

Steypning Parish Council



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MEETING OF PLAYING FIELDS COMMITTEE HELD ON 28th MARCH 2017 AT 7.45PM IN THE STEYNING CENTRE

Present : Cllrs Lloyd, Toomey, Goldsmith, S Sullivan

Clerk : Carol Stephenson

Members of the Public : 7

Meeting started at 7.49pm

MINUTES

PF/16/125 125.1	APOLOGIES FOR ABSENCE Cllrs Northam, Pearcey, Syred	ACTION
PF/16/126 126.1	DECLARATIONS OF INTEREST Cllr S Sullivan member of SOG and lives adj to MPF	
PF/16/127 127.1	QUESTIONS FROM THE FLOOR Mr Brown – has the membership of the proposed hedgerows working party been decided yet ? If not would like to suggest Fran Wedderburn and himself and that perhaps the first meeting could be around Apr/May 17. Cllr Lloyd thanked him and said names would be noted as requested. Could this group help with new soft planting on north and south boundaries Rublees Allotments – on this agenda. Re. Clause 21 on the new allotment agreement – may cause some concern to allotment holders, perhaps this could be softened – on this agenda. Potential confusion as to which fences, hedges allotment holders will be responsible for under new agreement, could this be clarified – Cllr Lloyd agreed to do this in a covering letter. Why are some animals mentioned in the agreement bees etc ? Cllr Lloyd advised these are contained in NALC model template for allotment agreement which has been used as the basis, therefore reluctant to change this.	Clerk TL

PF/16/128	MINUTES OF PREVIOUS MEETING	
128.1	Cllr S Sullivan asked that Mr Culprit be changed to Dennis Goldsmith min 114.3, agreed. Cllr Lloyd proposed and Cllr S Sullivan seconded that subject to this change, the minutes of the meeting held on 2.2.17 be accepted. Agreed . The minutes for the meeting held on 22.2.17 to be added to next agenda.	CLERK CLERK
PF/16/129	MATTERS ARISING AND ACTIONS	
129.1	PF/16/111.1 – noted	
129.2	PF/16/112 – noted	
129.3	PF/16/113/1 – Clerk to provide cost of new litter bin	CLERK
129.4	PF/16/113.2 – noted	
129.5	PF/16/113.3 – noted. Clerk to contact contractor re turf laid beneath gates to play area MPF standing proud and seek correction	CLERK
129.6	PF/16/113.4 – item 130.4 below	
129.7	PF/16/113.6 – gravel board installed	
129.8	PF/16/114.2 – 2 litter bins being moved on MPF to new locations as agreed at committee on 2.2.17 and all open top bins being removed and put into store by 1.4.17. Clerk to advise Cllr Goldsmith which 2 bins being moved.	CLERK
129.9	PF/16/114.3 – noted. Cllr Goldsmith advised the work will be undertaken in the autumn 2017.	
129.11	PF/16/114.4 – noted	
129.12	PF/16/114.6 – noted. Clerk to send copy of risk assessment form to Cricket Club	CLERK
129.13	PF/16/114.8 – Clerk to obtain price for self closing device and for security code keys for next meeting.	CLERK
129.14	PF/16/114.9 – on this agenda	
129.15	PF/16/115.1 – new padlocks purchased for gates at Rublees allotments, code to go out with new allotment agreements.	
129.16	PF/16/115.2 – on this agenda	
129.17	PF/16/116.1 – noted	
129.18	PF/16/116.2 – Cllr Lloyd still to speak to school and scouts. Clerk to look for previous quote for tree work Chandlers Way for next meeting. PF/16/117.2 - Clerk has requested return visit for 2 nd treatment to ivy, awaiting date.	CLERK
PF/16/130	FINANCIAL MATTERS	
130.1	Cllr Lloyd proposed and Cllr Toomey seconded that the Income and Expenditure report for February 2017 be accepted. Agreed	
130.2	Cllr Goldsmith presented to the meeting the quote he had received for artificial turf approx. £2000. He suggested this be delayed until the autumn, in the meantime to visit Henfield Cricket Club where this has been laid. On this basis agreed to defer consideration of grasscrete until then too.	CLERK
130.3	Cllr Lloyd proposed and Cllr Goldsmith seconded that subject to the Clerk enquiring if a timer could be fitted later or must it be fitted now, the council accept the quote for external security light at changing rooms from Mark Perry Option 1 for £145(plus timer £30 if needed). Agreed	CLERK
130.4	Cllr Lloyd proposed and Cllr Goldsmith seconded that rents for changing room facilities be increase annually in line with RPI and that these be reviewed prior	

to new leases being issued in 2018. **Agreed.**

PF/16/131	MEMORIAL PLAYING FIELD	
131.1	Recently circulated latest newsletter from Orchard Committee. Clerk agreed to place on website.	CLERK
131.2	Cllr Lloyd proposed and Cllr S Sullivan seconded that landlord consent be granted for new clubhouse for Steyning Tennis Club. Agreed. Cllr Lloyd proposed and Cllr Goldsmith seconded that landlord consent be granted to remove approx. 2m in length hedge for contractor access and to replant with highest hedge possible on completion of works. Agreed	CLERK
131.3	Cllr Lloyd proposed that Simon Zec be asked to look at the Hornbeam and Maple tree r/o 23 -28 Charlton Street and report back to next meeting. Should works ultimately go head, resident be asked to pay for the work. Clerk to advise applicant accordingly.	CLERK
131.4	Cllr Lloyd proposed and Cllr S Sullivan seconded that permission be granted to Steyning Country Fair for their event including picnic and possible play area on MPF on 29.5.17 subject to providing roof of public liability insurance cover and completion of the council's risk assessment forms. Agreed	CLERK
131.5	Cllr Lloyd proposed and Cllr Goldsmith seconded that, subject to the Clerk contacting the applicant to confirm location, the council will pay to replace the damaged Holm Oak tree with an apple tree up to £100 Steyning Community Orchard Group have kindly offered to including purchase, plant and maintain tree, the work to be undertaken in the autumn 2017 - report back to next committee meeting. Agreed.	CLERK
131.6	Clerk to confirm ownership of chain link fence near bowls club. If the council's, Cllr Lloyd proposed and Cllr S Sullivan seconded that it be repaired up to a cost of £50. If it belongs to the bowls club ask them to repair at their cost. Agreed. Clerk to confirm who is responsible for cutting hedge facing factory and schedule for autumn 2017 if the Council.	CLERK
	Clerk to chase reply from WSCC re request for "keep clear" sign.	CLERK
	Clerk advised householder has arranged for potholes in track to be filled in, work imminent.	
	Cllr Lloyd proposed Clerk to obtain 2 quotes for removal of chippings and branches left following tree works on Rublees/MPF boundary, spend up to £250. Cllr xx seconded. Agreed. Ensure SOG chippings remain untouched.	CLERK
PF/16/132	ALLOTMENTS	
132.1	Cllr Lloyd proposed and Cllr Toomey seconded that the Steyning Parish Council Tenancy Allotment Agreement following the NALC model, with the additional clauses and changes as requested, be accepted. Agreed. Accompanying letter to be sent clarifying which hedges are responsibility of the council and allotment holders.	TL
132.2	HDC have confirmed planning permission is needed for all sheds on allotments. Cllr Lloyd to speak to HDC to see how to resolve asap and any implications for SDNP. Cllr Lloyd proposed and Cllr Toomey seconded that subject to being able to do so and with the agreement of HDC, that the Allotment Association pay SPC for the cost of purchasing a shed and SPC erect this on their behalf. Casting vote by Chairman. Agreed.	TL

132.3	HDC have confirmed, following consideration by their Legal Department that planning permission was not required for the fence at Rublees Allotments.	
132.4	Cllr Lloyd proposed and Cllr Toomey seconded that the council places an order for plants up to £350 for planting adjacent to new fence at Rublees Allotments. Agreed. Allotment Association to liaise with Roger Brown on types of planting. Allotment holders, Steyning Community Orchard and any other volunteers to help with planting.	CLERK
132.5	Item 8.5 on agenda deferred to next meeting.	
132.6	Clerk confirmed that the Allotment Association will need to obtain their own public liability insurance with respect to the proposed bbq event as not covered by council's insurance policy. Clerk to forward details to Sally Sanderson.	CLERK
PF/16/133	OPEN SPACE MATTERS	
133.1	Cllr Lloyd to meet with suppliers of playground equipment on 5 th April 2017 to obtain free, no obligation quote for replacement equipment in each play area.	TL
133.2	The above quote to inform Sec 106 application to draw down funds from HDC for new playground equipment.	TL
133.3	Abbey road – no update	
133.4	MPF – no update	
133.5	Chandlers Way – Clerk to research quote for work to tree for next meeting. Cllr G. Sullivan mentioned property being advertised for sale with “private park”. Clerk to investigate and contact agents if necessary – as is public open space.	CLERK CLERK
133.6	Fletchers Croft – all appears Ok	
133.7	South Ask – no update	
133.8	Normans Way – Cllr Lloyd to approach adjoining property thought to be South Weald to see if they are interested in this piece of land.	TL
PF/16/134	INFORMATION/CORRESPONDENCE ITEMS	
134.1	Clerk to write to Steyning Bowls Club advising track not within our ownership but we are aware home owner will be undertaking repairs to potholes shortly.	TL
134.2	HDC dealing with application for TPO on Perry Pear trees.	
134.3	See 131.6 above.	
134.4	Agreed to add item to next agenda to arrange a hedge working party meeting in May 2017.	CLERK

Meeting closed at 10.10pm

Signed: Date: tba
Chairman



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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