

Steypning Parish Council



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

Telephone: 01903 812042

www.steyningpc.gov.uk

THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 3RD SEPTEMBER 2019 AT 7.30PM

Present: Cllrs Cree, Rudkin and G Sullivan

Members of the public: 3 members of Greening Campaign for the presentation

Minutes: Deputy Clerk: Hazel Roxby

Minutes

- PR19/25** **Apologies for absence**
25.1 Apologies for absence were received and accepted from Cllrs Ray, Northam and Taylor
- PR19/26** **Declarations of Interest**
26.1 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.
- PR19/27** **Questions from the Floor**
27.1 None
- PR19/28** **Minutes of the previous meeting**
28.1 Cllr Cree **proposed, seconded by** Cllr Sullivan that the minutes of the meeting of 2nd July 2019 be accepted as a true record of the meeting. **Agreed.**

Item 30 on the agenda was brought forward and the Presentation was given by Jon Griffiths, Ronnie Reed and Geoff Barnard of the Greening Campaign at this point of the meeting.
SEE ITEM 30 FOR THE PRESENTATION .

- PR19/29 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
- 29.1-5.2** Rebuilding Cost Assessment – update of Asset Register - to be done before the next meeting.
- 29.2-17.5** LED lighting companies to supply prices for phased work for replacement lighting to include the committee rooms in the first phase. -the report has been received - to be discussed under item 9.2.
- 29.3-21.2** Replace and paint door to the rear of bus shelter has been done.
- 29.4-22.3** Steam clean of Bus Shelter and High Street Toilets has been done
- 29.5-22.4** Bus shelter gutter repair has been done. Maintenance/Caretaker to look at the gutter and repair with extra brackets if possible.
- 29.66-22.1** Letter to Postmaster - Sent - reply received and sent to committee members.. It was noted that the post Office are hoping to have a manned combi counter created for quick Transactions, Cllrs thought this to be an excellent idea.
- 29.7-22.2** Letter to Barclays sent- Follow up letter sent - reply awaited. To follow up with further information concerning the results for the need of an ATM on the survey carried out recently.
- 29.8-22.3** ATM Survey delivered – to be discussed under item 8 .2

- PR19/30 Presentation concerning Greening and Plastics**
- The presentation was to inform councillors of the progress being made on raising awareness of single use plastics and Surfers Against Sewage campaigns. Business have been approached and Jon Griffiths reported that many in Steyning now have a plan in place for the campaigns. Ronnie Reed reported that the group have been working in the local parishes promoting the campaign. They have had a few shop displays and stalls at the May Fair, primary schools summer fairs and at Farmers Markets. The group have visited the Upper Beeding and Steyning primary schools and reported that Upper Beeding now have a Tetra Cycling project and Steyning Primary School have an Eco Club project. The group are forming links with the local churches and the Hub at Upper Beeding. There is a litter walk planned for 14th September from 10.30am to 12.30pm. The group also have a planned unwrap of their shopping at the Co-Op soon.
- The group requested a meeting with the Clerk and Deputy Clerk to discuss options of working with the group to reduce plastics within the local parishes and the possibility of working with other parishes to fund out-door water fountains.
- Deputy Clerk to arrange date for meeting with Geoff Barnard.

- PR19/31 Deputy Clerk's Report and Steyning Centre update**
- 31.1** Report for Film Night —The Film in July was Mary Queen of Scots there were 79 tickets sold giving a profit of £ 42.83. The profit on the wine was £18.20
The film in August was Fisherman's Friends, 204 people attended giving a profit of £489.00 The profit on the wine was £36.50
The next film is Red Joan in on 4th September and in October it will be Rocket man.

- 31.2** Coffee Machine Report - The sales from the coffee machine for July and August is £ 30.00. The total taken since the machine was installed in March 2018 is £1216.00.

- 31.3** Hall and Room Rentals - The room bookings for July and August are slightly up for all rooms compared to the same time last year.
- 31.4** The gas range cooker in Coombe Court kitchen was failing to light on some burners and the oven. Work was ordered as an emergency to rectify the problem which was caused by a faulty gas regulator. The regulator has been changed and the cooker is now working well.
- 31.5** Painting and maintenance has been carried out during the quiet August break to all the rooms at the Steying Centre.
Sanding and re-sealing of Coombe Court and Saxon room floors was carried out the week commencing 19th August.
- 31.6** Annual electrical and PAT's testing has been carried out – report awaited
1 urn failed the PATs testing on the day.
Lighting issues were found at the MPF Changing Rooms and High Street urinals. The cost for the electrician to do the work was tabled at £210.00.
Cllr Sullivan **proposed, seconded** by Cllr Rudkin that the work be carried out as soon as possible. **Agreed.**
- PR19/32** **Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets–**
to discuss any issues arising
- 32.1** **High Street toilets**
Public toilets– to discuss and agree way forward – Supporting papers from Premises Working Group were circulated to committee members. Following discussions, it was agreed to get quotes from plumbers/builders to supply and fit new seats on the existing stainless steel toilets.
- 32.2** It was noted that the floors in the High Street toilets are not looking very clean, but this is due to the resin flooring and not the cleaning regime. It was agreed to look at the flooring and investigate prices for the next meeting.
- 32.3** Deputy Clerk to create signage for the High Street toilet doors to indicate that there are gents urinals beside the front of the bus shelter.
- 32.4** **ATM Survey -** to update on progress from the last meeting –
The results from the ATM survey have been analysed and are now available on the parish council website.
Deputy Clerk to draft letter of thanks to the business who received the survey, listing the main findings and the link to the survey. Cllr Cree offered to deliver the letters once done.
Clerk/Deputy Clerk to speak with Barclays further to the survey results.
- 32.5** Bus Shelter – To discuss ideas for enhancing bus shelter options (Mural, business advertising etc) and unauthorised advertising at rear.
There were no further discussions for this area. Awaiting details of possible ATM siting for the High Street.
Deputy Clerk to investigate costing of a business card stand.
- 32.6** **Memorial Playing Field**

Update concerning modernisation of changing room.
Cllr Cree had requested a ball-park price for modernisation of the changing rooms – estimate received included new paving, wall cladding, decoration of soffits and fascia's, stable door, fences, window boxes and roof mounted clock and wheeled planters at a net cost of £20,709. Deputy Clerk reported that the changing rooms run at a loss every year as the only group that uses the facility is the Cricket Club. Following a long discussion, Cllrs Rudkin and Sullivan were not in support of the proposed project to upgrade the MPF Changing Rooms, the building itself is sound and brickwork is in good order. Cllr Cree informed that there had been broad support from residents who were asked for their views in a limited survey that he undertook at the Cricket Club whilst showing the model made by former Cllr Michael Bissett Powell. The survey and picture of the model will be attached to these minutes.

Cllrs Sullivan and Rudkin suggested the area in most need of work is the concrete/paving in front of the building and around the corner to meet with the cricket club paving area. The guttering is also in need of being renewed. Prices to be obtained for paving and guttering and brought back to next meeting for further discussion.

32.7

Steyping Centre

Steyping centre sound system - ongoing project.

PR19/33

Financial items - to receive and discuss financial matters

33.1

To agree the Income and Expenditure report for June

Cllr Rudkin **proposed, seconded** by Cllr Sullivan that the Income and Expenditure report be Accepted as a true record of Junes finances. **Agreed**

33.2

The income and expenditure for July has not yet been finalised.

33.3

Projects – to prioritise and set up project team if any new projects are noted
There were none at this meeting

33.4

LED Lighting – to discuss the report received from The Green Light UK and to agree a way forward for this project and the first phase funding requirements.
A meeting with the Cllr Cree, Sullivan, the Clerk and Deputy Clerk to be arranged at end of September to discuss the best way forward for the lighting project using the grant money received.

PR19/34

Correspondence – to discuss incoming correspondence
None for this meeting

PR19/35

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

The Chairman closed the meeting at 9.13pm

Signed: **Date:** 8th October
Chairman

No	LIKE	NEUTRAL	DISLIKE	COMMENT
1	Like			Looks gorgeous. Access for food, occasions, band? Think the brick looks better!
2	Like			Looks good. Not sure how practical it is with access for people walking past.
3	Like			A vast improvement - more like the pavilion that used to be there.
4	Like			Look very nice and clean. Much more modern.
5	Like			Very attractive. Welcomed.
6	Like			Looks modern and nice.
7	Like			Good change, well needed.
8	Like			Really lovely, needs changing.
9	Like			Looks very pleasant.
10			Dislike	Previous proposal was better. Money could be spent somewhere else.
11		Neutral		Looks nice but probably other aspects of the Club/MPF that money could be spent on.
12		Neutral		Better looking than current building, but how practical?
13		Neutral		Looks nice in keeping. Will be marked by cricket balls. Other things need changing first.
14	Like			Good for cricket. Football?
15	Like			Looks very good. Traditional.
16	Like			I like the clock.
17	Like			I like the traditional look.
18	Like			Ditto.
19	Like			Ditto.
20	Like			Prefer money spent on skatepark.
21	Like			Looks very pretty but not sure what difference it makes practically.
22	Like			Would be good to match the bar (clubhouse).
23	Like			It would be a great improvement.
24	Like			Good.
25		Neutral		Mentioned space round front for bar. Would be in keeping with style of club building.
26	Like			I like the clock and planting.
27	Like			Looks great.
28	Like			Very nice.
29	Like			Depends on colour.
30	Like			Looks great to me.
31	Like			Good.
32	Like			An improvement.
33	Like			Would be a great improvement.
34	Like			Not bad.
35		Neutral		No comment made.
36	Like			Excellent.
37				
38				
39				

