

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 5th NOVEMBER 2019 AT 7.30PM

Present: Cllrs Cree, Hanson, Rudkin and G Sullivan

Members of the public: 1 (member of Steyning Forum arrived at 8.10pm)

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

Minutes

- PR19/47** **Apologies for absence**
47.1 There were no apologies for absence from Councillors. (Amended following agreement at 13th January Meeting)
- PR19/48** **Declarations of Interest**
48.1 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.
- PR19/49** **Questions from the Floor**
49.1 None
- PR19/50** **Minutes of the previous meeting**
50.1 Cllr Cree **proposed, seconded by** Cllr Sullivan that the minutes of the meeting of 8th October 2019 be accepted as a true record of the meeting. **Agreed.**
- PR19/51** **Matters arising and Actions** – to consider matters arising and actions from the previous minutes
51.1-29.1 Bus shelter gutter repair to make the gutters straight – Work has been done on the gutter since the last meeting, however Cllr Cree stated that it is still not straight. Cllr Cree to request a price from a contractor for fixing the present gutter and also a price to replace the gutter with galvanised guttering.

- 51.2-29.2** Follow up Letter to Barclays has been sent – a reply has been received explaining that Barclays are working on some propositions and will be in touch with further information soon. Cllr Cree informed that he had spoken to the people now running the Post Office and they believed an ATM on the High Street would not affect their business.
- 51.3-29.5** Prices for trade recycling have been requested – Update at item 54.2.
- 51.4-32.4** Quotes for toilet seats for High Street toilets - contractor to meet Cllr Cree next week to discuss the possibility of toilet seats being fitted.
- 51.5-32.4** Business Card stand -has been received and will be put up this week
- 51.6-30.1** Deputy Clerk to contact Football and Rugby teams for possible changing room use – ongoing
- 51.7-32.1** LED lighting companies to supply prices for phased work for replacement lighting to include the committee rooms in the first phase. – email sent awaiting a reply

PR19/52 Deputy Clerk's Report and Steyning Centre update

- 52.1** Report for film nights – The film for November is Green Book, 50 tickets have been sold so far.
- 52.2** Coffee Machine Report – the income received in October was £74.00 which is exactly the same as last year in October
- 52.3** Hall and Room Rentals - the income for room hire during October was very slightly up compared to the same month last year. A spread sheet showing the bookings in all rooms was tabled for Councillors information.
- 52.4** There were 77 people that attended the puppet show in October. The income received was £243. There will be an invoice for this show from the Horsham Year of Culture group. This completes the Parish Councils obligation following the puppet show in February 2019 which was paid for by the Year of Culture group.

PR19/53 Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street Toilets– to discuss any issues arising

High Street toilets

- 53.1** Deputy Clerk to investigate special floor paint for High Street Toilets – Ongoing
- 53.2** Signs for urinal - ongoing

Memorial Playing Field

- 53.3** Deputy Clerk to request quotes for galvanised gutters at changing rooms – ongoing

Steyning Centre

- 53.4** Sound system checked and appears to be working well in both halls.
- 53.5** ATM – follow up actions – ongoing
- 53.6** Research Link Cash points - ongoing

PR19/54 Financial items – to receive and discuss financial matters

- 54.1** To agree the Income and Expenditure report for July, August and September 2019 Cllr Cree **proposed, seconded** by Cllr Sullivan that the reports be accepted as a true record of the July, August and September 2019 income and expenditure for the premises committee. **Agreed.**
- 54.2** To discuss price options for recycling facilities for the Steyning Centre – the price for a 660L (half the size of the large green bins we have a present) is £9.95 per empty. Having spoken to the caretakes and regular users, there is a lot that could be recycled e.g paper,

cardboard, plastics and glass bottles and containers. A trial for 6 months of the 660L would cost £238.80 in weekly collections. The trial will indicate if there is a need to increase the size of the recycling bin and possibly reduce the size of the trade waste.

54.3

Cllr Sullivan **proposed, seconded** by Cllr Hanson to go ahead with a 6-month trial of a 660L recycling bin for the Steyning Centre. **Agreed.**

A request has been received from The Steyning Arts group to improve the WIFI in Combe Court.. The Deputy Clerk has made initial investigations of a price to install this in coombe Court at a cost of £245 plus the cost of an electrical cable to be run from the office to the hall. The need for better wifi has been highlighted by customers using Coombe Court for sales and groups that use a credit card payment facility in the hall, they have informed that a connection for this has either not been possible or only works some of the time.

54.4

Cllr Sullivan **proposed, seconded** by Cllr Hanson to delegate to the Deputy Clerk and the Chairman to investigate the electrician costs and go ahead with the project if the cost for installing a cable is less than £500.00. **Agreed.**

Projects - ongoing at present were noted as being

High Street Toilets

ATM

LED lighting for the Steyning Centre

Gutters for High Street Toilets and the Changing rooms at the MPF

Councillors asked Deputy Clerk to produce the income total from the solar panel project that has been in place since November 2010.

PR19/55

55.1

Premises Budget for 2020-2021

To discuss proposal for budget requirements for 2020-2021

The Clerk went through the proposed budget figures for 2020 – 2021 line by line and Councillors had no concerns. Cllr Cree asked councillors to email the committee with projects they feel should be included in the budget for 2020 - 2021

PR19/56

56.1

Happy to Chat – Isolation and loneliness initiative

To receive and discuss proposal for a 'Happy to Chat' bench in the Bus Shelter at no cost to the Parish Council.

The Steyning Community Forum have written to ask for the parish council support for a "Happy to Chat" bench in the High Street bus shelter for a one month trial. The idea would be in support of the Isolation, loneliness, health and wellbeing initiatives that were discussed at the parish council meeting recently. The idea is to erect a sign above one of the benches in the bus shelter to invite people to sit and chat. The Steyning Forum group have informed that that they would fund the initiative and would not require any funding from the parish council, they would however acknowledge the councils support for the idea on the signage.

Cllr Cree felt that the parish council name should not be included on the notice and he was not in favour of the hands or St Cuthman picture on the notice. Cllr Hanson said that the premises committee should be supporting the isolation and loneliness initiative.

Cllr Rudkin said he thought the "Happy to Chat" bench was a good idea.

Russell Barnes, from the Steyning Forum, was asked to explain the idea further and he informed that the group are hoping to get the agreement for a months trial in the bus shelter and if it is well received the group hope to continue with the idea and approach the Schools and move forward in a positive way for the younger generations as well as for the elderly.

Cllr Cree asked for the Steyning Forum website to be made public and felt that the decision should be made by the full parish council whether to back group or not.

Cllr Cree **proposed** that the Steyning Forum website page be made open to the public and the that the parish council make the decision whether to support the initiative or not at the next full council meeting. There was no seconder for this proposal.

Cllr Sullivan asked the Clerk if the premises committee can make the decision to go ahead with a month trial. The Clerk responded that the committee could agree for the trial to go ahead or they could recommend to the full council that the trial go ahead.

Cllr Hanson **proposed, seconded** by Cllr Sullivan that the committee recommend to full council the "Happy to Chat" bench trail in the bus shelter go ahead for a month trial.

Agreed (2 votes for (DH & GS), 1 against (TC) and 1 abstention (TR).

It was suggested that the Steyning Forum inform how their project will be taken forward and also seek assistance from Debbie Wood and the Hub in Upper Beeding as she works on many Isolation and Loneliness initiatives.

Cllr Cree thanked Russell for attending the meeting.

PR19/57
57.1

Correspondence – to discuss incoming correspondence

None at time of printing

PR19/58

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

The Chairman closed the meeting at 9.11pm

Signed: **Date:** 3rd December 2019
Chairman