

# Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,  
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## MEETING OF PLAYING FIELDS COMMITTEE HELD ON 2<sup>nd</sup> MAY 2017 AT 7.30PM IN THE STEYNING CENTRE

Present : Cllrs Lloyd, Syred, Goldsmith, S Sullivan and Northam

Clerk : Carol Stephenson

Members of the Public : 1 plus Cllr G Sullivan

Meeting started at 7.30pm

### MINUTES

		ACTION
<b>PF/17/135</b> <b>135.1</b>	<b>APOLOGIES FOR ABSENCE</b> Cllrs Toomey and Pearcey	
<b>PF/17/136</b> <b>136.1</b>	<b>DECLARATIONS OF INTEREST</b> Cllr S Sullivan member of SCO (Steyning Community Orchard) and lives adjacent to MPF	
<b>PF/17/137</b> <b>137.1</b>	<b>QUESTIONS FROM THE FLOOR</b> None	
<b>PF/17/138</b> <b>138.1</b>	<b>MINUTES OF PREVIOUS MEETING</b> The minutes of 22 <sup>nd</sup> February 2017 should have been unchanged with the start date for the allotment agreement of 1.4.18. Clerk to reinstate original version of minutes to be approved at next meeting. Item 132 in the minutes of 28 <sup>th</sup> March may now be misleading, to review at next meeting for approval.	<b>CLERK</b>  <b>CLERK</b>
<b>PF/17/139</b> 139.1  139.2	<b>MATTERS ARISING AND ACTIONS</b> PF/16/127.1 – being discussed under 8.2. RG would like to see copy of letter sent to allotment holders re their hedge responsibility. PF/16/128.1 – actioned	<b>CLERK</b>



Parish Clerk: Carol Stephenson  
Deputy Clerk: Hazel Roxby

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<b>139.3</b>	PF/16/129.3 – actioned but bin no longer required.	
<b>139.4</b>	PF/16/129.5 – being discussed under item 7	
<b>139.5</b>	PF/16/129.8 – being discussed under 7.3	
<b>139.6</b>	PF/16/129.12 – actioned. Clerk to chase cricket club for return of completed risk assessment form.	<b>CLERK</b>
<b>139.7</b>	PF/16/129.13 – quotes still awaited from Tessa for self closing device and security code key (Millenco)	<b>CLERK</b>
<b>139.8</b>	PF/16/129.18 – tree at Chandlers Way still awaiting removal. Clerk to chase.	<b>CLERK</b>
<b>139.9</b>	PF/16/130.2 – visit to Henfield Cricket Club to view artificial turf to be arranged in August.	<b>CLERK</b>
<b>139.10</b>	PF/16/130.3 – actioned	
<b>139.11</b>	PF/16/131.1 – actioned	
<b>139.12</b>	PF/16/131.2 – actioned	
<b>139.13</b>	PF/16/131.3 – being discussed under 8.1	
<b>139.14</b>	PF/16/131.4 – Clerk to chase Steyning Country fair organisers for return of risk assessment form and evidence of public liability insurance	<b>CLERK</b>
<b>139.15</b>	PF/16/131.5 – Clerk to liaise with SCO re choice of tree and report back at next meeting	<b>CLERK</b>
<b>139.16</b>	PF/16/131.6 – Quotes awaited for repair of chain link fence. Response awaited from Bowling Club re hedge. Chippings still to be removed from Rublees hedgerow by caretaker. Clerk to chase all. RG to liaise with WSCC over Keep Clear sign.	<b>CLERK/RG</b>
<b>139.17</b>	PF/16/132.1 – see 5.1 above	
<b>139.18</b>	PF/16/132.2 - Reply still awaited from HDC re whether planning permission is needed for small sheds. TL to also ask if existing sheds are moved whether planning permission is needed for changed location. If it is decided that large storage shed passes to SPC, planning permission can be dealt with under delegated powers. Clerk to advice Allotment Association not to proceed with storage shed without SPC permission.	<b>TL</b>  <b>CLERK</b>
<b>139.19</b>	PF/16/132.4 – Actioned	
<b>139.20</b>	PF/16/132.5- being discussed under 7.5	
<b>139.21</b>	PF/16/132.6 – Actioned	
<b>139.22</b>	PF/16/133.2 – being discussed under 9.1	
<b>139.23</b>	PF/16/133.2 – cannot be progressed until costs of playground equipment known and whether any S106 monies to be used for CCTV, bring forward	
<b>139.24</b>	PF/16/133.5 – actioned, wording was removed.	
<b>139.25</b>	PF/16/133.8 – should read Saxon Weald. Bring forward to next meeting.	
<b>139.26</b>	PF/16/134.1 – actioned	
<b>139.27</b>	PF/16/134.4 – being discussed under 8.2	
<b>PF/17/140</b>	<b>ALLOTMENTS</b>	
<b>140.1</b>	Cllr Lloyd <b>proposed</b> and Cllr Goldsmith <b>seconded</b> that i) legal advice be sought from Hedleys solicitors up to the sum of £500 as to whether the NALC version of the tenancy agreement is a variation of the existing agreement or is classed	

	as a new agreement ii) RG to draft a letter for Clerk to send to Hedleys accordingly and circulate to all PF members for approval. <b>Agreed</b>	<b>RG</b>
<b>140.2</b>	Padlocks purchased for allotment gates were unsuitable. Cllr Lloyd <b>proposed</b> and Cllr Northam <b>seconded</b> that RG be delegated to liaise with SP on padlocks and organise replacements if necessary up to original budget of £150 in total. <b>Agreed</b>	<b>RG</b>
<b>140.3</b>	Clerk to check if letter from holder of Plot 19 offering compensation to their neighbours after the fire has been passed on by Hazel to the neighbouring plot-holders.	<b>CLERK</b>
<b>140.4</b>	The elderly tenant of Plot 59 has been asked by Hazel to move compost pile but cannot manage this. RG will check with Hazel why this request was made and bring forward to next meeting. No action to be taken on query on height of sub-station fence. Hazel to ask caretaker to look at rubbish/rubble on eastern side of both northern and southern gates to see how it can be removed.	<b>RG</b> <b>HR</b>
<b>PF/17/141</b>	<b>MEMORIAL PLAYING FIELD</b>	
<b>141.1</b>	Roger Brown gave SCO update. He will liaise with Hazel over purchase of replacement of Holm Oak. RB sought permission to erect gazebo in Orchard during events if weather bad. TL will ask Clerk if one risk assessment form would cover all occurrences. Cllr Goldsmith <b>proposed</b> and Cllr S Sullivan <b>seconded</b> that permission given to erect gazebo on 3 <sup>rd</sup> May subject to a risk assessment form being provided by SCO. <b>Agreed.</b>	<b>TL</b>
<b>141.2</b>	Turf had not taken under swings in MPF due to lack of water, TL has removed. RG to get price for artificial turf and TL to get price for sponge flooring. RG to contact Lancing Parish Council to ask if chippings suitable for that purpose.	<b>RG/TL</b>
<b>141.3</b>	Waste bin in Community Orchard needs moving up to entrance by allotments near dog bin. Hazel to check with Danny how error occurred and arrange for it to be moved. If Danny's error should be moved free of charge, position was queried by SS during siting.	<b>HR</b>
<b>141.4</b>	Inspection of condition of changing rooms and clubhouse to be passed to new Premises Committee for speedy action.	<b>CLERK</b>
<b>141.5</b>	RG feels tarmac strip should be replaced by grass due to amount of broken glass present. MS concerned about need to replace any facility removed. Hazel to contact ID Verde to ask if they would be prepared to sweep tarmac strip weekly and how much they would charge for this.	<b>HR</b>
<b>141.6</b>	RG asked if roots by car park wall were to be removed as wall is bring re-pointed and bottom part will be missed if roots still in place. RG to email this matter to TL so he can check what was in specification.	<b>RG/TL</b>
<b>PF/17/142</b>	<b>TREE MATTERS</b>	
<b>142.1</b>	Re Hornbeam and maple trees r/o 23-28 Charlton Street, Cllr Lloyd <b>proposed</b> and Cllr Northam <b>seconded</b> that i) Simon Zec's advice be taken ii) Up to three quotes to be obtained from qualified arboriculturalists including Andrew Gale for a reduction in the crowns of up to 30%, a crown thin of 20% and both trees to be dead wooded iii) Quotes to be passed to residents with message to say SPC is unable to contribute iv) Simon Zec to be asked to check that work has	

	been correctly carried out. <b>Agreed.</b>	<b>CLERK</b>
<b>143.2</b>	Hazel be asked to find a few alternate dates at the end of June for the first meeting of the new Hedgerow Group (four councillors, representatives of SCO and Allotment Association, Simon Zec, Hilde Morris, Roger Brown and Fran Wedderburn). Meeting to be arranged on most convenient date for majority by Hazel. Councillor representation to be decided by new committee.	<b>HR</b>
<b>PF/17/144</b>	<b>OPEN SPACE MATTERS AND MONITORING</b>	
<b>144.1</b>	Discussion on visit by playgroup equipment supplier on 5.4 to be brought forward to next meeting as quotes had only arrived that day.	<b>CLERK</b>
<b>144.2</b>	Chandlers Way- all in order except tree still awaiting removal	
<b>144.3</b>	Abbey Road – MS to check	<b>MS</b>
<b>144.4</b>	MPF – all in order	
<b>144.5</b>	Fletcher’s Croft- Hazel to ask Wicksteeds how flooring tiles should be cleaned of mould/algae then to ask ID Verde if they can give a quote to do this. SS to supply HR with info on product which is watered on.	<b>HR/SS</b>
<b>144.6</b>	South Ash – all in order	
<b>144.7</b>	Norman’s Way – Hazel to get price for removal of benches to MPF play area. Area needs attention and new committee to consider contacting Saxon Weald to see if they might be interested in purchase.	<b>HR</b>
<b>PF/17/145</b>	<b>FINANCIAL MATTERS</b>	
<b>145.1</b>	No financial report had been received so bought forward	<b>CLERK</b>
<b>PF/17/146</b>	<b>INFORMATION ITEMS AND CORRESPONDENCE</b>	
<b>146.1</b>	Consideration was given to erecting barrier at Newham lane entrance to MPF opposite Hills Road but concern expressed as this route used by double buggies and mobility scooters. The access path is long so no immediate danger from traffic in MPF. Clerk to inform resident who raised this accordingly.	<b>CLERK</b>
<b>146.2</b>	Request received for bouncy castle on MPF at Christening event in June. Cllr Lloyd <b>proposed</b> and Cllr Northam <b>seconded</b> that applicant be told by Clerk that Cricket Club should re-submit this request confirming that the event and the bouncy castle will be covered by its public liability insurance and that the Club has undertaken a risk assessment. Once this information is received permission will be granted. <b>Agreed.</b>	<b>CLERK</b>
<b>146.3</b>	GM to circulate offer of assistance from Tom Parry of SDNPA. GM to invite him to join new hedgerow group and inform him of planting undertaken to soften appearance of new fence.	<b>GM</b>

Meeting closed at 10.10pm

Signed: ..... Date: tba  
Chairman



Parish Clerk: Carol Stephenson  
Deputy Clerk: Hazel Roxby

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