

**MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 21st MAY 2008 AT 8.00PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD**

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Committee Members present: Mrs S Bundock Mrs A Clarey  
A Cooper S Hayes  
Mrs M Cooper  
Mrs Haslett-Saunders

Also present: Councillors Mrs Turner, Mrs Wilding and the Assistant Clerk.

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**3259. APOLOGIES**

Apologies were received on behalf of Councillors Grant and Collier.

**3260. DISCLOSURES OF MEMBERS INTERESTS**

Councillor Mrs Bundock declared an interest on Agenda Item 11.

**MATTERS ARISING**

**3261. TO FURTHER CONSIDER THE ENERGY RATING FOR THE COUNCIL OWNED BUILDINGS (SEE MINUTE 3250)**

The Clerk has been able to seek advice from the Energy Savings Trust on Energy Performance Certificates (EPCs) and Display Energy Certificates (DECs).

EPC

This covers domestic buildings, but also non-domestic buildings.

Existing non-domestic buildings with a floor area of 500 square metres require the certificate when sold, leased or rented. The certificate will include an energy rating and advice on cost effective improvements.

DEC

This covers all large public buildings, occupied by public authorities, institutions, etc providing a public service and over 1000 square metres.

Both certificates can only be issued by an accredited and registered assessor.

The advisor at the Energy Savings Trust is forwarding clearer information to enable us to decide whether we need to go ahead with either of the above.

**CORRESPONDENCE**

**3262. Sticky Mitts**

A request has been received from Sticky Mitts who use the Memorial Hall for a children's group, to store a few items at the Hall, such as easels, mats and cups.

**Resolved** that Mrs Clark be asked to look at the current storage situation and determine if we can have a reshuffle to make room for Sticky Mitts request. Mr Summerfeld is to also check what he has in storage and whether anything can be moved back into the boiler room.

**3263. TO CONSIDER THE ISSUES RAISED ON BOTH THE MEMORIAL HALL AND SIMPSON CENTRE WALKABOUT**

Members carried out a walkabout of the buildings prior to the meeting and it was declared that both buildings were in a good state of repair. The outside of the Memorial Hall looked good and the priority would be to paint the doors on the bar side of the building. It was noted that the double doors at the back of the Memorial Hall were slightly damaged and it was suggested that we find out if we can fit a steel corner strip to improve the look and to try and deter people from breaking in.

**Resolved** that Mr Palmer be asked to provide a quotation to paint the doors on the bar side of the building.

The Chairman then commented on all of the yellow hazard lines outside the buildings and it was:

**Resolved** that Mr Summerfield be reminded to refresh the yellow hazard lines outside both buildings.

The inside of the Memorial Hall was in good condition too, however the gents toilet ceiling had some discolouration, but works to the ceiling should only be carried out after the damp patch in the toilet has been repaired. Two more minor issues were raised inside the Memorial Hall these were that there was a light out in the Main Hall and there was a small hole in the Kitchen floor.

The air fresheners that have been installed in the gent's toilets have made a difference, however it was noted that there were none in the ladies toilet.

**Resolved** that Mr Summerfield install the spare air freshener that hasn't been used yet in the Memorial Hall ladies toilet.

The stage and aisles in the Memorial Hall are in need of some attention and require the woodwork and walls only to be painted. It was also pointed out that the stairs to the stage were creaking which may be the cause of the balustrade not being properly secured.

**Resolved** that:

- Mr Palmer be asked to provide a quotation to carry out the paint works to the walls and woodwork of the stage and stairs area.
- Mr Drewitt be asked his advice on the creaking stairs and whether the balustrade needs securing.

On a walk around of the outside of the Simpson Centre it was apparent that there was a considerable amount of rubbish lying around that needed to be collected as well as a bundle of Comet newspapers obviously dumped by the delivery person.

**Resolved** that:

- Mr Summerfield be asked to carry out a litter pick around the building and remove the bundle of newspapers.
- The Clerk contact the Comet and report the fact that their newspapers are clearly being dumped by the delivery person around the back of our premises.

Inside the Simpson Centre there is a concern for the height at which the air fresheners in the building have been placed. The Air freshener in the disabled toilet is too low and needs to be moved higher up the wall, preferably nearer to the toilet. Also the air freshener in the corridor needs fixing high up on the wall.

**Resolved** that Mr Summerfield move the air freshener in the disabled toilet higher up the wall preferably nearer to the toilet and to fix the air freshener in the corridor high up on the wall.

The Council chamber itself is in a good state of repair but could do with some touching up to the paint work underneath the windows.

**Resolved** that Mr Palmer be asked to provide a quotation to carry out works to paint the wall under the window in the Council Chamber.

It was also pointed out that the bolt on the toilet door in the Simpson Centre was not straight and is difficult to lock.

**3264. TO CONSIDER THE PROGRAMME OF WORK FROM THE ROLLING PLAN FOR 2008/2009**

The ceiling in the Main Hall of the Memorial Hall is in need of work in the future, and was suggested that we obtain a ballpark figure of how much this is likely to cost for future reference.

**Resolved** that Mr Palmer be asked for a quotation for future works to the ceiling in the Memorial Hall.

The Chairman reminded members that the Memorial Hall will be closed for 2 weeks during August and any works to the building should be carried out within this period.

**3265. TO CONSIDER THE ESTIMATE FROM MR DREWITT FOR ALTERATION WORKS TO THE RECEPTION WINDOW AREA IN THE SUM OF £325**

**Resolved** that the quotation in the sum of £325 from Mr Drewitt to carry out works to the reception window be approved.

**3266. TO CONSIDER POSSIBLE ACTIONS TO BE TAKEN WITH REGARD TO THE DAMP PATCH IN THE GENTS TOILET, MEMORIAL HALL AND TO APPROVE EXECUTIVE ACTION TAKEN BY THE CLERK IN SPENDING £135 ON CCTV INVESTIGATIONS OF DRAINS**

BSG have carried out CCTV work within the drainage system outside of the Memorial Hall and have confirmed that their findings were negative and that there were no obvious causes of the damp connected with the drainage system.

They have now advised that it is simply a process of elimination to identify the cause of the damp. The most obvious cause at the moment is the fact that there is no drain or shingle on the left hand side of the Memorial Hall which means that the height of the soil against the wall is probably what is causing the damp patch. The right hand side of the building does have shingle and a drain in place which is working well.

Their only other opinion was that there may be a problem behind the urinals as they are old but it would be costly to remove them and they feel that proceeding with reducing the soil outside the wall and installing a French drain would be the best course of action, at a cost of £445.

A discussion on this matter took place and members agreed that they felt it was not necessary to have a French drain put in place outside the Memorial Hall or any other works suggested by BSG as this would not solve the problem. Members felt that the plaster around the damp area should be removed and replaced using a damp proof layer in between. It was therefore:

**Resolved that:**

- The executive action taken by the Clerk as above be approved.
- Mr Drewitt be asked to provide a quotation for removing the plaster around the damp area and replacing it using a damp proof layer in between the wall and the plaster.
- The quotation received from BSG in the sum of £445 to carry out further works to the damp patch at the Memorial Hall be rejected.

**3267. TO GIVE CONSIDERATION TO PURCHASING CCTV FOR OUTSIDE THE SIMPSON CENTRE AND MEMORIAL HALL.**

Councillor Grant is still trying to obtain quotations from the two companies as advised by Arlesey Town Council. The Clerk has met with a representative of Group 4 who will be providing a quotation for various options for CCTV outside the Simpson Centre and Memorial Hall. Unfortunately the quotation wasn't received in time for this meeting so will be presented to the next meeting of this Committee.

The Chief Constable has forwarded our request for funding for CCTV to Inspector Mark Egan who is responsible for policing in this area. No response has been received from him to date.

P.C. Ryan has provided information circulated to members regarding using CCTV footage for evidence. He has also carried out some research and has found a report for all CCTV cameras in Beds and Herts on the Stevenage Borough Council website. The cameras are operated by Herts Police and they also work in partnership with Beds Police, and operate the

CCTV cameras in Biggleswade, Sandy and Shefford. The report he found gives figures for the amount of incidents that have been viewed by CCTV, which town, and a breakdown of what offences if any and how many arrests have been made. The reports provided by P.C. Ryan are available from the Clerk.

Councillor Mrs Turner made members aware that she had been to see the above mentioned CCTV equipment and feels that it is very impressive and seems to work well. It was also pointed out that this type of CCTV is manned 24hrs a day.

**Resolved** that a letter be sent to the Safety Officer at Mid Beds District Council for more information on the cost of linking their cameras to cameras proposed to be installed at the Memorial Hall and Simpson Centre.

**3268. TO CONSIDER THE REQUEST FROM THE STOTFOLD PARENTS ASSOCIATION FOR A FREE LET OF THE MEMORIAL HALL FOR THE ANNUAL ARTS AND CRAFTS EXHIBITION BEING HELD IN OCTOBER. NO ENTRY FEE IS CHARGED, ALTHOUGH DONATIONS ARE INVITED AND A RAFFLE WILL BE HELD TO PROVIDE SMALL PRIZES FOR CHILDREN**

**Resolved** that a letter be sent to the Stotfold Parents Association accepting their request to use the Memorial Hall for a free let to hold their Annual Arts and Crafts exhibition.

**3269. TO RECEIVE A BUDGET UPDATE AND RESERVES STATUS**

The budget update and reserve status was not available at this meeting, but will be presented at the next meeting.

**3270. ANY OTHER INFORMATION FOR NOTE**

A member made the Committee aware that the felt roof on the Simpson Centre had not been replaced for many years and this should be monitored as it could be costly to replace.

There being no further relevant business the meeting was declared closed at 8.45pm

**CHAIRMAN**

**DATED**