

Steyping Film Society

Proposal for improving the acoustic properties of Coombe Court, The Steyping Centre

Background:

The Steyping Film Society has used Coombe Court to project films for many years. It does this more than 20 times during the season, from September to May, to audiences which average 110 but which can rise to 150.

During this time there have been complaints from the audiences that speech, especially in American films, is muffled and mumbled to the extent that it is incomprehensible. Since this is not apparent when we previewed the films, we believed this was due to the acoustic nature of the hall.

On examination we found the boards that covered the right hand side as you look at the stage were removable and covering acoustic baffle panels (see accompanying figure A below).

Our Plan for Improvement:

With the permission of the Centre's Management Committee, we first had a professional acoustic consultant, Dr Emma Greenland, to examine the hall. She conducted tests and wrote a brief technical report (accompanying PDF document). Briefly she found:

- that the ceiling was reflecting much of the sound, which obscured the speech element somewhat;
- that the curtaining could be improved for sound absorbency;
- and that the current sound reduction boards were inadequate.
- She also suggested we reduce the low frequency output from our power amplifier – which was done.

The report was forwarded to the committee.

As treatment of the roof would be much too expensive, and inappropriate, the Film Society then contacted Gordon Harris of Thermacooustic Ltd for a quotation to up-grade the sound absorbency of the hall walls,. He has examined and measured the hall on two occasions, and is providing us with the quotation and a plan. The plan will also be submitted to Dr Greenland for approval in terms of efficacy, cost, and health and safety considerations.

The Film Society has a reserve of funds and is willing to cover the cost of the improvements.

It will seek final approval from this committee before any work begins, and will make sure that the hall is not out-of-use to others.

The Quotation:

In order to ensure that we can afford the changes we have asked Mr Harris to quote for three increasing possibilities –

1. Replacing the existing wall panels with ones of an equivalent size: Figure A below
2. Improving the **lower part** of the existing panels at the rear of the hall. This would involve removing the painted-over lower three sections on either side of that wall, and replacing them with higher grade materials of equivalent thickness and fitted within the current wooden frame: Figure B

3. Adding extra panels above the three entry doors on the left and right of the hall
Figures C and D

In each case the panels would be of similar thickness to the existing ones, they would be covered in hessian fabric of a colour to be agreed by this committee and matching the present wall colour, if desired. The panels would be to the relevant fire safety standard required for such public buildings, and installed professionally.

We hope to have the quotation and specification in time to present at the meeting, as it is currently being finalised.

Pete Greenland, Secretary, Steyping Film Society, May 2019

Accompanying document: Dr Greenland's Acoustic Report

Steyping Centre Acoustics, 16 November 2018

I visited the Steyping Centre in 16 November 2018 to investigate the room acoustics conditions on behalf of the Steyping Film Society (SFS). I am an acoustics consultant holding corporate membership of the Institute of Acoustics, MIOA. I am also an Associate Director for the Acoustics Team at WSP UK Ltd.

The film society uses the main hall in the Steyping Centre for film performances. For film screening and cinema use, it is desirable to achieve a 'dry' room acoustic condition with a short, controlled reverberation time across the frequency range. The reverberation time (RT) is defined as the time taken in seconds (s) for the sound in a room to decay by 60 decibels (dB), i.e. to fade away to silence. In general all the following uses would benefit from shorter controlled reverberation times:

- Cinema/Film performances (0.5 s RT, flat spectrum to achieve THX standard)
- Natural speech (meetings, conferences, drama performance): 0.5-1 s RT
- Amplified speech (0.5-1 s)
- Amplified music (around 1 s RT for a hall of this size)
- Events, parties, dining/banqueting.

Unamplified music use tends to benefit from longer reverberation times (up to 2 seconds for large orchestral use, to around 1-1.5 s for choral use or chamber music). A rise in reverberation time at low frequency can be beneficial for unamplified music to provide a feeling of warmth.

The hall is approximately 18x11 m (estimated, excludes stage), and is characterised by a tall pitched roof, resulting in a large volume. Reverberation time is directly proportional to both volume, and the quantity of sound absorption in the space. A substantial quantity of sound absorbent finish would be required in a room of this size to achieve the desired reverberation time for film screenings.

Smartphone measurements were undertaken to estimate the reverberation time of the hall, using balloon bursts as an impulsive noise source. The measurements were carried out with 150 upholstered chairs in the space as per a typical film screening. Note that a professional measurement using an appropriate signal generator, loudspeaker and Class 1 sound level meter would be necessary to provide accurate measurements, to generate sufficient sound energy and capture reverberation time at low frequency.

None-the-less, these smartphone measurements indicate that the mid frequency reverberation time (around 1k Hz) is around 1 second, but were deemed to be not sufficiently accurate at low frequency (63 Hz and 125 Hz octave bands). However, a significant rise in reverberation time at low frequency is apparent from subjective listening tests. The speech intelligibility of a typical film soundtrack is impaired by the reverberation time, particularly for male speech which has a lower frequency profile than for female speech. That is, male speech in particular can sound blurred and boomy, making it more difficult to understand.

It is understood that the A/V system EQ has been adjusted to help cope with the current room acoustic conditions. Subjectively the sound system appears to be well balanced - It is worth checking that a trim has been applied to the low frequency octave bands 63 Hz and 125 Hz, to avoid the speech signal being discoloured by excessive reverberation.

Steining Centre Acoustics, 16 November 2018

The following options are recommended in order to improve sound absorption provision to the space:

1. Ideally, low frequency sound absorptive panels should be introduced to the ceiling, however it is noted that this may not be practical or affordable.
2. Lift off the plywood covers to reveal the 50 mm sound absorbent foam panels on the right hand side wall. These can be easily replaced if the space is to be used for unamplified orchestral music in the future. NB the foam behind the panels is quite lightweight – it may be worth replacing this with a more effective thicker mineral fibre insulation (33kg/m^3), or a melamine based sound absorbent foam.
3. Replace curtains to the left hand side wall windows and to the control room mezzanine area with heavy (eg wool serge) acoustic drapes. These should be specified with a weight of at least 500 g / m^2 , and located 50 mm from the glazing, and draped to achieve 50% fullness (so that the material area provided is double the window area). Example systems: <https://www.icjoel.com/projects-engineering/acoustic-drapes/>. This will also provide more effective low frequency absorption (the lightweight cotton curtains provide negligible low frequency absorption).
4. Continue acoustic drapes around the full perimeter of the space – this has the benefit of being retractable to maintain flexible acoustics for different uses. The track could be arranged to be stored away behind the stage area.
5. Rear wall sound absorbent panels – these appear to be of 75 mm thickness and mineral fibre insulation. Likely to provide more effective low frequency absorption than the 50 mm foam panels. However, the cover appears to be of imperforate material which is also easily damaged. It would be worth replacing the cover with a perforate material such as fabric. This may improve the sound absorption performance at higher frequencies. Although the low frequency performance would not change significantly.
6. Remove plastic cover to one panel on the rear wall – this is impairing the sound absorption performance of the mineral fibre behind.
7. Front stage wall panels – not possible to inspect these high-level panels during the visit, but refer to point 5 if these are the same panel.
8. Rear stage acoustic panels – it may be worth discussing with other hall user groups as to how useful these panels are. For example do the Jazz club performers or other stage performance benefit from them? Do drama groups tend to cover up the panels with backdrops during performances? Consider relocating some of the rear stage panels, for example to...
9. Side walls rear – consider additional panels here. Again, fabric wrapped panels of mineral fibre insulation (at least 33 kg/m^3) or melamine based sound absorbent foam would be preferable, 75-100 mm thickness.

I would be happy to carry out professional measurements of the reverberation time to establish low frequency performance. I might be able to borrow the equipment so that you can keep your budget to spend on the installation, not on consultants! I also recommend that SFS consults with other hall users to establish their needs. I would be happy to talk to other users about any concerns they may have and how additional sound absorbent finishes might benefit them.

Emma Greenland, PhD BEng, MIOA.

Pictures showing sites of the proposed replacement acoustic boards (Figure A), improved acoustic boards figure B(B) or new acoustic boards (figures C and D)



Figure A



Figure C



Figure D

Figure B

Walk about
Information
under Item 8.0

BRIEF REPORT

STEYNING PARISH COUNCIL PREMISES COMMITTEE

Notes from an inspection of The Steyning Centre Fletchers Croft, Changing Rooms at Memorial Playing Field and the Bus Shelter in The High Street week of 20/05/19.

In attendance: Hazel Roxby ~ Deputy Clerk

Councillor Trevor Cree

Councillor Michael Bissett-Powell

The purpose of the inspection was to familiarise the new Councillors with the premises for which the Premises Committee is responsible and to appreciate the plan for ongoing routine maintenance work and any urgent repairs needed. This visual survey will also form the basis of a "wish-list" of ideas which may be discussed informally before formal presentation to Full Council.

1.0. THE STEYNING CENTRE



1.1. **Brief Description.**

The mainly single storey building was constructed in the 1990's and is of brick, with terra-cotta colour roof tiles. Windows are white-framed, and the double entrance doors are glazed timber and electronically controlled for ease of access by the disabled. There is an automatic fire alarm system throughout the Centre, but there are no sprinklers fitted.

The building houses:

COOMBE COURT

~ a large room for meetings, performances, exhibitions, dances, receptions etc and is 11.6 m x 21.4m including a 3.6m deep raised stage. There is also a gallery overlooking the room. (See later)

SAXON ROOM

~ a medium-sized room measuring 8.3m x 9.7m used for meetings, conferences and exhibitions.

CONFERENCE ROOM

~ a long room with space for a table with up to 24 persons, plus space for a seated public facility.

SMALL KITCHEN

Situated next to the Conference Room and fitted with a serving hatch to it and to the adjacent office currently used by HDC Building Control.

LARGE KITCHEN

~ a fully equipped commercial kitchen situated next to Coombe Court and with access via servery to the Saxon Room. The majority of prep. and catering units are stainless steel, with new ovens recently fitted. There is an older fridge and a separate larder.

RECEPTION AREA

~ there is a large reception area / foyer with doors to two offices, currently used by the Parish Clerk and by the Deputy Clerk and her assistant.

STORAGE CORRIDOR

~ parallel to Coombe Court is a long corridor fitted on one side with large full height lockable storage cupboards rented to a number of associations and groups who regularly use The Steyning Centre.

TOILETS

~ the building has a disabled toilet and a child's toilet plus further male and female toilets.

MAINTENANCE CUPBOARDS

~ there are two large cupboards, one at each end of the building.

BALCONY

~ a door from the Reception Area leads to a staircase to a small first floor area, curtained at one side to reveal a gallery overlooking Coombe Court. Immediately behind the gallery is a 1st floor plant room with air-conditioning equipment etc.

PATIO GARDEN

~ Coombe Court is equipped with large and newly replaced uPVC patio windows leading onto a small paved area with a lawn which slopes steeply at its western end. A fenced-off part of the Patio Garden has a hard surface and is used by the Centre-based Nursery School. There is also an enclosed area for refuse bins.

2.0. OBSERVATIONS DURING INSPECTION

- 2.1. Coombe Court curtains across newly replaced patio doors recently lined with new fabric.
- 2.2. Film Club to issue report regarding poor acoustics. To be reviewed by Parish Council before any action which may be needed.
- 2.3. Noted that the patio and garden are probably under-used.
- 2.4. Saxon Room door to adjacent kitchen to be replaced due to broken door handle.
- 2.5. Broken control knob on radiator to be replaced. (In hand).
- 2.6. Storage cupboard for stacking/linking chairs ~ new chairs ordered which are wider than the existing ones.
- 2.7. Large kitchen to be deep cleaned. New ovens noted. Existing old refrigerator may need replacing soon.
- 2.8. Reception area: possible signboard with photos of Clerk, Deputy-Clerk and staff. (Not a popular idea!)
- 2.9. First floor gallery and plant room: replacement LED lightbulbs to be fitted throughout The Steyning Centre for cost-efficiency reasons.

3.0. MPF CHANGING ROOMS



Cricket Club (centre) and Changing Rooms (Right)

3.1. Brief Description.

The changing rooms are used by home and visiting cricketers. The building is brick built with a pitched tiled roof and high-level windows and solid double doors on the front elevation. There is a concrete ramp for disabled access with a galvanised metal guard rail on two sides.

The interior accommodates a small changing room with en-suite shower/wet room for captains and umpires, together with two further large changing rooms and en-suite showers for home and visitor teams.

4.0. OBSERVATIONS DURING INSPECTION

- 4.1. The interior of the building appears to be in good and clean condition, with regular cleaning performed.
- 4.2. In the small changing room, there are two hooks for towels at the entrance to the wet room. These are sharp and at eye-level and should be removed and the tiling made good. A safe location to be found.

- 4.3. A notice board has been crudely screw-fixed to the interior of one of the entrance doors so that the screw-heads project. The ends of these screws are to be cut off for safety reasons.

4.4. **WISH LIST**

There was some discussion about the exterior of the changing rooms, which currently look very utilitarian and not in keeping with the MPF and its use with the Cricket Club. It was agreed that proposals should be brought to Full Council in due course, which may include cladding the building with white horizontal boarding (to match the ex. Cricket Club building adjacent), replacing the existing ramp with a less ugly one and even designing and fitting a fixed or removeable canopy over a re-surfaced terrace. There should be some consideration given to the existing Cricket Club façade, with the existing sponsor signs re-located in a better position than screwed to the fascia in a random fashion. Also, to better refuse bin storage at the side of the Changing Rooms.

5.0. **HIGH STREET BUS SHELTER**



5.1. **Brief Description.**

The bus shelter is a single storey brick building with a tiled pitched roof. It is open on the front elevation to reveal seating for those waiting for a bus. The opening is supported on two Romanesque columns. The space is also used by the youngsters of Steyning as a meeting place, where they are occasionally disruptive. On the south elevation are two doors leading to a female toilet and a disabled toilet. Between the doors is a freestanding car park ticket vending machine. On the north elevation is a single door leading to the male toilet. The rear elevation has high level obscured glass windows and a door to a storeroom.

Accessible from the rear of the building is a small open storage area with a water butt, formerly used by Steyning in Bloom but now disused.

The bus shelter is owned by HDC and leased from them.

6.0. **OBSERVATIONS DURING INSPECTION**

- 6.1. Front step tiling badly broken in places and due for repair. Already organised by the Clerk.
- 6.2. Waiting area floor is jet-washed but this should include the raised area (possibly a pipe box?) because it often remains dirty.
- 6.3. There are multiple signs affixed to back exterior wall. These are not permitted and should be removed by their shop owners.
- 6.4. The door to the storage cupboard on the back wall is rotten and should be replaced or re-faced before redecoration. Colour to be selected.
- 6.5. Some misgivings about the utilitarian w.c. stainless steel pans with fixed timber tops. They may be sanitary in terms of cleaning, but they are uninviting in a tourist town. They must be reviewed with alternative pans surveyed.
- 6.6. Open storage area accessible from the car park behind a wrought iron gate to be cleared of rubbish and thoroughly cleaned.

6.7. **WISH LIST**

One suggestion has been put forward for the local primary school to provide a long mural illustrating the town's best features, to be mounted above seating on the long wall.

The previous Parish Council discussed with Barclays (the last bank to close in the town) the feasibility of installing an ATM within the bus shelter. Several alternative positions were discussed but at this time no decision has been made. The project is now with the new Parish Council, but some opposition has been voiced because this is primarily a commercial decision. Former Cllr Willett questioned the need of an ATM when the Co-op has a cash machine available from 6 am until 10 pm every day.

It might be useful to approach Barclays to find out how many cash withdrawals occurred after 10 pm on a typical day because the statistics may show the true need for a 10 pm to 6 am ATM is minimal.

There are some who believe that the bus shelter is under-used. One solution would be to fit the open frontage with clear frameless glazing complete with a door, so that the interior can be used for:

- ~ an exhibition venue
- ~ an area for Steyning Museum displays
- ~ an occasional office for SPC Councillor surgeries
- ~ a temporary admin. Centre for Christmas Night and The Summer Festival
- ~ a venue for the occasional music group: jazz, piano, classical Group etc. during Saturday Markets
- ~ a hired-out location for Charity events such as book sales, bring and buy, Primary School funding etc.

7.0. FINAL COMMENT

- 7.1. The Steyning Centre, Changing Rooms and Bus Shelter are the three major responsibilities of the Premises Committee. There will inevitably be a degree of overlap between the responsibilities of the premises and the Amenities Committee. For example, the Changing Rooms are within a building but any renovations, adaptations or re-designing will involve the land immediately adjacent to it, such as the Car Park and the Memorial Playing Field grassed area.

Detailed Income & Expenditure by Phased Budget Heading 30/04/2019

Month No: 1

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1017 Income Film Night	614	542	(72)	6,500			9.4%
1020 FITS Receipts	0	80	80	850			0.0%
	5,519	5,970	451	75,050			7.4%
Steyning Centre :- Income							
4053 Entertainment Licence	0	1,500	1,500	2,000		2,000	0.0%
4252 Electricity	(138)	250	388	4,530		4,668	(3.0%)
4253 Water Charges	0	0	0	2,400		2,400	0.0%
4254 Rates	960	879	(81)	10,550		9,590	9.1%
4257 Gas	(0)	0	0	3,500		3,500	0.0%
4310 Grounds Maintenance	0	292	292	3,500		3,500	0.0%
4341 Repairs	0	0	0	500		500	0.0%
4342 Repairs/Mice/Renewals	531	898	367	10,770		10,239	4.9%
4401 Trade Waste	0	800	800	2,900		2,900	0.0%
4402 Annual Maintenance Contracts	136	1,333	1,197	10,000		9,864	1.4%
4404 Alarm System	0	0	0	500		500	0.0%
4406 Cleaning and Consumables	1,280	208	(1,072)	2,500		1,220	51.2%
4407 Coffee Machine Expenditure	55	50	(5)	350		295	15.7%
4408 Film Night	351	342	(9)	4,100		3,749	8.6%
Steyning Centre :- Indirect Expenditure	3,175	6,552	3,377	58,100	0	54,925	5.5%
Movement to/(from) Gen Reserve	2,344						

Premises & Steyning Centre Ctt :- Income
Expenditure
Movement to/(from) Gen Reserve

	5,519	5,970	451	75,050			7.4%
	3,345	6,856	3,511	62,510	0	59,165	5.4%
	2,174						

Detailed Income & Expenditure by Phased Budget Heading 30/04/2019

Month No: 1

Committee Report

Premises & Steyning Centre Ctt202 Public Toilets

4005 Insurance	0	0	0	110	0	110	0.0%
4250 Public Toilets - opening/closing	0	100	100	1,200	1,200	1,200	0.0%
4252 Electricity	116	92	(24)	550	434	434	21.0%
4253 Water Charges	0	0	0	600	600	600	0.0%
4254 Rates	55	29	(26)	350	295	295	15.7%
4256 Repairs, pdh, consumables	0	83	83	1,000	1,000	1,000	0.0%
	<u>171</u>	<u>304</u>	<u>133</u>	<u>3,810</u>	<u>0</u>	<u>3,639</u>	<u>4.5%</u>

Public Toilets :- Indirect Expenditure

Movement to/(from) Gen Reserve303 Playing Field Costs

4253 Water Charges

	0	0	0	600	600	600	0.0%
	<u>0</u>	<u>0</u>	<u>0</u>	<u>600</u>	<u>0</u>	<u>600</u>	<u>0.0%</u>

Playing Field Costs :- Indirect Expenditure

Movement to/(from) Gen Reserve401 Steyning Centre

1003 Clubs Lease Rentals

	0	0	0	3,400	0	0	0.0%
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1007 Room Hire

	4,809	5,250	441	63,000	63,000	63,000	7.6%
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1010 Miscellaneous income

	6	10	4	250	250	250	2.4%
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1015 Coffee Machine Income

	90	88	(2)	1,050	1,050	1,050	8.6%
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Hazel Roxby

From: John Fullbrook
Sent: 24 May 2019 11:22
To: Hazel Roxby
Subject: FW: Health Check Proposal
Attachments:

Hi
This to go on the Premises and as a supporting paper
As discussed
Ta
J

From: James Moore
Sent: 24 May 2019 11:00
To: John Fullbrook <john.fullbrook@steypningpc.gov.uk>
Cc: Geoff Barnard
Subject: Health Check Proposal

Hi John,
I have attached a couple of examples of a "Health Check" report to give you a better idea of the information you will receive.

In terms of costs I would normally charge this as £350 (ex VAT), but on this occasion looking at developing a longer term relationship I am prepared to reduce that to £300. This would cover the cost of the survey of The Steypning Centre and presentation of the Health Check report.

If you wanted to include additional areas/ buildings I would just need to understand how many, size and location.
The more we can group these together, to do all at the same time, the more cost effective it will be.

Our normal approach would then be to deliver the project directly to the client, i.e. supply of the product and installation. The cost of the survey and report would then be refunded, pro-rata, against the cost of the project. However, if you wanted to separate out the project delivery as a separate process we can support you with the additional services below, which could include

- Providing scope of works for alternative contractors to price
- Define product specifications
- Support contractor selection (review of proposals)
- Project Management

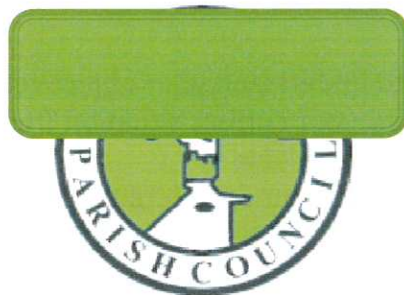
I am happy to discuss these with you further at the next opportunity we have to meet. In the meantime should you require any further information or have any questions please feel free to let me know.

Regards
James Moore



Parish Council

Lighting Health Check



Switched on to Making You Savings

Prepared by: James Moore

Scope of Health Check

As part of the "Health Check" we have surveyed all the internal and external areas (where access was possible).

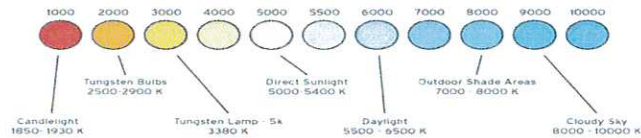
As part of the survey we have detailed all fittings and lamps used in the fittings. This includes the general visual condition of the fitting and diffuser (as viewed from floor level), the use of any lighting controls. We have not assessed the electrical installation or internal wiring of the fitting.

The purpose of the Health Check is to

- ✓ Identify the main types of lighting currently used
- ✓ Identify the opportunities for improving efficiency
- ✓ Calculate current costs associated to your lighting
- ✓ Identify budget costs and return on investment of a lighting upgrade project

Some "jargon" useful to understand

- LUX Level – The light levels per square meter.
- Lumens – The light output of a lamp/ luminaire
- Switch Start – Less energy efficient lighting fitting with older magnetic ballast.
- High Frequency – 10% more efficient ballast, than Switch Start fitting
- Colour Temperature – The colour appearance of the light source
- Kwh – Unit of energy used over period of time



Calculated annual savings

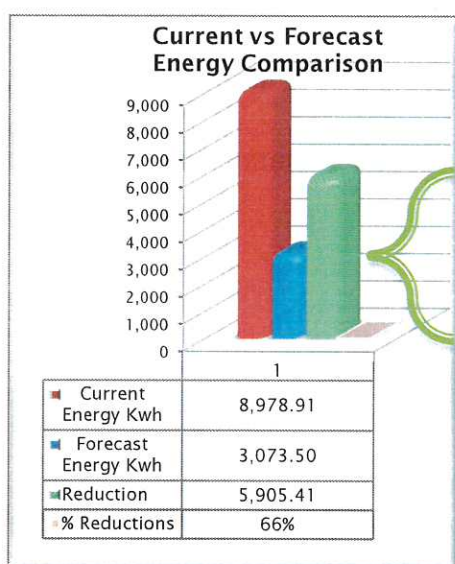
Savings are based on using more energy efficient alternatives

**Baseline costs are combination of costs of consumption (at rates quoted) and maintenance (averaged annually based on the life of lamp).*

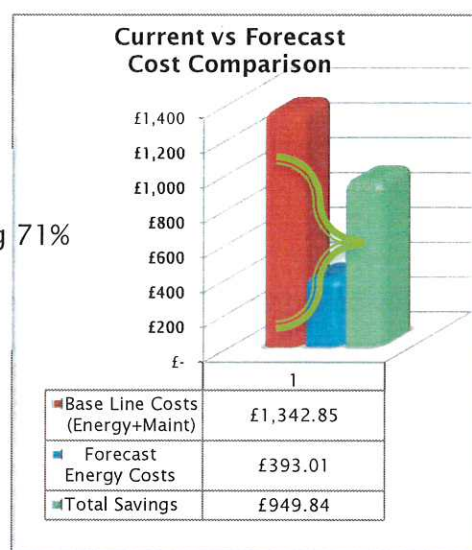
Calculations will be based on 100% of the lighting is working.

Site Total

	(Kw) Energy Consumption	CO2 (kg)	Annual Energy Cost	Averaged Annual Maintenance Cost	Total Annual Aggregated
Post Install	3,073.50	1,420.54	£393.01	£0.00	£393.01
Savings	5,905.41	2,729.42	£755.12	£194.72	£949.84
	66%			100%	71%



Total Saving 71%



Budget Costs

Recommended budget

- Lighting upgrades (Reuse existing fittings): £3,700.00
- Lighting upgrades (New fittings): £5,200.00

Budget includes

- Supply of all lighting
- Supply of controls for the areas identified
- Installation
- Access equipment
- Removal of WEEE waste
- Project Management

Project Payback (Reuse existing)

- Energy savings only: 4.9 years
- Including maintenance savings: 3.7 years

Conclusion

Analysing at the different types of lighting and the age of that lighting there are some clear opportunities to improve, not only the efficiency of the lighting but also the quality and the LUX levels currently provided.

The priority for the site would be to tackle inefficient lighting. At present 100% (RED) of the sites lighting would be the priority for an upgrade.

Lighting Controls

These have been calculated into the budget costs of this project. Where possible these would be incorporated into the fittings, to reduce the cost. It should be noted that were lighting controls are introduced a 40% reduction in consumption has been calculated for those areas.

On reviewing the Asbestos register it appears that there is not asbestos present in the areas where we would be working on light fittings.

Next Steps

There are some very clear opportunities for reducing costs and also recovering the investment within an acceptable time frame, that comply with SALIX. We would recommend a structured approach to reducing the running costs of lighting by taking the following steps:

- Approval in principle that it a project they would support.
- FRPC and The Green Light Company (TGLC UK) to agree final scope of works
- TGLC UK prepare formal costs proposal to include lighting controls
- FRPC gain approval from SALIX (fully supported by TGLC UK)
- Project implementation

Discussion Paper
(Trevor Cree, Chair SPC Premises Committee)
(20th May 2019)

Installation of an Automated Teller Machine (ATM) within the Clock Tower Bus Shelter

1. Introduction

The views expressed in this discussion paper are those of the Chair of the SPC Premises Committee (Councillor Trevor Cree) and his alone. They do not commit the members of the SPC Premises Committee, the SPC as a whole or any other interested parties to what is proposed within. The SPC will have short-term, medium-term and long-term projects to consider in that order of priority. The contents here have been written simply to progress the current ATM discussion with a view to finding a solution that is acceptable to SPC councillors, HDC, and the residents and businesses of Steyning as a whole.

A great deal of hard work has already been undertaken by a number of SPC councillors in order to progress the ATM project this far. The SPC Premises meeting dated the 2nd April 2019 (Annex 1) considered two possible ATM location options, namely:

Option 1: The installation of an ATM in the right hand bay of the bus shelter. Concern was expressed by councillors that Option 1 would seriously impact on the visual appearance and aesthetics of the bus shelter structure because of the unbalanced installation. It was however free of cost to the SPC.

Option 2: The installation of an ATM in the end wall and relocation of the disabled toilet. Option 2 would have had less of a negative visual impact on the structure but would have required extensive building works, the loss of one or even two parking spaces and the installation of a barrier protected walkway to the new disabled toilet entrance. The cost to the SPC was estimated to be £4,000.

During the full SPC meeting dated the 15th April 2019 lengthy discussions took place without a final conclusion being reached. During the discussion Councillor Willett made the important point that the existing Co-op ATM could be accessed by residents from 6.00 am until 10.00 pm seven days a week and that should be sufficient to satisfy the requirements of the majority of residents and visitors in the short term. Because of the complexity of the issue the previous Council voted to defer any final decision on the ATM until the current Council.

2. Justification for an additional ATM

Various arguments have been put forward both for and against the need for an additional ATM in Steyning. All are appreciative of the fact that the Co-op installed an ATM on their premises when it became clear that once Barclays Bank closed Steyning residents would not only have no access to major bank services but neither would they have access to an ATM. One question that must therefore be answered is, would the Co-op withdraw their ATM if an additional unit was installed in the bus shelter or elsewhere in the High Street?

Others have argued that in this day and age the majority of people make their purchases using credit/debit cards and that the use of cash in society is declining rapidly. Some also feel that it is not the role of a parish council to involve themselves in such private sector

ventures. A further consideration is that a number of businesses, including the Co-op, offer a 'cash back' facility. However a significant number of residents still prefer to make their purchases using cash so that they can have greater control over their outgoings, namely they can visually observe how the £100 in their pocket declines as it is used. Constraints in accessing cash may also have an impact on a feeling of isolation and loneliness particularly amongst the elderly.

In November 2017 the Chair of the Treasury Select Committee stated that free ATMs must be available across the UK.

<https://www.bbc.co.uk/news/business-42156569>

In September 2018 the Commons Select Committee once again expressed concern that access to ATMs was decreasing.

<https://www.parliament.uk/business/committees/committees-a-z/commons-select/treasury-committee/news-parliament-2017/atm-closures-chairs-statement-17-19/>

On the 1st May 2019 concern was once again expressed that the conversion of free ATMs to fee paying ATMs was impacting the vulnerable and poorer families. The magazine Which stated that whilst digital payments were on the rise in the UK approximately 2.2 million people are almost entirely reliant on cash in their daily lives.

<https://www.premier.org.uk/News/UK/Christian-MP-says-vanishing-free-ATMs-is-unacceptable>

On the 13th May 2019 it was reported that MPs were very concerned that vulnerable people were at risk if ATM closures were not halted.

<https://www.dailymail.co.uk/news/article-7021633/Britain-soon-cashless-society-leaving-vulnerable-people-risk.html>

Nicky Morgan, MP, Chair of the Treasury Select Committee stated that *'In the 'last bank in town' cases banks should be required to provide and fund banking hubs with adequately trained staff within the local Post Office or a shop floor space.'* It is clear that Steyning falls exactly into that category. The Steyning & District Business Chamber (<https://steyningchamber.co.uk/>) has made representations to the SPC in much the same vein as the Commons Treasury Committee but with a focus on helping the businesses in the High Street to not only survive but hopefully in the future thrive.

Based on the previous discussion it is my own view that an additional ATM in Steyning would be beneficial to residents, visitors and High Street businesses. However the final decision for any SPC involvement will be up to the Steyning Parish Council as a whole. It would therefore be very useful if SPC councillors could provide their own views prior to the SPC Premises meeting dated 4th June 2019. If the answer is in the affirmative then the question arises as to which is the most suitable location.

3. Alternative Locations for the ATM.

3.1 Post Office

At the present time the future of the Post Office is uncertain but it is believed that it may have been purchased by a local resident with the aim of saving post office facilities for the residents of Steyning. The sale and purchase of the Post Office is clearly a private matter but further information needs to be sought to assist the ATM decision.

Based on the comments of the Chair of the Treasury Select Committee the Steyning Post Office could provide an ideal location for the additional ATM. Whilst the hours of access would be limited to 9.00 am - 5.30 pm (Mon - Fri) and 9.00 am - 2.30 pm (Sat) the Post Office does offer the opportunity to provide a wider range of financial facilities to customers. The Post Office facility would complement the existing ATM located at the Co-op.

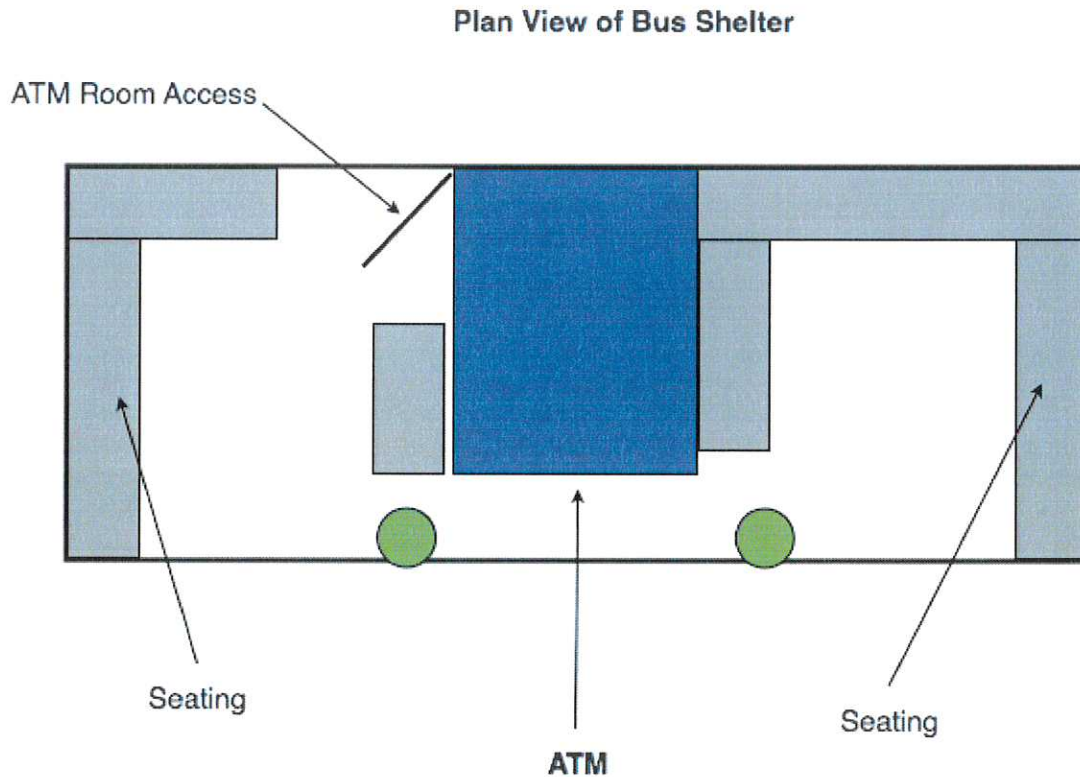
<https://www.postoffice.co.uk/branchfinder2/0979082/steyning>

Whilst certainly not on the same scale it might even be possible to install facilities similar to the M & S Bank at Holmbush, Shoreham-by-Sea, with a member of staff available (paid or volunteer) to assist customers in a limited way. For example, that function might be undertaken by the same staff member currently selling cards and stationary. It could not offer all M & S Bank facilities but perhaps could include an ATM and both cheque and cash paying in machines. However as previously stated these decisions could only be made by the new owner.

3.2 Bus Shelter - Option 3

Option 3 may have already been considered in detail by the SPC Premises committee but perhaps rejected for valid reasons? However Option 3 has the potential to overcome many of the constraints associated with the previously considered Options 1 and 2. The primary difference is that the ATM installation would be located in a central position within the bus shelter and would therefore allow the symmetry of the building to be retained. The ATM room would be constructed directly against the rear wall of the bus shelter where a metal plaque is currently located. There would be no loss of seating capacity because the seating would be relocated down each side of the ATM room. By locating the ATM slightly further back it should be possible for those withdrawing money to be protected from the elements. The advantage of Option 3 is that it should be possible to install it at no more cost than Option 1 and that cost is believed, at present, will be borne by Barclays Bank should the project proceed. The cost of extension of the necessary electrical connection should not be excessive. Compared to the size of the Co-op ATM the proposed bus shelter ATM room is very large and it is assumed that this is because of a larger capacity and security requirements.

A Plan View of the proposed Option 3 ATM location is shown below.



It has been further suggested that the HDC owned bus shelter is a valuable resource that is not currently being fully exploited. The excellent No 2 bus that stops there may drop off many passengers but because its next destination is Shooting Field very few passengers actually get on. The No. 100 bus to Pulborough does seem to be on an hourly basis but it is not known how heavily it is utilised by Steyning residents. Protection of bus passengers from the elements, particularly during the winter, is very important but even in Shoreham High Street passengers only have access to a standard bus shelter. A small bus shelter with an attractive design in keeping with the conservation area might be constructed adjacent to the kerb. The bus shelter would also act as an additional barrier to ram raid theft. Either one or both of the current seating areas outlined in Option 3 could be converted to more productive use. One area might become a manned or unmanned tourist and visitor hub with brochures, guides and information about Steyning and the surrounding area. The other could become a business information hub or a small retail outlet of some kind.

However at this stage it is proposed that Option 3 would simply concentrate on providing an ATM without any loss of bus shelter seating capacity.

3.3 Mobile Bank Branch

A further option that might be considered is the provision of mobile banking to Steyning. It would appear that Lloyds, NatWest and the Post Office have implemented such facilities in the UK and in particular serving Midhurst, Billingshurst, East Wittering and Henfield. It is

not known how successful these facilities are but it does seem that they are somewhat constrained by their hours of business. More investigation and research is required but it does not appear at first sight as if mobile bank branches are the best solution for the needs of Steyning and its residents.

The Lloyds mobile branch provides banking services to Billingshurst and Midhurst three days per week (Mon, Weds, Fri) and is present in each location for approximately 1.5 to 2 hours.

Lloyds Mobile Branch (<https://www.lloydsbank.com/banking-with-us/mobile-branch.asp>)

(i) (Midhurst & Billingshurst)

<https://www.lloydsbank.com/banking-with-us/mobile-branch/petersfield.asp>

(ii) Bognor Regis (East Wittering)

<https://www.lloydsbank.com/banking-with-us/mobile-branch/bognor-regis.asp>

The NatWest mobile branch would appear to visit Henfield for only one hour on Thursday mornings and it is difficult to see how such a limited presence can be satisfactory. However further information might be sought from Henfield Parish Council.

NatWest Mobile Branch

<https://personal.natwest.com/personal/ways-to-bank/mobile-branch.html>

Henfield Mobile Bank (NatWest) <https://www.henfieldhub.com/hub-news/natwest-mobile-banking-van-2>

Post Office Mobile Branch

<http://www.haslemereherald.com/article.cfm?id=134208&headline=Mobile%20post%20office:%20Use%20it%20or%20lose%20it!§ionIs=news&searchyear=2019>

<https://www.onepostoffice.co.uk/secure/latest-news/our-branches/the-mobile-service-reaching-out-to-communities/>

GoCompare (Mobile Banks)

<https://www.gocompare.com/money/mobile-branch-banking/>

4. Actions Required

- (i) Obtain further feedback from all SPC councillors
- (ii) Obtain further feedback from residents, businesses and the Business Chamber
- (iii) Assess latest situation with the Post Office sale and future plans
- (iv) Determine if Co-op will retain ATM in the event of an additional ATM
- (v) Ask NCR and Barclays Bank about the feasibility and cost of Option 3
- (vi) Any other proposals

Trevor Cree

Chair SPC Premises Committee

Annex 1: SPC Committee Meetings discussion related to ATM project

A1.1 Agenda for SPC Premises Meeting (2nd April 2019)

<http://steyningpc.gov.uk/wp-content/uploads/2017/05/Premises-committee-agenda-April-19-.pdf>

7.0 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets– to discuss any issues arising

7.1 To receive update on option 2 of an ATM at the bus shelter in the High street following meeting with the Surveyor.

7.2 Subject to the Surveyor's advice on option 2, discuss and agree a motion to put forward to full council.

A1.2 Minutes of Premises Meeting (2nd April 2019)

<http://steyningpc.gov.uk/wp-content/uploads/2017/05/Draft-Minutes-April-19-.pdf>

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 Howell 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.

A1.3 Full SPC Meeting (15th April 2019)

<http://steyningpc.gov.uk/wp-content/uploads/2011/08/DRAFT-MINUTES-15th-April-19--JF-2.pdf>

FINANCIAL MATTERS

To discuss and agree a preferred location for a possible ATM relocation following the closure of the Steyning Branch of the Barclays Bank – Cllr Bowell reported the matter had been discussed at sub committees, but any decisions were deferred to this Full Council meeting. He then elaborated on the current options available which had been illustrated via supporting papers and centred on the Bus shelter in Steyning High street.

The Aesthetics of how any development might look, any associated planning issues, the effect on the Co Ops ATM facility and any potential financial obligations involved with structural alterations to the Bus shelter were debated. Cllr Lloyd proposed, seconded by Cllr Bowell that this Council believes there is a need to install a cash machine in addition to the existing Co Op facility. Agreed, 5 For, 1 Against {RG}, 3 Abstentions {MW, GS, SS}. Cllr Muggridge proposed, seconded by Cllr G. Sullivan that this matter is deferred for the next Council to decide which option to pursue. Agreed 5 For, 2 Against, 2 Abstentions.