

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



9 November 2023

Members of the Buildings Management Committee: Councillors S Hayes (Chairman), S Buck, Mrs M Cooper, S Dhaliwal, D Matthews, B Saunders, J Smith, J Talbot.

You are hereby summoned to attend the Buildings Management Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 15 November 2023 at 7.30pm** for the purpose of transacting business detailed in the agenda.

Emma Payne
Town Clerk

Members of the public:

In addition to attending in person, you are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#). Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

Members of the public are invited to observe the meeting and may participate at the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

AGENDA

1. Apologies for absence

2. Disclosures of Members Interests and Dispensations

- a) Members to declare interests in respect of any item on the agenda
 - b) Proper Officer to consider written requests from members for dispensations
- 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 section

Members of the public to speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

4. Minutes of previous meeting

Members are asked **to resolve** that the minutes of the Buildings Management Committee meeting held on 20 September 2023 are a correct record.

5. Clerk's Report, correspondence received and matters arising for information

6. Reports To Committee

6.1 Review of Hire Charges

To consider the current level for hire charges.

6.2 Community Café

To approve the use of the Maple Room as a community café

6.3 Asbestos Survey

To consider reviewing the asbestos surveys for the Town Council's buildings

6.4 PV Cells at Greenacre Centre

To receive a quotation for the cleaning and bird protection of the PV cells at the Greenacre Centre.

6.5 Condition of Arlesey Road Car Park

To consider improvements to the surface of the car park.

6.6 Cemetery Building Condition Survey

To receive the condition survey on the Chapel and toilets.

6.7 Work Programme

To receive and note this Committee's Work Programme

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

8. Date of Next Meeting

Wednesday 17th January 2024

**MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 18th SEPTEMBER 2023 AT 8.00PM IN THE COUNCIL
CHAMBER, GREENACRE CENTRE.**

Committee Members present:

Councillors S Hayes (Chairman), S Buck, M Cooper, S Dhaliwal, D Matthews, J Smith, J Talbot

Also present:

E. Payne, Town Clerk

38/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Dhaliwal.

**39/23 DISCLOSURE OF MEMBERS INTERESTS AND REQUESTS FOR
DISPENSATION**

There were no declarations made.

40/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

41/23 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Buildings Management Committee meeting held on 20 September 2023 and it was **RESOLVED** that:

The minutes are a true record of the meeting.

**42/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS
ARISING FOR INFORMATION**

42/23.1 CBC have responded to the Clerk regarding the repairs to the Memorial Hall car park road. It would appear that they are struggling with their contractors and need to appoint a new contractor to complete the works.

42/23.2 Line marking of the disabled bays will be deferred until the repairs to the car park entrance have been completed.

43/23 PIX GYMNASTICS CLUB

Members received a request from Pix Gymnastics Club to reduce their hire charge. They had subsequently made a further request to 'rent' the rear hall at the memorial hall free of charge, as it had been agreed that the Town Council would not let this room as the Club needs to bring their equipment through and there was also a child protection issue. Members considered the request in light of other hirers who were charged for set up/tidy up time. It was also noted that the Town Council provides the Club with free storage. They are entitled to a 10% regular hirers discount.

It was RESOLVED that the Pix Gymnastics Club:

- a) Will be charged for set/up tidy up time*
- b) Will get a free hire for the other room at the Memorial Hall for the two week period when they relocated from Pix Brook School.*

44/23 DEVELOPER CONTRIBUTIONS FOR OPEN SPACES/COMMUNITY AND VILLAGE HALLS

Members were informed of an email received by the Town Clerk regarding identifying future projects to update/enhance community facilities through developer contributions. Members noted the request and it was RESOLVED that:

The Clerk will respond to CBC with the relevant information.

45/23 LEGIONELLA TESTING

Members received a verbal report from Cllr Hayes on the legionella testing of the Town Council's built assets. Members noted that the test for Stotfold FC had come back at very high levels, necessitating a disinfection of the water tanks to bring it back to compliant levels. The Chairman of the Buildings Committee with the Town Clerk had taken the executive decision to pay for this work to be undertaken, to be recouped from the football club.

The ongoing testing regime is quite comprehensive and were not within the skillset of existing staff. It was noted that an external contractor would be investigated to undertake these checks which would have a knock-on effect on the budget.

There are also remedial plumbing works which need to be undertaken to bring the buildings up the required standard. These would be met from maintenance budgets. Drinking water tests also needed to be undertaken to meet compliance requirements.

It was **RESOLVED** to:

Note the verbal report.

46/23 BUDGET 2024-25

Members received a proposed budget for this Committee. Members noted that the Clerk needed to speak with the Chairman of the Committee considering the legionella testing regime and increase in utility costs for this budget to be ratified. Costs need to be proportioned across buildings.

It was also noted that the income for the Simpson Centre would be reduced with the relocation of the library/café to the Greenacre Centre. There would also be a reduction in utilities.

Members queried which budget line the Key Holders salaries was used.

Members would like to reinstate all the capital budgets that were withheld in 2023/24. Discussions were held regarding the EMR for the Mossman Centre which could be used for the decoration of the building.

It was **RESOLVED** to:

Consider the budget at the next Committee Meeting

47/23 Q2 INCOME AND EXPENDITURE REPORT

Members received the Q2 income and expenditure report for this committee.

It was **RESOLVED** to:

Note the report.

48/23 STRATEGIC PLAN

Members were asked to defer this item as the Town Clerk had not had an opportunity to review the document.

48/24 WORK PROGRAMME

Members received the work programme for this committee. It was **RESOLVED** to:

Note the report

49/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Cllr Hayes gave an update on the library project. A meeting had been held on site with Officers from CBC, the café tenant and along with a security consultant. The meeting had been productive with lots of discussion about the feasibility of the project. The planning application is being considered by CBC in November.

50/23 DATE OF NEXT MEETING

Wednesday 15 November 2023

The meeting closed at 2106.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

STOTFOLD TOWN COUNCIL

FEES & CHARGES 2023/24

Hall Hire Charges

Greenacre Centre	2023/2024
	Per hour
Council Chamber	£17
Memorial Hall	
Main Hall, Kitchen, Extension & Bar	£17
Rear Hall	£12.00

Open Spaces

Activity	2023/2024
Casual Football charge - Hitchin Road Recreation Ground	
Adult – charge per game	£50
Junior – charge per game per team	£30
Stotfold Junior Football Club – (The Green, Hitchin Road Recreation Ground, Riverside Playing Field, Arlesey Road) charge for non-exclusive use by the club, per season	£5,000 per season
Dean's Fair/other circus/fair visits	
Charge per non-opening day	£33
Charge per opening day	£66
Arlesey Road playing field	
Casual Adult - charge per game	£50
Casual Junior – charge per game	£30
Commercial use (activity where a charge is being made or for profit) of The Green, Hitchin Road Recreation Ground, Arlesey Road, Riverside Playing Field, Greenacre Park and any other open space under responsibility of the Town Council for non-football use	£10 per session, per site used
Car boot sales/Annual Classic Car Show (The Green)	FOC

Cemetery

Interment

Adult	£375
Child Under 3 (in Baby Section Only)	£200
Child 3 Years and Over in any Adult Section	£375
Burial of Ashes in Grave Space	£200

PURCHASE OF BURIAL GRANT

Double Depth Plot	£650
Child Under 3 (Baby Section Only)	£300

Re- registering of Exclusive Right of Burial Grants £ 70*

For the Right to Erect or Place a Memorial:

Beacon Section, Upper Lawn Section, New Section and Old Section

- a) Headstones not to exceed 4ft in height/ and or kerb stones/
and or flat stones not exceeding 7ft in length or 3ft in width
for a single plot and 7ft for a double plot. £420

- b) Headstones in the Baby Section not to exceed 2 ft 3 in (700 mm) in height or 15 inches in width. £130
- c) Any monument not to exceed 4ft in height and 7ft in length and 3ft in width for a single and 7ft in width for a double. £420

Lower Lawn

Flat plaque – Twenty Four inches by Eighteen inches is the only permitted size. £250

Lower Garden of Rest, Beacon Garden of Rest, Walled Garden of Rest

Purchase of Plot	£300
Interment	£200
Fee for Placing a Plaque (12 ins x 9 ins only permitted size)	£130
Scattering of ashes – Lime trees, on Grave or around memorial tree.	£ 70*

All areas of Cemetery

- a) Additional inscription to an existing memorial. £ 70*

'Charges are trebled for non Stotfold residents with the exception of those charges asterisked'

Allotments

Charges for plots from September 2023 to September 2024 are: £70 for a Full Plot and £35 for a half plot.

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDINGS

DATE: 15 NOVEMBER 2023

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: ASBESTOS SURVEY

1. SUMMARY

- 1.1 Asbestos was a widely used material within commercial buildings, homes and machinery until 1999, when it was banned.
- 1.2 The previous asbestos surveys undertaken on the Town Council's assets was undertaken in 2018. Several areas with asbestos were identified in the survey.

RECOMMENDATION

- 2.1 Members are asked to authorise the Clerk to instruct a contractor to undertake asbestos surveys on the Town Council's properties, where applicable.

3. BACKGROUND

- 3.1 The duty to manage asbestos is a legal requirement under the Control of Asbestos Regulations 2012 (Regulation 4). It applies to the owners and occupiers of commercial premises (such as shops, offices, industrial units etc) who have responsibility for maintenance and repair activities. In addition to these responsibilities, they also have a duty to assess the presence and condition of any asbestos-containing materials. If asbestos is present, or is presumed to be present, then it must be managed appropriately.
- 3.2 Records on asbestos should be kept up to date; and updated whenever work is undertaken. The material should be checked at least once a year to make sure it hasn't deteriorated. ⁱ
- 3.3 Any contractor undertaking work in Town Council buildings should provide their Risk Assessment, public liability insurance and will be provided with a copy of the asbestos register.
- 3.4 There are two types of asbestos survey – management and demolition. The survey recommended to be undertaken is a management to identify and monitor any changes in asbestos.

4. FINANCIAL

- 4.1 The survey costs would be met from the Maintenance Budget 53/512,

ⁱ HSE website Managing Asbestos [Managing my asbestos - Keep your records up to date \(hse.gov.uk\)](https://www.hse.gov.uk/management/)



QUOTE

Stotford Council
The Greenacre Centre
Valerian Way
Stotfold
SG5 4HG

Date
8 Nov 2023

Expiry
26 Nov 2023

Quote Number
QU-1914

Reference
MAN599

VAT Number
205501457

South East Solar & Electrical
Ltd
Unit 16
Rochester Trade Park
Maidstone Road
Rochester
Kent
ME1 3QY

Description	Quantity	Unit Price	VAT	Amount GBP
Erect scaffolding, install bird mesh and clean panels	1.00	2,000.00	20%	2,000.00
DC isolator switch	2.00	50.00	20%	100.00
Minus initial visit	1.00	(350.00)	20%	(350.00)
			Subtotal	1,750.00
			TOTAL VAT 20%	350.00
			TOTAL GBP	2,100.00

Terms

All works are to be within normal working hours unless planned otherwise. Any works out of normal working hours (Mon-Fri 8:00-17:00) will be charged at an additional 50%

A charge of 50% will be liable if less than 24hours notice is given (Exclusions at company discretion)

General Policy

Please note that when replacing products unforeseen faults may become apparent.

If the issue can be rectified onsite with no additional materials this would be inclusive of what has been quoted. (Any additional parts or revisits to have costs agreed). If the problem cannot be resolved and additional visits are needed, this would be chargeable.

Note that this quotation is valid for 28 days only as dated.

The quotation is for works as detailed above and any additional work will need to be paid/quoted for separately and be arranged via the head office and not the operatives.

No money shall be offered to the operatives for additional work as this is in breach of our contracts and will not be under your warranty.

All cabling and equipment installed surface unless otherwise stated or agreed.

BUILDINGS COMMITTEE WORK PROGRAMME 2023-24

Meeting Date	Agenda Item		Description		Neccessity
17/01/2024	Redecoration of GAC		To consider the redecoration of the GAC		Buildings Maintenance
	Hirers Feedback Form		To consider introducing a hirers feedback form		Customer Satisfaction
20/03/2024					