

# Steypning Parish Council



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## MEETING OF PLAYING FIELDS COMMITTEE HELD ON 21<sup>ST</sup> JUNE 2016 AT 7.45PM IN THE STEYNING CENTRE

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

Clerk : Carol Stephenson

Members of the Public : 7

### DRAFT MINUTES

		ACTION
<b>PF/16/12</b> <b>12.1</b>	<b>APOLOGIES FOR ABSENCE</b> Cllrs. Ness Collins, Syred	
<b>PF/16/13</b> <b>13.1</b>	<b>DECLARATIONS OF INTEREST</b> Cllr S. Sullivan Orchard Group and property adjoins Memorial Playing Field	
<b>PF/16/14</b> <b>14.1</b>	<b>QUESTIONS FROM THE FLOOR</b> Request for the minute PF/16/5.19 of 26.4.16 be amended to read Wilson not Wiston	<b>Clerk</b>
<b>14.2</b>	Q. Request from Royal British Legion for the Council to favourably consider their request for annual grant of £160. A. Advised item on F&C agenda for 5.7.16	
<b>14.3</b>	Q. Royal British Legion asked the Council to consider replacing the waste bin at the Memorial Garden A. item 7.4 on the agenda	
<b>PF/16/15</b> <b>15.1</b>	<b>MINUTES OF PREVIOUS MEETING</b> Cllr Lloyd <b>proposed</b> and Cllr Goldsmith <b>seconded</b> that these are a true record of the meeting held on 26 <sup>th</sup> April 2016. <b>Agreed.</b> Cllr. Northam abstained	
<b>15.2</b>	Cllr Lloyd <b>proposed</b> and Cllr Northam <b>seconded</b> that these are a true record of the meeting held on 31 <sup>st</sup> May 2016. <b>Agreed</b>	



Parish Clerk: Carol Stephenson  
Deputy Clerk: Hazel Roxby

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PF/16/16	MATTERS ARISING AND ACTIONS	ACTION
16.1	PF/15/91 Tree Management Plan – Cllr. Goldsmith <b>proposed</b> , Cllr S. Sullivan <b>seconded</b> that the HS1 tree work be undertaken in accordance with quote received. Clerk to add tree management plan to Playing Fields agenda for September 2016 agenda – review Plan	Clerk
16.2	PF/15/91 Should read tapping not sever– Clerk to check if in previous quote. Cllrs Bowell and Picking to liaise with Simon Zec as to what’s required	Clerk
16.3	PF/15/93 Meeting to be deferred until September. Clerk to see if letter has been sent to Mr McGrath. Cllr Lloyd to email	Clerk/TL
16.4	PF/15/94 Cllr Lloyd advised that HDC have the stream on their work programme – no date as yet	
16.5	PF/15/95 – Contractor advised as requested	
16.6	PF/15/97 Cllr Lloyd to arrange site meeting with Cllrs Goldsmith, S Sullivan to meet with Orchard Group to look at grass cutting, planting of 6 trees, repairs to play equipment – previous meeting postponed.	TL
16.7	PF/15/98 see item 7.2 on agenda	
16.8	PF/15/99 see item 7.3 on agenda	
16.9	PF/15/100 – Cllr Lloyd <b>proposed</b> and Cllr Northam <b>seconded</b> Clerk authorised to purchase replacement padlock up to £50 and share new combination code, include Community Orchard Group. <b>Agreed</b>	Clerk
16.10	PF/15/102.4 – Cllr Lloyd and Clerk to draft letter and circulate for comment	TL/Clerk
16.11	PF/15/102.6 - Clerk to circulate letter	Clerk
16.12	PF/15/103.1&2 – Clerk to check with Cllr Bowell if he has already made contact with resident and if not, Cllr Lloyd to arrange to meet with him	Clerk/TL
16.13	PF/15/105.3 - Clerk advised cost of replacement matching litter bins approx. £180 each inc ground fixings. Clerk to contact HDC to see if they can provide from their stock (if matching) or bulk purchase on our behalf at reduced cost. Cllr Goldsmith to assess all bins on MPF and advise how many need replacing. Agreed to replace up to 5 for now max £1000 plus VAT and reconsider rolling programme going forwards. Cllr S. Sullivan <b>proposed</b> and Cllr <b>Goldsmith</b> <b>seconded</b> . <b>Agreed</b>	Clerk
16.14	PF/15/105.4 – Chandlers Way – Still need to do this work. Ask contractor for a price to replace/repair fence panels, works to tree and hedge and disposal up to max £250 plus VAT. Cllr Goldsmith <b>proposed</b> Cllr S. Sullivan <b>seconded</b> . <b>Agreed</b>	Clerk
16.15	PF/15/105.8 – Cllr Goldsmith advised work on going. Agreed to add all other open spaces to this review and report back to next Playing Fields committee	RG
16.16	PF/16/5.1 – Cllr Lloyd, Toomey, Goldsmith to visit MPF again as no obvious location for goal post identified so far. Cllr Lloyd to arrange	TL/MT/RG
16.17	PF/16/6.1– see item 8 on agenda	
16.18	PF/16/7.1 – should read “approach Wilson Memorial Trust” - defer to next meeting for update	Clerk
16.19	PF/16/8 – Clerk advised arrangements in place for inspection of changing rooms to be undertaken as agreed. Cllr Muncey to update H&L Committee on advice obtained re preventing legionnaires disease. See item on F&C Cttee 5.7.16. Re. ongoing issue of intermittent hot water in changing rooms - Contractor has advised system may need flushing to prevent build up of limescale	Clerk
16.20	PF/16/9.1 &2 &3 – letters sent confirming usage and conditions.	

		<b>ACTION</b>
<b>PF 16/21</b>	<b>FINANCE MATTERS</b>	
<b>21.1</b>	Income and expenditure report received for May 2016 – defer consideration to next committee.	<b>Clerk</b>
<b>PF/16/22</b>	<b>MEMORIAL PLAYING FIELD</b>	
<b>22.1</b>	Advised of ongoing work and future plans. Cllrs Lloyd, S. Sullivan, Toomey, Goldsmith, Northam to meet with grass cutting contractor and Community Orchard Cttee on site to understand extent of proposed works and related issues. Clerk to canvass for suitable dates from all parties to arrange meeting. Cttee advised they will need to formally seek permission to erect a gazebo on MPF and to make request to Clerk to add to next agenda	<b>Clerk</b>
<b>22.2</b>	Consider request to plant 6 additional trees. Include in site meeting referred to above	<b>Clerk</b>
<b>22.3</b>	Consider quote to make good children’s play area. Include in site meeting referred to above	
<b>22.4</b>	Royal British Legion waste bin. Include in site meeting referred to above and to consider possibility of including in contract going forwards Existing contractor to be asked to continue emptying for now	<b>Clerk</b>
<b>22.5</b>	Cllr Lloyd <b>proposed</b> and Cllr Northam <b>seconded</b> that the broken seat be disposed of and removed from the asset register. <b>Agreed</b>	<b>Clerk</b>
<b>22.6</b>	Lack of clarity as to how many pitches are required and where. Clerk to enquire. Cllr Northam <b>proposed</b> and Cllr Goldsmith <b>seconded</b> permission be granted in principle and to include in site visit referred to above. <b>Agreed</b>	<b>Clerk</b>
<b>22.7</b>	Vandalised litter bin at MPF. See minute 16.3 above	
<b>22.8</b>	Clerk to ask contractor to quote to remove remaining section of bench as considered dangerous and to remove plaque for safe keeping. To write to family advising of damage and action taken. Cllr Toomey <b>proposed</b> and Cllr S. Sullivan <b>seconded</b> the removal of the bench and authorised spend up to £50. <b>Agreed</b>	<b>Clerk</b>
<b>22.9</b>	Event organisers be reminded it is their responsibility to dispose of their litter and not to use the MPF litter bins. Clerk to add to letters accordingly. Add item to next agenda for further discussion	<b>Clerk</b>
<b>PF/16/23</b>	<b>ALLOTMENTS</b>	
<b>23.1</b>	Cllr Lloyd provided update and advice received from HDC re protecting existing hedge. Still to speak to SDNP. Planning permission not required for proposed fence as under 2m in height. Cllr Lloyd to measure plots to determine if some sheds are on plots or on common land as may require some sheds to be removed. Cllr Lloyd to contact HDC to determine correct line for proposed fence. Cllr Lloyd to circulate letter sent to HDC. Cllr. Lloyd/ Clerk to draft letter to allotments holders to see if they support proposed fence what it will mean, timeframe etc	<b>TL</b> <b>TL</b> <b>TL/Clerk</b>

		<b>ACTION</b>
<b>23.2</b>	Request received to expand fence project to include Canada Gardens. Council to write to allotment holders to seek their views but to point out that the Council was not funding the proposed fence at Rublees allotments and that external funding had been sought independently and they may wish to do the same. At same time to enquire why some are not in the allotment association. Secretary of allotment association to provide Clerk with contact details and list of advantages of being a member. Cllr Goldsmith to enquire cost of skip for one off waste disposal and report back to next committee. Clerk to add to agenda	<b>Clerk</b> <b>RG</b>
<b>PF/16/24</b>	<b>OPEN SPACE MATTERS</b>	
<b>24.1</b>	Abbey Road assigned to Cllr Syred to monitor for maintenance issues	<b>MS</b>
<b>24.2</b>	Memorial Playing Field assigned to Cllr Lloyd to monitor for maintenance issues	<b>TL</b>
<b>24.3</b>	Chandlers Way assigned to Cllr Goldsmith to monitor for maintenance issues	<b>RG</b>
<b>24.4</b>	Fletchers Croft assigned to Cllr S. Sullivan to monitor for maintenance issues. Cllr S. Sullivan asked when fence was going to be repaired and if not immediately, could notices be put up warning the public of hole in fence. Clerk to chase and action	<b>SS</b> <b>Clerk</b>
<b>24.5</b>	South Ash assigned to Cllr Syred to monitor for maintenance issues	<b>MS</b>
<b>24.6</b>	Norman Way assigned to Cllr Toomey to monitor for maintenance issues	<b>MT</b>
<b>24.7</b>	Update of play equipment deferred to next meeting. Clerk to add to that agenda	<b>Clerk</b>
<b>PF/16/25</b>	<b>INFORMATION ITEMS AND CORRESPONDENCE</b>	
<b>25.1</b>	Grass cutting between trees. See minute 22 above	
<b>25.2</b>	See item 23 above. Council also acknowledges objection received to height of proposed fence.	
<b>25.3</b>	The Council acknowledges thanks receive from Steyning Cricket Club	
<b>25.4</b>	Cllr S. Sullivan to take photo and ask HDC if it is permissible for tree to be removed. Cllr Lloyd <b>proposed</b> and Cllr S. Sullivan <b>seconded</b> that the Ash tree be removed and appreciate the kind offer from a local resident for a contribution towards the cost. <b>Agreed</b>	<b>SS</b>
<b>PF/16/26</b>	<b>COMMUNITY INFRASTRUCTURE LEVY</b>	
<b>26.1</b>	None	
<b>PF/16/27</b>	<b>DATE OF NEXT MEETING – 7.30pm on 26<sup>th</sup> July 2016</b>	<b>ALL</b>

The meeting closed at 9.45 pm

Signed: ..... Date: 26<sup>th</sup> July 2016  
Chairman



Parish Clerk: Carol Stephenson  
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