

Steypning Parish Council



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

www.steypningpc.gov.uk
www.thesteypningcentre.co.uk

Telephone: 01903 812042

MEETING OF PLAYING FIELDS COMMITTEE HELD ON 20th SEPTEMBER 2016 AT 7.45PM IN THE STEYPNING CENTRE

Present : Cllrs Lloyd, Northam, Goldsmith, Toomey, S. Sullivan

Clerk : Carol Stephenson

Members of the Public : 7

MINUTES

		ACTION
PF/16/50 50.1	APOLOGIES FOR ABSENCE Cllrs. Syred	
PF/16/51 51.1	DECLARATIONS OF INTEREST Cllr S Sullivan lives adj MPF; Cttee member SOG Cllr Goldsmith member of cricket club	
PF/16/52 52.1	QUESTIONS FROM THE FLOOR Mr Catchpole asked after the extent of the works proposed to tree at Steypning Bowling Club. Item 6.9 on agenda	
52.2	Kevin Hammond advised of recent occurrences of vandalism and badger damage at Rublees allotments; not heard anything since working party meeting – item 8.1 on this agenda Representative from Bowling Club introduced himself, as did Simon Zec the Council's tree adviser	
PF/16/53 53.1	MINUTES OF PREVIOUS MEETING Cllr Lloyd proposed and Cllr Goldsmith seconded that the minutes of the meeting held on 26 th July 2016 are a true record of the meeting. Agreed. Cllr Lloyd proposed and Cllr Goldsmith seconded that the minutes of the meeting held on 15 th August 2016 are a true record of the meeting. Agreed.	



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steypningcentre@btconnect.com

PF/16/54	MATTERS ARISING AND ACTIONS	ACTION
54.1	Allotment Income for 2015/16 £3751.45; expenditure £2023.42	
54.2	Cllr Goldsmith asked : <ul style="list-style-type: none"> <li data-bbox="325 264 1174 327">- has the agreed tree work at Church Mead been undertaken – up to resident to take forward as they wish but will carry out site visit. <li data-bbox="325 333 1275 362">- Has the council met with resident re fence at Abbey Road – will investigate. Clerk confirmed the item to discuss water, electricity supplies for Steyning Festival will be on next agenda	Clerk Clerk Clerk
PF/16/55	MEMORIAL PLAYING FIELD	
55.1	Following outcome of site visit, Cllr Goldsmith proposed and Cllr S Sullivan seconded not to install a fixed or mobile goal post in this location. Agreed, 1 against	
55.2	The actions of the site meeting undertaken in July 2016 were as follows : <ul style="list-style-type: none"> <li data-bbox="325 656 1259 792">- Clerk advised that Mr French’s family have indicated they do not want a Sussex apple tree in place of damaged Holm Oak. Instead they have asked for a Sorbus Mountain Ash and for new tree to be located in a different location on MPF. Clerk to obtain price and add to next agenda. <li data-bbox="325 799 1259 898">- Price for plastic bench had been provided to Cllrs. Cllr Goldsmith asked if we might get prices for a plastic bench with wheelchair access. Clerk to obtain and add to agenda for next meeting <li data-bbox="325 904 951 934">- Cutting between trees – item 6.6 on this agenda <li data-bbox="325 940 991 969">- Placement of 6 additional trees - previously agreed <li data-bbox="325 976 1102 1005">- Prices obtained for items 5,6,7 – Clerk to add to next agenda 	Clerk Clerk Clerk
55.3	Cllrs agreed existing picnic table needs removing on health and safety grounds – Clerk to action asap. Cllr Lloyd proposed and Cllr Northam seconded . Agreed Cllr Goldsmith proposed and Cllr S Sullivan seconded that the 12 propose litter bins be positioned as shown on the plan submitted to this committee. Agreed . The 5 open top bins are to be removed. To be introduced on commencement of new street cleaning/litter contract 1.1.17	Clerk
55.4	Agreed litter bin near SCO remain where it is for now for health and safety reasons. Cllr Goldsmith to identify suitable alternative location for the future and advise Clerk.	RG
55.5	Clerk to ask contractor to trim grass between trees and empty memorial garden litter bin in lieu of cricket outfield.	Clerk
55.6	Agreed to consider draft health and safety risk assessment form with revised protocol and guideline for users of MPF. Clerk to add to next agenda	Clerk
55.7	Community Orchard update – Cllr Lloyd confirmed cutting of grass between trees would take place when play area is cut; SOG planning to plant daffodil/spring bulbs Newham Lane side of MPF; Clerk to re-send lock code. Apple Day 1.10.16 – Cllr Lloyd proposed and Cllr Goldsmith seconded the use of toilets on MPF for the day. Agreed . Clerk to cost and advise next cttee. Cllr Lloyd confirmed the need for users of MPF to have their own public liability insurance for such activities and for copies of that insurance to be provided to the council prior to the event. In this particular instance and in recognition of the work undertaken by the SCO on behalf of the community, Cllr Lloyd	Clerk Clerk
		ACTION

	proposed and Cllr Goldsmith seconded that the Council cover the cost of the insurance on his occasion. Agreed. Clerk to liaise with Mr Harden to put in place. The Clerk advised that anyone else taking part on the day by way of providing some of the individual activities - face painting, music etc must have their own public liability insurance and will not be covered by the council's nor the SOG's – for SOG to check this is in place. Clerk to add item to F&C agenda re insurance premium. Clerk to check other users of MPF have public liability insurance in place e.g. RBL if needed	Clerk
55.8	Steyning Bowling Club tree query - In an attempt to try and preserve the tree as much as possible and with Simon Zec's advice, Cllr Lloyd proposed and Cllr Toomey seconded that the Steyning Bowling Club be asked to obtain 3 quotes from approved contractors to reduce the crown by a third and look again in 3 year's time. Agreed. Clerk to advise	Clerk
55.9	Tree behind Charlton Street property - Simon Zec advised on crown reduction in this case. Cllr Lloyd proposed and Cllr Toomey seconded that the resident be asked to obtain 3 quotes from approved contractors to reduce the crown by 30% and that the quotes be forwarded to the council. Cllrs acknowledged that the resident is willing to pay for this work. Agreed. 2 abstentions. Clerk to advise	Clerk
55.10	Cllrs expressed some concern that the changing rooms have been left open on more than one occasion. Cllr Goldsmith advised new procedures had been put in place. Clerk to ask for a copy	Clerk
55.11	Clerk to ask council insurers if the council is responsible for condition of rights of ways and potential liability if attempts are made to try and improve safety during the winter/mud/ice/snow etc.	Clerk
55.12	Clerk to enquire with HDC what H&S procedures/protocols they have in place for grass/litter work on MPF and other open spaces and report back to next cttee.	Clerk
55.13	Cllr Goldsmith proposed and Cllr Toomey seconded that the gazebos/shelters identified on the plans submitted to the cttee in connection with Apple Day on 1.10.16 be agreed. Agreed. Clerk to confirm in writing. Organisers confirmed these would be removed at the end of the day.	Clerk
55.14	Clerk advised a new shelf had been fitted to cupboard as an interim measure to allow better airflow. Cllrs asked this be monitored for a week. Will be addressed as part of review of CCTV plan.	Clerk
55.15	Cllr Goldsmith advised senior football pitch may not be used this winter. Clerk to enquire if this is the case	Clerk
PF/16/56	TREE CONDITION REPORT	
56.1	Report taken as read. Works to HS1 trees done. Cllr Goldsmith has checked those on MPF. Cllr S Sullivan to check those on Cripps Lane and Godstall Lane and report back. Clerk to add item to next agenda to discuss scheduling work for HS2 trees and necessary budget provision going forwards.	SS Clerk
PF/16/57	ALLOTMENTS	
57.1	Site visit identified 23 sheds affected but only 7 thought to be in a suitable condition to move. Costs relating to moving/new sheds, skips, container, dealing with creep, labour/machine to move sheds etc between £7,000 - £11,600 approx – a major exercise and this is for only one side at present.	

	Simon Zec expressed concern about how to ensure contractor doesn't damage roots when on site using large machinery. Kevin Hammond expressed concern about apparent reluctance to take this forward. Cllr Lloyd said the council's concern is with cost and that this matter will have to be referred to the Full Council for approval. In the meantime, Clerk to look at Sec 106 monies to see if any can be used for this purpose to help offset the cost to the council. Clerk to advise Meakers of delay. Cllr Lloyd to speak to Meakers re trenches etc	ACTION Clerk Clerk TL
57.2	Cllr Northam proposed and Cllr S Sullivan seconded that the overgrowth at Canada Gardens allotments near plot 13 be attended to at a cost of £125. Agreed. Clerk to arrange	Clerk
57.3	Cllr S Sullivan proposed and Cllr Goldsmith seconded that the resident from Clays Hill Bramber be granted permission for an allotment at Rublees allotments. Agreed. Clerk to advise	Clerk
PF/16/58	OPEN SPACE MATTERS	
58.1	Cllr Lloyd advised that all play areas had been visited and cllrs were in agreement that they all need updating but will be very expensive to do. See 58.5 below Cllr S Sullivan reported broken gate and fence with nails protruding at Fletchers Croft. Clerk to investigate and action asap. If caretakers unable to repair, obtain quotes, authorised spend up to £80 When asked by a member of the public, the council is aware that Elan Nursery use Fletchers Croft which is a public open space. Happy for them to do so.	Clerk
58.2	9.1 – annual play area inspections scheduled to take place before 15.10.16. Review outcome. Add to following agenda	Clerk
58.3	Items 9.2 – 9.7 – report produced following walk about. Cllr Lloyd proposed and Cllr Northam seconded that the report be accepted and the Clerk be asked to take forward actions. Clerk to be provided with a copy. Agreed, 1 abstention	TL/Clerk
58.4	9.8 – Cllr Goldsmith awaiting outcome of play area inspections. Report to then follow on all open spaces.	RG
58.5	9.9 - Some work already undertaken by Cllr Syred earlier this year looking at replacement playground equipment and presented to this cttee. Cllr Picking looking at alternative funding sources. To decide whether to replace all equipment at same time or a rolling programme. Consider usage of each area and what's actually needed. Clerk to look at Sec 106 monies to see if funds are available. Agreed to involve residents/parents at some stage in taking this forward. Member of the public has volunteered to help - noted. Add item to next agenda and for budget consideration.	Clerk Clerk
PF/16/59	FINANCIAL MATTERS	
59.1	Income and expenditure report to be considered at next meeting.	Clerk
59.2	Cllr Northam proposed and Cllr S Sullivan seconded that Playing Field Cttee budget considerations be deferred to a separate EOM. Agreed to include budgets 17/18, open spaces, CCTV feedback/quotes from site meeting on that agenda. Clerk to look for date for meeting and advise.	Clerk
59.3	Awaiting CCTV quote following site visit. Cllr Goldsmith to chase	RG
59.4	Cllr Goldsmith proposed and Cllr S Sullivan seconded trimming of hedge at	

	Memorial Garden at a cost of £75. Agreed. Work to be undertaken before	ACTION
	remembrance day. Clerk to advise. Should cost be included in grant to RBL next	Clerk
	year for this work. Police Station hedge deferred to next meeting	Clerk
59.5	Cllr Lloyd proposed and Cllr Northam seconded that the bush causing the	
	damage to the fence be taken out at a cost of £75. Agreed. Clerk to action	Clerk
PF/16/60	INFORMATION/CORRESPONDENCE ITEMS	
60.1	Item 11.5 – Clerk be asked to put up 2 laminate signs in Chandlers Way play	Clerk
	area one on gate, one on fence, saying for use by children under 11 years of age	
	and to ask Wardens to visit occasionally	
	Items 11.1,3,4,6 be added to next agenda	Clerk
PF/16/61	Clerk to look for a date to hold an EOM meeting to consider items raised	Clerk/ALL
	under 59.2 above	

The meeting closed at 10.15 pm

Signed: Date: 11th October 2016
Chairman