

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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PLAYING FIELDS COMMITTEE MEETING TUESDAY 24th November 2015 at 7.00pm AT THE STEYNING CENTRE

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

Members of the public: 10 including Cllrs G Sullivan and S Sullivan

Clerk: Rebecca Luckin

QUESTIONS FROM THE FLOOR:

1. Q – The drains in the MPF car park drains are blocked.
A – Clerk will investigate.

Meeting convened at 19.06pm

DRAFT MINUTES

PF/15/51. APOLOGIES FOR ABSENCE – were received and accepted from Cllrs Lloyd and Picking.

PF/15/52. DECLARATIONS OF INTEREST AND DISPENSATIONS – there were none.

PF/15/53. MINUTES

53.1 Cllr Hanson **proposed, seconded** by Cllr Goldsmith that the minutes of the meeting held on 20th October 2015 be signed as a true record. **Agreed.**

PF/15/54. MATTERS ARISING AND ACTIONS – to report on matters arising and actions brought forward from previous meetings.

54.1 (PF/15/44.5) Decision regarding bamboo on the MPF boundary. Following a recommendation agreed at the previous meeting and new information provided, Councillors considered the matter of a request by a householder that bamboo be removed from a neighbouring property. No evidence could be found that the planting was undertaken by the Parish Council, therefore Councillors were unable to agree to meet the cost of removing a bamboo plant.

54.2 (PF/15/44.4) Decision regarding Bowling Club CCTV. Following a recommendation at the previous meeting, and lack of clarity regarding the ownership of the CCTV camera at the Bowls Club, the Clerk will undertake further investigations, in order that the matter can be placed on the next agenda.

54.3 (PF/15/43.5) Councillors considered the planting of a memorial tree *Salix Matsudana Tortuosa*, following recommendation by the SPC Tree Warden, that it be planted on the Charlton St side of the MPF. Cllr Hanson **proposed, seconded** by Cllr Bowell that the Chair be **delegated** to meet with Simon Zec, the SPC Tree Warden and agree the final planting position. **Agreed.**

Cllr Syred arrived at 19.13pm



Parish Clerk: Rebecca Luckin
Deputy Clerk: Hazel Roxby

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- 54.4 (PF/15/33.4) MPF Kissing gate update.** Councillors had been offered the possibility of a second hand metal kissing gate to replace a missing gate on the MPF, by WSCC.
Cllr Bowell **proposed, seconded** by Cllr Ness-Collins that the Clerk investigate replacement with metal radar gate, and proceed if free of charge. **Agreed.** (Cllr Goldsmith voted against).
- 54.5 (PF/15/44.3) Winter maintenance of the MPF update.** Councillors noted that the Community Orchard Group could provide chippings to be used in muddy gateways, mindful that chippings may kill the grass in the long term. The Clerk will investigate the cost of 'grasscrete'. Signs will be posted in the meantime.
- 54.6 (PF/15/47.1) MPF Picnic bench repair update.** Following a highlight in the Wickstead Report, the Caretaker can undertake repairs to the wooden picnic bench, and surrounding ground, by the MPF children's play area.
- 54.7 (PF/15/47.2) Chandler's Way berries update.** The Clerk confirmed that the plant was *Cotoneaster*, which had very bitter berries, and very low toxicity even if consumed in large quantities.
- 54.8 (PF/15/23) Tree Management Plan** – Councillors were pleased to receive a comprehensive and thorough Tree Condition Report and noted works identified and prioritised. A Working Party of Councillors will meet with the Tree Warden to progress a Tree Management Plan and prioritise works.
Cllr Ness-Collins **proposed, seconded** by Cllr Syred that the Clerk obtain quotes for works identified in order that budget provision could be allocated. **Agreed.**
- 54.9 (PF/15/33.3) Re-siting of Chandler's Way goal.** An offer had been received from a member of the public of £100 toward the cost of a junior goal post with wheels, that could be moved to avoid excessive damage to grass areas. Clerk will investigate costs of junior goal and liaise by email, in order that an agreement could be made by F&C Committee.
- 54.10 (PF/15/47.3) Stream in Fletcher's Croft** – although HDC had report that clearance of the stream had been undertaken in the summer, Councillors were sure that it had not and asked for the matter to be followed up with HDC.

PF/15/55. MEMORIAL PLAYING FIELD

- 55.1 Community Orchard Committee update** – Mr Alec Harden reported that the last phase of clearing works was near completion. Planting of further fruit trees will take place in spring. Clearing has taken place along the hedge line, increasing the margin of the field. A Working Party will meet with Mr Alec Harden and D Flynn, to understand what is required by the Orchard Group and prior to Danny undertaking a last cut.
- 55.2 Changing room hot water system repairs.** Councillors noted required works and a quote of £487+VAT, provided by SK Services. Councillors will meet with the contractor to understand any issues with the water system and its current condition.
- 55.3 Changing room cold water tank cleaning.** Councillors noted required essential H&S works and considered a quote for works. SK Services - £100+VAT
Cllr Ness-Collins **proposed, seconded** by Cllr Bowell to proceed with works. **Agreed.**
- 55.4 Steyning Festival 2016** – request for use of MPF.
Cllr Ness-Collins **proposed, seconded** by Cllr Hanson that Festival Committee be permitted use of the MPF. **Agreed.**
- 55.5 Rublees hedge cutting update.** Councillors noted a letter from the Chair of the Allotments Association requesting that the hedge height be reduced. A Working Party had met at the allotments and discussed reducing the height of hedge and trees by one third, to 5m and removing ivy from trees. A quote will be obtained to cut trees and sever ivy. Cllr Picking will be asked to investigate grants available for hedgerow management, since the Allotment Association may be able to apply for grants. Councillors noted that they should have regard to Hedgerow Regulations 1997 and the purposes of the SDNPA.

PF/15/56. ALLOTMENTS

- 56.1 Allotment proposals update.** Councillors had undertaken a site visit, with report provided by Cllr Ness-Collins. The Clerk had received letters expressing concern regarding the proposal to remove the hedge and replace with a high fence. A fence could be placed inside the hedge, which would involve a mini digger and removal of some sheds and compost heaps to allow access.
Cllr Bowell **proposed, seconded** by Cllr Ness-Collins that SPC work in partnership with the Allotments Association, for a long term plan to improve the standard of the allotments. SPC has no funds, but would work with the Allotments Association to achieve grants. SPC will consult allotment holders. **Agreed.**

PF/15/57. FINANCIAL REPORT

- 57.1** Councillors received the Income & Expenditure Report for October 2015.
Cllr Ness Collins **proposed, seconded** by Cllr Bowell that the report be accepted. **Agreed.**
- 57.2** Councillors considered a Draft Budget circulated prior to the meeting and noted that additional budget allocation may be required for tree works identified in the Tree Condition Report.
Cllr Hanson **proposed, seconded** by Cllr Syred that the Clerk and Chair be delegated to redraft the budget and circulate by email. **Agreed.**

PF/15/58. OPEN SPACE MONITORING – updates on maintenance and other matters relating to open spaces.

- 58.1** CHANDLER’S WAY – grass in need of a cut. Algae on tarmac. Hedge overgrown – letter to be sent to neighbours before spring. Shrubs growing by the close board fence, may need removal.
- 58.2** FLETCHER’S CROFT – grass in need of a cut, stream requires clearance.
- 58.3** ABBEY ROAD – nothing to report.
- 58.4** MEMORIAL PLAYING FIELD – in reasonable condition considering recent weather. Bins are not always emptied.
- 58.5** SOUTH ASH – some weeds.
- 58.6** NORMAN WAY – poor condition.

PF/15/59. INFORMATION ITEMS & CORRESPONDENCE -

- 59.1** Councillors noted an item of correspondence from Steyning Cricket Club regarding the use of the MPF by football clubs during the winter months and noted concerns regarding the condition of the pitch at the end of the season, should the ground not be ‘rolled’ as in previous years. Committee members will meet with representatives of the Cricket Club, Football Clubs and groundsman Mike Stevens, to ensure the MPF continues to be kept in good condition for all to use.

PF/15/60. COMMUNITY INFRASTRUCTURE LEVY – none for this meeting.

PF/15/61. DATE OF NEXT MEETING: Tuesday 26th January 2016.

The meeting closed at 21.07pm

Signed: Date: 26th January 2016
Chairman



Parish Clerk: Rebecca Luckin
Deputy Clerk: Hazel Roxby

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Action list Playing Fields 24.11.15

Q1 – blocked drains at MPF car park – requested D Flynn assess and quote, 25.11.15

54.2 (PF/15/44.4) Decision regarding Bowling Club CCTV. lack of clarity regarding the ownership of the CCTV camera at the Bowls Club, the Clerk will undertake further investigations, in order that the matter can be **placed on the next agenda.**

54.4 (PF/15/33.4) MPF Kissing gate update. Cllr Bowell **proposed, seconded** by Cllr Ness-Collins that the Clerk to investigate replacement with metal radar gate, and proceed if free of charge. Emailed Darren Rolfe, WSCC, 25.11.15

54.5 (PF/15/44.3) Winter maintenance of the MPF update.
Clerk will investigate the cost of 'grass crete'. **Signs will be posted in the meantime.**

54.8 (PF/15/23) Tree Management Plan – A Working Party of Councillors will **meet with the Tree Warden** will progress a Tree Management Plan and prioritise works.

Cllr Ness-Collins **proposed, seconded** by Cllr Syred that the Clerk obtain quotes for works identified in order that budget provision can be made. Requested quotes from A Gale, in order of priority and in budget stages – 25.11.15

54.9 (PF/15/33.3) Re-siting of Chandler's Way goal. Clerk will investigate costs of junior goal and liaise by email, in order that an agreement could be made by F&C Committee.

Contacted P Walsh, re goal costs – 25.11.15

Letter of thanks – 25.11.15

54.10 (PF/15/47.3) Stream in Fletcher's Croft – although HDC had report that clearance of the stream had been undertaken in the summer, Councillors were sure that it had not and asked for the matter to be chased with HDC.

54.11 Clerk will request progress updates on flint wall repairs, path replacement at Fletcher's Croft and replacement of a swing on the children's play area at the MPF.

55.1 Community Orchard Committee update – A Working Party will meet with Mr Alec Harden and D Flynn, to understand what is required by the **Orchard Group and prior to Danny undertaking a last cut.**

55.2 Changing room hot water system repairs. Councillors noted required works and a quote of £487+VAT, provided by SK Services. Councillors will meet with the contractor to understand any issues with the water system and it's current condition. **Clerk.** Contacted SK 25.11.15

55.5 Rublees hedge cutting update. A quote will be obtained to cut trees and sever ivy.

Cllr Picking will be asked to investigate grants available for hedgerow management, since the Allotment Association may be able to apply for grants.

58.1 CHANDLER'S WAY – grass in need of a cut. Algae on tarmac. Hedge overgrown – letter to be sent to neighbours before spring. Shrubs growing by the close board fence, may need removal.

59.1 Committee members will meet with representatives of the Cricket Club, Football Clubs and groundsman Mike Stevens, to ensure the MPF is kept in good condition for all to use. **Clerk** emailed David Eggington and Pete Walsh 25.11.15



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