

6.2.



# Steyning Parish Council

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

[www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)  
[www.thesteyningcentre.co.uk](http://www.thesteyningcentre.co.uk)

Telephone: 01903 812042

## MEETING OF PLAYING FIELDS COMMITTEE HELD ON 28<sup>th</sup> 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

<b>PF/16/125 125.1</b>	<b>APOLOGIES FOR ABSENCE</b> Cllrs Northam, Pearcey, Syred	<b>ACTION</b>
<b>PF/16/126 126.1</b>	<b>DECLARATIONS OF INTEREST</b> Cllr S Sullivan member of SOG and lives adj to MPF	
<b>PF/16/127 127.1</b>	<b>QUESTIONS FROM THE FLOOR</b> 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.	<b>Clerk</b>          <b>TL</b>



Parish Clerk: Carol Stephenson  
Deputy Clerk: Hazel Roxby

Email: [spccclerk@btconnect.com](mailto:spccclerk@btconnect.com)  
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<b>PF/16/128</b>	<b>MINUTES OF PREVIOUS MEETING</b>	
<b>128.1</b>	Cllr S Sullivan asked that Mr Culprit be changed to Dennis Goldsmith min 114.3, agreed. Cllr Lloyd <b>proposed</b> and Cllr S Sullivan <b>seconded</b> that subject to this change, the minutes of the meeting held on 2.2.17 be accepted. <b>Agreed.</b> The minutes for the meeting held on 22.2.17 to be added to next agenda.	<b>CLERK</b>  <b>CLERK</b>
<b>PF/16/129</b>	<b>MATTERS ARISING AND ACTIONS</b>	
<b>129.1</b>	PF/16/111.1 – noted	
<b>129.2</b>	PF/16/112 – noted	
<b>129.3</b>	PF/16/113/1 – Clerk to provide cost of new litter bin	<b>CLERK</b>
<b>129.4</b>	PF/16/113.2 – noted	
<b>129.5</b>	PF/16/113.3 – noted. Clerk to contact contractor re turf laid beneath gates to play area MPF standing proud and seek correction	<b>CLERK</b>
<b>129.6</b>	PF/16/113.4 – item 130.4 below	
<b>129.7</b>	PF/16/113.6 – gravel board installed	
<b>129.8</b>	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.	<b>CLERK</b>
<b>129.9</b>	PF/16/114.3 – noted. Cllr Goldsmith advised the work will be undertaken in the autumn 2017.	
<b>129.11</b>	PF/16/114.4 – noted	
<b>129.12</b>	PF/16/114.6 – noted. Clerk to send copy of risk assessment form to Cricket Club	<b>CLERK</b>
<b>129.13</b>	PF/16/114.8 – Clerk to obtain price for self closing device and for security code keys for next meeting.	<b>CLERK</b>
<b>129.14</b>	PF/16/114.9 – on this agenda	
<b>129.15</b>	PF/16/115.1 – new padlocks purchased for gates at Rublees allotments, code to go out with new allotment agreements.	
<b>129.16</b>	PF/16/115.2 – on this agenda	
<b>129.17</b>	PF/16/116.1 – noted	
<b>129.18</b>	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 <sup>nd</sup> treatment to ivy, awaiting date.	<b>CLERK</b>
<b>PF/16/130</b>	<b>FINANCIAL MATTERS</b>	
<b>130.1</b>	Cllr Lloyd <b>proposed</b> and Cllr Toomey <b>seconded</b> that the Income and Expenditure report for February 2017 be accepted. <b>Agreed</b>	
<b>130.2</b>	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.	<b>CLERK</b>
<b>130.3</b>	Cllr Lloyd <b>proposed</b> and Cllr Goldsmith <b>seconded</b> 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 ). <b>Agreed</b>	<b>CLERK</b>
<b>130.4</b>	Cllr Lloyd <b>proposed</b> and Cllr Goldsmith <b>seconded</b> 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 ahead, 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. **CLERK**
- 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<sup>th</sup> 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**
- 133.6 Fletchers Croft – all appears Ok **CLERK**
- 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

Email: spcclerk@btconnect.com  
Email: steyningcentre@btconnect.com

~~71 not received~~  
~~79 received signed~~

6.5

**Hazel Roxby**

**From:** [redacted] <[redacted]>  
**Sent:** [redacted]  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: Steyning Parish Council, allotment agreement.

Dear Hazel,

In reply to your e-mail below I comment as follows: -

You can introduce the new tenancy with the allotment holders consent. To do this you would just send the agreement to the allotments holders to sign, if the agreement is signed and returned it can start straight away.

If the agreement is not agreed by consent then you will need to give Notice to the allotment holders to introduce it. You can give Notice at any time now until the 30<sup>th</sup> September 2017, Notice would need to expire after 30<sup>th</sup> September 2017 so expire on the 1<sup>st</sup> October 2018. You will need to give 1 years notice. This means that the new tenancy will not be able to come into effect until 1<sup>st</sup> October 2018 if it is not agreed.

If you have any further queries please let me know.

**Wellers Hedleys**

21-23 High Street  
Great Bocking, Suffolk  
CO10 1JG

t: 01473 810101  
e: [redacted]  
v: [redacted]

**From:** [redacted]  
**Sent:** [redacted]  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** [redacted] .nent.

[redacted] to you on Monday morning.

# Steyning Parish Council

Telephone: 01903 812042



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6-13  
reminder email  
sent 18/11/16  
- bounced back.

01903 879402

Police Man  
Proposing - Thurs 24th Nov.

4<sup>th</sup> November 2016

Ref TW/02-11-Roxby

Wall between Police Station and playing field car park, Steyning

To order work as per quotation dated 2<sup>nd</sup> November 2016

Further to your quote ref TW/02-11-Roxby dated 2<sup>nd</sup> November 2016 in connection with the above, I should be pleased if you would progress this work at your earliest convenience for the price of £696 inc VAT. If you could let either myself or Hazel Roxby know when this work will be undertaken that would be helpful

I gather the price quoted also includes any return visits you may need to make.

Whilst writing I should be pleased if you could provide us with a copy of your current insurance certificate for our files by return and prior to commencing any works.

Yours sincerely

Carol Stephenson  
Clerk to the Council

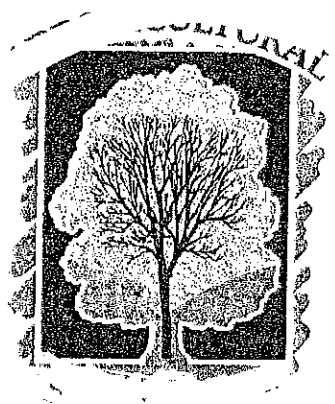


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Email: [spcclerk@btconnect.com](mailto:spcclerk@btconnect.com)  
Email: [steyningcentre@btconnect.com](mailto:steyningcentre@btconnect.com)

Tree work specialist

Barrett's Cottage,  
Charltonbury, King Road  
Wiston, Steyning,  
West Sussex,  
BN14 3DN



Hazel Roxby  
Steyning Centre

2nd Nov 2016  
Reference No. TW/02-11-Roxby

To Hazel Roxby

I enclose a quote for the tree works;

Clear Ivy and vegetation from the wall between the police station and the playing field car park  
Treat the Ivy stumps to eradicate

Cost	£580.00
VAT @ 20%	£116.00
Total	£696.00

All Debris will be chipped on site, log wood will be removed and the grounds left neat and tidy.

Lowering techniques will be used to avoid any damage to surrounding property. I hope this meets with your approval and await your further instruction.

Yours sincerely



71.



# Steyning Parish Council

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**EXTRAORDINARY MEETING OF PLAYING FIELDS COMMITTEE  
HELD ON 22ND FEBRUARY 2017 AT 7.00PM  
IN THE STEYNING CENTRE**

Present : Cllrs Lloyd, Toomey, S. Pearcey

Clerk : Carol Stephenson

Members of the Public : 4

### MINUTES

		ACTION
PF/16/119 119.1	<b>APOLOGIES FOR ABSENCE</b> Cllrs Northam, Syred, S Sullivan, Goldsmith	
PF/16/120 120.1	<b>DECLARATIONS OF INTEREST</b> None	
PF/16/121 121.1	<b>QUESTIONS FROM THE FLOOR</b> None	
PF/16/122 122.1	<b>GRASS CUTTING CONTRACT</b> Cllr Lloyd reported that 15 tenders had been received. Cllr Lloyd <b>proposed</b> and Cllr Pearcey <b>seconded</b> that the contract be awarded to id verde starting 1.4.17. <b>Agreed.</b> Clerk to advise successful contractor and to thank all others submissions.	<b>Clerk</b>
PF/16/123 123.1	<b>ALLOTMENT AGREEMENT</b> A revised draft had been circulated prior to the meeting encompassing comments received to date. Further changes suggested at the meeting : Clause 21 – amend to a) "all sheds and other structures including decking and compost heaps must be sited 1.5m from the fence and/or ..." b) After 30 days from the commencement of this agreement or by agreement with the council any structure not 1.5m from the fence and/or hedgerow ..."	



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Email: [steyningcentre@btconnect.com](mailto:steyningcentre@btconnect.com)



The Council will accompany any allotment holder who is affected, to advise where this is to be measured from. These changes will apply to both Rublees and Canada Gardens allotment sites. Cllr Lloyd **proposed** and Cllr Pearcey **seconded** that the allotment agreement to commence 1.9.17 be amended accordingly and accepted. **Agreed.** To qualify in accompanying letter to be sent with new agreement that this means allotment holders have until 31.3.18 to move any sheds and other structures that may be affected. Cllr Lloyd also **proposed** and Cllr Toomey **seconded** that a copy of the proposed agreement as amended, be sent to the Council's solicitors for their advice. **Agreed.** To be budgeted from Playing Field budget if possible or seek funds from Finance and Community Committee on 14.3.17 if necessary. Cllrs agreed to look at ways of softening the fence on the southern boundary of Rublees allotments, accepting that the vegetation will soon grow back on the northern boundary.

Clerk

**PF/16/124**      **Date of next meeting** 7.45pm on 28<sup>th</sup> March 2017

Meeting closed 7.38pm

Signed: ..... Date: 2<sup>nd</sup> May 2017  
Chairman



7-11

**Tessa Eckert - Steyning Parish Council**

---

**From:** [redacted]@steyparishcouncil.co.uk>  
**Sent:** [redacted]  
**To:** [redacted]  
**Subject:** [redacted] es

Hi I have been and seen the 2 benches and they would have to be fixed on concrete. The cost of moving these benches to MPF And fixing on concrete will be £240.00.



Amenities - 27th June.

Tessa Eckert - Steyning Parish Council

12-1

From: [redacted]@idverde.co.uk  
Sent: [redacted]  
To: [redacted]@steyparish.org  
Subject: [redacted]

12-2

Hi Tessa,

12-1

To clean all rubber tiles in the CPA's at Steyning using jet wash and detergent – for the total sum of £378.00+vat per occasion. X5

12-2

To sweep the tarmac strip at the top of the memorial playing field (basketball area) on a weekly basis for the sum of £8.00+vat per occasion.

Thanks

Kind Regards;

Head Office  
Winklefield East Sussex, RH17 7RE  
Birmingham Road, Warwick, CV5 9AB



[www.idverde.co.uk](http://www.idverde.co.uk)

Growing a Greener Britain is our charity, set up to fund parks and open spaces.



[www.growingagreenerbritain.org](http://www.growingagreenerbritain.org)