

Steyning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING HELD VIA ZOOM VIDEO CONFRENCING ON TUESDAY 7th April 2020 AT 7.30PM

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

Members of the public attending the virtual meeting : 6 - including Cllrs Young, Goldsmith, Campbell and S Sullivan

Minutes: Deputy Clerk: Hazel Roxby also present - Clerk: John Fullbrook

Minutes

The Chairman informed that due to possible time constraints with using zoom he proposed to bring forward item 107, Financial items to after item 105, Minutes of the previous meeting to ensure that these agreements are made before time runs out. The minutes will remain in the correct order

PR19/102 Apologies for absence

102.1 There were no apologies for absence from Councillors

PR19/103 Declarations of Interest

103.1 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.

PR19/104. Questions from the Floor

104.1 Deferred until the end of the meeting assuming that there is time (40 minute limit)
There were no written questions received.

PR19/105. Minutes of the previous meeting

105.1 Cllr Cree **proposed, seconded by** Cllr G Sullivan that the minutes of the meeting of 3rd March 2020 be accepted as a true record of the meeting. **Agreed.**



Parish Clerk John Fullbrook
Deputy Clerk: Hazel Roxby

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To discuss issues related to the use of the Steyning Centre as a Community Hub during the current Coronavirus crisis including as an emergency building for HDC

- i ***Logistics of use as a food and product receipt, storage and distribution centre. In particular virus contagion issues related to the reception, storage and dispatch of the goods in a manner that ensures the health and safety of delivery drivers, volunteers, Community Hub staff and SPC staff.***

The Clerk informed that the Upper Beeding Hub in conjunction with HDC are in contact with him on a regular basis and whenever there is any additional information due to changes, he is informed. Cllr Alexander informed that the Steyning centre is on hold now and will only be used as a food distribution hub if the Upper Beeding hub becomes too busy with requests for food boxes. There are food boxes being distributed daily and phone calls are being made to the elderly and vulnerable in the areas covered by the Community Hub Response. There is a new Community Hub Response phone number graphic which has been produced with the 0800 telephone number, Cllr Cree requested that the information is put on the Parish Council website so that all the details are available to the residents.

Cllr Cree requested that the council are kept informed of the information concerning the Community Hub Response. The Clerk and Cllr Alexander will send a report and information as it is available however this will not be on a daily basis as its not received on a daily basis.

It was noted that medical information and information on how many cases of coronavirus there are in the area will not be shared with Parish Councils. The information comes from the Government and NHS and it will not be for individual areas, towns or villages.

Cllr Rudkin suggested that the parish council put up some extra signs in the town to remind residents to socially distance.

The Clerk informed that the Steyning Centre is at present ready to be used as a food distribution hub as soon as it is required.

- ii ***Potential use of the Centre, particularly Coombe Court, for other uses such as an emergency ward, medical or other function.***

Cllr Cree requested that the Deputy Clerk make enquires of Steyning Health Centre if the Steyning Centre would be suitable for use as a hospital ward if the need in the areas requires this, also to ask the School Of Governors if the Grammar School could be used for accommodation for Drs and Nurses if the Steyning Centre was to be used as a hospital ward.

- iii ***Any other proposals***

Cllr Rudkin asked if the Happy to Chat signs could be removed for the time being as the council should not be promoting sitting to chat at this present time. Cllr Alexander inform that the Happy Chat signs have all be re done to say that people should stay apart and keep the 2-metre distance at all times. The images on the sign are also shown to be sitting apart.

- 106.2 **LED Lighting** – Scope of Works was sent out to 5 Electricians No quotes have been received to date.

Cllrs agreed that for the present time that this project is deferred until this crisis is over.

106.3 **Memorial Playing Field**
Changing Room plumbing issues – to inform committee of the work done so far and continued progress.
The leak at the changing room has now been fixed.

PR/107 **Financial items** – to receive and discuss financial matters
107.1 To agree the Income and Expenditure report for February 2020
Item 4252 – Electricity – it was requested if this item could be separated in future to show different headings for the Steyning Centre and the High Street toilets and Changing rooms.
Item 4253 Water charges was queried as there was a large increase since the January financial report was agreed. The Clerk informed that this was due to having a proper reading for the changing rooms instead of estimated reading. There have been 2 previous estimated reading prior to this proper reading. It was noted that the allotments water bills come under the Amenities committee and are not included under the Premises income and expenditure report. Deputy Clerk to do a water metre read comparison for the last 2 years for the changing rooms. .
Cllr Cree **proposed, seconded** by Cllr Alexander that the reports be accepted as a true record of the February 2020 income and expenditure for the premises committee. **Agreed.**

Deferred **Questions: deferred from the start of the meeting**
104.1 A resident congratulated the council for getting remote meetings happening so quickly. He stated that the Hub haven't done a drive on putting up signage to remind residents of the 2 metre social distancing, therefore the committee's suggestion is a good one.

Cllr S Sullivan commented that there seem to be members of the public are still not abiding by the social distancing guidelines. There are medically vulnerable people still going out when they shouldn't be and they, irresponsibly, are putting themselves at risk and other members of the public at risk too. It appears that the message is not getting through
Deputy Clerk informed that medically vulnerable people will all have received a letter from the Government requesting that they stay home.

Cllr G Sullivan thanked Cllr Cree for organising this meeting and Deputy Clerk taking the minutes.

PR/108 **Date of the next meeting – Tuesday 5th May 2020**

The meeting was closed at 8.13pm

Signed: Date: 5th May 2020 Chairman

Audio Link

<https://archive.org/details/20200407steyningparishcouncilpremisesmeetingviazooome>

