

Steypning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYPNING CENTRE TUESDAY 4TH JUNE 2019 AT 7.30PM

Present: Cllrs Cree, Bissett-Powell, Rudkin and G Sullivan

Members of the public: 2 (Film Society members for item 6.)

Minutes: Deputy Clerk: Hazel Roxby

Minutes

- PR19/01** **Apologies for absence**
01.1 Apologies for absence were received and accepted from Cllrs Northam, Taylor and Ray
- PR19/02** **Declarations of Interest**
02.1 There were declarations of Interest received from Cllr Cree as a social member of the Cricket Club but not of the Committee or Management team and Cllr Sullivan as a life member of the Cricket Club.
- PR19/03** **Questions from the Floor**
03.1 **None.**
- PR19/04** **Minutes of the previous meeting**
04.1 Cllr Sullivan **proposed, seconded by** Cllr Bissett-Powell that the minutes of the meeting of 2nd April 2019 be accepted as a true record of the meeting. **Agreed.**
- Item 6.1** Cllr Cree **proposed, seconded by** Cllr Sullivan that item 6 be brought forward to allow the Film
Brought Society representatives to do their presentation and leave the meeting. **Agreed.**
forward The written proposal from the Film Society was sent as a supporting paper with the agenda to all committee members.

Diana Gibson and Pete Greenwood, of the Film Society, informed they had now received a quote for the Coombe Court acoustics improvement work proposed to be in the region of £6,000.00 which would be paid by the Film Society.

Pete Greenwood advised that in addition to the acoustic boards for the walls it would also benefit if there were 20m² of sound panels added to the ceiling. All the proposed panels would be covered in hessian material in a colour agreed by the Council. The materials being used meet all the fire regulations. The committee asked to see samples of the materials and for the sizes of the panels to be over the doors and on the ceiling to be stipulated before the Parish Council meeting on 17th June the committee also requested a specification of the work and areas where the panels will be placed

Cllr Sullivan **proposed, seconded** by Cllr Bissett-Powell that subject to the specification and samples being provided to take the project forward to Full Council meeting on 17th June for agreement. **Agreed**

- PR19/05** **Matters arising and Actions** – to consider matters arising and actions from the previous minutes
- 05.1-98.1** Horsham District Year of Culture – a new production, Arthurs Dreamboat booked for 26th October 2019. Deputy Clerk informed the committee that this event was booked as a condition following on from the free show that was held on behalf of Horsham’s year of culture. 149 tickets were sold and the money taken was £563.00. The October production will need to be funded from £563.00 and any ticket sales, any shortfall for the event will be funded by the Parish council. Adverts will go up in September and it will also be advertised in September issue of your Steyning.
- 05.2-98.2** Contractor for Bus Shelter tiles – work for this is expected to be carried out in the next 2 weeks
- 05.3-98.3** Rebuilding Cost Assessment – The surveyors report shows the advised insurance values for the council’s buildings is
- Bowls club - £155,000 which is at present underinsured, this will be changed at the next parish council insurance renewal in August 2019
- Changing rooms - £190,000 which is adequately insured
- Tennis Club and Courts - £230,000 – this information will be passed on to the Tennis Club. They currently insure the building for £190,000
- Cricket Club - £350,000 – this information will be passed to the Cricket club they currently insure the building for £262,000
- Steyning Centre - £1,900,000 – this is insured for £2,000,000.
- The asset list will be updated with this information and put on the website. Also to be forwarded to F&GP Committee for information. It was also noted that the Tarmac strip should be renamed the basketball court on the Asset Register.
- 05.4-98.4** LED lighting companies to supply prices for phased work from replacement lighting to include the committee rooms in the first phase. -update is agenda item 8.2
- 05.5-98.5** Letter of thanks sent to Roger Toms
- 05.6-98.6** Chairs – Arriving week commencing 17th June. The Deputy Clerk is in correspondence with a buyer for at least 200 of the existing chairs. It was suggested by Cllrs that the office contact a charity if there are any chairs not sold to see if they are interested in them.
- 05.7-102.1** Letter sent to User group

- 05.8 -102.3** Letter sent to user group and deep clean of kitchens booked for 28th May. The kitchens have been steam cleaned and are looking good.
- PR19/06** **Proposal from Film Society** – To discuss proposal request from Film Society
Discussed at the beginning of the meeting.
- PR19/07** **Deputy Clerk’s Report and Steyning Centre update**
07.1 Report for Film Night –
The film in April was A Star is Born with 112 people attending. The profit on tickets was £159.70
The film in May was Bohemian Rhapsody, with 154 people attending. The profit was £308.45. The wine profit for April and May was £28.25 and £43.50 respectfully.
The film on 4th June is The Favourite, 60 tickets have been sold so far.
- 07.2** Coffee machine report –. The sales from the coffee machine in May. The money taken in May was £61.
- 07.3** Hall and Room Rentals - The hours for hire in April and May
The hours for all the rooms over April and May are up compared to the same period last year.
- 07.4** A service of cookers and dishwasher has highlighted the requirement of a door seal to the blue seal turbo fan cooker and a replacement caterflex (lead to the cooker from the gas) the cost for these items plus fitting is at a total of £278.90 priced by Catercraft. Dishwasher filters were quoted at a cost £354.00, Cllr Cree found the same items available elsewhere at a cost of £117.50.
Cllr Bissett-Powell **proposed, seconded** by Cllr Sullivan to order the items quoted for the cooker from Catercraft at £278.90 and to purchase the dishwasher filters separately at the cost of £117.50. **Agreed.**
- PR19/08** **Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets–**
to discuss any issues arising
- 08.1** Unauthorised advertising on the Bus Shelter – During the walkaround with Cllr Cree and Bissett-Powell and the Deputy Clerk it was noted that the shop keepers notices are in all shapes and sizes and are spread along the back of the public toilet building which look very untidy. Cllr Bissett – Powell suggested that a “Guide to the Shops” board would be a way of advertising all the shops in one place and also keeping the area tidy. Cllr Bissett-Powell to do illustrations for a board to show to shop keepers and report back to next meeting.
- 08.2** The rear toilet door on the bus shelter is noted as being rotten on the bottom, it was agreed to get quotes to replace and paint the door in RAL6005 green colour and report to next meeting.
- 08.3** Investigating if the public toilet seats and general environment can be made more user friendly to residents, visitors and tourists - Cllr Cree noted that the High street toilets,

although renovated in the recent past are looking uninviting with the stainless steel toilets and grubby floors. There was discussions that pressure washing or steam cleaning on a monthly/ quarterly basis may be possible. Deputy Clerk to get price for a deep clean. Cllr Cree to Visit Billingshurst public toilets, as they have won “loo of the year award” and query with Billingshurst parish council what arrangements they have with a contractor cleaner and report back to next meeting.

08.4 Power washing the bus shelter floor and making good any floor deficiencies- Deputy Clerk to arrange this with Caretaking staff.

08.5 Clearing out and thoroughly cleaning the area behind the gate at the rear of the bus shelter – Deputy Clerk to investigate which group has been using the area and arrange for it to be cleaned.

PR19/09 Financial items

09.1 To Agree the Income and Expenditure report for April 2019

Cllr Sullivan **proposed, seconded** by Cllr Bissett-Powell that the income and expenditure report for April 2019 be accepted as a true record of the finances. **Agreed**

09.2 Report from The Green Light Company UK – to discuss and agree – the supporting paper for this item was sent to all committee members. Cllr Cree informed the committee of the history leading to this item.

Cllr Sullivan **proposed, seconded** by Cllr Bissett- Powell to recommend to F&GP committee the expenditure of £350.00 ,from the £5000 grant received for LED lighting project, to go ahead with the Health Check. **Agreed.**

09.3 Consider replacement of Fire door to Saxon Room - a quote has been received for a replacement door and work involved to fit it @ £354.03.

Cllr Sullivan **proposed, seconded** by Cllr Bissett-Powell to agree the expenditure and Deputy Clerk to progress the work. **Agreed.**

09.4 Projects – prioritising and setting up project team – A working party of Cllrs Cree, Bissett-Powell and Sullivan to meet to discuss and prioritise and report back to the next meeting on projects to

Review the high street toilets and suggest improvements

Review modernisation ideas for the external appearance of the Changing room at the MPF

Discuss ideas for improving the use of the Bus shelter in the High Street

Review the Steyning Centre sound system and suggest improvements

PR19/10 ATM Discussion Paper - to discuss the paper circulated to councillors further to the last meeting.

The Committee acknowledged the work that had been undertaken by the previous council on this project. Cllr Cree informed the committee on the history of this item and Cllrs discussed possible options.

Cllr Sullivan proposed, seconded by Cllr Bissett- Powell that this item be passed to the Full Council for discussions and decisions, but in the meantime:

investigate with Barclays how often the ATM is used after 10pm

investigate with the Post Office what services are on offer to the town, e.g. paying in facilities, withdrawing facilities, ATM etc and to ask the current Postmaster for any suggestions that he might have for the future.

PR19/11 **Correspondence** – to discuss incoming correspondence
None

PR19/12 **Date of the next meeting** – Tuesday 2nd July 2019 at 7.30pm

The Chairman closed the meeting at 9.15pm

Signed: **Date:** 2nd July 2019
Chairman