

MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 16TH JANUARY 2019, AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

Committee Members present: D Matthews (Vice-Chairman)

Mrs S Bundock	Mrs A Clarey
B Collier	A Cooper
Mrs Cooper	S Dhaliwal

Also present: Councillor J Talbot, 1 member of the public and the Town Clerk – Mrs K Elliott-Turner

1/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor S Hayes.

2/19 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

Councillor Mrs Clarey declared an interest in item 8 on the agenda regarding a free let request by the Stotfold Good Neighbour Group, as she is a Trustee of the Group. Members were 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.

3/19 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None.

4/19 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

5/19 EXTERNAL LIGHTING – GREENACRE CENTRE

As discussed at the November meeting, Members considered a quote from Terry Seymour Electrical Contractor to improve external lighting for security and pedestrian safety at the Greenacre Centre. To disconnect and remove the existing faulty LED rear car park column lantern, together with the one next to it. To supply and fit x2 double lantern head brackets, 1 to each column. To supply, wire and fit x4 new URBIS 32 watt AXIA LED lanterns to the brackets. To test and leave in full working order. To wire, supply and fit x2 30watt photocell controlled floodlight LED fittings alongside the elevation of the main hall to illuminate the pathway (end face). Total £2,650 plus vat.

A further quote to remove the existing lighting bollards was considered, at a cost of £50 plus vat per light – sealing off the cables in resin joints in the ground for future use if required. Members discussed whether the bollards should be disconnected at this stage.

RESOLVED that the quote from Terry Seymour in the sum of £2,650 plus vat to improve external lighting at the Greenacre Centre as above, is accepted. Funds from Buildings Maintenance budget. The existing lighting bollards are to remain for the time being, and will be monitored.

6/19 OAK HALL LIGHTING UNITS – GREENACRE CENTRE

Five of the lighting units in the Oak Hall are faulty. Terry Seymour Electrical Contractor has provided a quote to replace them: to supply and erect a scaffold to access the lights in the hall and disconnect and remove x5 faulty dim-able ballast units replacing with new as required. To re-lamp the fittings while carrying out the maintenance. Leaving all 5 fittings in full working order £630 plus vat.

Members discussed the quality of the units provided during the build of the Greenacre Centre, and whether better quality units could be fitted. Also, discussions held around different types of lighting available.

Before making a decision on replacing the lighting units, Terry Seymour is to be asked for his professional advice as to replacement units – quality available, different type of lighting options.

It was noted that Terry would have to supply the scaffold tower for the work, and that although we do have a scaffold tower, it is not of sufficient height to reach the ceiling of the Oak Hall. Investigations are being made into extension levels and stanchion supports to add to the existing scaffolding. Members agreed that provision of a suitable scaffold tower by the Town Council would aid future high-level maintenance and keep contractor costs down.

RESOLVED that the Clerk is given authority to go ahead and purchase the required scaffold extension levels and support stanchions needed. Cost to be reported to the next meeting.

7/19 NOISE LIMITER WIRING – MEMORIAL HALL

Further to the previous quote accepted by this Committee (in the sum of £800 plus vat) to wire in the previously purchased noise limiter for the main hall of the Memorial Hall, it has been established that further work is required in order to ensure that the number of electrical sockets is not reduced – maximising potential use within the hall. Members considered the additional quote: to allow the existing 13amp socket outlets to be operated from the noise limiter – to wire from the noise limiter on the stage a 240volt supply to the existing mains position in the hall and supply, wire and fit 1x 60amp contactor, enclosure and necessary inter connecting wiring. To divert all existing socket wiring to the new contactor, test and leave in full working order. Sum of £950 plus vat. This will be in addition to the previously accepted quote of £800 plus vat.

RESOLVED that the additional quote for the wiring work to fit the noise limiter in the Memorial Hall main hall, at £950 plus vat, is accepted.

8/19 FREE LET EXTENSION – MEMORIAL HALL REAR HALL

Members considered a request from Stotfold Good Neighbour Group for an extension to their free let request for the rear hall of the Memorial Hall for their chair-based exercises. They have reached the end of their first 6 months free let of the room. A copy of the request letter was previously circulated to Members, and included an update on their provision of successful exercise classes.

Discussions took place around charging a nominal fee for hire of the room, however it was felt that this use provides benefit to our residents not only as an opportunity for exercise for our elderly population, but also socially.

RESOLVED that a free let is granted for the weekly 3 ½ hour sessions (Fridays), in the rear hall of the Memorial Hall for the Stotfold Good Neighbour Group chair-based exercises, for a further 6 months.

9/19 EXTENSION TO LEASE AREA – SIMPSON CENTRE

Members considered a request from the current tenant of rooms within the Simpson Centre, Box of Cakes, to add room 3 to the lease. They would like to use the room for additional seating for the café customers as an overspill during busy periods and also to hold some cake decorating classes for children once a month.

RESOLVED that room 3 of the Simpson Centre is added to the Box of Cakes lease, at an additional £50 per month, under the same terms as the main lease.

10/19 NOISE LEVEL TEST AT MEMORIAL HALL

Following a complaint about repeated noise from a hirer of the Memorial Hall, the Chairman carried out a noise level test during one of the particular hire sessions, as per report circulated to Members and is on file. The contents of the report were considered, which concluded that music levels, including bass, were not significant and the results indicated that the noise was not intrusive, although it was acknowledged that the amplified voice was more noticeable than the music. Noise samples were taken at four points around the building, with levels being noticeably reduced once the doors were closed (around 10db lower). It has been reported that the doors and windows are often open during exercise classes as the room is sometimes too warm.

The keyholders for the building will be asked to turn the thermostat down prior to the two hire sessions which are of concern to reduce the need to open windows and doors. This may help reduce the chance of potential noise nuisance. The hirers handbook for the Memorial Hall will be updated to reiterate the need to consider our neighbours in a residential area and keep noise levels down. When using amplified music or voice, windows and doors must be kept closed. A letter, together with a copy of the updated hirers handbook will be sent to all regular hirers of the facility.

11/19 MEMORIAL HALL & GREENACRE CENTRE COMPLAINTS

Whilst we did not receive a complaint about noise, an inspection of noise levels was carried out as per planning conditions attached to the Greenacre Centre. Councillor Hayes used a sound meter to record noise levels at four points around the building whilst a wedding party was underway in the Oak Hall. A copy of the report was previously circulated to Members and is on file. Findings from the inspection were that noise levels were accepted.

12/19 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE

A Member advised that during the December Salvation Army Band concert held in the Oak Hall of the Greenacre Centre, the guitar playing kept cutting out due to the noise limiter. The query was raised as to whether the noise limiter is set to record frequency or amplification, as the guitar was not considered to be any louder than other amplified sound. This will be checked and reported back.

There being no further business, the meeting closed at 7.48pm

CHAIRMAN

DATED