



STOTFOLD TOWN COUNCIL

Order of meetings 16th May 2018:

7.00pm WALKABOUT MEMORIAL HALL

7.00pm Cemetery Management

8.00pm Buildings Management

8.30pm Town Enhancement

Dear Councillor,

You are hereby summoned to attend a meeting of the Buildings Management Committee, on Wednesday 16th May 2018, at 8.00pm, in the Council Chamber, Greenacre Centre, Stotfold

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

AGENDA

1. **Election of Chairman**
2. **Election of Vice-Chairman**
3. **Apologies for absence**
4. **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.
5. **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.
6. **Clerk's Report, correspondence received and matters arising for information**
See Agenda Report.
7. **Memorial Hall walkabout**
To consider issues raised on the walkabout and determine any works required.
8. **Storage shelving – Greenacre Centre**
To authorise purchase of additional rack shelving to improve storage solutions in the Greenacre Centre storage cupboards from Rapid Racking at £299 plus vat per set. At this time, one set of shelving is required, however a further set may be required, and so Members are asked to approve two sets of racking to be purchased, as required.
9. **Leaflet displays – Greenacre Centre foyer**
To increase the availability of information to residents in the Town Council office foyer, Members are asked to consider purchasing a multi-sized pocket, wheeled 'literature trolley' (information attached for Members) at £154 plus vat.
10. **Display of school artwork**
Following donation of three pieces of artwork produced by children at Roecroft Lower School, which are now on display in the corridor leading to the Oak Hall in the Greenacre Centre, Members are asked to consider asking St Mary's Academy if they would like to display some of their children's artwork alongside Roecroft Lower School's display.

- 11. Memorial Hall – Sound limiter**
To wire in noise limiter (already purchased) complete with all necessary electrical supplies, to blank off all existing socket outlets in the hall, bar and stage areas and supply, wire and fit 3 x 13amp twin socket outlets wired to the limiter as required. £800.00 + VAT
- 12. Use of Simpson Centre (part) for café**
To consider a request by E Azzopardi to lease three rooms in the Simpson Centre for a café. She requires the former Bistro room, Room 1 (larger room) and Room 4 (store room adjacent to Bistro room). See Agenda Report for more information.
- 13. Free let request – Stotfold Good Neighbour Group**
To consider a further request for a continued free let of the Rear Hall of the Memorial Hall for the Stotfold Good Neighbour Group's chair-based exercise sessions.
- 14. Free let request – Christmas Fayre Committee**
To consider a free let request for the Memorial Hall on Saturday 17th November. Copy of request letter attached for Members' information.
- 15. Bottle bank – Greenacre Centre**
(requested by Councillor Cooper)
To consider providing a new bottle bank point within the curtilage of the Greenacre Centre, suitably positioned for access by depositors and collection vehicles. With expansion of the town, the existing sites at the Memorial Hall and The Green are both well used, but struggle to cope from time to time at holiday periods. A new provision on the 'Land South' would give convenient localised coverage to another large area of the town to encourage further recycling, as is being called for by the Government and targeted by Central Beds Council. The idea has already been mentioned on local Facebook sites and could be put in action once the completion of roads and other infrastructure has allowed adoption by Central Beds Council of the rest of the area.
- 16. Items for information purposes, relevant to this Committee only**

KA Elliott-Turner

**Kate Elliott-Turner
Town Clerk**

11th May 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

AGENDA REPORT

BUILDINGS MANAGEMENT COMMITTEE

AGENDA ITEM 6	Meeting date: 16th May 2018
Clerk's Report, Correspondence Received & Matters Arising for Information	
<u>Clerk's Report</u> Confirmed that the lease of the Council Chamber to Central Beds Library Services was completed in February of this year.	
Decision required: n/a	
Expenditure required: n/a	

AGENDA REPORT

BUILDINGS MANAGEMENT COMMITTEE

AGENDA ITEM 12	Meeting date: 16th May 2018
Use of Simpson Centre (part) for use as café	
To consider the following request from Emma Azzopardi (Box of Cakes):	
<p><i>I am looking to rent 3 rooms. The one with the sinks and units in plus the rooms either side. One for storage and the other for tables and chairs.</i></p> <p><i>I am looking to run a tea room /coffee shop with light lunches and cake.</i></p> <p><i>Hoping for opening hours to be Tue-Fri 10-4.30pm Saturday 10-4pm & Sunday 10-2pm</i></p> <p><i>I would be bringing in my own table and chairs and other equipment to run the business.</i></p> <p><i>I would like to have a sign outside above the door and bunting, along with framed photos and shelving in each room. The smaller back room would be for my cake decorating so again hope its a possibility to repaint the walls. If at all possible I was wondering if we could also paint the interior doors white and put in a serving counter in the main room.</i></p> <p><i>I would be looking to hopefully provide the community with what has been asked for some time now.</i></p> <p><i>I do not require access to any other rooms or part of the building so am happy for them to be locked /doors closed.</i></p> <p><i>I would be grateful for a breakdown of the rental for the old cafe room along with the old stitch shop and then the additional room at the end of the corridor to be able to work out costs.</i></p> <p><i>I am looking to rent from mid-end of May and will make sure all appropriate certificates, insurances and authorities are made aware and in place.</i></p> <p><i>I completely understand the situation of the Simpson Centre so am entirely happy to rent on a short-term (month to month basis).</i></p> <p><i>Since we met I have been looking into every other aspect of the business and what's needed to put in place regarding insurances, food standards, improvements, furniture, equipment, etc and am now just waiting on your meeting. Just one thing, if everything is agreeable and successful I need to inform Central Beds and give a minimum of 28days notice prior to opening, and because of that we will not be able to open until mid June. I've just completed my renewal of my food hygiene certificate and everything else is ready but won't be put in place until I hear the result of your meeting.</i></p> <p>Emma has been advised that it is currently this Council's policy that we do not wish to lease out any part of the Simpson Centre, and that we are looking into the possibility of selling/redeveloping the area of this section of the building. She understands this position, and as stated above, is therefore willing to lease on a month by month basis. The Clerk has explained that the lease rate is likely to be market rate, and a figure is being calculated. Parking may be an issue, as this is shared with the Library. Investigations are currently being made into whether a change of use planning application is required, and whether there are any Non-Domestic Rates implications.</p>	
Decision required: consider request to lease three rooms in the Simpson Centre, on a month by month basis for use as a cafe	
Expenditure required: depending on whether planning change of use application is required, any Non-Domestic Rate implications to the Council, if not chargeable to the tenant.	

AGENDA REPORT

BUILDINGS MANAGEMENT COMMITTEE

AGENDA ITEM 13	Meeting date: 16th May 2018
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Free let request – Stotfold Good Neighbour Group

To consider the following request from the Stotfold Good Neighbour Group:

SGNG were pleased to see the recent article in the Stotfold News stating that STC values and supports us.

The reason for sending this letter is to update the committee on the SGNG Chair Based Exercise Classes for the Elderly that Stotfold Town Council has generously supported.

Firstly, on behalf of the SGNG, I would like to express the Group's thanks to Stotfold Town Council for the grant of £500:00 last year which we have used for the training of two volunteers to be certified as formal Course Leaders and Instructors for Chair Based Exercise Classes for the Elderly.

Secondly, to thank Stotfold Town Council Building Committee for giving us a "free let" of the rear room of the Memorial Hall for the Chair based Exercises.

The six week "free let" has allowed the Stotfold Good Neighbour Group to undertake the classes on a trial basis to prove the success / failure of running a Chair Based Exercise for the Elderly programme within Stotfold

As a result of these efforts we had 35 Clients expressing an interest in the classes; 3 have subsequently dropped out but:-

- *28 have joined the classes*
- *4 are on the waiting list*
- *24 of the 28 are aged 75+*
- *With 4 of the clients aged over 90.*

We have had excellent cooperation from Larksfield Surgery in that they have processed the majority of our Pre-assessment Health questionnaires within a very short timescale. This was to confirm that those clients were safe to undertake moderate exercise without harming themselves. Some of our clients were registered with other GP Surgery's but they also helped as best as they could.

We have split the clients into two groups to comply with the recommended safe ratio of 8 clients to 1 Instructor:-

- *Ten of the clients need transport to / from the Hall. This has been arranged within the group using volunteers who have gladly given up some of their Friday afternoons.*
- *The remaining clients have stated that they are capable of making their own way to / from the Hall.*

This programme has proven that there is a demand for Chair Based Exercises within Stotfold. The Instructors have all received very positive feedback from their clients with comments such as "We are thoroughly enjoying the classes, it's fun as well as getting exercise". After 3 weeks of exercises all the clients want to continue the classes.

Our financial situation at the moment is that we have enough funds to cover our Insurance and the running costs of our phone but very little else.

What we now need is to be able to "fund" the ongoing use of the rear room of the Memorial Hall. We are looking

into various forms of fund raising:-

- Such as Festival Week “Water or Wine” contest, and raffle
- Application of grants from other external sources such as the Co-op Local Cause, now that we are a Registered Charity
- Funding through the BCCG
- Cheering Volunteering Grant Scheme Applications via CBC
- Other local charities

As I see it there are three options available:-

1. SGNG pay the going rate for the hire of the room. SGNG would need to apply for a Grant for this!
2. Pay a “best possible rate” concessionary rate for the hire of the room. Again SGNG would have to apply for a Smaller Grant for this!
3. Continue to have a “free let” for the room. However, we can see that other group’s may then question why are SGNG getting a “free let” and we are not! Also that STC are not obtaining funds to pay towards the upkeep of the Hall.

The answer to groups asking would be “Are you running a voluntary not for profit Community Event for Stotfold Residents?”

I, therefore on behalf of the SGNG Chair Based Exercise Classes leave this committee to make what the SGNG hope will be an appropriate decision to ensure that SGNG can continue with these classes resulting in a positive outcome for the elderly residents of Stotfold.

The SGNG Chair Based Exercise instructors are all of the opinion that there is an “Open Invitation” for Town Councillors to come and see for themselves an exercise class in action.

John Talbot

Trustee, Treasurer and Volunteer

Stotfold Good Neighbour Group

Cost to the Council: over a 12-month period, hiring every week, for 4-hour sessions each time = £2,080p.a.

Decision required: to approve a continued free let of the Rear Hall of the Memorial Hall

Expenditure required: £2,080 per 12 month period