

**MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 18<sup>TH</sup> MARCH 2009 AT 8.05PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD**

---

Committee Members present: Mrs S Bundock (Chairman)

Mrs A Clarey	B Collier
A Cooper	Mrs M Cooper
Mrs D Haslett-Saunders	S Hayes
D Savill	

Also present: The Clerk

---

**3335. APOLOGIES**

There were no apologies.

**3336. DISCLOSURE OF MEMBERS INTERESTS**

There were no disclosures of Members interests.

**MATTERS ARISING**

**3337. To consider the request by Fairfield Players to replace the stage curtain winding mechanism at their own expense (see minute 3324)**

Fairfield Players have not yet provided information on the winding mechanism they wish to install, or the results of the manufacturer's survey they were intending on carrying out.

**3338. CLERK'S REPORT FOR INFORMATION**

- P.C. Ryan has moved his Police Room to Room 2 of the Simpson Centre as it is slightly larger and is more professional looking. A broadband connection has been installed at their cost, ready for the installation of the computer. There has been no interest from any other parties wishing to hire Room 2.
- The Simpson Centre alarm system has been installed, the CCTV system for the rear of the building has been installed, a key pad lock has been installed in the door from the Clerk's office to the Council Chamber to prevent further accidental setting off of the alarm system, a second lock has been added to the front outer door to the offices to add strength when locked. A computer base cage will be purchased for the Clerk's computer server to allow it to be fixed to the desk. Funds for the above security measures are from the Office Equipment and Election Costs Reserves, as previously approved by Council. To remind Members we have received £2,500 from the County Council towards the CCTV system, with £630 coming from the Office Equipment and Election Costs Reserves.

**3339. CORRESPONDENCE**

There were no items of correspondence to report.

**3340. TO CONSIDER THE QUOTATION TO REMOVE THE HIGH LEVEL CISTERN AND PAN IN THE SIMPSON CENTRE LADIES TOILET WITH A CLOSE-COUPLED SET, IN THE SUM OF £300 (NO VAT PAYABLE)**

**Resolved** that the above works are carried out in the new financial year, with funds from the buildings maintenance and repairs budget.

**3341. TO CONSIDER PURCHASING A NEW GRIT/SALT BIN FOR THE MEMORIAL HALL**

Members were previously provided with prices and size options for a new grit/salt bin to replace the one that has been cracked by lorries mounting the verge where it is sited.

**Resolved** that the 7 cubic foot grit/salt bin from Hertfordshire Supplies, priced at £95.00, with free delivery be purchased, plus appropriate number of bags of salt to fill the bin.

Members agreed to move the next item to this point due to its relevance to the above item.

**3342. TO CONSIDER REINSTATING THE CORNER 'GRASS' AREA OUTSIDE THE MEMORIAL HALL**

This area is continuously being driven over by lorries which damage the surface and have also damaged the salt bin sited there. Members were asked to consider placing some sort of obstruction to prevent vehicles from mounting the kerb. There is presently a lump of concrete in the grass area to which the old grit bin was fixed.

**Resolved** that the existing lump of concrete is left in place, screed the level surface for a new base for the new grit bin, slope the concrete down from the grit bin to level with the existing kerb. Bring remaining soil in the area to the same height to prevent a trip hazard. Cobbles are to be set in the concrete slope. Mr Stuart Brock and Mr Peter Drewett are to be asked to quote for the work, ready for consideration at the next meeting.

**3343. TO CONSIDER QUOTATIONS RECEIVED TO PROVIDE FURTHER SECURITY MEASURES FOR THE SIMPSON CENTRE AND MEMORIAL HALL**

Members were previously provided with a report (appended) giving options and prices for fencing to the rear of the Simpson Centre, roller shutters, mesh window grilles and collapsible internal window gates for both Simpson Centre and Memorial Hall windows.

Concerns were expressed over installing fencing with a gate as there is a fire escape to the rear of the building and it may be that the gates will need to open outwards. This would present a problem as they would open into the footpath behind the building, and into the entrance of the Library at the side of the building. There were also concerns that the fencing would make the footpath feel like a corridor and very enclosed. It was therefore:

**Recommended** that no fencing is installed at the rear of the Simpson Centre at this time.

Members then considered the options and costs for roller shutters, mesh window grilles and collapsible internal window gates. It was:

**Recommended** that roller shutters are purchased and installed by Advance Security Screening for the Simpson Centre, as per their quotation of £5,278, and mesh window grilles are purchased and installed by Advance Security Screening for the Memorial Hall, as per their quotation of £1,270. A planning application is to be submitted for the above works, at a cost of £170, with the order being placed as soon as permission is granted. The Clerk is to further pursue the possibility of extending the roller shutter system to the windows at the rear of the Council Chamber in the future.

Members agreed that the next item should be added to the meeting, due to the urgent nature of the matter.

**3344. TO TAKE NECESSARY ACTION FOLLOWING A BREAK-IN AT THE MEMORIAL HALL**

Members were advised that during the evening of Sunday 15<sup>th</sup> March unauthorised access was gained through the rear fire escape door of the Memorial Hall. The intruders broke into the Fairfield Players' storage room and stole some electrical equipment. They then went through the main hall into the kitchen where they broke open several storage cupboards. They also tried to gain access through the side window of the bar extension, but were unsuccessful, however they have damaged the frame.

The break-in was reported to the Police and a crime reference number has been obtained, which Fairfield Players may wish to use to make an insurance claim for their missing equipment.

As the intruders appeared to have been able to easily jimmy open the fire escape door, it was suggested that strong metal strips are bolted to the edge of each door where they meet to try and prevent future unauthorised access.

**Resolved** that the Clerk is authorised to take the necessary action to get strong metal strips bolted to the edge of each door of the Memorial Hall rear fire escape. The side window frame for the bar extension is also to be replaced as a matter of urgency to prevent further unauthorised access. If a claim can be made on the Council's insurance then the Clerk is to do so, otherwise the funds for both works are to come from the buildings maintenance budget.

The Clerk advised Members that on the same evening images were captured on the Simpson Centre CCTV system which showed youths on the roof of the kitchen and also on the footpath at the rear of the building. They were seen leaving the area when the alarm system was set off after they tampered with the bell box. The Simpson Centre and Memorial Hall were both covered with graffiti tags.

**3345. TO REVISIT THE PROBLEM OF THE DAMP WALL IN THE MEMORIAL HALL**

Members were advised that the cause of the blown plaster appears to be that the steel supports in the concrete slabs used to build the wall have rusted over time and have pushed out the concrete and plaster layer.

**Recommended** that the plaster layer is chipped off to carry out an investigation of the cause, the area is siliconed and then re-plastered. Funds to come from the buildings maintenance and repairs budget.

During the inspection of the walls at the Memorial Hall, it has been noted that the bitumen paint at the bottom of the outside wall of the kitchen has been scratched off by the plants in the plant bed. This is a damp proofing measure and needs reapplying.

**Resolved** that Mr Summerfield cuts the plants away from the edge of the wall, scrapes back the soil, and reapplies the bitumen paint.

**3346. ITEMS FOR INFORMATION PURPOSES ONLY**

There were no items for information.

There being no further relevant business the meeting was declared closed at 8.56pm

**CHAIRMAN**

**DATED**