

Steypning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 3RD APRIL 2019 AT 7.30PM

Present: Cllrs Toomey, Sullivan, Picking, Willett, Lloyd and Hanson

Members of the public: Cllr Howell

Minutes: Deputy Clerk: Hazel Roxby

Minutes

- PR18/94** **Apologies for absence**
94.1 Apologies for absence were received and accepted from Cllr Northam
- PR18/95** **Declarations of Interest**
95.1 There were no declarations of Interest received from Cllrs
- PR18/96** **Questions from the Floor**
96.1 **None.**
- PR18/97** **Minutes of the previous meeting**
97.1 Cllr Picking **proposed, seconded by** Cllr Sullivan the minutes of the meeting of 5th March 2019 be accepted as a true record of the meeting. **Agreed.**
- PR18/98** **Matters arising and Actions**
98.1-78.2 Horsham District Year of Culture – Children's production called Arthurs Dream Boat will be shown on Saturday 26th October 2019. Advertising for the event will start in September. It will go in the "Your Steyning" September issue, notices will go up in the library, the notice Boards and local shop windows. The local Schools and pre-schools will also be informed.



Parish Clerk John Fullbrook
Deputy Clerk: Hazel Roxby

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- 98.2-78.3** Contractor for Bus Shelter tiles – samples of the tiles were tabled at the last meeting. It was agreed to move forward with the work as soon as possible. The tiles have been ordered.
- 98.3-78.4** Rebuilding Cost Assessment – Booked for 5th April.
- 98.4-78.6** LED lighting companies to supply prices for phased work from replacement lighting to include the committee rooms in the first phase. The bid money of £5,000 has now been received from Rampion. Investigating companies will now begin.
- 98.5-78.7** Legionella Bi- Annual Risk Assessment comparison of reports. Roger Toms, previous councillor and Steyning Centre Chairman, was asked for his advice on the reports received from TSS Bi -annual Risk Assessment report. There were no high risk items within the report. The report identifies that pipe work should be labelled as either inlet or outlet pipework in all 3 of the buildings, Steyning Centre, High Street Toilets and The Changing Rooms at MPF – these can be done by plumbers whenever they attend the buildings to carry out future work. There are 2 blind end pipes in Coombe Court kitchen, neither cause a danger of legionella spread as they are capped, these can be cut back when work is next being carried out in the kitchen. The report notes that a written scheme of routine flushing and cleaning should be available for each – this can be created by the office staff. It was noted that the stop cock at the High Street Toilets should be labelled. There is already a document with all the details for the utilities stop cocks and shut off valves, which is available to the plumbers, electricians, gas engineers and caretakers. There is a concern that labelling the stop cock in the High Street toilets would be inviting issues as the stop cock is within easy reach and accessible by members of the public. It was noted that there should be a plan of the building's pipework in the planning documents for the building of the Steyning Centre. Deputy Clerk to look for the drawings. Deputy Clerk to write to Roger Toms to thank him for his help and time to assist with the Legionella Reports and for saving the parish council several hundred pounds in work.
- 98.6-81.1** Chairs - Agreement is awaited from F&GP Committee
- 98.7-81.2** Vacuum Cleaner ordered and received. Caretakers very pleased with it
- PR18/99** **Deputy Clerk's Report and Steyning Centre update**
- 99.1** Report for Film Night - the film in March was The King of Thieves and 141 tickets were sold. There is a net profit of £262.41 and a profit of £33.25 on wine. The film for April is A Star is Born the number of tickets sold so far are 48.
- 99.2** Coffee machine report –. The sales from the coffee machine in March were £134.00. The total sales for the year 2018/19 is £961.00, the total spend on consumables for the machine is £413.99. Last year's total income was £324.00.

- 99.3** Hall and Room Rentals - The hours for hire in March were up for Coombe Court and slightly down for the committee rooms and Saxon Room compared to last year at the same time. It was noted that the difference for hours in Saxon room is due to a regular customer moving to a larger venue, however as of 9th April this slot in Saxon room has been booked for a weekly event. The reason for less hours in the Committee Rooms is that a regular group has changed the booking to fortnightly instead of weekly but will still keep the same number of annual bookings but have them more evenly spread out .
- 99.4** Following the break down of the hot water heater in Coombe Court kitchen a new heater has been installed at a cost of £1,360.00. The previous heater was the original one that was installed when the Steyning Centre was built. A Gas Safe Building Regulations Compliance notice has also been received following the installation of the new boiler.
- 99.5** On 31st March a new world record for jumping on and off a 24in high box was set in the grounds of the Steyning Centre. The previous record was 600 jumps in 1 hour, the new record now stands at 722 jumps in 1 hour. In doing this the gentleman has raised £3,000 for an Alzheimer's charity. The firm he works for have stated that they will match fund what he has raised. He now intends to continue his fund raising by running the London Marathon.
- PR18/100 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets–**
to discuss any issues arising
- 100.1** To receive update on ATM at the bus shelter in the High street.
Cllr Bowell tabled the Surveyors drawings for the option to have an ATM at the front of the bus shelter on the right-hand side of the building. This option is thought to be of no cost to the Parish Council and is agreeable with Barclays Bank.
Option 2 with the ATM at the side of the building would require work to be to shorten the disabled toilet and create another door at the back of the building. It would also require a path with a barrier for Health and Safety reasons and the loss of at least 1 parking space. This option is thought to be at a cost of £4000 to the Parish Council. CCTV is being discussed at present and includes the provision of a camera that would cover the area of the front of the bus shelter.
Cllrs were asked for their comments on the 2 options
- Is it possible to have the ATM on the other side of the bus shelter, people waiting for the bus sit on the right- hand side to watch for the bus coming down the High Street.

- option 2 is not favoured as it has a loss of a parking space, possibly 2 - find out what the actual cost would be for options 1 and 2.
- Option 1 disfigures the front of the bus shelter and the High Street
- It's changing the shape and style of the bus shelter
- Would Barclays be happy to install an ATM if it is not going to be covered by a CCTV Camera.
- Does HDC agree with the loss of 1 or 2 spaces
- need to know more about option 2 and have a drawing by the surveyor to show how it would actually work.

Cllr Willett **proposed, seconded** by Cllr Hanson that a decision be deferred to the Full Council meeting on 15th April and in the mean time investigate more information, get responses to the questions Cllrs have raised and get drawings of option 2. **Agreed.**

100.2 A complaint has been received concerning unacceptable mess and no supply of soap at the urinals at the bus shelter. The Deputy Clerk is looking into the complaint and taking it up with the cleaner.

**PR18/101
101.1**

Financial items

To Agree the Income and Expenditure report for February 2019

Cllr Hanson **proposed, seconded** by Cllr Lloyd that the income and expenditure report for January be accepted as a true record of the finances. **Agreed.**

101.2

Letter received from Gardening Contractor to inform of hourly rate increase from £17.00 to £18.00 per hour as of 1st April 2019.

Cllr Hanson **proposed, seconded** by Cllr Willett to accept the hourly increased rate. **Agreed.**

101.3

After 3 months of negotiating, following a large invoice of £4,000.00 raised in error due to a metre change and the wrong numbers being used by the company that deal with the water rates, the company have now advised that they owe us £25.00

**PR18/102
102.1**

Correspondence – to discuss incoming correspondence

A letter has been received from a regular user group outlining the difficulties they encountered whilst the hot water heater in Coombe Court kitchen was out of order. Have requested a financial adjustment for their next booking, (a credit for the kitchen payment on their next booking would be in the region of £13)

Cllr Hanson **proposed, seconded** by Cllr Willett to credit the kitchen for the group next meeting. **Agreed.**

102.2 Cllr Lloyd, Chairman of the Council, has received a letter concerning the Steyning & Henfield Rotary Club which is disbanding in June 2019 after 37 years of serving the local community and raising 100s of thousands of pounds over the years to benefit the many local causes and charities including Schools, those that are less fortunate among us and the Steyning First Responders. The Rotary Club have used the Steyning Centre for many of their events over the years and have held a race night at the centre, in aid of charity, every year since the centre opened. The author of the letter hopes the Council will recognise the Rotarians achievements, which are justly deserved. Letter to also go to Full Council Meeting. The Steyning Centre committee will write a letter of thanks.

102.3 Letter of complaint received from Steyning Centre user regarding the messy and dirty state of coombe Court Kitchen on their arrival for their event.
Deputy Clerk to investigate reasons and implement procedure for checking that the kitchen is thoroughly cleaned.
Cllr Lloyd **proposed, seconded** by Cllr Sullivan that a deep clean of the kitchens will be organised, followed by weekly checks of the kitchens to be put in place and sheets for users to sign that the kitchen has been left clean following their use. **Agreed.**

PR18/103 **Date of the next meeting** – Tuesday 4th June 2019 at 7.30pm

The Chairman closed the meeting at 8.37pm

Signed: **Date:** 4th June 2019
Chairman