

**TO: ALL MEMBERS OF THE PLAYING FIELDS COMMITTEE
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON
TUESDAY 26th May 2015 at 7.30pm AT 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 a 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 into the main electrical power supply of the Steyning Centre must be PAT tested.

QUESTIONS FROM THE FLOOR – to receive questions from members of the public regarding items on the agenda.

A G E N D A

- 1. ELECTION OF CHAIR OF PLAYING FIELDS COMMITTEE**
- 2. ELECTION OF VICE-CHAIR OF PLAYING FIELDS COMMITTEE**
- 3. AGREE TERMS OF REFERENCE**
- 4. APOLOGIES** – to receive and accept apologies for absence.
- 5. DECLARATIONS OF INTEREST AND DISPENSATIONS** – to receive Councillors declarations of interest in items on the agenda and consider any dispensations.
- 6. MINUTES** – to sign and agree the minutes of the meeting held on 21st April 2015.
- 7. MATTERS ARISING AND ACTIONS** – to report on matters arising and actions brought forward from the last meeting.
- 8. MEMORIAL PLAYING FIELD**
 - 8.1** Community Orchard Committee update
 - 8.2** To consider a Community Orchard Committee request to build a ‘bug hotel’.
- 9. ALLOTMENTS** – to discuss issues relating to Allotments.
 - 9.1** To consider a further request from the Allotment Association for provision of locks on gates.
 - 9.2** To consider requests for a shed and greenhouse to be placed on allotments.
- 10. FINANCIAL REPORT**
 - 10.1** To receive details of Income & Expenditure for April 2015.
- 11. OPEN SPACE MONITORING** – to receive updates on maintenance and other matters relating to open spaces.
 - 11.1** Tree Management Plan proposal – to fix a Working Party Meeting date to discuss.
- 12. COMMUNITY INFRASTRUCTURE LEVY**
- 13. INFORMATION ITEMS** - to report on any items of information for committee.
- 14. DATE OF NEXT MEETING:** Tuesday 7.30pm, 21st July May 2015.

15. **CONFIDENTIAL ITEM** - to receive an item of correspondence from a member of the public and consider a response. In order not to disclose personal information, the Chairman will propose that under Standing Order 3 e), the remainder of the meeting be taken in confidence.

Rebecca Luckin
Clerk to the Parish Council

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND MEETINGS