

# 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 2<sup>ND</sup> MAY 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 PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING**

## **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** – To note that the minutes of the Extraordinary PF meeting held on 22.2.17 were agreed at full council on 19.4.17, with the amendment that the Allotment Tenancy Agreement should start on 1.9.17. To agree the minutes of the 28.3.17 meeting, and sign both minutes.
- 5.0 MATTERS ARISING AND ACTIONS**
  - 5.1** PF/16/127.1 – arrange first meeting of hedgerows group; covering letter sent with new allotment agreement clarifying hedge responsibility
  - 5.2** PF/16/ 128.1 – minutes amended as requested
  - 5.3** PF/16/129.3 – cost of new “Topsy Jubilee” closed top litter bin is £259.57 plus VAT plus fixing £125.
  - 5.4** PF/16/129.5 – Cllr Lloyd to meet contractor re turf under gates at MPF play area. Caretaker has removed all “failed” turf on H&S grounds, email sent to cllrs 1.4.17.
  - 5.5** PF/16/129.8 – Instructions given to contractor to move 1 litter bin near Tennis Court to Charlton St exit



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- and 1 litter bin from middle of MPF to Rublees exit. However there is a query whether one has been put in the right place, Cllr Lloyd investigating.
- 5.6 PF/16/129.12 – risk assessment form has been sent to Cricket Club for their completion and return.
- 5.7 PF/16/129.13 – obtaining quotes for self closing device and security code keys. Tessa obtaining quotes.
- 5.8 PF/16/129.18 – Cllr Lloyd to speak to school and scouts; quote for work to fence/tree/hedge at Chandlers Way was £250. Fence and hedge was done check tree.
- 5.9 PF/16/130.2 – visit to be arranged to Henfield Cricket Club to view artificial turf; add item to Playing Field agenda for August 2017 to reconsider artificial turf at MPF play area
- 5.10 PF/16/130.3 – timer can be fitted to security light on outside of changing rooms at a later date. Order has been placed for light with provision for timer if needed in the future .
- 5.11 PF/16/131.1 – Orchard Group newsletter on website
- 5.12 PF/16/131.2 – Clerk advised Steyning Tennis Club of decision of this committee re new clubhouse and Removal/replacement of hedge
- 5.13 PF/16/131.3 – Simon Zec to update this committee having been asked to look at Hornbeam and Maple tree r/o Charlton St; to discuss as to whether works are necessary or not and if so what; to discuss who should pay for this work, resident has offered contribution.
- 5.14 PF/16/131.4 – risk assessment form has been sent to Steyning Country Fair for their completion and return for event approved on 29.5.17; also to provide proof of public liability insurance.
- 5.15 PF/16/131.5 – Deputy Clerk contacting person re replacement tree (apple in lieu of damaged Holm Oak) to agree positioning and that SOG have offered to purchase and planting in the autumn. Council has agreed to pay up to £100 for purchase and planting.
- 5.16 PF/16/131.6 – Chain link fence does belong to SPC. Have been advised £50 insufficient, now obtaining quotes for repair. Hedge facing the factory will be scheduled in for the autumn 2017 if found to be SPC responsibility, awaiting response from Bowling Club; Cllr Barling WSCC looking into Keep Clear sign at MPF, awaiting a reply ; chippings have been removed by caretaker.
- 5.17 PF/16/132.1 – letter sent with allotment agreement confirming responsibility for hedges
- 5.18 PF/16/132.2 – Cllr Lloyd to speak to HDC re planning permission for storage shed and all other sheds on Allotments – see email from Cllr S Sullivan dated 3.4.17.
- 5.19 PF/16/132.4 – plants were purchased and have been planted adj new fence north boundary, Rublees Allotments.
- 5.20 PF/16/132.5 – replacement tarmac strip item 6.5 on this agenda
- 5.21 PF/16/132.6 – Clerk has forwarded information to Allotment Association re public liability insurance for Bbq.
- 5.22 PF/16/133.1 – Cllr Lloyd met with playground equipment suppliers 5.4.17 – to update this committee – see item 9.1 on this agenda
- 5.23 PF/16 133.2 – Cllr Lloyd to progress Sec 106 application for new playground equipment
- 5.24 PF/16/133.5 – Clerk contacted estate agents re description of public open space Chandlers Way on sale particulars
- 5.25 PF/16/133.8 – Cllr Lloyd to contact South Weald re land at Normans Way
- 5.26 PF/16/134.1. – Clerk wrote to Steyning Bowls Club advising not within SPC ownership but home owner to undertake repairs to track. Now done.
- 5.27 PF/16/134.4 – arrange hedgerows group meeting, see item 8.2 on this agenda
- 6.0 ALLOTMENTS**
- 6.1** Tenancy Agreement Update
- 6.2** Padlocks update
- 6.3** Fire on Rublees Allotment Plot 19

**7.0 MEMORIAL PLAYING FIELD**

- 7.1 Community Orchard Committee update
- 7.2 Turf not taken on MPF, part of playground repairs, discuss way forward
- 7.3 One litter bin has allegedly been moved to wrong position, discuss way forward
- 7.4 Arrange visit to changing rooms and clubhouses to assess condition of building and any necessary maintenance/repairs
- 7.5 Replacement tarmac strip\_ Cllr Goldsmith suggestion.

**8.0 TREE MATTERS**

- 8.1 Update from Simon Zec re Hornbeam and Maple trees r/o 23-28 Chalrton Street
- 8.2 Arrange first meeting of new hedgerows group

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

- 9.1 Update on visit by playground equipment supplier 5.4.17 and submission of Sec 106 bid for replacement playground equipment.
- 9.2 Chandlers Way – Cllr Goldsmith
- 9.3 Abbey Road – Cllr Syred
- 9.4 Memorial Playing Field - Cllr Lloyd
- 9.5 Fletcher’s Croft – Cllr S Sullivan
- 9.6 South Ash - Cllr Syred
- 9.7 Norman Way – Cllr Toomey

**10.0 FINANCIAL MATTERS**

- 10.1 To receive the financial report for April 2017

**11.0 INFORMATION ITEMS AND CORRESPONDENCE**

- 11.1 email dated 4.4.17 request for gate/ safety barrier/ staggered barrier needed at the twitten Newham Lane end of the Memorial Playing Field

- 12. **DATE OF NEXT MEETING** – To be confirmed after the council meeting on 15 May 2017.

Linda Baker  
Locum Clerk to the Council



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