



Order of meetings 19<sup>th</sup> September 2018:

7.00pm Cemetery Management

7.30pm Buildings Management

## STOTFOLD TOWN COUNCIL

Dear Councillor,

You are hereby summoned to attend a meeting of the Buildings Management Committee, on Wednesday 19<sup>th</sup> September 2018, at 7.30pm, in the Council Chamber, Greenacre Centre, Stotfold

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### 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. **Fire Risk Assessments**  
For information, our annual fire risk assessments have been carried out by the Clerk for the Simpson Centre, Memorial Hall and Greenacre Centre. Risk Assessments and Access Audits will follow. Copies of the completed documents are available on file.
6. **Air conditioners – office wall**  
Due to an incredibly hot summer this year and poor ventilation in the offices, it is requested that appropriate venting is installed in both the Clerk's office and reception office walls to allow portable air conditioners to work properly. Permission is therefore requested to drill through the outer walls to put in an appropriate vent.
7. **Executive action – adult party bookings – Greenacre Centre**  
To approve executive action taken by the Clerk in consultation with the Chairman to suspend all future adult party bookings in the Greenacre Centre. Following yet another problematical adult party, the decision was taken to suspend future bookings, and Members are asked to consider the future use of the Oak Hall for such size parties.
8. **Salvation Army clothes collection point**  
To consider a request from the Salvation Army to site Salvation Army Clothing recycling banks on Town Council land. See Agenda Report.
9. **Memorial Hall – front railings**  
Further to the August meeting of this Committee, where Members felt that although the Handyman had advised that the bolts on the front railings at the Memorial Hall could not be tightened, he should try again, the Clerk requests that on health and safety grounds, this is not a satisfactory response. Attached (for Members) are photographs showing the bolt fixings, and the Agenda Report gives more detail. If Members wish the railings to remain in place, it needs to be removed and proper fixings used to anchor the rails as the current method does not provide a strong mounting, which has been proved by the railing fixings loosening year after year.

**10. Memorial Hall – anti-social behaviour**

A complaint has been received from a resident living adjacent to the Memorial Hall. They are concerned about the amount of litter and cigarette ends in the car park, and people using the car park for purposes other than which it was designed. They have requested provision of a litter bin and cigarette bin in the car park and for consideration to be given to installing a barrier gate to the car park. The Police are aware of anti-social behaviour taking place in the car park, particularly alleged drug taking/dealing.

**11. Memorial Hall – painting barrel ends**

To consider 2 quotes to paint the barrel ends of the Memorial Hall, as per summer walkabout inspection. Copy of quotes attached for Members.

RGM Decorating                      £820 plus vat (includes labour and materials)

PM Painting & Decorating        £820 (includes labour & materials)

**12. Greenacre Centre – parking and noise management query**

We have received correspondence from a resident regarding use of the Greenacre Centre in relation to parking and noise management plans attached to the planning permission for the building. Members are asked to consider the response from the Committee Chairman, Council Chairman and Town Clerk.

**13. Buildings review (lead Councillor Hayes)**

To consider a report from Councillor Hayes on the future of the Simpson Centre building, as part of our property portfolio. Members are asked to approve a feasibility study into suggestions made in the report, attached for Members.

**14. Items for information purposes, relevant to this Committee only**

**15. Exclusion of press and public**

The Chairman will then propose that the press and public are temporarily excluded whilst matters pertaining to staff salaries and contracts are discussed and that they be instructed to withdraw from the meeting following agenda item.

**16. Keyholder contracts and salary**

To consider a report from the Clerk regarding proposals to amend contracts of x3 keyholder roles for the Greenacre Centre and Memorial Hall, resulting in amendment to salary, plus consider further salary proposal.

*KA Elliott-Turner*

**Kate Elliott-Turner  
Town Clerk**

14<sup>th</sup> September 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

<b>AGENDA ITEM 8</b>	<b>Meeting date: 19<sup>th</sup> September 2018</b>
<b>Salvation Army clothes collection point</b>	
<p>If we are willing to propose any sites, the Salvation Army would audit the site, deliver the bank on a HIAB vehicle, notifying us in advance, place it according to the audit recommendations. Once the bank was in place, a regular collection schedule would be established, usually starting at once a week. They record all collections using a barcode reader and have a database that gives the yield from the bank over time. Many organisations they work with ask for this information and if desired, they could set us up on an easy to use web-portal giving instant access at any given time.</p> <p>On the completion of a simple Memorandum of Understanding being set up, they would pay us 50% of the current MRW price. MRW is currently £315 per tonne, while the Salvation Army retains the remaining 50% to fund work they do in the community. As well as being known for help and support with the homeless, the Salvation Army help with substance and alcohol addiction, human trafficking and family tracing.</p> <p>Finally, as an example of sites, for village halls a Metro bank, measuring 1250mm wide by 1000mm deep is usually suitable: a copy of the Bank specifications sheet is provided for Members. All of Salvation Army banks have their Helpline telephone number on them. If fly-tipping has been a factor in the past with any previous recycling banks, although thankfully fairly rare, they have a robust system in place to deal with and remove any that may occur.</p>	
<b>Decision required:</b> whether to agree to siting of a clothing bank, and if so, to propose location	
<b>Expenditure required:</b> n/a	

# AGENDA REPORT

## BUILDINGS MANAGEMENT COMMITTEE

<b>AGENDA ITEM 9</b>	<b>Meeting date: 19<sup>th</sup> September 2018</b>
<b>Memorial Hall – front railings</b>	
<p>Further assessment of the front railings at the Memorial Hall have found that they are not fixed at ground level in an appropriate way, the threaded bar may have been dropped into the holes in the concrete. Every time the nuts are tightened to stop the mounting rocking, the threaded bar is simply pulled further out of the ground. As they stand at the moment, three of the fittings are very dangerous with a large amount of threaded bar above ground, such that a child playing on the upright could do serious damage to a limb if they fell on one of the threaded bars. So, at the very least, all should be cut off level with the nuts and a suitable plastic cover fitted. If they are to be retained, the whole railing needs to be removed and proper fixings used to anchor the rails. Drilling the sockets to take a bolt right the way through would compromise the integrity of the socket.</p>	
<p>Further to our chat this morning I attach photos of the mountings for the railings outside Memorial Hall. As you can see they are not fixed at ground level in an appropriate way, I think threaded bar has been dropped into the holes in the concrete. Every time the nuts are tightened to stop the mounting rocking the threaded bar is simply pulled further out of the ground. As they stand at the moment three of the fittings are very dangerous with a large amount of threaded bar above ground such that a child playing on the upright could do serious damage to a limb if they fell on one of the threaded bars. At the very least all should be cut off level with the nuts and a suitable plastic cover fitted. The current small grub screws will never provide a firm fixing due to the leverage that is applied when holding the top rail. If they are to be retained the whole railing needs to be removed and proper fixings used to anchor the rails. I am less than convinced the rails would meet current standards in any event as the poles are a loose fit in the ground socket and the two small grub screws will never provide a firm fixing due to the leverage that is applied when holding the top rail.</p> <p>See attached photographs.</p>	
<b>Decision required: n/a</b>	
<b>Expenditure required: n/a</b>	