

# Steyning Parish Council



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## THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 5<sup>TH</sup> DECEMBER 2017 AT 7.30PM

**Present:** Cllrs Hanson, Muncey, Toomey, Syred and Northam

**Members of the public:** None.

**Minutes:** Deputy Clerk: Hazel Roxby

### Minutes

**PR17/62 Apologies for absence**

**62.1** Apologies of absence were received and accepted from Cllrs G Sullivan and Picking

**PR17/63 Declarations of Interest**

**63.1** There were no declarations of Interest received from Cllrs.

**PR17/64 Questions from the Floor**

**64.1** None

**PR17/65 Minutes of the previous meeting**

**65.1** Cllr Muncey **proposed, seconded by** Cllr Hanson that the minutes of the meeting of 7<sup>th</sup> November 2017 be accepted as a true record of the meeting.  
**Agreed.**

**PR17/66 Matters arising and Actions**

**66.1-43.3** Cllr Muncey and the Clerk have started the process of applying for a grant through Rampion wind Farm, which is a very lengthy process, for the full cost of changing to LED lighting. The Clerk and Cllr Muncey will make enquiries if the Parish Councils financial circumstances will preclude the council from applying and report back to the next meeting.  
If the bid is unsuccessful the replacement of lighting will be done in phases as agreed at the last meeting.

**Action**



Parish Clerk: Carol Stephenson  
Deputy Clerk: Hazel Roxby

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- 66.2-56.2** A thank card was sent to Lou Weeks for her help at the film nights.
- 66.3-56.3** The annual incomes for solar panels have increased each year since the installation. Figures were sent out to councillors.
- 66.4-56.4** Investigations are being carried out for a drinks vending machine. Agenda Item **action**
- 66.5-56.5** An advert for available hours of hire is on the notice board in the High Street. District and County Councils have been contacted and informed of the availability of the Centre. Some new courses are restarting in the new year and
- 66.6-57.1** Pavilion and toilets income and expenditure are an agenda item.
- 66.7-58.2** The work for the kitchen to comply with H&S regulations has been ordered and will hopefully be carried out before Christmas. **Action**
- 66.8-58.3** Work for the skylights has been ordered. A date for work to be carried out is awaited **Action**
- 66.9-58.4** Roger Toms carried out a walk round with the Deputy Clerk on 4<sup>th</sup> December. He was really pleased with the building and how it has been kept up over the last few years since he stood down as a councillor.
- He highlighted several items that need consideration for replacing or repairing
- new radiator valves on every radiator (old ones get stuck in either the on or off position)
  - radiator flush
  - new noticeboards in the foyer
  - replacement windows in coombe court (major project)
  - new cooker in Saxon room (corrosion on grill and oven doors)
  - vanity panels in the gents toilet (beginning to peel and break up due to water damage)
  - new flooring in gents toilet, disable toilet and 3 kitchens ( a rolling maintenance plan is required for these)
- A rolling maintenance plan will be created by the Chairman, Clerk and Deputy Clerk and reported back to the next meeting. **Action**
- Some maintenance jobs for the caretakers were highlighted
- The solar panels need to be cleaned once a year
  - the basins in the ladies and gents toilets and around the tiled areas need to have the sealant removed and be redone.
  - One of the paving slabs outside the committee rooms appears to be lifting, this is possibly being caused by a root from the little cherry tree
  - The side fire doors in Saxon room need new “push to open” stickers.
  - The double gates at the side of the building need re-adjusting, there is a loose post and the gates need rubbing down and re-painting.
- The Deputy Clerk will organise for these items to be carried out. **Action**
- Roger Toms noted that the windows around the rest of the building are not looking to bad but will need doing in a few years’ time. The roof tiles and gutters are looking well maintained – caretakers need to keep up the good work of clearing them regularly.
- It was noted that the following jobs have been carried out over the last few years,
- Partition doors were serviced last year and are as good as new.
  - The boiler and the control panel were replaced 5 years ago
  - The front stage curtains and pelmets are only 5 years old.
  - The committee room curtains are 7 years old
  - The white boards were replaced 4 years ago
  - The hot water heaters in all the toilets have been replaced as and when they have failed – the one in the disabled toilet failed last week and a price for the

work is awaited.

- Hot water heaters in coombe court and Saxon kitchens are 2 years old.
- The ladies toilet flooring was replaced about 8 years ago.

**PR17/67**  
**67.1**

**Deputy Clerk's Report and Steyning Centre update**

Closing times and arrangements over Christmas period

The offices are closed from 1pm on Friday 21<sup>st</sup> December and will reopen on Tuesday 2<sup>nd</sup> January at 9am. The Steyning Centre will be open for planned bookings only. An emergency number for the Steyning centre, High Street toilets and the pavilion will be provided.

Telephone numbers for WSCC, HDC, Southern water, Gas and Electricity Are all on the web site and will be printed and advertised with the opening/closing times of the office. The notice will be sent to all councillors and placed on the website.

**Action**

**67.2**

The dishwasher in Coombe court will be serviced this week. It has been noticed that the filling of the machine is taking much longer than usual.

**Action**

**67.3**

The element for the hot water heater in the disabled toilets has blown. The heater is no longer made and needs replacing. Awaiting a quote from the plumber.

**Action**

**PR17/68**  
**68.1**

**Hire Charges Review**

A comparison of local hall hire charges was forwarded to all committee members.

**68.2**

A sample of price lists for 2019 to 2020 was sent to all committee members with examples of increases at 2%, 3% and 5%.

Cllr Syred **proposed, seconded** by Cllr Pearcey to increase the prices on 2019/2020 by 3% with a view to reviewing and adjusting some room prices if required. **Agreed**

**Action**

**PR17/69**  
**69.1**

**Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets**

Income and expenditure of the pavilion based on a full year from 2016.

Cricket Pavilion approximate expenditure:

Water £1,177.00

Electricity £ 750.00

Cleaning £ 982.80

**Total £2,909.80**

**69.2**

Cricket Pavilion income

Rent £603.72

Water charges 90% reclaim £592.95

**Total £1196.67**

Deputy Clerk was asked to check the wording within lease for the Cricket Clubs annual increase for rent.

**Action**

**69.3**

High Street Toilets approximate expenditure

Water Rates £763.99

Electricity £400.14

Cleaning £4585.40

**Total £5,749.53**



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69.4	There is no income for the High Street toilets. Deputy Clerk to report on Steyning Centre income and expenditure at next months meeting.	<b>Action</b>
69.5	One of the 3 water tanks at the pavilion was leaking last week, the plumber has turned off the water supply to that tank and drained it. The estimated cost of replacement is £1910. This work was deferred until summer to see if the changing rooms actually require 3 tanks.	<b>Action for summer</b>
<b>PR17/70</b>		
<b>Financial items</b>		
70.1	The Income & Expenditure Reports for November 2017 were sent out to committee members. As the new software has just been install and some of the budget headings and costs did not correspond correctly Cllr Syred <b>proposed, seconded</b> by Cllr Pearcey to defer the signing of the accounts until next month and asked the Clerk to report back on the queries.	<b>Action</b>
70.2	It was agreed that the Chairman, Clerk and Deputy Clerk would meet before the next meeting to discuss budget figures and report back to the next meeting. It was noted that the following items be prioritised and Deputy clerk to obtain approximate prices <ul style="list-style-type: none"> <li>• LED lighting for the Steyning Centre – trying for a grant</li> <li>• Gents WC flooring at the Steyning Centre –</li> <li>• Comfortable reception seating in the foyer</li> <li>• New notice boards - 6x4 ft £220.00 x 3 4x3ft £108.00 x 1 = £768.00</li> <li>• Coffee vending machine- prices and suggestions are item 69.4</li> <li>• New outside signage for the Steyning Centre</li> <li>• Interactive white board - in region of £1000</li> <li>• New curtains for committee rooms – (curtains were replaced approximately 6 years ago, they are in good order).</li> <li>• New door furniture - Need new doors rather than the furniture</li> <li>• Replacement of thermostatic radiator controls – Replacement of 15 valves and associated works have been quoted at £1023.00. As this is essential work Cllr Syred <b>proposed, seconded</b> by Cllr Pearcey that 2 more quotes should be obtained if possible and the work be carried out up to the value of £1023.00. The budget 4342 of the Steyning Centre should be used. <b>Agreed</b></li> </ul>	<b>Action</b>
70.3	Prices and suggestions for drinks vending machine were sent out to councillors. It is advised that a machine be bought rather than leased as the expected sale of cups will not cover the lease costs. It was agreed to get 3 options of coffee machines and costs of supplying the drinks etc. and report back to next meeting.	<b>Action</b>
<b>Showcase Event</b>		
PR17/71 71.1	There have been 33 tables booked so far for the showcase event in February 2017. Letters with all the details of the day need to be sent out to those groups at the beginning of January. A leaflet can be printed in January and Your Steyning can deliver them in the February edition which reaches all Steyning residents.	

Posters will also be put up and placed on the website

**Action**

**Correspondence**

**PR17/72** None for this meeting

**72.1**

**Date of the next meeting**

**PR17/73** Tuesday 2<sup>nd</sup> January 2018 7.30pm

**The Chairman closed the meeting at 9.05pm**