

# Steyning Parish Council



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## THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 5<sup>TH</sup> SEPTEMBER 2017 AT 7.45PM

**Present:** Cllrs Syred, Picking, Hanson, Toomey and G Sullivan.

**Members of the public:** 1 - Steyning Town FC rep

**Minutes:** Hazel Roxby

**Also present:** John Fullbrook (Clerk)

### Minutes

**It was agreed by the committee that item 34 would be discussed first to allow Mr Groves to answer any queries on item 34.3 and leave the meeting.**

### Action

- PR17/27 Apologies for absence**  
Apologies of absence were received and accepted from Cllrs Muncey and Northam
- PR17/28 Declarations of Interest**  
**28.1** There were no declarations of Interest received from Cllrs.
- PR17/29 Questions from the Floor**  
**29.1** None
- PR17/30 Minutes of the previous meeting**  
**18.1** Cllr Syred **proposed, seconded by** Cllr Picking that the minutes of the meeting of 4<sup>th</sup> July 2017 be accepted as a true record of the meeting. **Agreed with 2 abstentions as they were not present at the previous meeting.**
- PR17/31 Matters arising and Actions**  
**31.1-20.1** The RADAR lock that was planned for the high Street disabled toilet door has proved not to be a feasible solution as the RADAR lock cannot be left unlocked. It is also not possible to fit the lock to the rear toilet as it opens onto the carpark and is an unsafe exit especially for wheelchair users. It was noted that a sign should be placed on the outside of the door to warn car drivers that the

- door is outward opening.
- 31.2-20.2** The self-closing door and security key lock have been fitted to the Pavilion at the MPF.
- 31.3 – 20.3** A letter was sent to HDC on 28<sup>th</sup> June re car parking issues further to this letter HDC have made some beneficial changes to the car parks. Cash options have been added to all machines, this was due to be carried out on 14<sup>th</sup> August. The hours for parking have been increase to 4 hours and a double up to 8 hours is now available in Fletchers croft car park and signs with this information have been put on the machines.
- 31.4 – 20.4** All groups using the Steyning Centre are now informed of the reasons for the need for public liability and a copy of the insurance is requested.
- 31.5 – 21.2** The caretakers have carried out the extensive planned maintenance work to the Steyning Centre during the summer period. There have been many positive comments from customers on the upkeep of the building.
- 31.6-21.3** Legionella testing is now being carried out on a monthly basis. There have been no issues reported from the last tests carried out.
- 31.7 – 23.1** Inspection of bowling club has been carried out. Report to be discussed under item 34.1
- 31.8 – 23.3** Inspection of High Street Toilets, Pavilion and Steyning Centre – Report is an agenda item
- 31.9 – 24.2** Update on quotes for changing over to LED Lighting is an agenda item
- 31.10-24.3** Update on quotes for kitchen work required to comply with HSE regulations is an agenda item

**PR17/32 Deputy Clerk’s Report and Steyning Centre update**

- 32.1** A new canister for the water softener has been fitted to the dishwasher in Coombe court.
- 32.2** The maintenance to scrub and re polish Coombe Court and Saxon Room floors was carried out in August.
- 32.3.** The annual PATs testing and electrical testing was carried out in August – a report from this is awaited.
- 32.4** Kestral alarms have carried out the annual service of the Steyning Centre CCTV
- 32.5 Pavilion Update**  
The pump and motorised valve have been replaced at the pavilion. The immersion heating is now work as it should be.

**PR17/33 Business performance**

- 33.1** The film night in August had 87 attendances giving a net profit of £88.41  
The profit for the month from wine sales was £11. 00  
The film this month is Viceroy House

**PR17/34 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets**

- 34.1** Cllrs Syred, Muncey and Picking visited the Bowling Club on 5<sup>th</sup> July found the club in a good state of repair. The Club mentioned an issue with the Sycamore tree that had been recently trimmed - this was dealt with at the Amenities

Committee. F&GP Committee will now start the process to renew the lease that runs out in March 2018.

- 34.2** Cllrs Syred, Muncey and Hanson visited the Pavilion at the MPF, the High Street toilets and the Steyning Centre on 28<sup>th</sup> July. It was reported that the High Street toilet floors need some extra cleaning attention and a new baby change unit is required as the existing one is in a state of disrepair. The Deputy Clerk to research prices and report back to the next meeting. *D/Clerk*  
The bus stop in the High Street needs to be repainted, Deputy Clerk to organise this with the Caretakers. *D/Clerk*  
One of the windows in Coombe Court kitchen needs replacing- Deputy Clerk to get prices and report to next meeting. *D/Clerk*  
It was noted that the paper towel holder and soap dispenser are on the wall above the cooker – Deputy Clerk to arrange for caretakers to move this to an area above the sink. *D/Clerk*
- 34.3** A request for use of the Cricket Pavilion has been sent by the Steyning Town Football Club. Email request has been sent to all committee members. Mr Groves informed that the under 7,8,and 9's would be using the MPF on Saturday mornings for matches and training and requested use of the toilets in the pavilion for the children. He ensured that he would be responsible for any damage and keeping the facility clean. A copy of the clubs insurance will be supplied for the office records. Deputy Clerk will supply Mr Groves with a key to the pavilion. *D/clerk*  
Cllr Syred **proposed, seconded** by Cllr Sullivan that the club have use of the pavilion at the 2 children's teams that play Saturday matches. The committee will monitor the cleaning of the pavilion up until Christmas. **Agreed.**
- PR17/35 Financial items**
- 35.1** The Income & Expenditure Reports for July and August 2017 were sent out to committee members. Cllr Syred **proposed, seconded** by Cllr Hanson that the income and expenditure report be accepted as a true record. **Agreed.**
- 35.2** The Clerk explained the reserve fund showing the allocation from the Steyning Centre budget last year. An allocation was made for the replacement of the sky lights – Deputy Clerk was ask to get quotes and report to the next meeting. *D/Clerk*
- 35.3** Following last month's meeting the Clerk asked for fully itemised room by room quotes for the change to LED Lighting. One contractor has responded with a very detailed quote done on a room by room basis, the quote is £9,715. The Clerk highlighted the issues to take account when debating the changeover to LED lighting and which rooms would benefit the most. The best way forward would be to phase the work over a 3 year period. The Clerk was asked to continue to investigate this and report back to the next meeting. *Clerk*
- 35.4** A new scope of works was sent out to contractors, only 1 quote has been received to carry out all the work required to ensure the kitchen equipment is

updated to comply with HSE regulations at a cost of £3,693.50. The clerk was asked to research a least 1 further quote and report back to the next meeting. **Clerk**

**PR17/36 Showcase Event**

The next Showcase has been agreed for 24<sup>th</sup> February 2018. A letter has been sent to approximately 100 groups/society's. Requests for tables will be on a first come first served basis. There is capacity for 54 groups/society's. Refreshment will be served throughout the day, the caterer for this is confirmed.

**PR17/37 Correspondence**

**37.1** None for this meeting

**PR17/38 Date of the next meeting**

**38.1** Tuesday 3<sup>rd</sup> October 2017 7.30pm

**The Chairman closed the meeting at 8.36pm**