

Steypning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYPNING CENTRE TUESDAY 2ND JULY 2019 AT 7.30PM

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

Members of the public: None

Minutes: Deputy Clerk: Hazel Roxby

Minutes

- PR19/13** **Apologies for absence**
13.1 Apologies for absence were received and accepted from Cllrs Ray, Northam and Taylor
- PR19/14** **Declarations of Interest**
14.1 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.
- PR19/15** **Questions from the Floor**
15.1 **None**
- PR19/16** **Minutes of the previous meeting**
16.1 Cllr Bissett-Powell **proposed, seconded by** Rudkin that the minutes of the meeting of 4th June 2019 be accepted as a true record of the meeting. **Agreed.**
- PR19/17** **Matters arising and Actions** – to consider matters arising and actions from the previous minutes
- 17.1-98.1** Contractor for Bus Shelter tiles – this work has been completed.
17.2-98.2 Rebuilding Cost Assessment – update of Asset Register ongoing.
17.3-98.3 Chairs – Arrived 28th June, 200 chairs have been sold and are being collected on 13th or 14th July



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- 17.4-98.4** Works required to Coombe Court kitchen dishwasher and cooker repairs -completed
- 17.5-98.5** LED lighting companies to supply prices for phased work for replacement lighting to include the committee rooms in the first phase. -work ordered for the agreed health check with Green Light Company at a cost of £300 will be carried out early July.
- 17.6-98.6** Fire door in Saxon Room – replacement done.
- PR18/06** **Proposal from Film Society** – To discuss further information on the acoustics from users of the Steyning Centre -
- 18.1** A spread sheet showing comments from all the groups that were consulted concerning the proposed changes to the acoustics.
- 18.2** A letter was received from the Film Society withdrawing their proposals for changes to the acoustics. Mr Pete Greenland informed the Deputy Clerk that they have withdrawn due to the comments received concerning the proposed changes and would work on a plan that would be acceptable to all groups that used the centre. The Film Society will report to the committee and other users once they have a revised proposal.
Cllr Bissett Powell **proposed, seconded** by Cllr Rudkin to keep the project on file and wait to hear for the Film Society. Agreed.
- PR19/19** **Deputy Clerk's Report and Steyning Centre update**
- 19.1** Report for Film Night –The Film in June was called 'the Favourite' there were 111 tickets sold giving a profit of £156.16 . The film for 3rd July is called Mary Queen of Scots. Going forward to August we have Fisherman's Friends, September is Red Joan and October will be Rocket man.
- 19.2** Coffee Machine Report - The sales from the coffee machine for June is £64
Hall and Room Rentals - The room bookings for June are down in Saxon.
- 19.3** Room and Coombe court compared to last years bookings – last year was the Steyning Festival and there were several functions held in the centre that were not held this year as the festival is bi- annual. There were 4 festival bookings that account for the fall in hours this year.
- PR19/20** **Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets–**
to discuss any issues arising
- 20.1** Unauthorised advertising on the Bus Shelter -Cllr Cree tabled some pictures of a business card hanger and it was suggested that the Steyning Centre could house one for all the businesses in the High Street to have their cards available for the public to be able to take as required. It was also suggested that the Post Office and Library may be interested in the idea as well. This idea could be part of the proposed letter to all businesses to be discussed at item 23.3.
- 20.2** Making good and painting the rear door on the bus shelter – a quote has been received at the cost of £462.43 to replace the rotten door and make repairs to the door frame and prime and paint with the agreed Moss Green Colour. It was noted that a fire door is not

required . The Deputy Clerk was requested to get an amended quote for a non fire door, to be painted in the colour of RAL 6005 Moss Green, and to add an engaged/vacant lock to the quote and also to request a new handle to replace the broken one on the unisex toilet door. – agreement is item 21.2.

- 20.3** Working Party report - Investigating if the public toilet seats and general environment can be made more user friendly to residents, visitors and tourists – Cllr Cree’s report has been sent to all councillors. Cllr discussed the report at length and asked the Deputy Clerk to find the plans of the toilets building so that further discussions on improvements can be based on the structure of the building. It was suggested that the option of having the toilets as a paying facility could be a discussion for future meetings.
The quote for steam cleaning of the toilets and bus shelter was discussed and the committee felt this is an urgent requirement and once done would need closely monitored. The agreement for this is item 21.3.
- 20.4** Working party report on ideas for modernisation of changing room. – A model from Cllr Bissett Powell was tabled, the model shows the concept of the building could look with some reconstruction. A working party of Cllrs Cree, Bissett-Powell and Sullivan was agreed and delegated to get a ball- park figure for the reconstruction and to get views from other sports groups and from the public on the possible improvements. A picture of the model will be attached to the minutes.
- 20.5** Working Party report for ideas for improving bus shelter are to continue discussing the suggestions of a Mural on the back wall of the bus shelter and having glass doors on the front of the bus shelter. It was noted that the seating must remain for the users of the busses.
- 20.6** Working Party report on review Steyning centre sound system - ongoing
- 20.7** Power washing the bus shelter floor was done on Monday 24th June
- 20.8** Clearing out and thoroughly cleaning the area behind the gate at the rear of the bus shelter was done on Tuesday 25th June it was noted that the bricks are being kept as they match the toilet and bus shelter building and the water butt is used by Steyning In Bloom (SIB). They have said that they will undertake to keep the area clean now that it has been cleared out. It was requested that the bricks be stored elsewhere, and the wooden frame be removed. The wrought iron gates need re-painting and use of black hammerit smooth was suggested.

PR19/21

Financial items

- 21.1** To agree the Income and Expenditure report for May 2019
Cllr Sullivan **proposed, seconded** by Cllr Bissett-Powell that the income and expenditure be Accepted as a true record of Mays finances. **Agreed.**
- 21.2**

Discuss and Agree quote of the rear door on the bus shelter further to the discussion at item 20.,2 Cllr Bissett-Powell **proposed, seconded** by Cllr Rudkin to agree that the work be carried out subject to an amended quote up to £500.00 and delegated the Deputy Clerk and Chairman to organise the work. **Agreed**

21.3

Quote for Full deep Steam Clean of toilets and bus shelter was discussed under item 20.3 Cllr Bissett- Powell **proposed, seconded** by Cllr Cree that the quote be accepted, and the work ordered. **Agreed.**

21.4

Quote for Bus Shelter Gutter Repairs – a quote was received for £113.00 to carry out the required repairs to the gutters at the bus shelter. Cllr Bissett- Powell **proposed, seconded** by Cllr Cree to agree the quote and order the work. **Agreed**

21.5

Projects – to prioritise and set up project team if any new projects are noted.
Future items to be discussed are toilets seats for the high street toilets
Larger bin for the toilets
Light in Gents toilet to be replaced – this item will be reported to the electrician in August when the annual electrical inspection is carried out.

PR19/22

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

22.1

Letter to Postmaster - Sent

22.2

Investigate with Barclays use of ATM after 10pm – ongoing

22.3

Discuss possibility of carrying out a survey of High Street businesses for their opinion on second ATM for High Street and other concerns. Cllr Cree tabled suggested questions for the survey which were agreed, this would be done on Steyning Parish Council headed paper and delivered by hand to all business in the High Street. Cllr Cree **Proposed, seconded** by Cllr Bissett-Powell the survey and delivery. **Agreed**

22.4

A working party of Cllrs Cree, Bissett-Powell and Sullivan was delegated to continue to work on the ATM project.

PR19/23

Correspondence – to discuss incoming correspondence

Email from Liz Trundle concerning greening and plastics presentation at the next Premises m September. This was agreed for 3rd September meeting.

PR19/24

Date of the next meeting – Tuesday 3rd September at 7.30pm

The Chairman closed the meeting at 9.05pm

Signed: Date: 3rd September
Chairman