

**PLAYING FIELDS COMMITTEE MEETING  
TUESDAY 24<sup>th</sup> February 2015 at 7.30pm  
AT THE STEYNING CENTRE**

**Present:** Cllrs Ness-Collins, Toms, Lloyd, Staines and Marshall.

**Members of the public:** Eight

**Clerk:** Rebecca Luckin

**QUESTIONS FROM THE FLOOR –**

- 1 Q – have any more empty drug packets been found on the MPF by wardens. I counted and collected 10 today. Because the police station was closed, I rang 101 and they will get someone to collect them from me. Have wardens found any?  
A – I haven't heard of any being found and didn't see any when I was there recently. It was the right thing to do, to go to the Police. The Clerk will contact the Neighbourhood Wardens.
- 2 Q – Can the tree planted in memory of Robin French tree be supported with some heavier stakes?  
A – That has been drawn to my attention before and I did ask someone to deal with it. I will raise the question again and get it attended to.
- 3 Q – Steyning Allotments Association - I would like to know whether we will discuss about a lock on the gate tonight?  
A – It has been discussed previously and is on the agenda tonight.
- 4 Q – Regarding the tree, you said that you will you take note, can something be done about it?  
A – Yes.
- 5 Q – Regarding the benches on the MPF, the plastic to take away the mud, it is not effective. Was there some confusion when it was put down. There are puddles in the footwells, can we think of something more practical and suitable?  
A – Point noted, I have given it some thought myself and will put it on the next agenda.

**The meeting was convened at 19.34pm**

**MINUTES**

1. **APOLOGIES FOR ABSENCE** were received and accepted from Cllr Howell and Cllr Trundle.
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS –** none were received.
3. **MINUTES OF THE PREVIOUS MEETING**  
Cllr Ness-Collins **proposed, seconded** by Cllr Lloyd that the minutes of the meeting held on 20<sup>th</sup> January 2015 be accepted. **Agreed.**
4. **PRESENTATION BY A STEYNING GRAMMAR SCHOOL YEAR 7 STUDENT REGARDING A COMMUNITY GARDEN**  
Cllr Ness-Collins welcomed Year 7 student, Hannah, to the meeting who presented her idea of a community garden that celebrated the countryside. Councillors asked questions regarding cost, location and responsibility. A pdf of the presentation will be placed on the website. A space will need to be identified and a group to take on the responsibility. A Working Party meeting will take place, made up of committee members.

- 5. MATTERS ARISING AND ACTIONS** – the Clerk reported that:
- 5.1** Regarding Q1 at the previous meeting, a written answer had been provided.
- 5.2** Regarding Q2 at the previous meeting, signage in general and fixings are being reviewed. Cllr Staines **proposed, seconded** by Cllr Lloyd that the Clerk and Chair be deleted to consider options. **Agreed.**
- 5.3** Byelaws, in relation to Village Green status, will be reviewed after May 2015.
- 5.4** Chandlers Way play area - dumped metal has been removed and property owners reminded to trim overgrown vegetation prior to birds nesting.
- 5.5** Tree planting has taken place in the orchard area of the MPF.
- 5.6** A missing dog bin had been re-instated.
- 6. MEMORIAL PLAYING FIELD**
- 6.1** Request for use of MPF as a picnic and play area, by Steyning Country Fair Committee on Monday 25<sup>th</sup> May 2015. Subsequent to the request it had been clarified that it was St Cuthman's Meadow that would be used for a dog show, managed by a representative of the Canine Society. The Clerk will refer the requester to HDC who own St Cuthman's Field.
- 6.2** Councillors considered a quote to secure existing play equipment:  
M Streeter -To dig in boulders and make safe and supply turf and make safe balance beam - £190  
Jaytek – Make safe boulders and balance beam - £118  
M Streeter - To remove boulders and balance beam and make safe - £120  
Jaytek – To remove boulders and balance beam and make safe - £321  
Cllr Lloyd **proposed, seconded** by Cllr Staines that .Jaytec be instructed to make the boulders and balancing beam safe, provided that the area was surrounded with a protective fence while the turf was taking root. As per quote of £118, but up to a maximum of £143 to allow for a temporary fence. **Agreed.**
- 6.3** Cllr Ness-Collins reported that the Community Orchard Group had undertaken tree planting of four new trees and were looking after the area well. There will no plaques on the trees, but they have requested permission for a noticeboard to advise of their activities and encourage volunteers. Cllr Ness-Collins **proposed** that the Chair to be delegated to visit the MPF and liaise with the Community Orchard Group to decide where a noticeboard should be positioned and to proceed with placing an order (Cllr Ness-Collins had previously been delegated to liaise with the Community Orchard Group to agree projects) **seconded** by Cllr Rogers. The matter will be put to Full Council before it is agreed that the noticeboard is placed in position. **Agreed.**
- 6.4** The clerk had received a late request regarding a bench to be placed by the patio of the Cricket Club. Councillors discussed the need for clarification. If the bench is to be placed on the Village Green, the Parish Council would need to give permission and a legacy of £100 would be requested to ensure the bench could be maintained. If the bench is to be placed on the patio area that falls within the Cricket Club tenancy, permission would be required of the Cricket Club only, who would be responsible for its maintenance.
- 7. ALLOTMENTS ISSUES**
- 7.1** Councillors considered a request from the Allotments Association to hold a BBQ at the Canada Gardens Allotments site on 27<sup>th</sup> June 2015. **No objections.**
- 7.2** Councillors considered a quote for signage to be placed on the allotments gates.  
Bel Signs 4 No @ £55.00+VAT  
Cllr Toms **proposed, seconded** by Cllr Ness Collins that an order be placed, with the invoice payable after 1<sup>st</sup> April. **Agreed.**
- 7.3** Councillors considered revised quotes for improvements to gates, infill a gap and raise ground level under the gate with hardcore.  
Jaytek - £294  
M Streeter - £270  
Cllr Ness Collins **proposed, seconded** by Cllr Staines that M Streeter be instructed to proceed with improvements to the gate, provided that the netting was to extend below the gate. **Agreed.**
- 7.4** Councillors discussed locks on the allotment gates. The Clerk will research the cost of a chain and combination lock and cost of a ring bolt to be attached to a gate post.
- 7.5** The Deputy Clerk will provide an end of year report regarding the allotment waiting list.

**8. FINANCIAL REPORT**

**8.1** Income & Expenditure Report for January 2015, circulated prior to the meeting.  
Cllr Lloyd **proposed, seconded** by Cllr Ness Collins that the report be accepted. **Agreed.**

**9. OPEN SPACE MONITORING:**

**9.1** NORMAN WAY – Cllr Staines had visited the site and was concerned regarding dog fouling. Cllr Lloyd reported that he had been in discussion with the Scouts as a proposed area for a Scout hut. Cllr Lloyd **proposed** that a working party was set up to undertake a feasibility study, **seconded** by Cllr Marshall. **Agreed.**

**9.2** FLETCHER’S CROFT – the Clerk reported that the area was muddy but otherwise in good order.

**9.3** CHANDLERS WAY – Cllr Toms had been unable to visit. With regard to a boundary fence, Cllr Lloyd and Barling had visited the area and confirmed that the boundary fence was owned by the householders. Overgrown vegetation from the household in question, was causing the fence to bow.

**9.4** MPF – Cllr Ness-Collins reported that she was disappointed to hear of ‘baggies’ Cllr Lloyd **proposed , seconded** by Cllr Ness Collins that a meeting be arranged with the clubs, in order that an audit of the interiors of the buildings be undertaken before May, to ensure that the next council to have a full knowledge of assets and liabilities. **Agreed.**

Cllr Lloyd **proposed, seconded** by Cllr Staines that Committee members and Cllr Bowell be delegated to undertake an inspection of club premises, with the Chair and Clerk, since they are on full-repairing leases. Maintenance issues will be noted. **Agreed.**

**9.5** ABBEY ROAD – Nothing to report.

The Clerk confirmed that play equipment will be scrubbed when the weather improves and re-painting of some of the equipment will begin, when time allows.

**10. COMMUNITY INFRASTRUCTURE LEVY** – the Scout hut project will be added to the list.

**11. INFORMATION ITEMS** – none for this meeting.

**12. DATE OF NEXT MEETING:** Tuesday 7.30pm, 21<sup>st</sup> April 2015.

The meeting closed at 20.34pm

Signed: .....Date: 21<sup>st</sup> April 2015  
Chairman

**Playing Fields Action list 24.02.15**

Q1 – re baggies on the MPF - **The Clerk** will contact the Neighbourhood Wardens – e-mailed 25.02.15

Q2 – re tree planted in memory of Robin French tree be supported with some heavier stakes?  
**Cllr Ness-Collins** will raise the question again and get it attended to.

Q5 - Benches on the MPF, puddles in the footwells. **Clerk** to place item on agenda of next meeting.

4. Year 7 presentation for a community garden that celebrated the countryside. A pdf of the presentation will be placed on the website. A Working Party meeting will take place, made up of committee members.

5.2 Regarding Q2 at the previous meeting, signage in general and fixings are being reviewed. Clerk and Chair be deleted to consider options.

6.4 The clerk had received a late request regarding a bench to be placed on the patio of the Cricket Club. Councillors discussed the need for clarification. **Clerk will clarify** – contacted S Riches 25.02.15

7.4 Councillors discussed locks on the allotment gates. The **Deputy Clerk** will research the cost of a chain and combination lock and cost of a ring bolt to be attached to a gate post.

7.2 Bel Signs 4 No @ £55.00+VAT

**Clerk** - order be placed, with the invoice payable after 1<sup>st</sup> April.

7.5 **The Deputy Clerk** will provide an end of year report regarding the allotment waiting list.

9.1 NORMAN WAY –Cllr Lloyd **proposed** that a working party was set up to undertake a feasibility study, **seconded** by Cllr Marshall.

9.4 MPF – Committee members and Cllr Bowell undertake an inspection of club buildings with the **Clerk**. Maintenance issues will be noted. A meeting be arranged with the clubs, in order that an audit of the interiors of the buildings be undertaken before May, to ensure that the next council to have a lists of assets and liabilities.