

# Steyning Parish Council



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

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

Telephone: 01903 812042

---

## THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 4<sup>TH</sup> SEPTEMBER 2018 AT 7.30PM

**Present:** Cllrs Northam, Hanson, Willett, Toomey & G Sullivan

**Members of the public:** 2

**Minutes:** Deputy Clerk: Hazel Roxby,  
Clerk: John Fullbrook

### Minutes

#### PR18/23 Apologies for absence

23.1 Apologies of absence were received and accepted from Cllrs Lloyd and Picking.

#### PR18/24 Declarations of Interest

24.1 There was a declaration of Personal Interest received from Cllr Northam on item 31.2 as he knows of one of the companies Managers.  
Cllrs Willett and G Sullivan declared a personal interest in item 30.1 as they are both members of the Cricket Club.

#### PR18/25 Questions from the Floor

25.1 Dennis Goldsmith, representative of the Cricket Club, requested if he would be able to ask his questions and give information at item 30.1. This was agreed by the committee.

25.2 Trevor Cree read out his statement below concerning item 31.3 on the agenda.  
"I should like to declare an interest that I am a member of the Steyning Cricket Club but no longer a member of the Steyning Tennis Club.  
The SPC Asset Register includes the MPF Changing Rooms, Cricket Club, Bowling Club and Tennis Club buildings and infrastructure. I believe that it is very important for SPC Councillors and the SPC Clerk to fully appreciate that the Cricket Club, Tennis Club and possibly the Bowling Club building construction were paid for largely by their membership and through grants that they applied for and received. In the case of the Cricket Club it was largely constructed by their members. That infrastructure, built with their own funds and not the SPCs, will no doubt be valued later tonight in the SPC Asset Register at many hundred thousand pounds. I believe that it should always be borne in mind by councillors just how those valuable SPC assets originated.



Parish Clerk John Fullbrook  
Deputy Clerk: Hazel Roxby

Email: [clerk@steyningpc.gov.uk](mailto:clerk@steyningpc.gov.uk)  
Email: [hazel.roxby@steyningpc.gov.uk](mailto:hazel.roxby@steyningpc.gov.uk)

On the 9th November 2017 I wrote to the SPC Clerk asking that the SPC consider writing to those three clubs in order to congratulate them on the contributions that they had made to the Steyning community as a whole and in particular to the scores of young people that they have helped at no cost to the SPC. The SPC Clerk thought that it was a '*worthy suggestion*'. I therefore hope that the SPC will now acknowledge in writing the contribution to the young people of our town that those clubs have made".

The Chairman responded that if the suggestion has already been submitted to the Clerk it will be brought to the Council in due course.

**PR18/26 Minutes of the previous meeting**

**26.1** Cllr Northam **proposed, seconded by** Cllr Toomey that the minutes of the meeting of 3<sup>rd</sup> July 2018 be accepted as a true record of the meeting. **Agreed**

**PR18/27 Matters arising and Actions**

**27.1 – 17.1** The Tennis club have given possible dates for a meeting re Toilet accessibility. Cllr Lloyd is available on Monday 17<sup>th</sup> September at 9am to 10am, Cllr Toomey is also available at that time. It was agreed that Cllrs Lloyd and Toomey attend the meeting at 9am at the Tennis Club. Deputy Clerk to inform the Tennis Club of this date.

**27.2– 20.3** 2 Quotes have been received for the new signage – This is an agenda item.

**27.3 17.3** Coombe Court windows are being installed on 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> September.

**27.4- 18.3** The cooker has been delivered; the cost of the cooker was £2,900 plus VAT. The engineer is due to disconnect the steamer and fit the gas cooker on 6<sup>th</sup> September at a cost of £190.00. The steamer will be collected and disposed of on Friday 7<sup>th</sup> September.

**PR18/28 Deputy Clerk's Report and Steyning Centre update**

**28.1** Report for film nights - The July film was Goodbye Christopher Robin at which there were 50 tickets sold.

The August film was Darkest Hour and there were 59 tickets sold. The profit made so far this financial year is £482.14. The profit on Wine this year so far is £317.76.

**28.2** The summer maintenance programme to the Steyning Centre has been carried out by the caretakers- Saxon Room, the ladies and gents toilets, the committee rooms and the disabled to be painted and are now complete. The corridor and foyer painting is still in progress. Coombe court will decorating will be done once the windows are installed.

**28.3** The annual electrical and PAT testing and annual boiler services have been carried out and the reports are awaited.

**PR18/29 Steyning Centre – To discuss updating/ improving facilities to promote it more as a wedding reception venue**

**29.1** The Chairman asked councillors for ideas for improving the centre for wedding receptions. Cllr Hanson suggested having a marquee lining in the hall that can be put up and taken down as required.

Decorating and using the entrance at the side of the building for the bride and groom was suggested.

It was noted that the centre is usually very booked up on Saturdays and there are currently very few opportunities for all day wedding bookings.

The Clerk informed that the Centre already offers a lower budget wedding facility and customers can decorate the rooms as they wish and choose the catering and entertainment to suit their needs and that this allows the centre to cover a niche in a very competitive market place. To increase income for the centre it would be worth considering the promotion of celebration of life bookings instead of weddings as there is usually availability in the week day afternoons. Another possible promotion could be for Christenings on Sundays.

Cllr Northam **proposed, seconded** by Cllr Toomey that the Deputy Clerk drafts a letter to the local funeral director and the Burial Board to ask if they could publicise the Steyning Centre as a venue for holding a celebration of life. **Agreed.**

**PR18/30 Cricket Pavilion, Bowling and Tennis Club House and High Street Toilets**

**30.1** The Chairman informed that a meeting to discuss the ways for improving income for the Pavilion did not take place.

Dennis Goldsmith explained that he was concerned by a proposal in the last Premises Committee minutes stating that Councillors were to discuss the option of making one of the changing rooms into a kiosk for ice cream and leasing it to a local shop owner during the summer.

He suggested that the committee should write to the ECB (England and Wales Cricket Board) to find out the required size of changing rooms. He informed that changing rooms have to be of a certain size and standard for clubs to be in the league and any changes or reduction of size to the changing rooms would most certainly affect the Cricket Club. It was noted in the last meeting minutes that the club had paid less in 2017 year than in 2016, Dennis explained that the reason for this was due to the bad weather last year and that there would be more income this year as there have been more matches played. Dennis also suggested that the council need not consider the replacement of hair driers and mirrors in the future as the club do not require them.

It was noted that any ideas for increasing the income for the pavilion would need to be when the Cricket Club are not using them between October and March each year. The Chairman assured Dennis that any considerations would be discussed with the Cricket Club before any decisions are made.

**30.2** The Deputy Clerk informed that the Cricket Club 25% discount on the usage cost was implemented in 2007 to offset the work that the club undertake annually on the field i.e. cutting the cricket square and outfield, repairing of damage to the field caused by other users, clearing up animal faeces and rubbish from the cricket field area.

**30.3** Bus Shelter update- The Caretaker carried out a pressure wash of the bus shelter on 18<sup>th</sup> August. Pressure washing has been done annually for the last 6 years, increasing to twice yearly when the council purchased a machine 2 years ago. The contract for cleaning of High Street toilets and bus shelter on a daily basis has been in place since 1999. Cllr Sullivan commented that the bus shelter is looking much better since the pressure wash in August. He suggested that the wooden seats would benefit from being re-painted.

Cllr Northam **proposed, seconded** by Cllr Sullivan the Deputy Clerk and the Caretaker inspect the seats and address as necessary. **Agreed**

**30.4** It was noted that there will be a Public Spaces Protection Order notice (the notice was tabled for committee members to see) placed in the bus shelter in the near future.

**PR18/31 Financial items**

- 31.1** To Agree the Income and Expenditure report for June and July 2018 which were sent to all committee members.  
Cllr Northam queried why in the June report the Budget head 1007 Room Hire seemed to be very low. The Clerk explained that June, July and August are the quieter months and the way the budget is now phased the year to date looks low, however the variance will pick up during the Autumn months.  
Cllr Northam **proposed, seconded** by Cllr Willett that the income and expenditure report for June be accepted as a true record of the finances. **Agreed**  
In the July report it was noted that budget item 4250 – Opening and closing of High Street toilet has been mis- coded and was actually under-spent by £103. Budget item 4342 is showing overspent due to the expenditure of the cooker and the coombe court windows. These items were agreed and will be covered by the Parish Councils reserves.  
Cllr Northam **proposed, seconded** by Cllr Willett that subject to these notes about the income and expenditure report for July be accepted as a true record of the finances. **Agreed**
- 31.2** To discuss and agree the quotes for signage for the Steyning centre  
Councillor Northam left the room for this item, Cllr Hanson took the chair.  
There were 2 quotes received, £1475.38 and £1,140.00. Following a long discussion and another viewing of the samples provided, Cllr Hanson **proposed, seconded** by Cllr Toomey that the quote of £1,140.00 be accepted. **Agreed.**
- 31.3** Re-evaluation of the Asset Register  
Deputy Clerk informed that the statutory duties obligation for re-valuing of buildings on the Asset list is every 5 years.  
A contact name has been provided to the Deputy Clerk for carrying out a Rebuilding Cost Assessment. The Deputy Clerk to request a quote and to order the work up to the cost of £500.00 or report back to the next meeting if the cost is more.  
It was noted that 2 councillors had made comments on the listed items on the Asset Register. Cllrs Northam and Lloyd to go through any changes required and report back to next meeting.
- 31.4** Discuss re-lining of Coombe Court Curtains and prices.  
2 quotes have been received for relining of the curtains. The prices are £1019.42 and £1571.66  
Cllr Northam **proposed seconded** by Cllr Hanson to accept the quote and order the work at £1019.42. **Agreed.**

**PR18/32 Correspondence**

- 32.1** None

**PR18/33 Date of the next meeting**

- 33.1** Tuesday 2<sup>nd</sup> October 2018 at 7.30pm

**The Chairman closed the meeting at 8.53pm**

Signed: ..... Date: 2<sup>nd</sup> October 2018  
Chairman



Parish Clerk John Fullbrook  
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk  
Email: hazel.roxby@steyningpc.gov.uk