



STOTFOLD TOWN COUNCIL

Order of meetings 29th May 2019:
7.00pm Recreation Grounds, Public
Lands & Lighting
7.30pm Buildings Management

Dear Councillor,

You are hereby summoned to attend a meeting of the Buildings Management Committee, on Wednesday 29th May 2019, at 7.30pm, 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. **Executive action - Simpson Centre – flat roof**
To approve executive action taken by the Clerk, in consultation with the Chairman, on the grounds of protection of Council assets, to accept a quote to make temporary repairs to the flat roof of the Simpson Centre to ensure the building is kept water-tight following a recent significant leak. T&R Roofing Ltd £250 to clean out the box guttering and apply a coat of Aquashield. They will be providing a quote to carry out full repairs to the flat roof in due course.
6. **Executive action - Simpson Centre – lighting units – café tenanted area**
To approve executive action taken by the Clerk, in consultation with the Chairman, on the grounds of health and safety and protection of Council assets, to instruct Terry Seymour Electrician to replace lighting units in the café tenanted area of the Simpson Centre, following burn-out of these units. Cost to be advised at the meeting.
7. **Greenacre Centre - solar film on windows**
On sunny days and in particular in warmer weather, the heat coming through the windows on the south facing rear elevations, in particular, of the Greenacre Centre increases the heat in the building significantly. At a certain level, the building management system (BMS) struggles to keep temperatures down, and it is therefore suggested that to help reduce the starting temperature, solar film is applied to the internal faces of the windows on the rear and side elevations of the building. Oak Hall windows total 34sqm, office windows total 9sqm. Cost of film for 43sqm is approximately £600 for supply, plus installation costs. Members are asked to consider proposal to apply solar film and costs for supply and installation will be obtained.
8. **Greenacre Centre – Oak Hall – lights**
Based on the O&M manual for the Greenacre Centre, provided by Wadys, it is suggested that all the luminaires (lights) in the Greenacre Centre are LED. On investigation, it has been established that all lights are in fact fluorescent – which are also dimmable. Each light unit has two tubes in it, totaling 110 watts, therefore when all lights are on in the Oak Hall, we are using just over 3kw of energy each hour for lighting. The Chairman has established that it is possible to replace the

fluorescent tubes with LED tubes of correct design at a cost of £55 per light. There are 30 lights in the hall. However, the fluorescent tubes cost between £2.50 and £3 each depending on quantity. Members are asked to consider a proposal to purchase 100 replacement tubes. It is proposed that every two years all tubes are replaced in the Oak Hall (using Town Council scaffold unit), leaving a stock of spares for the rest of the building which can be replaced as and when required – lower ceilings mean easier maintenance. If the dimmer units burn out, they are approximately £35 per light to replace and work is likely to be carried out by an electrician.

9. Greenacre Centre – decorating works

Following an inspection by the Clerk, areas of the Greenacre Centre require redecoration - the Oak Hall needs a complete re-paint, together with public areas such as the foyer, and toilets – quotes will be obtained for consideration at a future meeting.

10. Memorial Hall & Greenacre Centre complaints

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

12. Items for information purposes, relevant to this Committee only

KA Elliott-Turner

**Kate Elliott-Turner
Town Clerk**

23rd May 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