



STOTFOLD TOWN COUNCIL

Order of meetings 8th August 2018:

7.00pm GREENACRE CENTRE

7.00pm Cemetery Management

8.15pm Buildings Management

Dear Councillor,

You are hereby summoned to attend a meeting of the Buildings Management Committee, on Wednesday 8th August 2018, at 8.15pm, in the Council Chamber, Greenacre Centre, Stotfold

PLEASE NOTE THAT THERE WILL BE WALKABOUT FOR AVAILABLE MEMBERS OF THE COMMITTEE AT THE GREENACRE CENTRE COMMENCING AT 7.00pm

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. **Greenacre Centre walkabout**
To consider issued raised on the walkabout and determine any works required.
6. **Free let request – Greenacre Centre – Christmas Lights Committee**
To consider a request from the Christmas Lights Committee for the following free lets:
 - i) All rooms – Christmas Lights Switch On event, Saturday 1st December 2018, and subsequent years
 - ii) Oak Hall – Quiz Night fundraiser for Christmas Lights, Friday 21st September 2018.
7. **Free let request – Greenacre Centre – Salvation Army Band**
To consider a request from the Salvation Army Band for a free let of the Greenacre Centre (Oak Hall, possibly also Maple Room) for their Christmas Concert (see attached correspondence). Event to take place on Sunday 16th December at 4pm, no charge for admission but a retiring collection will be taken for proceeds towards the Need Project or other similar charitable cause.
8. **Memorial Hall – main hall lighting**
To consider a quote from Terry Seymour (TCS Electricals) to replace the current x3 centre lighting units in the main hall of the Memorial Hall, with brighter, dimmable units. To erect scaffolding and disconnect and remove x3 existing centre lights and supply, wire and fit x3 new 1500mm dimmable LED batten units, to replace existing switch inside the hall with the relevant dimmer switch as required. £855 plus vat.

This proposal follows comments received from two hiring groups in the Memorial Hall about the current lighting levels. They feel that the small windows and high ceilings do not allow for much natural light and it is therefore quite dark. They would like brighter lights, and preferably ones which could be dimmed.

9. Memorial Hall – top up French drain

To consider purchasing 2 ton of gravel to top up the French drain around the Memorial Hall, at £110 plus vat.

10. Memorial Hall – windows

Following the walkabout inspection, to consider quotes received to replace x 8 sealed window units.

- Jonny Garside – Window & Door Repairs & Installation – supply and fit £415
- Langford Windows - supply and fit £780
- BSH Glazing – supply and fit £508 plus vat

11. Memorial Hall – blinds to replace curtains

Following the walkabout inspection, to consider quotes to replace the curtains in the main hall (x2) and bar extension (x1) with blinds:

- Volvina – take down existing, make and install Volvina System 301 wand operated vertical blinds with 89mm width blades, weights sewn in bottom of blades, in Dart PVC Dim-out FR wipeable material, colour Navy. £476.54 plus vat
- Carnival Blinds – installation of x3 89mm vertical blinds in Unilux PVC Marine Blue. £402.93

12. Memorial Hall – barriers

Following the walkabout inspection, the Handyman was asked to tighten the barriers at the front of the building. These have been a problem for many years, and the Handyman advises that they will not stay tight due to loosening of the fittings below ground. There is no safety purpose for these barriers as they sited either side of the front door and are not in front of the doors preventing run-out into the road. Members are therefore asked to consider a quote from the Handyman to removal of the barrier and subsequent brick courses below, and to make good concrete area to acceptable standard with no trip hazards £250.

13. Asbestos inspection – Memorial Hall and Simpson Centre (part)

For information, an asbestos survey has been carried out on the Simpson Centre (not including library section) and Memorial Hall. There are no major areas for concern, with the only type of asbestos being detected being of very low risk level and mainly in the Memorial Hall and only require managing and condition monitoring. A copy of the report is available on file, and relevant areas will be made known to anyone carrying out work on the material in the future. Cost for an asbestos inspection and report for both buildings £750 plus vat.

14. Simpson Centre – relocation of existing fire alarm control panel

To consider a quote from Chubb to relocate the existing fire alarm control panel from within the security alarmed old Town Council office area, to the foyer by the old front entrance door – this will allow access to the panel by the Library and the new café, who are both on the same fire alarm system. It is also the preferred location of the fire service, as it enables them to be able to view the location of a fire on the panel before entering the building. £654.68 plus vat.

15. Formal fire risk assessment

To consider undertaking a formal fire risk assessment by Chubb. They have quoted for the Memorial Hall £399 plus vat, and the Simpson Centre £399 plus vat, however the Clerk suggests only the Memorial Hall at this time until the future of the Simpson Centre building is determined. This has come about following a request for a quote to put in a fire sensor in the loft of the Memorial Hall – Chubb felt that it was unnecessary as there is no fire ignition source present. The fire risk assessment will establish whether any additional sensors, extinguishers, signage, etc are required.

16. Removal of tree within Simpson Centre curtilage

To consider a request from residents in Hitchin Road, adjacent to the Simpson Centre building for the Council to pay for the removal of a tree. The Sycamore tree is located adjacent to their property and land which they bought from the Council in 2016. Following requests from them to undertake more tree/shrub work, Council agreed to some at the time, but advised that we would undertake no further work at our cost. The residents are concerned about an overhanging branch, despite the Clerk advising that they may cut any overhanging branches themselves. They have obtained a quote from a tree surgeon (4Seasons) to remove the whole tree £1,030 plus vat.

Two further quotes have been obtained, together with opinions as to whether they feel there is a need to remove the whole tree (see attached). Countrywide Tree Specialists feel that there may be a need and have quoted £1,040 plus vat. Steve Dear Trees feel that there is no need to remove the tree and have quoted to sever the ivy growing on the tree, reduce overhanging branches to adjacent property, and prune remaining crown to balance £420 plus vat.

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

KA Elliott-Turner

**Kate Elliott-Turner
Town Clerk**

3rd August 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