



Order of meetings 21st November 2018:

7.00pm Planning

7.10pm Buildings

STOTFOLD TOWN COUNCIL

Dear Councillor,

You are hereby summoned to attend a meeting of the Buildings Management Committee, on Wednesday 21st November 2018, at 7.10pm, in the Council Chamber, Greenacre Centre, Stotfold

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. **Oak Hall - free let request – NHS Blood & Transplant**
To consider a request for a free let of the Greenacre Centre – Oak Hall, from NHS for blood donation sessions. They require 9 bookings a year on a Friday, between 11am and 8pm (9 hours). Cost to the Council £216 per booking, or £1,944 per year. Note, we are unable to accommodate them in the Memorial Hall, which has a smaller cost implication to the Council.

Note, they have also asked for two last minute bookings following cancellation at another venue. We have been able to accommodate them for one of the bookings (23rd November), and until Committee has considered the above request, we will be charging the full rate. Members are therefore asked to also consider giving a free let for the last-minute booking. Cost to Council for this booking £216. Total for the 10 bookings £2,160.

6. **Oak Hall or Memorial Hall – discounted hire rate request – The Need Project**
To consider a request for a discounted rate for the hire of either the Memorial Hall or the Greenacre Centre (availability depending, and size of venue required). The function will be a shopping and pamper night to raise funds for the Need Project, to allow them to make provisions for food bank parcels over the Christmas period for local residents. Stallholders will be charged a fee for their stalls, although there will be no entry fee charged to visitors. A raffle will raise additional funds and will be asking local companies to make donations. (awaiting confirmation of required times and date - to be advised at the meeting)
7. **Greenacre Centre – investigations required**
To approve investigation of:

Parking bollards

To meet with planning requirements, we need to purchase and install x4 parking bollards for the rear car park. To ensure more secure fixing than previously installed bollards in the new tarmac surface, concrete bases will also need to be installed.

CCTV

In the last week, as a result of unauthorised access and vandalism the fire alarm was set off in the building, a fire extinguisher was removed from the building and emptied and there has been evidence of illegal drugs use at the rear of the building. To improve security for the building, Members are asked to consider upgrading the CCTV system to better improve night time recordings, and to add cameras to the system to cover several blind spots.

Lighting

Four of the lighting bollards around the building have been worked loose through vandalism, and some no longer operate. Initial investigations have been made into replacing the bollards with longer ground fixings, however these are around £250 each, and we have 12 around the building. Members are asked to consider asking for quotes for either bulk head mounted light fittings or flood light type fittings around the building so that the pathways and surrounding grassed areas are light brightly (avoiding light overspill where possible to avoid nuisance to neighbours). This will improve safety for people walking around the building at night and will improve CCTV effectiveness.

8. 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**

16th November 2018

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