

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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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 21ST JUNE 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.

AGENDA

- 1.0 **APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 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 26th April and EXM on 31st May 2016
- 5.0 **MATTERS ARISING AND ACTIONS**
 - 5.1 **PF/15/91** – tree management plan working party update regarding meetings held on 18th April and 8th May 2016 to consider recommendations
 - 5.2 **PF/15/91** – Cllrs Bowell and Picking to sever ivy where possible
 - 5.3 **PF/15/93** – Cllrs to meet Mr Mcgrath Police on site re flint walls
 - 5.4 **PF/15/94** – Clerk to send email to Cllrs of this committee asking for list of concerns re Fletchers Croft stream
 - 5.5 **PF/15/95 and PF/16/9.4**– Clerk will draft a letter to vary the bin emptying days. Contractor has been advised
 - 5.6 **PF/15/97** – Cllr Bowell will meet with contractor re grass cutting and respond to Orchard Group
 - 5.7 **PF/15/98** – Cllrs to visit MPF and asses the area regarding the planting of an additional 6 trees. Clerk to add to next agenda
 - 5.8 **PF/15/99** – Site meeting to be undertaken re quote to raise the ground level and provide and fix new



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Deputy Clerk: Hazel Roxby

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- turf at children's play area
- 5.9 PF/15/100** – Clerk will contact sports clubs, D. Flynn, Orchard Group and any others to agree change of combination lock number
- 5.10 PF/15/102.4** – A letter will be drafted between this Committee and the Allotment Association
- 5.11 PF/15/102.6** - Clerk to send copy of letter sent out in September to committee members
- 5.12 PF/15/103.1** – to receive recommendations following Chair's visit to Abbey road regarding broken fence
- 5.13 PF/15/103.2** – Councillors noted quote received for works to remove/replace fence at Abbey Road. Site visit proposed. Add to Extraordinary Meeting of Playing Fields agenda . Clerk to note and action if required.
- 5.14 PF/15/105.3** – Clerk will research costs and proposals for broken bins for next meeting
- 5.15 PF/15/105.4** – Clerk to ask for removal of the tree growing in the fence and overgrown vegetation will be cut by hand at Chandlers Way
- 5.16 PF/15/105.8** – Cllr Goldsmith to commence drafting a plan for a maintenance programme for SPC Open Spaces
- 5.17 PF/16.5.1** - Cllrs Lloyd, Bowell, Goldsmith to visit Memorial Playing Field to identify two alternating positions for fixed goal post and to obtain quotes and update.
- 5.18 PF/16.6.1** – to a) contact HDC to request visit to assess hedge for importance including consideration of natural habitat; b) Councillors to meet with allotment holders; c) Cllr Lloyd to arrange for a site visit for 11am on 11th June 2016 with Mr Ashby to understand the implications and extent of the proposed works on council owned land and to include SDNP; d) to draft a plan.
- 5.19 PF/16/7.1** – Cllr Picking to look into the possibility of other sources of grant funding for new play equipment; Cllr Syred to approach Wiston Memorial Trust; to set a working party to look at the possibility of a rolling programme of work to cover all five play areas with anticipated costs, obtain quotes and report back to the next meeting of this committee.
- 5.20 PF/16/8** – to arrange for the inspection of the changing rooms at the end of the football season and again at the end of the cricket season and the inspection of the bowls club at the end of the summer – noted and for Clerk to liaise with Cllr Muncey to share findings of discussion with HDC on temperature of hot water supply to prevent legionnaires disease
- 5.21 PF/16/9.1** – Clerk to write to Steyning Athletic Club granting permission to erect a gazebo on Memorial Playing Field on 19th June 2016 subject to no parking of vehicles and only the loading and unloading allowed, to marshal this and to undertake a risk assessment prior to the event.
Done
- 5.22 PF/16/9.2** – Clerk to write to Round Hill Romp granting permission to use the Memorial Playing Field on 6th July 2016 subject to no parking of vehicles and only the loading and unloading allowed, to marshal this and to undertake a risk assessment prior to the event. Done
- 5.23 PF/16/9.3** - Clerk to write to Stoolball Club granting permission to erect a gazebo on the Memorial Playing Field on 26th June 2016 subject to no parking of vehicles and only the loading and unloading allowed, to marshal this and to undertake a risk assessment prior to the event.
Done
- 6.0 FINANCIAL REPORT** – to receive the financial report for May 2016 – to follow
- 7.0 MEMORIAL PLAYING FIELD**
- 7.1** Community Orchard Committee update
- 7.2** Councillors to consider and agree request to plant an additional 6 trees see 5.7 above
- 7.3** Councillors to consider and agree quote for works to make good the ground around children's play area
- 7.4** To discuss the emptying of Royal British Legion waste bin in memorial garden which is currently outside the existing contract.

- 7.5 To agree to the disposal of a seat previously located outside cricket club and remove from asset register as considered beyond repair
- 7.6 Request for permission to mark out couple of training football pitches next to the playground at the end of August and to mark out two football pitches at the end of September near cricket square – see email dated 21st May 2016
- 7.7 Vandalised litter bin (No.1) – discuss action required
- 7.8 Vandalised memorial bench in the name of French – discuss action required
- 7.9 Discuss request from contractor for SPC to approach HDC for litter bins to be emptied more frequently or have more bins made available when events are on in Steyning
- 8.0 ALLOTMENTS**
- 8.1 To receive update on fencing at Rublees Allotments and to discuss action going forward
- 8.2 Discuss fencing of Canada Gardens and the re-instatement of the waste disposal
- 9.0 OPEN SPACE MATTERS AND MONITORING** - to assign open spaces to councillors to monitor for maintenance issues
- 9.1 Abbey Road
- 9.2 Memorial Playing Field
- 9.3 Chandlers Way
- 9.4 Fletcher’s Croft
- 9.5 South Ash
- 9.6 Norman Way
- 9.7 Update on play equipment bid
- 10.0 INFORMATION ITEMS AND CORRESPONDENCE**
- 10.1 email regarding grass cutting between new trees
- 10.2 email regarding Rublees Allotment fence
- 10.3 email received from the Steyning Cricket Club expressing their thanks to the Council for the help given towards a new roof and cladding - attached
- 10.4 email received regarding ash tree in Church Mead seeking permission to allow it to be removed
- 11.0 COMMUNITY INFRASTRUCTURE LEVY**
- 12.0 DATE OF NEXT MEETING – 7.30pm on 26th July 2016**

Carol Stephenson
Clerk to the Council

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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