

**PLAYING FIELDS COMMITTEE MEETING
TUESDAY 18th NOVEMBER 2014
7.30p.m. AT THE STEYNING CENTRE**

Present: Cllrs Ness-Collins, Toms, Bowell, Lloyd, Marshall, and Trundle.

Members of the public: 11

Clerk: Rebecca Luckin

QUESTIONS FROM THE FLOOR:

1. Q – Has anything been decided about the benches that are falling to bits?
A – Nothing has been decided. Those benches that are falling to pieces were donated. We have 20 at the moment, and will not replace those that have deteriorated.
2. Q – With climate change, every year we have a situation where grass needs cutting earlier, will the Parish Council be budgeting to allow for an earlier cut?
A – Budgets are being drafted. We do have the funds for an extra cut, we have the flexibility in the current budget if needed.
3. Q – Benches – there were two in front of changing rooms that were well used, it's a shame not to replace them.
A – We could move some of the remaining benches around.

MINUTES

1. **APOLOGIES** were received and accepted from Cllr Staines.
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS.** There were none.
3. **MINUTES** – Cllr Lloyd **proposed, seconded** by Cllr Bowell that the minutes of the meeting held on 30TH September 2014 be agreed as a correct record. **Agreed.**
4. **MATTERS ARISING AND ACTIONS** – The Clerk reported that:
 - 4.1 Changing Room gutters had been repaired and vegetation in the car park removed.
 - 4.2 The fence by Canada Gardens and been replaced.
 - 4.3 The annual play inspection report had been uploaded onto the website and Wicksteed would commence works shortly. Wicksteed had confirmed that there is no additional protection available for the rope bridge at Fletcher's Croft. New signage for play areas had been ordered as agreed.
 - 4.4 Cllr Marshall reported to Councillors on pre-application advice from HDC, regarding a proposed pond at Abbey Road. Professional help would be required to progress the proposal.
 - 4.5 With regard to staff training for a caretaker to undertake playground inspections, ROSPA confirm that courses are valid for 3 years, with dates available in 2015. The cost of training is £250+VAT, however the Parish Council insurers would require a weekly inspection by a person who had attended a one day training course, instead of the monthly inspection undertaken by HDC staff. Councillors agreed the proposal would not be cost effective.
 - 4.6 Work to replace a fence at Abbey Road had been completed, as agreed at F&C on 7th October.

- 4.7 A broken bench had been removed from the MPF.
- 4.8 With reference to previous enquiry regarding responsibility for any injury that occurred to an individual using the Mill Road track to the MPF, the Parish Council insurer confirmed that any claim would be directed to the landowner, however if the Council were to be found legally liable the current policy would meet the claim.
- 4.9 Repairs to the fence at Chandler's Way have been undertaken.
- 5. CHANGING ROOM CHARGES**
- 5.1 Changing room charges for 2015 / 2016 were discussed. The Clerk confirmed that the proposed rate compared favourably with other facilities locally. Cllr Ness-Collins **proposed, seconded** by Cllr Toms that the charge be raised from £33.19 - £34 (inc VAT) **Agreed.** An increase of 2.5%.
- 6. DOG FOULING ISSUES**
- 6.1 Following a campaign, led by Cllr Muncey, the Highways & Lighting Committee had identified a problem on the footpath to the Rifle Range. Councillors discussed the options of placing dog bags or sticks by the path for use by dog owners. Cllr Bowell **proposed, seconded** by Cllr Toms that SPC should expect dog owners to provide their own bags. A further publicity campaign was recommended, with posters being placed. **Agreed.**
- 7. MEMORIAL PLAYING FIELD**
- 7.1 Community Orchard proposal regarding a three year planting programme. Mr Alec Harden presented his report and outlined the activities of the Community Orchard Group, he explained the proposal and the benefits it would provide. Access will be maintained for community events and allow for grounds maintenance. Local apple varieties will be planted to encourage diversity. Volunteers will manage weeding within the tree support posts. Cllr Lloyd **proposed, seconded** by Cllr Bowell that the Chair be delegated to approve and supervise planting in between Committee meetings. A planting record will be held. **Agreed.** The Orchard team were thanked for their work.
- 8. ALLOTMENT REPORT**
- 8.1 Allotments Association AGM - Cllr Ness-Collins reported an excellent meeting and successful Association.
- 8.2 Councillors considered a request from the Allotments Association regarding gates at the Rublees Allotments and noticeboards at both allotment sites. Cllr Lloyd **proposed, seconded** by Cllr Toms that the Committee undertake a site visit and report back to the next meeting. **Agreed.**
- 8.3 Councillors considered requests from plot holders regarding sheds and poly tunnels. Cllr Lloyd **proposed, seconded** by Cllr Toms that permission be granted. **Agreed.** Councillors will undertake a site visit to ensure that all existing sheds and poly tunnels are secure and within specified dimensions.
- 8.4 Councillors noted that a large puddle had formed at the Newham Lane entrance gate. Cllr Ness-Collins **proposed, seconded** by Cllr Lloyd that the quote for £35.00 to make good the entrance be accepted. **Agreed.**
- 8.5 Signage for the allotments. Councillors will undertake a site visit before agreeing to replacement signage.
- 8.6 Request to trim vegetation and trees. Councillors will undertake a site visit before agreeing to removal of vegetation.
- 9. REQUEST REGARDING USE OF MPF**
- 9.1 Councillors had received a request to place a bouncy castle on the MPF for a private party. Councillors noted that there had been no clarity in the advice provided by the Solicitors and were mindful that a previous request had been refused. Cllr Lloyd **proposed, seconded** by Cllr Bowell that the Clerk establish the date of the party, seek clarification from Headley's Solicitors and that the Clerk and Chair be delegated to consider the advice and give permission if appropriate. **Agreed.**

- 10. FINANCIAL REPORT – Councillors** received details of receipts and payments for September and October 2014 and noted that under nominal ledger code 301 4320, the budget for the financial year had been reached. The Clerk will check payments for the year and report back to the next meeting. Approval of accounts will be deferred until the next meeting.
- 11. OPEN SPACE MONITORING**
- 11.1** NORMAN WAY – Cllr Staines was absent and unable to provide a report.
- 11.2** ABBEY ROAD – Cllr Marshall reported that trees have been cut back.
- 11.3** SOUTH ASH – Cllr Ness Collins reported that the area was satisfactory.
- 11.4** FLETCHERS CROFT – the Clerk reported that the fence had been repaired and the ditch cleared by HDC. A tarmac repair will be undertaken by Wickstead.
- 11.5** MEMORIAL PLAYING FIELD – Cllr Ness-Collins reported that a hole in the fence had now been repaired and the second gate will be painted in good weather.
- 11.6** CHANDLERS WAY – Cllr Toms reported no problems.
- 12. COMMUNITY INFRASTRUCTURE LEVY**
None for this meeting.
- 13. INFORMATION ITEMS** - to report on any items of information for committee.
- 13.1** The Clerk reported that budgets were being drafted, but until HDC advise of any reduction in Council Tax Benefit Grant and of the tax base for 2015 / 16, no further calculations can be made. The Clerk and Chair will review the Playing Fields budget.
- 14. DATE OF NEXT MEETING: Tuesday 7.30pm, 20th January 2015**

The Meeting closed at 20.45pm

Signed: Date: 20th January 2015
Chairman

Actions 18.11.14

- 8.2** Councillors considered a request from the Allotments Association regarding gates at the Rublees Allotments and noticeboards at both allotment sites. **Committee** will undertake a site visit and report back to the next meeting.
- 8.3** Regarding sheds and poly tunnels. **Committee** will undertake a site visit to ensure that all existing sheds and poly tunnels are secure and within specified dimensions.
- 8.5** Signage for the allotments. **Committee** will undertake a site visit before agreeing to replacement signage.
- 8.6** Request to trim vegetation and trees. Councillors will undertake a site visit before agreeing to removal of vegetation.
- 9.1** Councillors had received a request to place a bouncy castle on the MPF for a private party. The **Clerk** will establish the date of the party, seek clarification from Headley's Solicitors. **Clerk and Chair** delegated to consider the advice and give permission if appropriate.
Requester contacted 19.11.14
- 10.** **FINANCIAL REPORT** – Details of receipts and payments for September and October 2014 and noted that under nominal ledger code 301 4320, the budget for the financial year had been reached. **The Clerk** will check payments and report back to the next meeting. Approval of accounts will be **deferred until the next meeting.**
- 11.5** MEMORIAL PLAYING FIELD – second gate will be painted in good weather. **Caretakers**
- 13.1** The Clerk reported that budgets were being drafted, but until HDC advise of any reduction in Council Tax Benefit Grant and of the tax base for 2015 / 16, no further calculations can be made. The **Clerk and Chair** will review the Playing Fields budget.