

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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PLAYING FIELDS COMMITTEE MEETING TUESDAY 26th April 2016 at 7.30pm AT THE STEYNING CENTRE

mnm

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

Members of the public: 7 including Cllrs G Sullivan and S Sullivan.

QUESTIONS FROM THE FLOOR:

1. Q – Mobile skate park, at last Playing Fields meeting on 15.03.16 I asked why mobile skate park was not being used on other areas?
A – Cllr Syred, we will be meeting with SGS, I also want it to move forward, but we need to get permission. I have an appointment soon.
2. Q – Regarding putting up an anti-vandalism fence on the Rublees allotments, will all plot holders be consulted before the decision is made?
A – Plot holders will be consulted and advised of the outcome.
3. Q – In 2014, when draft amended rules were circulated, can you confirm that there has been no agreement that it should be compulsory for plot holders to join the Allotment Association.
A – That has not been agreed.
4. Q – suggestions that two existing goal posts are used, until mobile ones are installed.
A – Committee will need to ask the Strikers if this is possible.
5. Q – A mobile skate park has been used in Fletchers Croft, perhaps HDC should be approached?
A - Agree

The meeting commenced at 19.37pm

DRAFT MINUTES

- PF/15/86** **APOLOGIES FOR ABSENCE** none for this meeting.
- PF/15/87** **DECLARATIONS OF INTEREST AND DISPENSATIONS** - None for this meeting
- PF/15/88** **MINUTES**
Cllr Ness-Collins **proposed, seconded** by Cllr Hanson that the minutes of the meeting held on 15th March 2016 be accepted as a true record of the meeting. **Agreed.**
- PF/15/89** **MATTERS ARISING AND ACTIONS** – to report on matters arising and actions brought forward from Previous meetings.



Parish Clerk: Rebecca Luckin
Deputy Clerk: Hazel Roxby

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- PF/15/90** **(PF/15/33.3) Re-siting of Chandler's Way goal post update.** Cllr Syred reported that the post could be concreted in. Cllr Bowell had discussed the matter with the manager of Steyning Strikers who had suggested that a hole was recessed below ground level, that would allow for goals to move to several positions. **Clerk** will ask Strikers if large goals could be used in the interim.
- PF/15/91** **(PF/15/23) Tree Management Plan Working Party update** regarding. Meeting held 18.04.16. Further Working Party meeting to take place 08.05.16. To consider recommendations. Cllrs Bowell and Picking will sever ivy where possible.
- PF/15/92** **Swing repair update.** The Clerk reported that the caretaker and grounds maintenance contractor are liaising to place the repaired swing into position.
- PF/15/93** **Flint wall repairs update.** Response from John McGrath, Police Estates Department (circulated to Cllrs 13/04), inviting Councillors to meet with him on site.
- PF/15/94** **Fletcher's Croft stream update.** The Clerk had been unable to obtain a response from HDC, (Chased Paul Parker 13.04.16) and recommended that a letter be sent outlining the Committee concerns. Clerk to send email to councillors of Playing Fields Committee asking for list of concerns and evidence.
- PF/15/95** **(PF1/15/83.5) Bin emptying on MPF.** Councillors to consider and agree varying the day that litter bins are emptied on the MPF. Cllr Ness Collins **proposed, seconded** by Cllr Bowell that the contractor gave up collecting on a Friday and instead collect on a Saturday. **Agreed.** Cllr Ness Collins. Clerk will contact the contractor and draft a letter to vary the contract.
- PF/15/96** **MEMORIAL PLAYING FIELD**
PF/15/97 **Community Orchard Committee** update provided by Mr Alec Harden. Grass is not being cut where the new trees have been planted, where previously it was. There is 2/3m between trees and recently it has not been cut. Clerk will liaise with grounds contractor, perhaps the area cannot be cut with his existing equipment, due to the width and turning circle. Cllr Lloyd proposed that representatives of the Committee meet with the grounds contractor on site when grass cutting is taking place, Cllr Bowell will meet with the contractor and report back to Alec Harden.
- PF/15/98** Councillors considered a request regarding the planting of a further six trees on the MPF. Cllr Lloyd expressed concern that the MPF was a Village Green and that a copse should not be developed. Councillors will visit the MPF and assess the area, prior to bringing the item to the next meeting (as above). Clerk to add to next Agenda
- PF/15/99** Councillors to consider and agree a quote for works to make good the ground around the children's play area. D Flynn, works to raise ground level and provide and fix new turf - £300+VAT. Cllr Lloyd **proposed, seconded** by Cllr Bowell that approval in principal, subject to a site meeting, that the works be undertaken. **Agreed.**
- PF/19/100** **Emergency vehicle access.** Councillors discussed the security of the emergency access point on the MPF. Cllr Goldsmith **proposed, seconded** by Cllr Ness Collins that the combination lock number be changed, following consultation and agreement with the Tennis, Bowls and Cricket Clubs. **Agreed.** Clerk will contact sports clubs, D Flynn, Orchard Group and any others to agree a change of combination.
- PF/15/101** **Memorial bench request.** Cllr Goldsmith informed the Committee of a request submitted by a local family and wish to provide a replacement bench in front of the changing rooms. If the Parish Council is responsible for maintenance, a £100 maintenance legacy will be requested. Cllr Goldsmith proposed, **seconded** by Cllr. Picking. **Agreed**

- PF/15/102** **ALLOTMENTS** – to discuss issues relating to Allotments
- 102.1** **Allotment proposals update.** Councillors noted a request from Mr Ashby, (circulated to Councillors 11.04.16) that allotment rents be used to make up a shortfall in grant funding if no other grant funds can be obtained. Councillors noted that any sheds may not withstand moving and who would undertake the works and pay for them.
- 102.2** Mr Ashby noted that the Allotment Association and himself had requested that SPC work in solve the matter. A costed plan and proposal was received by the Committee and permission was given to research grant funding. Grant funding can be passed to the Parish Council for provision of future works. Planning permission would not be required for a fence under 1.8m. A new fence could replace the existing which would require clearance of current vegetation, or the new fence could be placed inside the existing. A mini-digger would be required. The Allotments Association has offered to help plot holders who may have difficulty moving their current sheds.
- 102.3** Mr Ashby requested that SPC consider making up a potential shortfall of £1,000. Cllr **Bowell proposed** that subject to no other grant fencing being available, that the Parish Council would make up the shortfall. **Seconded** by Cllr Syred. **Agreed.**
- 102.4** A letter to plot holders will be drafted between the Playing Fields Committee in liaison with the Allotment Association.
- 102.5** Cllr Lloyd proposed, that a meeting of all allotment holders be called, within the next two weeks, subject to the first letter not being a consultation letter, seconded by Ness-Collins. **Agreed.**
- 102.6** Clerk to send copy of letter sent out in September to Committee members to determine if this was a consultation letter or not. If not, then a consultation letter will be sent to all plot holders.
- 102.7** If necessary, an Extraordinary Meeting of Playing Fields Committee will be called to discuss the matter. Cllr Lloyd **proposed, seconded** Cllr **Bowell. Agreed.**
- Councillors to note a response from a plot holder of Canada Gardens. Councillors noted response.
- 102.8** To note other allotment matters. Cllr Hanson noted that not all plot holders were members of the Allotment Association and expressed concern that they may not abide by rules. A tenancy agreement is signed. Plot holders will be encouraged to join the Allotment Association.
- PF/15/103** **ABBAY ROAD FENCE**
- 103.1** To receive recommendations following the Chair’s visit to Abbey Road, regarding a broken fence (meeting to be arranged).
- 103.2** Councillors considered a quote for works to remove / replace the fence at Abbey Road. D Flynn – remove and dispose - £180+VAT, remove and replace like with like - £1,550+VAT. (Total Playing Fields repairs and tree works budget for 16/17 = £6,515, against an expenditure of £4,990 in 15/16). Cllr Ness-Collins **proposed, seconded** by Cllr **Bowell** that a site visit be undertaken. **Agreed.** Could be added to an Extraordinary Meeting of Playing Fields Agenda if that meeting takes place. Clerk to note and action if necessary.
- PF/15/104** **FINANCIAL REPORT**
- 104.1** Councillors received details of Income & Expenditure Report for March 2016. Cllr Ness-Collins **proposed, seconded** by Cllr **Picking** that the report be accepted. **Agreed.**
- PF/15/105** **OPEN SPACE MATTERS AND MONITORING** – updates on maintenance and other matters relating to

open spaces.

105.1 UPDATE PROVIDED BY CARETAKER:

105.2 ABBEY ROAD – play area in good condition, repainted 2015.

105.3 MEMORIAL PLAYING FIELD – bench audit undertaken, required repairs noted. Broken bins noted and perhaps should be replaced. Clerk will research costs and proposals for next meeting.

105.4 CHANDLER’S WAY – broken fence panel, see quote below. Equipment could be repainted during the summer. Councillors considered a quote to repair a broken fence panel. Clerk to ask D Flynn to remove the tree growing in the fence and overgrown vegetation will be cut by hand.

M Streeter, supply materials and repair fence - £160. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith

Agreed.

105.5 FLETCHER’S CROFT – swings oiled and in good working order.

105.6 SOUTH ASH – swings oiled and in good working order. Cllr Syred met with a supplier of play equipment and had investigated grant funding. A plan and quote will be provided (to include disabled access facilities) by the supplier and will be used in the grant application process.

105.7 NORMAN WAY – awaiting improvements.

105.8 Committee to consider and agree drafting of Maintenance Programme for SPC Open Spaces. Cllr Goldsmith will commence drafting a plan.

PF/15/106 INFORMATION ITEMS & CORRESPONDENCE - to report on any items of information for committee and receive correspondence.

106.1 Correspondence from HDC regarding draft Sporting Infrastructure Plan – comments to HDC

106.2 Keep Britain Tidy document (PDF) – Litter and the Law. (Circulated to all Councillors).

PF/15/107 COMMUNITY INFRASTRUCTURE LEVY – none for this meeting.

PF/15/108 DATE OF NEXT MEETING: Tuesday 21st June 2016.

The meeting closed at 21.10pm

Signed: Date: 21st June 2016

Chairman



Parish Clerk: Rebecca Luckin
Deputy Clerk: Hazel Roxby

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Actions Playing Fields 26.04.16

1. Q – suggestions that two existing goal posts are used, until mobile ones are installed.
A – Committee will need to ask the Strikers if this is possible.

- 90 To ask Strikers if large goals could be used in the interim. **Clerk**
- 91 Further Working Party meeting to take place 08.05.16. To consider recommendations. **Committee**
- 91 **Cllrs Howell and Picking** will sever ivy where possible.
- 93 **Councillors** to meet Mr McGrath Police on site.
- 94 **Clerk** to send email to councillors of Playing Fields Committee asking for list of concerns and evidence.
- 95 **Clerk** will draft a letter to vary the contract
- 97 **Cllr Howell** will meet with the contractor and report back to Alec Harden.
- 98 **Councillors** will visit the MPF and assess the area, prior to bringing the item to the next meeting (as above).
- 98 **Clerk** to add to next Agenda
- 99 **Councillors** to arrange a site meeting
- 100 **Clerk** will contact sports clubs, D Flynn, Orchard Group and any others to agree a change of combination.
- 102.4 A letter to plot holders will be drafted between the **Playing Fields Committee** in liaison with the Allotment Association.
- 102.6 **Clerk** to send copy of letter sent out in September to Committee members
- 103.2 **Clerk** to note and action if necessary
- 105.3 **Clerk** will research costs and proposals for next meeting
- 105.4 **Clerk** to ask for removal of the tree growing in the fence and overgrown vegetation will be cut by hand.
- 105.8 **Cllr Goldsmith** will commence drafting a plan.