

**PLAYING FIELDS COMMITTEE MEETING  
TUESDAY 26<sup>th</sup> May 2015 at 7.30pm  
AT THE STEYNING CENTRE**

**Present:** Cllrs Ness-Collins, Bowell, Lloyd and Goldsmith

**Members of the public:** Seven

**Clerk:** Rebecca Luckin

**QUESTIONS FROM THE FLOOR**

1. Q – Concern was expressed regarding use of Chandler’s Way Open Space by young people playing football. Balls are often kicked over residents’ fences. ‘We would like to ask that goal posts are relocated in order that area could be retained for smaller children?’  
A – The item will be placed on next agenda.
2. Q – The pear tree on top hedge (by the allotments) has been cut down. Is it known who did it? Can action be taken? No action may result in further trees being cut down.  
A – Councillors are concerned and will investigate as appropriate. A general email has been sent to all allotment holders. The individual will be approached and the matter discussed.
3. Q – Thank you for visiting the Cricket Club, we have taken up advice given and will be making a bid for funding from the Chanctonbury Local Committee (CLC) for a new roof and for side cladding.  
A – Help with the application was offered.

**The meeting was convened at 19.55pm**

**MINUTES**

**PF/15/1.ELECTION OF CHAIR OF PLAYING FIELDS COMMITTEE**

- 1.1 Cllr Bowell **proposed, seconded** by Cllr Lloyd that Cllr Ness-Collins be elected Chair. **Agreed.**

**PF/15/2.ELECTION OF VICE-CHAIR OF PLAYING FIELDS COMMITTEE**

- 2.1 Cllr Ness-Collins **proposed, seconded** by Cllr Bowell that Cllr Lloyd act as Vice Chair for the interim period, until other Committee members are available for nomination. **Agreed.**

**PF/15/3.AGREE TERMS OF REFERENCE**

- 3.1 Cllr Ness-Collins **proposed, seconded** by Cllr Lloyd that the Terms of Reference be adopted. **Agreed.**

**PF/15/4.APOLOGIES** – none for this meeting.

**PF/15/5.DECLARATIONS OF INTEREST AND DISPENSATIONS** - none for this meeting

**PF/15/6.MINUTES**

- 6.1 Cllr Bowell **proposed, seconded** by Cllr Lloyd that the minutes of the meeting held on 21<sup>st</sup> April 2015 be accepted as a true record and duly signed. **Agreed**

**PF/15/7.MATTERS ARISING AND ACTIONS** - the Clerk reported that:

- 7.1 (4.5) Review of signage on the MPF will be undertaken by the Chair and Clerk as delegated.

- 7.2 (5.2) A notice had been posted requesting volunteer litter pickers, but no response to date. Friends of the MPF do undertake litter picks on an informal basis. Cllr Ness-Collins will liaise with the Scout leader. Overflowing bins on the MPF lead to litter problems.
- 7.3 (5.7) Jaytek has provided a quote for slabs to be placed under a memorial bench and a quote for slabs under further benches.  
Quote supply and fit 8 paving slabs labour and materials £178 (outside scope of VAT).  
Councillors discussed the options of materials that could be placed below benches.  
Councillors were concerned that funds were not available and **delegated** to Cllr Goldsmith to discuss the cost with the family. In future, requests for benches in front of the Cricket Club, will go through the Cricket Club.
- 7.4 (7.4) The Bowling Club advised that grant funding towards the housing of a defibrillator will no longer be required, since the siting has been agreed as unsuitable.
- 7.5 (8.2) The Clerk researched a request regarding the availability of spare land in the parish for use as free community gardens. The organiser had been unavailable.
- 7.6 (12.1) As delegated, the Clerk had provided a letter to a householder neighbouring the Abbey Road Open Space, which had been acknowledged by the recipient.
- 7.7 (5.7) A memorial bench placed in front of the Cricket Club will be maintained by the Cricket Club, therefore £100 has not been requested by SPC for maintenance.
- 7.8 (4.9) Following productive meetings with the Clubs on the MPF, the Cricket Club have obtained a quote for roof repairs and submitted a bid for funding from the Chanctonbury Local Committee (CLC). Cllr David Barling will support the bid. The Cricket Club has requested that Steyning Parish Council support the application also. Cllr Lloyd **proposed, seconded** by Cllr Ness-Collins that the Clerk write a letter of support to CLC regarding the bid for funding. **Agreed.**
- 7.9 The Clerk will contact the Bowls Club to ask if progress has been made regarding repairs.

#### **PF/15/8.MEMORIAL PLAYING FIELD**

- 8.1 Community Orchard Committee update circulated to Councillors prior to the meeting.  
CO Committee members discussed strimming of the area around the orchard. The Clerk will arrange a meeting between the Contractor and Orchard Group to discuss future strimming.  
*Following the meeting the Contractor confirmed that he would be pleased to revert to his original contract and not undertake strimming of the orchard area.* Councillors will be invited to the planting of a tree in memory of Marlene Carmen. The name of the person responsible for felling a pear tree is known to the Community Orchard Group.  
A plan of works will be provided and Councillors will undertake a site visit. The Clerk will ask SDNPA how an ancient hedgerow should be managed.
- 8.2 Councillors considered a Community Orchard Committee request to build a 'bug hotel' from logs and branches to a height of 1m. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that permission be granted for a bug hotel. **Agreed.**

#### **PF/15/9.ALLOTMENTS**

- 9.1 Councillors considered a further request from the Allotment Association for provision of locks on gates. Allotment holders will be consulted in September, when invoices for allotment rental are sent to plot holders.
- 9.2 Councillors considered requests for a shed and greenhouse to be placed on allotments.  
Cllr Ness-Collins **proposed, seconded** by Cllr Lloyd that permission be granted for structures under 9 X 6 X 7 feet high. **Agreed.**

#### **PF/15/10.FINANCIAL REPORT**

- 10.1 Councillors received details of Income & Expenditure for April 2015.  
Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the report be accepted. **Agreed.**

#### **PF/15/11.OPEN SPACE MONITORING**

- 11.1 Tree Management Plan proposal – to fix a Working Party Meeting date to discuss. The Clerk will ask advice of Will Jones (HDC) and Julie Bolton (WSCC) before arranging a meeting with Tree Warden Simon Zec and contractor A Gale.
- 11.2 Memorial Playing Field (MPF) – The Clerk reported a broken swing, which had been removed until spare parts are obtained. Dead turf around the balancing beam was discussed.  
Committee members will be allocated responsibility for Open Spaces at a future meeting.

The Clerk will investigate progress on repairs to the flint wall.

**PF/15/12.COMMUNITY INFRASTRUCTURE LEVY** – none for this meeting.

**PF/15/13.INFORMATION ITEMS** – none for this meeting.

**PF/15/14.DATE OF NEXT MEETING:** Tuesday 7.30pm, 21<sup>st</sup> July 2015.

**PF/15/15.CONFIDENTIAL ITEM**

**15.1** In order not to disclose personal information, the Chairman **proposed, seconded** by Cllr Lloyd that under Standing Order 3 e), the remainder of the meeting be taken in confidence. **Agreed.**

**Members of the public left the meeting**

Councillors discussed an item of correspondence from a member of the public and considered a response. The Clerk advised that correspondence had already taken place and a thorough investigation into the documents held by the Parish Council. No evidence could be found that the fence in question was the responsibility of the Parish Council and the householder had been provided with a response. The Clerk had not received a request for byelaws as stated in the letter and expressed disappointment in a statement that the Parish Council had demonstrated inefficiency, bad manners, procrastination and refusal to accept responsibility.

Cllr Ness-Collins **proposed, seconded** by Cllr Lloyd that the Clerk and Cllr Bowell be delegated to review paperwork again, prior to a letter of response being drafted. **Agreed.**

The meeting closed at 21.10pm.

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

### Action List Playing Fields 26.05.15

PF/15/1.Q – Concern was expressed regarding use of Chandler’s Way Open Space by young people playing football. Balls are often kicked over residents’ fences. We would like to ask that goal posts are relocated in order that area could be retained for smaller children?

**A – The item will be placed on next agenda.**

PF/15/7.3 Councillors discussed the options of materials that could be placed below benches. Councillors were concerned that funds were not available and **delegated** to Cllr Goldsmith to discuss the cost with the family. In future, requests for benches in front of the Cricket Club, will go through the Cricket Club.

PF/15/7.8 Cricket Club have obtained a quote for roof repairs and submitted a bid for funding from the Chanctonbury Local Committee (CLC). and has requested that Steyning Parish Council support the application also. **Clerk** write a letter of support to CLC regarding the bid for funding.

PF/15/7.9 The **Clerk** will contact the Bowls Club to ask if progress has been made regarding repairs. Emailed K Scott 27.05.15

PF/15/8.1 Community Orchard Committee The Clerk will arrange a meeting between the Contractor and Orchard Group to discuss future strimming. Contacted D Flynn and A Harden 26.05.15  
Danny will revert to original contract.

The Clerk will ask SDNPA how an ancient hedgerow should be managed.

PF/15/9.1 Councillors considered a further request from the Allotment Association for provision of locks on gates. Allotment holders will be consulted in September, when invoices for allotment rental are sent to plot holders. **Deputy Clerk**

PF/15/11.1 Tree Management Plan proposal – to fix a Working Party Meeting date to discuss. The **Clerk** will ask advice of Will Jones (HDC) and Julie Bolton (WSCC) before arranging a meeting with Tree Warden Simon Zec and contractor A Gale.  
Emailed Julie and Will Jones – 27.05.15

PF/15/11.2 The **Clerk** will investigate progress on repairs to the flint wall. Emailed Kevin Smith 27.05.15.