

Steypning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYPNING CENTRE TUESDAY 3RD DECEMBER 2019 AT 7.30PM

Present: Cllrs Cree, Hanson, Rudkin, G Sullivan, Norcross and Alexander

Members of the public: 2

Minutes: Deputy Clerk: Hazel Roxby
Also present Clerk – John Fullbrook

Minutes

- PR19/59** **Apologies for absence**
59.1 There were no apologies for absence from Councillors
(Amended in accordance with meeting of 13th January 2020) .
- PR19/60** **Declarations of Interest**
60.1 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.
- PR19/61** **Questions from the Floor**
61.1 Michael Bissett-Powell asked if it would be possible to discuss the Happy to Chat bench as although it was on the Agenda for full council to discuss the meeting ran out of time. He also said that Christmas is the ideal time to have the Happy to Chat bench in place.
Cllr Cree answered that as it was agreed at the last meeting of the Premises committee to take the project forward as a recommendation for approval from the committee to the council it is not on the agenda for discussion and therefore cannot be discussed. Cllr Sullivan reiterated that the item is not on the agenda for discussion.
- PR19/62** **Minutes of the previous meeting**
62.1 Cllr Cree **proposed, seconded by** Cllr Rudkin that the minutes of the meeting of 5th November 2019 be accepted as a true record of the meeting. **Agreed.**

- PR19/63 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
- 63.1-51.1** Bus shelter gutter repair to make the gutters straight – 1 quote/ 3 options received. Item deferred for discussion under projects item 55.1.
- 63.2 – 51.2** Follow up Letter to Barclays has been sent – A Barclays representative had a meeting on 6th November with the Deputy Clerk. The Barclays Representative has provided illustrations for the possible positions of the ATM. Barclays Bank have said that they would be able to supply an ATM which could cost in the region of £25,000 for 5 years and would ask the council to consider, in return for Barclays commitment, paying for the security bollards and /or security planting. The costs given for the type of security required is between £8,500 and £13,000. Item to be discussed further under 55.1. It was noted that Henfield Parish Council have also been approached by Barclays for a similar project. Deputy Clerk to speak to the Clerk at Henfield to ask their thoughts for the project. Deputy Clerk to attempt to arrange a further meeting with Barclays Representative.
- 63.3-54.2** Trade recycling bin has been received and is so far proving to be a very good trial. This is the 3rd week and on each occasion the bin has over been 3 quarters full.
- 63.4-51.4** Quotes for toilet seats for High Street toilets. It has been confirmed that replacing the toilet seats is not possible. Cllr Cree has received a quote of £5,400 to upgrade the toilets in the High Street. Discussion deferred to item 55.1.
- 63.5 – 51.5** Business Card stand is in place and full – request for further stands is under Financial items.
- 63.6 – 51.6** Deputy Clerk to contact Football and Rugby teams for possible changing room use – Deputy Clerk spoke with representative for the Rugby Club and it was stated that they had a meeting with the Cricket Club, Chairman of the Parish Council, with 1 other Cllr and a rep of the Football Club and that the discussions were not received well and unfortunately an agreement could not be reached. The Rugby Club felt that the other members at the meeting were disinterested and gave no support to their proposals. The club have since approached the Grammar School and are very pleased to report that the School have been extremely helpful with supporting the Club and in return the Rugby Club are able to assist the School. Deputy Clerk has not yet spoken to the Football Club concerning possible changing room use. Cllr Cree reported that there are now 2 adult sized goal posts at the MPF and the Chairman of the Council is having discussions with the Football Club concerning usage of the field and changing rooms.
- 63.7 – 51.7** LED lighting companies to supply prices for phased work for replacement lighting to include the committee rooms in the first phase. Greenlight Company have sent a quote to carry out the work required to go forward with the project. Item deferred for discussion under item 9.1.
- 63.8 -54.3** WiFi for Coombe Court has been ordered. The cost for cable is £150.00 and he can also do Saxon room for £70.00. The cost for the wi-fi equipment and fitting is £245.00.
- 63.9 – 56.1** Happy to Chat bench – was agreed to go to full council.

PR19/64 Deputy Clerk's Report and Steyning Centre update

- 64.1** Report for film nights – The film for November was Green Book, 159 tickets were sold and the net profit was £277.00. the profit on the sale of wine was £48.85. There is no film in December as it clashes with late night shopping. The next film is 8th January and is called "Yesterday" Some tickets have already been sold.
- 64.2** Coffee Machine Report – the income received in November was £67.00.

- 64.3** Hall and Room Rentals - the income for room hire during November was up in Coombe Court and the Committee rooms, Saxon Room was down by 6 hours compared to November last year.
- PR19/65** **Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street Toilets–**
to discuss any issues arising
- 65.1** **High Street toilets**
Deputy Clerk to investigate special floor paint for High Street Toilets – this item is ongoing. It was suggested that a floor specialist be requested to look at the floors before a paint is purchased to prevent any blistering or further damage. Deputy Clerk to research companies and request their professional opinion and price on the best product for the floors and to report back to next meeting.
Signs for urinal - ongoing
- 65.2** **Memorial Playing Field**
Deputy Clerk to request quotes for galvanised gutters at changing rooms – Quote received and sent to all members. To be discussed under 55.1.
- 65.3** **Steyning Centre**
ATM – follow up actions – Discuss at item 55.1
Research Link Cash points – information sent to committee members. It was noted that the machine seems to be for indoor use only and would therefore not be suitable for the High Street.
- PR19/66** **Financial items** – to receive and discuss financial matters
- 66.1** To agree the Income and Expenditure report for October 2019
Cllr Cree **proposed, seconded** by Cllr Sullivan that the reports be accepted as a true record of the October 2019 income and expenditure for the premises committee. **Agreed.**
- 66.2** To discuss the purchase of 2 more business cards stands at a cost of £59.94 each. Cllr Cree reported that the business stand purchased is now full of cards from the High Street shop businesses and there are many more businesses that would like to have their cards on show. it would also be beneficial to have a separate holder for local businesses such as plumbers, electricians etc. Cllr Cree **proposed, seconded** by Cllr Sullivan to purchase 2 more stands.
Agreed
- 66.3** A new door has been ordered for Coombe Court kitchen to replace broken one. The cost of this work is £358.00 and because of safety issues the item was agreed by Cllr Cree as Chairman and the Clerk under expenditure approval for up to £500. The door will be fitted
- 66.4** 11th December.
Projects - ongoing at present discuss under 55.1
- PR19/67** **Premises Budget for 2020-2021**
- 67.1** To discuss proposal for budget requirements for 2020-2021. Supporting paper sent to all committee members and placed on the Councils Website. The committee went through the proposed budget line by line and agreed with the proposed figures as per the draft that was sent out as a supporting paper. The increase for income at £450.00 (0.6%) and the increase for expenditure at £2,085 (3.29%) has been agreed.
Suggestions for projects

High Street Toilet Upgrade – Cllr Cree reported that a quote for £5,400 had been received for replacement of 3 toilets at the High Street. Cllr Cree proposed the expenditure be included under projects on the budget, there was no seconder for this project. Therefore, the project will not be added to the budget.

Steyning Centre LED Lighting Upgrade - It was suggested that £2,000 to pay for Green Light Company to undertake writing the specification and project management be put into the budget which would leave the £4650 .00 grant money to pay for lighting. Cllrs suggested that Green Light Company are asked to create the specification at £450.00 and the committee take over the project once this is done. The committee suggested that £5,000.00 be put in the budget for this project to add to the £4,650.00 grant money making a total of £9650.00 for the lighting project. **Agreed.**

Installation of ATM - In reference to the discussion at previous item 5.2 it was suggested that the sum of £6,000 be put into the budget to go towards the security bollards/planting scheme. **Agreed.** It was suggested that the businesses in the High Street could be asked to contribute to this project.

High Street Bus Shelter Display Boards – Cllr Cree suggested that notice boards/display boards could be put up in the Bus Shelter – following a short discussion the sum of £1000.00 was decided for this project.

Gutter upgrade to MPF Changing Rooms and High Street Toilets – £1,437.70 or £1,966.90 or £3,827.72 as per quote. There was discussion concerning the quotes received for the gutters of the Changing Rooms and the High Street toilets. Cllrs felt that there is a requirement for more quotes, and to get separate clarification for each site if the fascia's need to be replaced or just painted also if the gutters need to be renewed or could just be cleaned and repaired. A quote in for PVC and for galvanised steel would be required if the gutters need replacing. Cllr Alexander offered to measure the sites and send through the dimensions to the Deputy Clerk and to help with a specification. A sum of £4, 000.00 was **agreed** to be put in the budget for this project if it is required.

MPF Changing Room External Appearance Upgrade (Currently deferred)

The total amount of the suggested projects for this committee is £16,000.00 and the order of priority is

- | | |
|-----------------------------|---|
| 1. The ATM security project | £6,000.00 |
| 2. LED lighting project | £5,000.00 (to be added to grant money of £4,650.00) |
| 3. Noticeboards Bus Shelter | £1,000.00 |
| 4. Gutters and facias | £4,000.00 |

PR19/68
56.1

Correspondence – to discuss incoming correspondence
None at time of printing

PR19/69

Date of the next meeting – Tuesday 4TH February at 7.30pm

The Chairman closed the meeting at 9.32pm

Signed: **Date: 4th February 2020**
Chairman

