

# Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,  
West Sussex, BN44 3XZ

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**TO: ALL MEMBERS OF THE PLAYING FIELDS COMMITTEE  
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE  
TO BE HELD ON TUESDAY 20<sup>th</sup> DECEMBER 2016 AT 7.45PM  
IN THE STEYNING CENTRE**

*Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record the meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council they give their consent to being filmed/recorded by other members of the public, if such activity is taking place. Any equipment plugged in to the main electrical power supply of the Steyning Centre must be PAT tested.*

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

**AGENDA**

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence Cllrs. Lloyd, Ness Collins
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – to receive Councillors declarations of interest in items on the agenda and consider any dispensations
- 3.0 QUESTIONS FROM THE FLOOR** : to receive questions from members of the public regarding items on the agenda
- 4.0 MINUTES OF PREVIOUS MEETINGS** – Councillors to agree and sign the minutes of the meeting held on 25.10.16 and EOM 30.11.16
- 5.0 MATTERS ARISING AND ACTIONS**
  - 5.1** PF/66.10 – challenge received re stopping ball games on Chandlers Way
  - 5.2** PF/16/76 – Done
  - 5.3** PF/16/78.1 – No reply from Mr Fewtrell – no further action
  - 5.4** PF/16/78.6 – letters sent to residents adj Chandlers Way open space. See items 12 and 15.1 .
  - 5.5** PF/16/78.7 – Playing Field working party has now met
  - 5.6** PF/16/78.13 – order placed for works to HS2 trees, scheduled for 14.2.17
  - 5.7** PF/16/79.1 – SOG now have their own insurance cover. Matter resolved
  - 5.8** PF/16/80.1 – no reply from Mrs Acton re land ownership; replies re legal advice previously circulated.
  - 5.9** PF/16/.80.2 – tree advice - item 6.1 on this agenda
  - 5.10** PF/16/81.1 – see item 9 on this agenda



Parish Clerk: Carol Stephenson  
Deputy Clerk: Hazel Roxby

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- 5.11 PF/16/81.2 – contact details of parent provided.
- 5.12 PF/16/81.3 & 4 – item 14 on this agenda for councillors to report back on monitoring of open spaces
- 5.13 PF/16/81.5 – caretaker unable to repair tear in tarmac Fletchers Croft – see item xx on this agenda.
- 5.14 PF/16/82.1 – outstanding
- 5.15 PF/16/83.1 – order placed within budget as delegated, have queried work undertaken
- 5.16 PF/16/83.2 – order placed, in hand
- 5.17 PF/16/83.3 – order placed, in hand
- 5.18 PF/16/83.4 – Done
- 5.19 PF/16/83.5 – order placed, in hand
- 5.20 PF/16/83.6 – work completed
- 5.21 PF/16/83.7 – tree r/o Steyning Bowling Club - item 6.5 on this agenda
- 5.22 PF/16/83.8 – MPF play area - see item 8.3 on this agenda
- 5.23 PF/16/83.9 – CCTV- see item 10.1 on this agenda
- 5.24 PF/16/83.10 – work completed
- 5.25 PF/16/83.11 – have been advised by contractor no such timer exists to turn water off at Pavilion
- 5.26 PF/16/83.13 – see item 6 on this agenda
- 5.27 PF/16/84.1 – see item 15.4 on this agenda
- 5.28 PF/16/84.2 – noise from PA system summer events to be added to brief for Playing Field working group
- 5.29 PF/16/84.3 – area covered by stinging nettles is in contract
- 5.30 PF/16/84.4 - have advised football clubs they can use MPF as per their email dated 28.9.16
- 5.31 PF/16/84.5 – invoice sent for outstanding monies
- 5.32 PF/16/91.1 – letter to allotment holders circulated to members of this committee, no further contact made by Clerk to Tesco in light of email received from Charles Ashby dated 4.12.16. Further discussion took place at Full Council on 12.12.16

## 6.0 **TREE MATTERS**

- 6.1 Request to plant Sorbus mountain ash tree in lieu of damaged Holm Oak and positioning on MPF inc. advice from Simon Zec
- 6.2 Request for works to trees overhanging Rublees Allotments inc advice from Simon Zec
- 6.3 To agree works to Maple tree r/o Charlton Street – quotes attached
- 6.4 Request to prune Sycamore tree r/o Charlton Street
- 6.5 To agree quote for works to Sycamore tree r/o Steyning Bowls Club

## 7.0 **ALLOTMENTS**

- 7.1 Update and way forward on Rublees allotment fence in light of discussion at Full Council on 12.12.16 – Inc planning permission for storage unit – see next agenda item 7.2
- 7.2 Request for permission to install secure store – email 25.11.16
- 7.3 Discuss provision of rubbish containers for Rublees and Canada gardens allotments
- 7.4 Request from Steyning Allotment Association to hold a BBQ at Canada Gardens allotments on Sunday 11<sup>th</sup> June 2017

## 8.0 **MEMORIAL PLAYING FIELD**

- 8.1 Emptying of litter bins on MPF in light of decision at F&C on 6.12.12
- 8.2 Letter from allotment holders re sighting of rats on MPF
- 8.3 Revisit fence with pegging at MPF play area
- 8.4 Discuss Steyning Bowling Club lease – due to expire 2018
- 8.5 Changing rooms reported unlocked again – being investigated
- 8.6 To agree Risk Assessment form for users of MPF
- 8.7 Steyning Orchard Group update



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- 9.0 PLAYGROUND INSPECTION/RISK ASSESSMENT REPORT**
- 9.1** High risk item – balancing beam MPF
- 9.2** Contractor has provided costs for some M risk items identified in report in the sum of £3694. However other M risk items listed that need to be costed individually – budget provision ? – report attached. See item 12.1 below
- 10.0 CCTV**
- 10.1** Discuss and agree way forward in light of discussion at F&C on 6.12.16 and meeting with Police representative 12.12.16 inc any necessary budget provision for 2017/18 – see item 12.1 below
- 11.0 GRASS CUTTING CONTRACT**
- 11.1** Agree Grass Cutting Contract for 2017 - 2020
- 12.0 FINANCIAL REPORT**
- 12.1** To agree Income and Expenditure report for October and November 2016
- 12.2** To agree quote for new No Ball signs at Chandlers Way – see item 15.1
- 12.3** To agree quote to cut bush in Charlton Street £35
- 13.0 BUDGETS 2017/18**
- 13.1** Discuss and agree any additions to the Playing Field Committee budget for 2017/18
- 13.2.** Agree budgets for this committee for 2017/18
- 14.0 OPEN SPACE MATTERS AND MONITORING** - to assign open spaces to councillors to monitor for maintenance issues
- 14.1** Abbey Road
- 14.2** Memorial Playing Field
- 14.3** Chandlers Way
- 14.4** Fletcher's Croft
- 14.5** South Ash
- 14.6** Norman Way
- 14.7** Update on play equipment bid
- 15.0 INFORMATION ITEMS AND CORRESPONDENCE**
- 15.1** email received challenging Council's decision for no ball games on Chandlers Way open space – see attached
- 15.2** Consider SSALC training course for Allotments - £40 pp half day course
- 15.3** Steyning Festival
- 16. DATE OF NEXT MEETING – 7.30pm on 7th February 2017**

Carol Stephenson  
Clerk to the Council



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