

# Steyning Parish Council



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

[www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)  
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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 28<sup>th</sup> MARCH 2017 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
- 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 7.2.17
- 5.0 MATTERS ARISING AND ACTIONS**
  - 5.1** PF/16/111.1 – working party has met and has started to go through various documents and policies etc
  - 5.2** PF/16/112 – grass contract tenders opened 14.2.17. Successful contractor has been appointed. New contract starts 1.4.17
  - 5.3** PF/16/113.1 – allotments rents amended; salaries investigated, price of new litter bin £xx.
  - 5.4** PF/16/113.2 – Hedge report sent to Will Jones HDC for comment, his reply has been circulated; works to trees/hedge Rublees allotments agreed by email in accordance with Simon Zec's advice in order to meet 28.2.17 deadline for cutting trees/hedges this year.
  - 5.5** PF/16/113.3 – see item 7.2 re quotes required. Repairs undertaken by contractor on H&S grounds due to exposed concrete. Contractors undertaking repairs to playground equipment - not yet complete.
  - 5.6** PF/16/113.4 – working party considered increasing rents and have proposed in line with inflation starting 2018.
  - 5.7** PF/16/113.6 – gravel board ordered as instructed.



Parish Clerk: Carol Stephenson  
Deputy Clerk: Hazel Roxby

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- 5.8 PF/16/114.2 – contractor has been asked to remove all open top litter bins on MPF and to move 2 closed top litter bins on MPF by 1.4.17
- 5.9 PF/16/114.3 – Clerk has confirmed permission granted to cricket club erect new nets on MPF subject to due care and attention.
- 5.10 PF/16/114.4 – Clerk has confirmed permission granted to hold events on 12.1.17, 18.2.17, 4.3.17 and 7.10.17 and associated gazebo on MPF
- 5.11 PF/16/114.6 – working party agreed existing Risk Assessment form to be completed by users of MPF Is sufficient and no need for additional protocol/guidelines.
- 5.12 PF/16/114.8 – working party has considered options for ensuring changing rooms are closed by users.
- 5.13 PF/16/114.9 – Clerk has obtained quote for security lighting as instructed - see item
- 5.14 PF/16/115.1 - new padlocks have been ordered for Rublees allotment gates
- 5.15 PF/16/115.2 – proposed new shed at Rublees allotments – see item xx
- 5.16 PF/16/116.1 – remedial works to playground equipment ongoing – Clerk/Deputy Clerk monitoring progress
- 5.17 PF/16/116.2 – Cllr Lloyd to speak to school secretary re helping SPC undertake survey of playground needs and to contact Scouts re Normans Way; dip in ground was investigated but no longer visible; caretaker advised hedge adj to path leading to Chandlers Way play area already being cut by home owner, letter not sent. Clerk to look for previous quote for tree damaging fence at Chandlers Way and report back.
- 5.18 PF/16/117.2 – site meeting re repairs to wall at Police Station attended by Cllr Lloyd and Goldsmith. Police progressing repairs.

## 6.0 FINANCIAL MATTERS

- 6.1 To receive the financial report for February 2017.
- 6.2 To consider quote for artificial turf and grasscrete at MPF
- 6.3 Consideration of increase in rents – referred by Working Party Group

## 7.0 MEMORIAL PLAYING FIELD

- 7.1 Community Orchard Committee update
- 7.2 Request from Steyning Tennis Club for permission to a) construct new club house; and b) to remove part of privet hedge Charlton St/Mill Lane to allow contractor vehicle access and re-plant hedge afterwards.
- 7.3 Discuss Hornbeam and File maple trees r/o 23-28 Charlton Street – email received
- 7.4 Request from Steyning County Fair for permission to hold picnic and possible play area on MPF Monday 29<sup>th</sup> May 2017.
- 7.5 Re-consideration of replacement tree in lieu of damaged Holm Oak for Apple Tree not Sorbus Mountain Ash previously agreed.
- 7.6 email Cllr Goldsmith 9.3.17 – various items

## 8.0 ALLOTMENTS

- 8.1 Discuss and agree revised allotment agreement and accompanying letter to be issued by 31.3.17
- 8.2 Discuss need for planning permission for proposed shed at Rublees allotments
- 8.3 email received from HDC investigating planning permission for fence; advice received from SDNP.
- 8.4 Discuss planting of soft planting and native hedge on verge
- 8.5 Discuss replacement of tarmac strip with grass
- 8.6 Discuss insurance cover for events requested to be held on allotments

## 9.0 OPEN SPACE MATTERS AND MONITORING - to assign open spaces to councillors to monitor for maintenance issues

- 9.1 Playground equipment progress update
- 9.2 Progress on Sec 106 bid for playground equipment
- 9.3 Abbey Road
- 9.4 Memorial Playing Field

- 9.5 Chandlers Way
- 9.6 Fletcher's Croft
- 9.7 South Ash
- 9.8 Norman Way

**10.0 INFORMATION ITEMS AND CORRESPONDENCE**

- 10.1 Letter received from Steyning Bowling Club dated 23.2.17 re potholes in lane adj Club.
- 10.2 Request submitted to HDC for a TPO to be made on Perry Pear trees between MPF and Rublees Allotments
- 10.3 Complaint received on behalf of a member of the public - chain link fencing fronting Steyning Bowls Club and track to the allotments near to the entrance has been damaged; the hedge facing the factory and adjacent to the Memorial Garden is in need of attention and growing out into road.

**11.0 DATE OF NEXT MEETING – 7.30pm on 2<sup>ND</sup> May 2017**

*C Stephenson*

Carol Stephenson  
Clerk to the Council