

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 7th FEBRUARY 2017 AT 7.30PM
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 20.12.16
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1** PF/16/97.1 – Contractor advised Grazon Pro 90 pesticide used to treat nettles
 - 5.2** PF/16/98.1 – plant Sorbus Mountain Ash tree as replacement for damaged Holm Oak, price being obtained.
 - 5.3** PF/16/98.2 – quotes received to trim overhanging trees Rublees allotments
 - 5.4** PF/16/98.3 & 4 – resident advised permission granted to proceed with works to Maple tree and Sycamore tree r/o Charlton Street as specified in her letter.
 - 5.5** PF/16/98.5 – Contractor advised to proceed with trimming of branches overhanging garage, reduce the height of the tree and take out lower limbs as per quote received from D. Flynn
 - 5.6** PF/16/99.1 – details received of proposed fence/gates at Rublees were circulated to members; letter drafted to adj houses re proposed container but not sent due to revised proposal now being considered



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Deputy Clerk: Hazel Roxby

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for wooden shed – item 9.2 on agenda; letter sent to all Rublees allotment holders advising the Allotment Association are now proposing to erect fence/gates on north and south boundaries in lieu of east and west boundaries; both letters circulated to committee members – see item 9.1 for update.

- 5.7 PF/16/99.2 – Cllr Lloyd has inspected documents and has advised Cllr Pearcey accordingly re covenants.
- 5.8 PF/16/99.3 – skips still to be arranged for Canada Gardens and Rublees allotments.
- 5.9 PF/16/99.4 – Steyning Allotment Association advised permission has been granted for bbq on 11.6.17.
- 5.10 PF/100.1 – Environmental Cleansing Grant to remain with H&L Committee as part of new street cleansing/litter bin contract.
- 5.11 PF/16/100.2 – new allotment agreements to include reference to use of sealed compost bins.
- 5.12 PF/16/100.3 – quote provided for new gravel board below netting at MPF play area – item 7.4 on agenda.
- 5.13 PF/16/100.4 – Bowling Club lease to be made available to committee members.
- 5.14 PF/16/100.5 – contact has been made with users of changing rooms – item 8.9
- 5.15 PF/16/100.6 – risk assessment form for users of MPF to be used from now on
- 5.16 PF/16/101.1 – see progress list attached of works required to playground equipment identified in play inspection report – item 11.1
- 5.17 PF/16/103.1 – budgets for 2017/18 agreed at EOM Full Council 23.1.17.
- 5.18 PF/16/104.1 – grass cutting contract – see item 6 on this agenda; siting of litter bins on MPF from 1.4.17– item 8.3
- 5.19 PF/16/105.2 - no ball game signs erected at Chandlers Way

6.0 GRASS CUTTING CONTRACT

- 6.1 Update, closing date noon 13.2.17
- 6.2 Agree who will assist Clerk on opening tenders
- 6.3 Discuss and agree committee dates for letting and awarding contract

7.0 FINANCIAL MATTERS

- 7.1 To receive the financial report for December 2016 and January 2017
- 7.2 To discuss and agree quotes received for reduction in height of trees overhanging Rublees allotments
- 7.3 To discuss and agree quotes for repairs to playground equipment
- 7.4 Review rental costs of pavilion changing rooms and toilets
- 7.5 Implications of Legionnaires risk assessment
- 7.6 To discuss quote received for gravel board around MPF play area

8.0 MEMORIAL PLAYING FIELD

- 8.1 Community Orchard Committee update
- 8.2 Tilting Cherry Plum tree close to SCO noticeboard – Cllr S Sullivan to update
- 8.3 Position of litter bins as from 1.4.17 inc consideration of quotes received to remove some and relocate others and fix to the ground
- 8.4 Cricket club - replacement of cricket nets
- 8.5 SCO request to hold the following events a) work day morning 10.2.17; b) planting of fruit trees in orchard area 18.2.17 and 4.3.17; c) Apple Day 7.10.17
- 8.6 Discuss issue mowing/strimming between Orchard trees
- 8.7 Working Group review user guidelines
- 8.8 Bamboo overgrowth on boundary
- 8.9 Discuss issues of keys to changing rooms
- 8.10 Discuss sensor light on Pavilion changing room wall
- 8.11 Discuss replacement CCTV monitor

9.0 ALLOTMENTS

- 9.1 Update Rublees fence/gates, skips etc
- 9.2 Request for landlord consent to erect storage shed in lieu of container

- 9.3 Discuss draft revised allotment agreement
- 10.0 **OPEN SPACE MATTERS AND MONITORING** - to assign open spaces to councillors to monitor for maintenance issues
- 10.1 Playground equipment progress update
- 10.2 Progress on Sec 106 bid for playground equipment
- 10.3 Abbey Road
- 10.4 Memorial Playing Field
- 10.5 Chandlers Way
- 10.6 Fletcher's Croft
- 10.7 South Ash
- 10.8 Norman Way
- 11.0 **INFORMATION ITEMS AND CORRESPONDENCE**
- 11.1 Noise complaint from resident re football matches
- 11.2 Wall MPF/Police Station update
- 12.0 **DATE OF NEXT MEETING – 7.45pm on 28th March 2017**

C Stephenson

Carol Stephenson
Clerk to the Council