

Steypning Parish Council



The Steypning Centre, Fletcher's Croft, Steypning,
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MEETING OF PLAYING FIELDS COMMITTEE HELD ON 11th OCTOBER 2016 AT 7.30PM IN THE STEYPNING CENTRE

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

Clerk : Carol Stephenson

Members of the Public : 9

MINUTES

PF/16/62 62.1	APOLOGIES FOR ABSENCE None	ACTION
PF/16/63 63.1	DECLARATIONS OF INTEREST Cllr S Sullivan lives adj MPF; Cttee member SOG	
PF/16/64 64.1	QUESTIONS FROM THE FLOOR Could the council please indicate what response there was to consultation letter sent to allotment holders dated 28.7.16. Mixed response received with approx. one third of those replying in support of proposed fence	
64.2	Mr Ashby advised that the bid to WSCC for further funding is due to be considered the end of this month. This is intended for benefit the whole of Rublees allotment site and will provide for cutting back vegetation, further fencing, a safe/secure storage unit and some equipment to aid allotmenters. Allotment Association have volunteers willing to help anyone who may struggle to move their sheds. Mr Ashby asked, should the council agree to this project, that a good news letter be sent to all allotmenters advising them of the outcome, timescales, benefits etc.	

PF/16/65	MINUTES OF PREVIOUS MEETING	ACTION
65.1	Cllr Lloyd proposed and Cllr Northam seconded that the minutes of the meeting held on 20.9.16 are a true record of the meeting. Agreed.	
PF/16/66	MATTERS ARISING AND ACTIONS	
66.1	PF/16/54.3 – having difficulty reaching resident re fencing. Continue to try	Clerk
66.2	PF/16/55.7 – SOG were advised the insurance for Apple Day had not been completed in time by the provider. Clerk to investigate	Clerk
66.3	PF/16/55.10 – still to request copy of procedures for closing of changing rooms – Clerk to pursue	Clerk
66.4	PF/16/ 55.11 – email dated 6.10.16 circulated to members advising of council’s liability. Cllr Lloyd/Clerk to investigate land ownership. Clerk to add to agenda for next meeting.	TL/Clerk Clerk
66.5	PF/16/55.12 – Clerk to ask HDC for their H&S procedures for contractors working in open spaces	Clerk
66.6	PF/16/56.1 – Cllr S. Sullivan advised that works to HS1 trees in Cripps Lane and Godstall Lane have been undertaken satisfactorily. To monitor growth of trees overhanging Godstall Lane and advise Clerk if they become in need of attention.	ALL
66.7	PF/16/58.1- Cllr S Sullivan advised that further work is needed to gate and fence at Fletchers Croft as not catching/aligned properly. Cllr S Sullivan proposed and Cllr Northam seconded that the Clerk be asked to arrange for work to be undertaken up to £150 in cost. Agreed	Clerk
66.8	PF/16/58.3 – Clerk to circulate progress being made on actions listed in report	Clerk
66.9	PF/16/59.3 – members acknowledged CCTV should now be responsibility of F&C Committee due to its wider scope which now includes High Street, Steyning Centre as well as MPF	
66.10	PF/16/60.1 – after much discussion regarding the history and usage of the whole of the open space at Chandlers Way including the play area and the ongoing damage to the fence and the proximity to neighbouring properties, Cllr Toomey proposed that the whole area be restricted to under 11’s, seconded by Cllr Goldsmith but when voted upon this was not carried. Instead Cllr Syred proposed and Cllr Pearcey seconded that signs be erected on gate and fencing saying no ball games and that this applies to the whole site. 5 voted in favour, 2 abstentions. Signs for under 11’s in play area to remain. Agreed. Cllr Lloyd proposed , Cllr Goldsmith seconded that he and the Clerk be delegated to source suitable signs up to £100. Agreed. Clerk to write to residents of Chandlers Way and r/o Laines Road advising of this decision. Agreed Council would put out a statement regarding the decision not to erect a goal post on MPF.	TL/Clerk Clerk TL
PF/16/67	MEMORIAL PLAYING FIELD	
67.1	Agreed to set up working group to review H&S policy, guidelines for users and new protocol for MPF. Clerk to canvass dates	Working Group/ Clerk
67.2	SOG have kindly offered to remove existing Holm Oak tree which is leaning badly free of charge. Clerk to contact Simon Zec to ask for suitable location on MPF for preferred Sorbus Mountain Ash replacement tree that would have no long term height/maintenance issues etc.	Clerk
67.3	Agreed to defer consideration of new picnic table until decision on new	

- playground equipment. Clerk to add to next agenda. Clerk to arrange for holes to be filled in where old picnic table has been removed
67.4 Agreed emptying of litter bins during winter to be Sun, Weds, Fri. Clerk to advise contractor. Clerk
67.5 Cllr Lloyd **proposed** and Cllr S Sullivan **seconded** that quote for £240 for replacement balancing beam be accepted. **Agreed.** Clerk to arrange works Clerk
67.6 Clerk to obtain 3 quotes to cut out existing netting with holes, back to nearest post and replace with new netting and peg to ground. Clerk to add to next agenda Clerk
67.7 Defer consideration new thermostat and extractor fan for CCTV until next meeting. Clerk to add to next agenda Clerk
67.8 Apple Day very successful and very well supported. Damage to ground has been repaired. Steering group to discuss insurance requirements for future events. Cllr Lloyd **proposed** and Cllr Northam **seconded** erection of gazebo for Daffodil Day. No parking required for this event. **Agreed.** Thanks extended to Cllr Goldsmith for spotting ruts in village green and resolving asap. Letter of thanks be sent to cricket groundsman for his assistance. Working group to discuss how to manage events and prevent damage to MPF during inclement weather conditions TL/Clerk Working Group
67.9 Clerk to obtain prices for repairs to 2 damaged benches and add to next agenda. To suggest future donated benches to be in plastic. Clerk

Cllr Pearcey left the meeting at this point 8.30pm

PF/16/68

68.1

TREE CONDITION REPORT

Cllr S Sullivan **proposed** and Cllr Goldsmith **seconded** that works to HS2 trees as contained in Tree Report 2015 be undertaken at a cost of £600 plus VAT be undertaken. **Agreed.** Works to HS3 trees for a sum of £1200 and ground maintenance works for £1500 be considered as part of next year's budget. Quotes for work to Sycamore tree rear of Steyning Bowls Club to be obtained by the Clerk not the Bowls Club – Clerk to add item to next agenda to amend minutes accordingly. Clerk

Clerk

TL

Clerk

PF/16/69

69.1

ALLOTMENTS

Full Council on 10.10.16 agreed up to £7k towards this project. Cllr Lloyd/Clerk to check land registry deeds to ascertain ownership of some adjoining land. Issues remain regarding moving of sheds, compost heaps. Cllr S Sullivan expressed ongoing concern re Terms and Conditions of grant application. Agreed Clerk to contact grantor to seek written confirmation as to our understanding of the T&Cs in time for next committee. Cllr Lloyd is awaiting 2 further quotes for fence. Agreed to arrange meeting with the 23 allotment holders whose sheds are affected to discuss project plus Cllrs on this committee and Allotment Association. Allotment Association advised they are happy to help move sheds and that they wish to provide a permanent storage unit as their contribution to this project for which they are thanked. Cllr Lloyd to ask HDC if planning permission is needed. Need to ascertain what the advertising policy is of grantor. Cllr Lloyd to circulate correspondence from Will Jones re hedge. Clerk to re-send email confirming Planning permission is not required for proposed fence. Clerk

TL/Clerk

Clerk

TL

Clerk

TL

TL

Clerk

69.2	Clerk to write to allotment holder advising of forthcoming meeting	Clerk
69.3	Cllr Lloyd proposed and Cllr Syred seconded that a shed be permitted on plot 32A/1 Rublees allotments as outlined in letter dated 26.9.16. Agreed	Clerk
	Agreed to bring forward item 12.1	
PF/16/70	12.1 - Clerk to acknowledge letter, check if trees are in Tree Management Plan and contact Simon Zec for advice on way forward. Add to next agenda in October or November for further discussion	Clerk
PF/16/71	GRASS CUTTING CONTRACT	
71.1	Orchard not included in existing contract nor MPF. Working Group to take this forward and report back to Playing Field Committee. Existing contract expires 31.3.17	Working Group
	Cllr Lloyd proposed and Cllr Northam seconded that item 11 be brought forward. Agreed	
PF/16/72	FINANCIAL MATTERS	
72.1	Cllr Lloyd proposed and Cllr Toomey seconded that the Income and Expenditure report for Aug/Sept be accepted. Agreed	
72.2	Cllr Lloyd presented draft budget for 17/18 which had been circulated to members. Proposed increase in staff time to allow for monitoring of all play areas and allotments 4 hrs pw. Clerk to obtain price for timer at changing rooms to regulate water supply. Clerk to check if emptying of litter bins is included in existing contract managed by H&L Committee and are they cross charged to this committee. May need to make provision in this Committee going forwards. Clerk to enquire billing arrangements of existing trade waste bins. Clerk to investigate "reimbursed charges" and "income " and report back. Any queries to Cllr Lloyd. Clerk to add to next agenda	Clerk Clerk
	In view of the time, all remaining items deferred to next agenda	Clerk
PF/16/73	Date of next meeting 25th October 2016	ALL

The meeting closed at 10.00 pm

Signed: Date: 25th October 2016
Chairman



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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