

Steypning Parish Council



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MEETING OF PLAYING FIELDS COMMITTEE HELD ON 25th OCTOBER 2016 AT 7.30PM IN THE STEYPNING CENTRE

Present : Cllrs Lloyd, Goldsmith, Toomey, S. Sullivan, S. Pearcey, Syred

Clerk : Carol Stephenson

Members of the Public : 8

MINUTES

		ACTION
PF/16/74 74.1	APOLOGIES FOR ABSENCE Cllr Northam	
PF/16/75 75.1	DECLARATIONS OF INTEREST Cllr S Sullivan lives adj MPF; Cttee member SCOG	
PF/16/76 76.1	QUESTIONS FROM THE FLOOR Q. Mr Ashby – very appreciative of meeting held on 24.10.15 with Rublees allotmenters which he felt was very positive. If the council agrees to proceed with new fence, could the survey work commence before this winter ? A. Cllr Lloyd confirmed - yes. Clerk to add item to next agenda to consider how to improve communications between the council and the allotmenters going forwards.	Clerk
76.2	Q. Danny Flynn advised of rat sitings in litter bins at MPF and asked what action was being taken ? A. Clerk contacting HDC Environmental Health Dept.	Clerk
PF/16/77 77.1	MINUTES OF PREVIOUS MEETINGS Cllr Lloyd proposed and Cllr Goldsmith seconded that the revised minutes of the meeting held on 20.9.16 are a true record of the meeting. Agreed. Cllr Lloyd proposed and Cllr Pearcey seconded that the minutes of the meeting held on 11.10.16 are a true record of the meeting. Agreed.	

PF/16/78	MATTERS ARISING AND ACTIONS	
78.1	PF/16/66.1 – Clerk to look for address and write to Mr Fewtrell offering to meet re Abbey Road fence	Clerk
78.2	PF/16/66.3 – new procedures noted. Keep under review	
78.3	PF/16/66.4 – Cllr Lloyd proposed and Cllr S Sullivan seconded that as the land in question is not within the council’s ownership and in recognition of advice received, the council take no action in this matter. Agreed, I abstention	
78.3	PF/16/66.5 – Clerk to advise this committee if and when procedures are received.	Clerk
78.4	PF/16/66.7 – see below	
78.5	PF/16/66.8 – see below	
78.6	PF/16/66.10 – now that minutes of meeting held on 11.10.16 – Clerk to send letters as instructed. TL/Clerk to obtain prices for new signage and prepare statement re goal post on MPF	Clerk TL/Clerk
78.7	PF/16/67.1 - Date to be advised	Clerk
78.8	PF/16/67.2 – see below	
78.9	PF/16/67.6 – see below	
78.10	PF/16/67.7 – see below	
78.11	PF/16/67.8 - – now that minutes of meeting held on 11.10.16 – Clerk to send letters as instructed	Clerk
78.12	PF/16/67.9 – see below	
78.13	PF/16/68.1 - Clerk to place order for works to HS2 trees	Clerk
78.14	PF/16/69.1 & 2 - see below	
78.15	PF/16/70 – see below	
78.16	PF/16/71.1 - noted	
78.17	PF/16/72.2 - noted	
PF/16/79	MEMORIAL PLAYING FIELD	
79.1	SCOG to give prior notice to the council whenever any activity/event is due to take place on MPF and to notify Clerk of details of those persons taking part when undertaking work on behalf of the council when they will be covered under the council’s insurance policy. Cllr Lloyd advised Daffodil planting falls within this meaning – Clerk to check. SCOG to obtain their own public liability insurance for their own events not related to the council e.g. Apple Day/Wassails Day. Cllr Lloyd confirmed eligible to apply for a grant from the council.	Clerk
79.2	Cllrs Goldsmith and S. Sullivan highlighted problem of litter bins not being emptied as scheduled on MPF. Contractor responded to these allegations saying he actually visits MPF 6 times a week, more than required to do so within the contract; amount of litter varies according to time of the year; may not empty all bins every time if almost empty - uses judgement. Now in winter season so bins emptied Mon, Weds, Fri as agreed at last meeting. Contractor also removes other items from MPF e.g. settee, old bikes etc when asked to do so – sometimes free of charge. Committee ask contractor to empty all litter bins on each visit (M,W,F) regardless of whether they are full or not for remainder of contract term. If asked to clear “other” items – to advise the Clerk if any additional costs involved – to be agreed as necessary before undertaking the work.	

PF/16/80 80.1	ALLOTMENTS	ACTION
	<p>Cllr Lloyd advised of outcome of meeting held on 24.10.16 with Rublee allotmenters re proposed fence and the need to move some sheds on those plots affected including – a) HDC are re-visiting if planning permission is needed to erect proposed fence - awaiting reply; b) Tesco have confirmed they are satisfied this proposal falls within the grant made to Allotment Association and that the project can transfer to SPC (the liability remains with Allotment Association) – awaiting written confirmation; c) still unable to ascertain who owns the land on the northern boundary/track - Wiston Estates have been unable to confirm; d) 3 quotes have been obtained for proposed fence; e) that the Council will pay for any labour needed to move sheds; f) re-confirmed that the council will not pay for any new sheds; g) deadline for fence to be completed is 14.4.17. Cllr Lloyd proposed and Cllr S Sullivan seconded that the council approach Mrs Acton to see if she owns the land and if she has any deeds verifying the fact and if she will then grant permission to erect proposed fence. Agreed. TL/Clerk to follow up. Cllr Lloyd confirmed if still unable to ascertain land ownership and/or if planning permission becomes an issue the council may need to reconsider the way forward. Cllrs S Sullivan and Goldsmith still uncomfortable that a number of questions still remain unanswered, eg. T&C's on the grant application, land owners form still not provided, total cost of the project and the cost to the council and that apparently 12 months notice needs to be served on those allotmenters who need to move their sheds as mentioned in the allotment agreement. Allotment Association are waiting for outcome of Big Lottery grant application to WSCC, expected in October. If unsuccessful, will need to seek funding from other sources to complete the project to fence all of the Rublee allotment site. Cllr Lloyd agreed to communicate with allotment holders on way forward when known. Cllr Lloyd proposed and Cllr Pearcey seconded to fence in all of Rublees allotments but initially only western and northern sides, subject to land owners permission and planning permission if required and should these permissions not be granted, that the grant be used to fence in southern and western ends instead. Agreed. Cllrs S Sullivan and Goldsmith against. Cllr Lloyd proposed and Cllr S Sullivan seconded that legal advice be sought to clarify if the council has authority to move the sheds affected if owners refuse and that the council is not at risk/liable for any of the T&C's attached to the grant. Cllr Lloyd to seek financial approval at F&C Cttee on 1.11.16. Cllrs Lloyd, Syred, S Sullivan, Goldsmith agreed. Cllr Toomey against. Cllr Pearcey abstained. Cllr Lloyd suggested a working party be convened to meet with those allotmenters whose sheds will need moving and plan how and when this will be done.</p>	<p>TL/Clerk</p> <p>TL</p> <p>TL</p>
80.2	<p>Still awaiting advice from Simon Zec re trimming of trees overhanging Rublees allotments.</p>	<p>Clerk</p>
PF/16/81 81.1	OPEN SPACE MATTERS	
	<p>Report received from Wickstead today. Initial costs for remedial works in the region of £4k. Cllr Lloyd proposed and Cllr S Sullivan seconded that the Clerk advise Cllrs of cost for all medium and high risk items and arrange for those works asap. Agreed</p>	<p>Clerk</p> <p>Clerk</p>
81.2	<p>Cllr Lloyd proposed and Cllr S Sullivan seconded that Cllrs Syred and Pearcey</p>	

	and anyone else on this committee welcome to meet with volunteer and one other parent to visit all play areas to determine what play equipment is needed in each area within next 7/10 days. Agreed. Clerk to provide contact details.	Clerk
81.3	Agreed Cllrs to resume responsibility for monitoring open spaces as previously allocated and report back to this committee/Clerk of any issues	ALL
81.4	Clerk to add to agenda for December	Clerk
81.5	Noted – ongoing. Clerk to report back as necessary Cllr S Sullivan advised of tear in play surface in Fletchers Croft – Clerk to ask caretaker to have a look and see if can be easily repaired if not to contact contractor as H&S risk.	Clerk Clerk Clerk
PF/16/82	BUDGETS 2017/18	
82.1	Email received from HDC regarding use of Sec 106 monies, appears new play equipment may fall within the criteria. Item on F&C agenda 1.11.16. Consider submitting application to HDC	TL
82.2	In the absence of any comments being received, Cllr Lloyd proposed and Cllr Syred seconded that the draft budget as circulated for this committee be submitted. Agreed	
PF/16/83	FINANCIAL MATTERS	
83.1	Police Station hedge/ivy – Cllr Lloyd proposed and Cllr S Sullivan seconded that the Clerk to obtain another quote and be granted delegated authority to place order up to £880. Agreed	Clerk
83.2	Cllr S Sullivan proposed and Cllr Goldsmith seconded that the quote for £70 for works at Chandlers Way be accepted. Clerk to place order. Agreed	Clerk
83.3	Cllr S Sullivan proposed and Cllr Pearcey seconded that the quote for £135 for works at MPF “children’s den” be accepted. Clerk to place order. Agreed. Cllr Toomey abstained	Clerk
83.4	Cllr S Sullivan proposed and Cllr Pearcey seconded that the quote for £85 for trimming hedge Canada Gardens roadside hedge be accepted. Clerk to place order. Agreed	Clerk
83.5	Cllr Toomey proposed and Cllr S Sullivan seconded that the quote for £90 for trimming hedge Cripps Lane roadside hedge be accepted. Clerk to place order. Agreed	Clerk
83.6	Cllr Lloyd proposed and Cllr S Sullivan seconded that the Clerk obtain another quote and delegated authority to place order up to £300 for repair to fence/gate Fletchers Croft Agreed	Clerk
83.7	Deferred consideration of 3 quotes for works to Sycamore tree r/o Steyning Bowles Club to next meeting	Clerk
83.8	Cllr Lloyd proposed and Cllr S Sullivan seconded that the Clerk obtain another quote and delegated authority to place order up to £250 for fence repair and pegging at MPF play area. Agreed	Clerk
83.9	Deferred until consideration of CCTV at F&C Cttee on 1.11.16	Clerk
83.10	Cllr Lloyd proposed and Cllr Pearcey seconded that the Clerk obtain another quote and delegated authority to place order up to £250 to repair two memorial benches on MPF. Agreed	Clerk
83.11	Still to obtain quotes. Deferred to next meeting	Clerk
83.12	Cllr Goldsmith proposed and Cllr Pearcey seconded that the item be deferred	

83.13	until outcome of discussions on new play equipment. Agreed Still awaiting advice from Simon Zec, defer to next meeting	Clerk
PF/16/84	INFORMATION/CORRESPONDENCE ITEMS	
84.1	Steyning Festival - Clerk to add this item to next agenda	Clerk
84.2	Added to brief for Working Group	
84.3	Cllr Lloyd proposed and Cllr Goldsmith seconded that the Clerk see if area covered by stinging nettles is in existing contract and if so to seek remedial work asap. Agreed	Clerk
84.4	Cllr Syred proposed and Cllr S Sullivan seconded that permission be granted to Strikers U16 to use MPF for football matches . Agreed	Clerk
84.5	Clerk to raise invoice for outstanding fees and report back to next committee	Clerk
PF/16/85	Date of next meeting 20th December 2016	ALL

The meeting closed at 10.00 pm

Signed: Date: 20th December 2016
Chairman



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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