



## STOTFOLD TOWN COUNCIL

Dear Councillor,

**You are hereby summoned to attend a meeting of the Buildings Management Committee, on Wednesday 16<sup>th</sup> January 2019, at 7.00pm, in the Council Chamber, Greenacre Centre, Stotfold**

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### AGENDA

**1. Apologies for absence**

**2. Disclosures of Members Interest on matters contained in this agenda**

Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

**3. Public participation – questions, comments and responses**

Up to 3 members of the public are given 3 minutes each to speak on any item relating to this Committee.

**4. Clerk's Report, correspondence received and matters arising for information**

Nothing to report as at production of agenda.

**5. External lighting – Greenacre Centre**

As discussed at the November meeting, to consider a quote from Terry Seymour Electrical Contractor to improve external lighting for security and pedestrian safety at the Greenacre Centre:

To disconnect and remove the existing faulty LED rear car park column lantern, together with the one next to it. To supply and fit x2 double lantern head brackets, 1 to each column. To supply, wire and fit x4 new URBIS 32 watt AXIA LED lanterns to the brackets. To test and leave in full working order. To wire, supply and fit x2 30watt photocell controlled floodlight LED fittings alongside the elevation of the main hall to illuminate the pathway (end face). Total £2,650 plus vat.

If existing lighting bollards are to be removed, this can be achieved at a cost of £50 plus vat per light – sealing off the cables in resin joints in the ground for future use if required.

**6. Oak Hall lighting units – Greenacre Centre**

Five of the lighting units in the Oak Hall are faulty. Terry Seymour Electrical Contractor has provided a quote to replace them: to supply and erect a scaffold to access the lights in the hall and disconnect and remove x5 faulty dim-able ballast units replacing with new as required. To re-lamp the fittings while carrying out the maintenance. Leaving all 5 fittings in full working order. £630 plus vat.

**7. Noise limiter wiring – Memorial Hall**

Further to a previous quote accepted by this Committee (in the sum of £800 plus vat) to wire in the previously purchased noise limiter for the main hall of the Memorial Hall, it has been established that further work is required in order to ensure that the number of electrical sockets is not reduced – maximising potential use within the hall. Members are asked to consider the additional quote: to allow the existing 13amp socket outlets to be operated from the noise limiter – to wire from the noise limiter on the stage a 240volt supply to the existing mains position in the hall and supply, wire and fit 1x 60amp contactor, enclosure and necessary inter connecting wiring. To divert all existing socket wiring to the new contactor, test and leave in full working order. Sum of £950 plus vat.

**8. Free let extension – Memorial Hall Rear Hall**

To consider a request from Stotfold Good Neighbour Group for an extension to their free let request for the Rear Hall of the Memorial Hall. Request letter attached for Members.

**9. Extension to lease area – Simpson Centre**

To consider a request from current tenant of three rooms in the Simpson Centre, Box of Cakes, to add another room to their lease (room 3). They would like to use the room for additional seating for café customers as an overspill during busy periods and also to hold some cake decorating classes for children once a month. Members are asked to consider the request, and if agreed, consider lease rate for this additional room.

**10. Noise level test at Memorial Hall**

Following a complaint about repeated noise from a hirer of the Memorial Hall, the Chairman carried out a noise level test, as per attached report. Members are asked to consider the findings in the report, and any action required.

**11. Memorial Hall & Greenacre Centre complaints**

To receive any complaints regarding noise, parking, etc at the Memorial Hall and Greenacre Centre.

*KA Elliott-Turner*

**Kate Elliott-Turner  
Town Clerk**

11<sup>th</sup> January 2019

To: Members of the Buildings Management Committee: Councillors Hayes, Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Dhaliwal, Matthews. All other Councillors for information