



Order of meetings 21st March 2018:

7.00pm Cemetery

7.30pm Buildings

STOTFOLD TOWN COUNCIL

Dear Councillor,

You are hereby summoned to attend a meeting of the Buildings Management Committee, on Wednesday 21st March 2018, 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**
See Agenda Report.
5. **Free let requests – Memorial Hall and Greenacre Centre**
To consider a request for a free let for the Stotfold Good Neighbour Group Chair Based Exercises in the Rear Hall of the Memorial Hall for an initial 6-week booking (weekly), to be extended if popular. They have also requested a free let of the Maple Room in the Greenacre Centre for first aid training for those providing the exercise classes. **See Agenda Report** for more detail on the request, and cost implications.
6. **Complaint re Buttercup Road one-way system on leaving Greenacre Centre car park & executive action**
A complaint has been received from a resident of Buttercup Road regarding people leaving the Greenacre Centre and turning right, into the wrong direction of the Buttercup Road one-way system. For information, please **see Agenda Report** for Clerk's actions. Members are asked to approve the executive action taken by the Clerk in purchasing appropriate signage for the rear car park – **see Agenda Report**.
7. **Greenacre Centre front car park**
The car park spaces at the front of the building have been allocated for Town Council staff and disabled visitors to the building, however all spaces (including the disabled bays) are being abused by school run parents and visitors to the building. The individual parking space barriers are not very effective, due to the poor standard of tarmac preventing a good fitting. **Members are asked to approve a quote from Ingenious Displays to supply and install signage to indicate that spaces are for Town Council staff and disabled visitors to the Greenacre Centre £226 plus vat.**
8. **Memorial Hall Kitchen Hot Water Boiler**
The caretaker has reported a significant leak from the hot water boiler. On inspection by our electrical contractor, he advises that the boiler appears to have split. He may be able to repair it but could require a replacement. If the boiler needs replacing, Terry Seymour has quoted a maximum of £1,500 plus vat, supplied and fitted. He will endeavour to repair it though, but **Members are asked to approve a maximum spend of £1,500 plus vat to replace the water boiler, if required.**

9. Gravel drainage around Greenacre Centre

It has become apparent that during a recent large party in the Greenacre Centre, those attending the party kicked a significant amount of the gravel from around the edge of the building, used for drainage, onto the footway and grass. This has resulted in the grass cutting contractor being unable to cut the grass around this building until the stones have been removed – a stone pick will be organised and assistance is welcome. It also became apparent that the two fire exits – from the Clerk’s office and Council Chamber had become jammed due to a number of stones catching under the door. This presents a serious fire safety risk. **Members are asked to consider how the removal and spread of this gravel may be prevented in the future.**

10. Greenacre Centre – heating system

Following repeated problems with the heating system, in particular in the Oak Hall, where it was too hot in the summer and too cold in the winter, a meeting was held between the build Project Manager, the Heating Engineers (Ambivent), the Building Management System suppliers and installers (Integrated Control Solutions (Eastern) Ltd – ICS), and the Mechanical & Electrical Consultants (Couch Perry Wilkes). Faults were identified and fixed, an inspection and analysis of the types of users within the building found that one single temperature setting would not be adequate. Ambivent propose to alter the controls for three types of users – active group, inactive group and setback – which returns the temperature to a pre-defined set point, used for when the hall is not being occupied.

Ambivent have quoted £1,800 plus vat, however the Chairman is trying to negotiate a reduced figure. To enable the staff to fully control the new settings and heating for the Oak Hall, Assign IT (our IT contractors) have quoted £285 plus vat to enable internet access for the controls and future remote trouble shooting if necessary.

Members are asked to approve a total spend of up to £2,085 (Ambivent & Assign IT) to set up the new heating controls for the Greenacre Centre.

11. Budget & Reserves review

To receive a budget update and reserves status and take any necessary action before end of the financial year.

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

KA Elliott-Turner

**Mrs KA Elliott-Turner
Town Clerk**

16th March 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 4	Meeting date: 21st March 2018
Clerk's Report, Correspondence Received & Matters Arising for Information	
<p><u>Clerk's Report</u></p> <p>Buttercup Road is being resurfaced starting Fri 6th April. They will be surfacing half the road at a time to ensure that access is available at all times. Roecroft Lower School and Pippins Pre-School will be closed for the Easter holidays, but there may be up to three members of Pippins staff working in their building during that time. It has been agreed with Pippins that those three members of staff will be permitted to park in the Greenacre Centre rear car park for that day only.</p> <p>The annual August shutdown of the Memorial hall for decoration works and a deep clean of the Memorial Hall will be 6th to 19th August 2018 inclusive. A walkabout of the Memorial Hall will take place prior to the 16th May Buildings Committee meeting to establish work to be done, and a walkabout of the Greenacre Centre will take place prior to the 18th July Buildings Committee meeting to establish work to be done in that building.</p>	
Decision required: n/a	
Expenditure required: n/a	

AGENDA REPORT

BUILDINGS MANAGEMENT COMMITTEE

AGENDA ITEM 5	Meeting date: 21st March 2018
Free let requests – Memorial Hall and Greenacre Centre	
<p><u>Hire of Rear Hall, Memorial Hall</u></p> <p>Request from John Talbot:</p> <p><i>As you may remember last year Stotfold Town Council gave a grant to the Stotfold Good Neighbour Group towards training for a Chair Based Exercise Class. Since then two of the SGNG Volunteers / Trustees (Alison Honeyman and Anne Talbot) have undertaken and passed their training and obtained their certificates. An additional trustee is currently undertaking training provided by BRCC with another trustee expressing an interest in the same course Alison and Anne undertook.</i></p> <p><i>Now as a result of this I, John Talbot, as a Trustee, Treasurer and Volunteer within SGNG would like to ask Stotfold Town Council whether they would be prepared to offer a “free let” of the rear room within the Memorial Hall so that the SGNG could hold their classes. It is hoped that the SGNG would commence the chair based exercises from 6th April 2018 in the afternoon for approximately 1.5 to 2.0 hours every Friday.</i></p> <p><i>It is planned, in inverted commas, that the 6th April would be a “taster session” for SGNG clients followed by a 6 week block booking for the Friday afternoon. During that period it would be assessed is the exercise viable, do clients want it etc. once we know that outcome, further bookings may be necessary.</i></p> <p>Cost to the Council: hire of Rear Hall in the Memorial Hall is £9 per hour (weekdays). At the requested 6-week block booking of 2 hours per week (already provisionally booked), cost to the Council for the 6 weeks would be a total of £108. If the sessions proved popular and the Group wished to book more sessions, then if granted further free lets, this would be £18 per week cost to the Council.</p> <p><u>Hire of Maple Room, Greenacre Centre</u></p> <p>The Chair Based Exercise needs training to be first aid trained. John Talbot has 7 people keen, so will ‘need a larger room than someone’s lounge’. He has asked to hire the Maple Room in the Greenacre Centre for this purpose, and requests a free let, if not, a reduced hire fee. This will be for 3 hours, during the evening of Friday 23rd March (already provisionally booked).</p> <p>Cost to the Council: hire of the Maple Room is £25 for up to three hours. If a free let was granted, total cost to the Council would be £25.</p>	
Decision required: consider free let/reduced rate request	
Expenditure required: depending on whether free let, or reduced rates are given	

AGENDA REPORT

CEMETERY MANAGEMENT COMMITTEE

AGENDA ITEM 6

Meeting date: 21st March 2018

Complaint re Buttercup Road one-way system on leaving Greenacre Centre car park

A complaint was received by a resident in Buttercup Road in November 2017 advising that people are leaving the Greenacre Centre rear car park and turning right – the wrong way on the one-way system. The resident suggested that we remind all people using the venue that it is a one-way system and that signage is installed. The Clerk agreed that our hiring literature would be updated to include information about the one-way system.

At the end of February 2018, a further complaint was received, following several weekend hirings. The resident suggested that someone ‘mans’ the junction onto Buttercup Road from the car park to ensure that people travel in the correct direction and that an additional sign is placed on the road. The Clerk advised the resident that she had spoken with Vine Technical Services (for the developers) and discussed this situation. He agreed that the signage into Buttercup Road from Valerian Way indicating that it is a one-way system is below standard, however roads within the development are still in the ownership of the developers, and that this one-way system and signage was only installed by Central Beds Council with the agreement of the developers as land-owners. It was explained that this Council does not have the resources or manpower to ‘man’ the car park for every hirer using the building, nor do we have the remit to install signage on Buttercup Road, however a quote was being sought to erect a sign within our car park on land we own to remind those leaving to use the one-way system correctly.

At the beginning of March, the resident complained again that during a large hire event in the building, 3 cars were spotted going the wrong direction after leaving the car park. The resident felt that this was dangerous and ‘something needs to be done before there is an accident’. The resident has asked whether we feel it is appropriate to hold large events (means hiring out for parties at weekends) which increase traffic. The resident was advised that signage was on order, to be installed in our car park, and was provided with a photograph of the clear signage on Buttercup Road as you leave the car park, which shows that there is no right turn. These signs have been in place for several years.



Executive action

The signage ordered

On exiting the car park
Please turn left
(following the one-way system)

This will be fixed to a post next to the car park barrier, visible on exiting the car park.

Cost to supply and install £226 plus vat (Ingenious Displays)

Members are asked to approve the executive action taken to order the above signage

Decision required: approve executive action taken by the Clerk, as above

Expenditure required: £226 plus vat. Budget: Buildings Maintenance & Repairs