

# Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,  
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## PLAYING FIELDS COMMITTEE MEETING TUESDAY 20<sup>th</sup> October 2015 at 7.45pm AT THE STEYNING CENTRE

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

**Members of the public:** 9 including Cllr G Sullivan

**Clerk:** Rebecca Luckin

### QUESTIONS FROM THE FLOOR

1. Q – Item 6.1 regarding proposals from the Allotment Association, it says to agree? Have all allotment holders seen the proposals and have they voted for them? Have adjacent householders and the Orchard Group been consulted? Will the Committee agree to the proposals?  
A – We will receive proposals and discuss, there is no anticipation of an agreement.
2. Q – Item 4.6 regarding relocation of goals posts from Chandlers Way, why was this survey not discussed at this committee meeting? There are only two locations identified, why was there no blank space for suggestions or inclusion of Fletcher's Croft or the Grammar School? This survey was sent out without reference to this committee.  
A – Clerk – I believe we were delegated to draft the survey. The areas of land identified are not ours to offer, we offered the play areas that belong to SPC.

**The meetings was convened at: 19.56pm**

### DRAFT MINUTES

**PF/15/40.APOLOGIES FOR ABSENCE** were received and accepted from Cllrs Hanson and Syred.

**PF/15/41.DECLARATIONS OF INTEREST AND DISPENSATIONS** – there were none.

### PF/15/42.MINUTES

**42.1** Cllr Ness-Collins **proposed, seconded** by Cllr Bowell that the minutes of the meeting held on 25<sup>th</sup> August 2015 be agreed as a correct record and signed by the Chairman. **Agreed.**

**PF/15/43.MATTERS ARISING AND ACTIONS** – the Clerk reported that:

- 43.1** (PF/15/11.2 & 32.1) Flint wall repairs update – the Police Estates department report that they have instructed a contractor to commence repairs and are awaiting a start date.
- 43.2** (PF/15/32.5) MPF maintenance issues update – HDC has placed six dog fouling signs at entrances to the MPF (no cost to SPC). The Emergency Access sign has been replaced. Southern Water has replaced a broken drain cover and investigated holes in the ground, which have now been filled.
- 43.3** (PF/15/32.7) Rublees hedgerow update. The grounds maintenance contractor has advised that the hedgerow height was always managed by Seeboard, until recently, when power cables were buried



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underground, and that since that date, the hedge has not been reduced in height. Concerned parties had agreed to meet and discuss the hedge. The contractor is awaiting instructions before commencing with the annual trim to the sides of the hedge.

- 43.4** (PF/15/33.1) Community Orchard insurance requirements update. Following advice from the SPC insurance provider, the Clerk and Alec Harden have met and drafted a Risk Assessment for Community Orchard activities. A record of volunteers and tasks that they have undertaken will be held by the group.
- 43.5** (PF/15/33.2) Memorial bench update. The bench has now been sited at the Steyning Centre, and the Tree Warden has met with a member of the public and recommended a *Salix Matsudana Tortuosa*, to be sited on the Charlton St side of the MPF. Councillors agreed in principle that the tree be planted in the recommended spot. Following further discussion, the item will be added to the next agenda.
- 43.6** (PF/15/33.3) Relocation of goal update. Following consultation, two responses had been received. To be discussed at next meeting.
- 43.7** (PF/15/33.4) 'Kissing gate' update. Following confirmation that WSCC would not be able to offer a free gate, the Clerk will obtain quote for free metal gate and Cllr Barling will be asked again for a free gate.
- 43.8** (PF/15/36.1) Chandlers Way signage update. A working party has yet to meet and consult with residents on signage at Chandler's Way.
- 43.9** Late item – Tree Management Plan is currently being drafted is currently being drafted by A Gale.
- 43.8** (PF/15/36.1) Chandlers Way signage update. A working party has yet to meet and consult with residents on signage at Chandler's Way.

#### PF/15/44.MEMORIAL PLAYING FIELD

- 44.1** a) Community Orchard Committee update. Alec Harden reported that a recent apple day provided excellent publicity. Heritage apple trees have been planted and non-fruit trees will be cleared. A Wassail Day ceremony will take place 23.01.15, children will be encouraged to get involved in future. Grass cutting and strimming – some fruit trees have been clipped by machinery. A planting plan will be made available to Councillors.
- b) Councillors considered a request from the Community Orchard Committee to remove a Cherry Tree. Cllr Ness-Collins **proposed, seconded** by Cllr Picking that tree be removed. **Agreed.**
- 44.2** Request regarding use of MPF in conjunction with a charity fundraising walk on the South Downs Way. Councillors were unable to offer the MPF to non-residents and suggested that the organisers use Fletcher's Croft land, owned by HDC.
- 44.3** Councillors considered winter maintenance and management of the MPF including chippings in entrance ways. The Orchard Group will place chippings at the top of the MPF, but other entrances could have chippings in order to make them safer. H&S matters should be considered, but chippings prevent grass from growing back. Perhaps notices should be posted when areas are muddy. The Clerk will talk to HDC regarding safety advice.
- 44.4** Bowls Club CCTV – Councillors considered quotes for works to repair a faulty CCTV camera. Cllr Lloyd **proposed, seconded** by Cllr Bowell that the Clerk and Chair be delegated to liaise with the engineer to undertake an assessment and repair at the lowest cost, maximum of £500. The Clerk will ask the Bowls club where it would be ideally situated and would a higher post be suitable. **Agreed.**
- 44.5** Councillors considered a note of concern regarding growth of bamboo under a boundary fence and a quote: D Flynn – grub out and remove bamboo - £350+VAT. Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that recommendation, to have bamboo removed, be made to Full Council. **Agreed.**

#### PF/15/45.ALLOTMENTS

- 45.1** Councillors considered proposals from the Allotment Association, presented by Mr Charles Ashby, following the formation of a working party with the Allotment Association (70% of plot holders, members of the Parish Council and a Community Orchard representative). Mr Ashby expressed a wish to form a partnership with the Parish Council to seek funding for fencing around the allotments and indicated sources of funding. Cllr Lloyd **proposed, seconded** by Cllr Bowell that Councillors should meet on site place the matter on the next agenda. **Agreed.**

- 45.2 Councillors considered allotment fee increases for 15/16.  
Cllr Lloyd **proposed, seconded** by Cllr Ness-Collins that fees be increased to Full plot £28.30, Half plot £13.75. **Agreed.**

#### PF/15/46.FINANCIAL REPORT

- 46.1 Councillors received the Income & Expenditure Report for September 2015.  
Cllr Ness-Collins **proposed, seconded** by Cllr Lloyd that the report be accepted. **Agreed.**
- 46.2 Budget discussion. The Clerk urged Committee members to consider an increased maintenance salaries budget to allow an existing member of staff to undertake ongoing maintenance issues. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the Chair and Clerk be **delegated** to draft a budget, circulate to Committee members and agree at next meeting. **Agreed.**
- 46.3 Quote for drinking tap replacement for pavilion  
S K Services - £115+VAT.  
Cllr Ness-Collins **proposed, seconded** by Cllr Lloyd that the tap be replaced. **Agreed.**

#### PF/15/47.OPEN SPACE MONITORING – updates on maintenance and other matters relating to open spaces.

- 47.1 Play equipment inspection 2015. The Clerk advised that a member of staff was unable to address minor issues, but he had been unable to repair the roundabout at Fletcher's Croft. Wickstead provided a quote for recommended works £2,731.46 +VAT. Cllr Ness-Collins **proposed, seconded** by Cllr Lloyd that works should be undertaken. **Agreed.**  
Clerk will investigate repairs of picnic bench H/M risk.
- 47.2 CHANDLER'S WAY Cllr Goldsmith - bushes with berries by play equipment, clerk will identify whether hazard.
- 47.3 FLETCHER'S CROFT litter. HDC have not undertaken work to clear the culvert. Will remind.
- 47.4 ABBEY ROAD – play equipment has been repainted.
- 47.5 MEMORIAL PLAYING FIELD – some HDC bins full, will remind – Clerk will ask HDC if SPC could take them on.
- 47.6 SOUTH ASH – no report for this meeting.
- 47.7 NORMAN WAY – Scout group wishing to progress.

#### PF/15/48.INFORMATION ITEMS & CORRESPONDENCE

- 48.1 Steyning Rugby Club update – confirmation received that the Rugby Club do not wish to use the MPF, currently.
- 48.2 Steyning Bowls Club had expressed disappointment following a decision regarding a defibrillator at the Bowls Club.
- 48.3 Cllr Bowell had been approached by Upper Beeding Parish Council regarding a suggestion of a joint skate park project. Unsuitable for Steyning children. Clerk will respond.

#### PF/15/49.COMMUNITY INFRASTRUCTURE LEVY

PF/15/50.DATE OF NEXT MEETING: Tuesday 7.30pm, 24<sup>th</sup> November 2015.

The meeting closed at 21.26pm

Signed:

Date: 24<sup>th</sup> November 2015



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## Action list Playing Fields 20.10.15

<p><b>43.5</b> (PF/15/33.2) <i>Salix Matsudana Tortuosa</i>, to be sited on the Charlton St side of the MPF. Councillors agreed in principle that the tree be planted in the recommended spot. Following further discussion, the item will be added to the next agenda.</p>	<p>Councillors Clerk</p>
<p><b>43.6</b> (PF/15/33.3) Relocation of goal update. Following consultation, two responses had been received. To be discussed at next meeting.</p>	<p>Clerk</p>
<p><b>43.7</b> (PF/15/33.4) 'Kissing gate' update. Following confirmation that WSCC would not be able to offer a free gate, the Clerk will obtain quote for free metal gate and Cllr Barling will be asked again for a free gate.</p>	<p>Clerk</p>
<p><b>43.8</b> (PF/15/36.1) Chandlers Way signage update. A working party has yet to meet and consult with residents</p>	<p>Clerk</p>
<p><b>44.3</b> Councillors considered winter maintenance and management of the MPF including chippings in entrance ways. The Orchard Group will place chippings at the top of the MPF, but other entrances could have chippings in order to make them safer. The Clerk will talk to HDC regarding safety advice.</p>	<p>Clerk</p>
<p><b>44.4</b> Bowls Club CCTV –Cllr Lloyd <b>proposed, seconded</b> by Cllr Bowell that the Clerk and Chair be delegated to liaise with the engineer to undertake an assessment and repair at the lowest cost, maximum of £500. The Clerk will ask the Bowls club where it would be ideally situated and would a higher post be suitable. <b>Agreed.</b></p> <p><i>Subsequently there was discussion that the camera may be the property of the Bowls Club or shared ownership with SPC. Clerk to liaise with Bowls Club.</i></p>	<p>Clerk</p>
<p><b>45.1</b> Councillors considered proposals from the Allotment Association, presented by Mr Charles Ashby, the matter will be placed on the next agenda. <b>Agreed.</b></p>	<p>Clerk</p>
<p><b>46.2</b> Cllr Lloyd <b>proposed, seconded</b> by Cllr Goldsmith that the Chair and Clerk be <b>delegated</b> to draft a budget, circulate to Committee members and agree at next meeting. <b>Agreed.</b></p>	<p>Clerk</p>
<p><b>47.1</b> Play equipment inspection 2015. Clerk will investigate repairs of picnic bench H/M risk. James?</p>	<p>Clerk</p>
<p><b>47.2</b> CHANDLER'S WAY Cllr Goldsmith - bushes with berries by play equipment, clerk will identify whether hazard.</p>	<p>James</p>
<p><b>47.3</b> FLETCHER'S CROFT litter. HDC have not undertaken work to clear the culvert. Will remind.</p>	<p>Clerk</p>
<p><b>8.5</b> MEMORIAL PLAYING FIELD – some HDC bins full, will remind – Clerk will ask HDC if SPC could take them on.</p>	<p>Clerk</p>

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