow. A plan could be provided to the Arboricultural Officer at HDC.

#### PF/15/22.FINANCIAL REPORT

- 22.1 Councillors received details of Income & Expenditure Reports for May and June 2015. Cllr Lloyd **proposed, seconded** by Cllr Ness-Collins I&E Reports be accepted. **Agreed.**

#### PF/15/23.STEYNING PARISH COUNCIL TREE MANAGEMENT PLAN

- 23.1 Councillors received the recommendations of a Working Party meeting which had referred to advice provided by the National Tree Safety Group, WSCC and Will Jones, Arboricultural Officer for HDC. The Working Party noted the current situation, the risks of not managing trees within the ownership of SPC and the duty of care to members of the public who use land owned by the Parish Council. The Working Party identified the options for addressing risk, discussed which level of action would be appropriate for various areas of land owned by the Parish Council and agreed to recommend that all trees under the management of SPC should be assessed. The details of trees would be recorded along with recommendations for further action. This would allow for a proactive management plan to be established.
- 23.2 Councillors considered quotes regarding a tree management plan:  
A Gale - £1,750+VAT.  
Lizard Landscapes - £1,595+VAT  
Ian Keen Ltd - £4,480+VAT  
Cllr Ness-Collins **proposed, seconded** by Cllr Goldsmith that A Gale be instructed to undertake a tree management plan for Steyning Parish Council. **Agreed.**  
The Clerk will check with WSCC to see if SPC are responsible for trees on Common Land within the Parish.

#### PF/15/24.OPEN SPACE MONITORING

- 24.1 CHANDLER'S WAY– Councillors received a petition and letters from residents regarding the siting of goal posts and signage in the Chandler's Way play area and discussed possible solutions. Members of the public believed that that the sign limited the entire field to under 11's, although Councillors were of the opinion that the sign related to the play equipment only. Cllr Bowell **proposed, seconded** by Cllr Lloyd that the goal be removed from the Chandler's Way play area, with a view to it being re-sited, and the bin to be re-positioned by the gate. The use of Chandler's Way will be discussed prior to any signage being fixed. **Agreed.**  
The Clerk will investigate costs. A member of the public offered to sponsor the works. A Working party will be arranged to discuss signage.  
Cllr Ness-Collins and the Clerk had met with a resident of Chandler's Way to discuss a concern regarding the ownership of a fence – to be discussed confidentially.
- 24.2 Councillors discussed allocation of responsibility for open spaces:  
CHANDLER'S WAY (Cllr Goldsmith), ABBEY ROAD (Cllr Picking), MEMORIAL PLAYING FIELD (Cllr Ness-Collins), SOUTH ASH (Cllr Syred), NORMAN WAY (Cllr Syred), FLETCHER'S CROFT (Cllr Hanson).
- 24.3 FLETCHER'S CROFT – The Clerk reported that Horsham York stone slabs had been stolen from the path leading to the children's play area. HDC had been informed and will repair the path.

**PF/15/25.INFORMATION ITEMS & CORRESPONDENCE**

- 25.1 The children’s play equipment will be inspected shortly.
- 25.2 Councillors received information on a memorial bench to be placed in the town on WSCC land.
- 25.3 Cllr Goldsmith reported litter and worn turf around football pitch areas on the MPF. Cllr Ness-Collins will monitor.
- 25.4 Bowls club hedge trimming will be left until September, mindful of nesting birds.
- 25.5 Cllr S Sullivan reported on a recent meeting with Steyning Downland Scheme and a proposed permitted access route for mountain bike riders. Signage will be improved.
- 25.6 Cllr Goldsmith will circulate details of the Pathwatch scheme, which encourages members of the public to monitor PROW, to members of H&L.
- 25.7 Large pizza boxes are blocking litter bins on Friday nights – for discussion at H&L.
- 25.8 Commercial bins by MPF car park may need replacing due to faulty lids.

The chairman advised that the ‘Information’ item on the agenda is for information only. Any topics that require discussion and agreement should be submitted to the Clerk one week prior to the meeting, in order that they can be included on the agenda. Matters that do not require discussion and agreement can be reported to the office and resolved by the Clerks.

**PF/15/26.COMMUNITY INFRASTRUCTURE LEVY** – none for this meeting.

**PF/15/27.DATE OF NEXT MEETING:** Tuesday 25<sup>th</sup> August 2015.

**PF/15/28.CONFIDENTIAL ITEM**

In order not to disclose personal information, the Chairman **proposed** that under Standing Order 3 e), the remainder of the meeting be taken in confidence. **Seconded** by Cllr Lloyd. **Agreed.**

The Clerk advised that Cllr S Sullivan and G Sullivan should leave the meeting, since they were in attendance as members of the public (following previous advice from SALC) Cllrs Sullivan had received advice at a recent SALC training event, that they could stay, and did not leave the meeting. *Following the meeting, the Clerk again received the same advice from SALC and asked for further clarification. 06.08.15 Trevor Leggo, CEO SALC, advised that the matter was for the Chairman’s discretion.*

An item of correspondence had been received from a member of the public. Cllr Ness-Collins and the Clerk had met with the householder at Chandler’s Way. Councillors considered the paperwork available and discussed the matter. They noted that the rails were on the side of the householders, which would indicate that the fence was not the property of Steyning Parish Council and no minutes or information had been found to prove otherwise. Councillors were of the opinion that the fence was the property of the householders.

Cllr Hanson proposed, seconded by Cllr Syred that a letter should be sent, confirming that there were no records in the minutes or deeds and that the rails were on the side of the householder, indicating that the fence was not Parish Council property. **Agreed.**  
The Clerk will provide a draft to Cllr Barling (cc Cllr David Barling (WSCC).

The meeting closed at 21.46pm

Signed: ..... Date: 25<sup>th</sup> August 2015  
Chairman

### Action list Playing Fields 21.07.15

- 19.4 (PF/15/11.2)** Surveyors of the flint wall confirm that options have been provided for consideration by the Police Authority Property Department. **Clerk to chase.**
- 20.2** Councillors considered a request from a member of the public regarding a memorial bench and tree to be placed on the Memorial Playing Field.  
Cllr Howell **proposed, seconded** by Cllr Hanson that a memorial bench, with paving slabs beneath, be placed on the MPF (location to be discussed).  
Councillors will seek advice of the Tree Warden regarding location and variety of the tree which will be planted in accordance with the Tree Replacement aspect of the Steyning Parish Council Tree Management Plan. Clerk contact Tree Warden and update member of the public.
- 20.3** Councillors received a proposal from Steyning Tennis Club, regarding a replacement club house on the Memorial Playing Field. Councillors noted the proposal and were generally supportive. Members await guidance from HDC, particularly with reference to the footprint of the proposed building. **Agenda item**
- 21.1** Councillors considered a price increase in allotments for 2015/16. The **Clerk** will report on costs of running allotments at the next meeting for discussion.
- 21.2** A representative of the Allotments Association reported that the Newham Lane gate needed replacement and that the Mill Road latch was stiff.
- 23.2** Councillors considered quotes regarding a tree management plan:  
A Gale - £1,750+VAT.  
A Gale be instructed to undertake a tree management plan for Steyning Parish Council.  
Contacted 22.07.15  
  
The **Clerk** will check with WSCC to see if SPC are responsible for trees on Common Land within the Parish. Emailed Peter Jupp WSCC 22.07.15
- 24.1** CHANDLER'S WAY–  
Cllr Howell **proposed, seconded** by Cllr Lloyd that the goal be removed from the Chandler's Way play area, with a view to it being re-sited, and the bin to be re-positioned by the gate.  
The use of Chandler's Way will be discussed prior to any signage being fixed. **Agreed.**  
**The Clerk will investigate costs.**  
  
**Working party to discuss signage.**
- 25.8** Commercial bins by MPF car park may need replacing due to faulty lids.

### **PF/15/28.CONFIDENTIAL ITEM**

Councillors discussed. Cllr Hanson proposed, seconded by Cllr Syred that a letter should be sent, confirming that there were no records in the minutes or deeds and that the rails were on the side of the householder, indicating that the fence was not Parish Council property. **Agreed.** The Clerk will provide a draft to Cllr Howell (cc Cllr David Barling (WSCC).