

MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 29TH MAY 2019 AT 7.30PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE

Committee Members present: S Hayes (Chairman)

Mrs S Bundock	A Cooper
Mrs M Cooper	S Dhaliwal
D Matthews	J Talbot

Also present: the Town Clerk – Mrs K Elliott-Turner

25/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Clarey and Collier.

26/19 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA

There were none. 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.

27/19 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

28/19 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

29/19 EXECUTIVE ACTION – SIMPSON CENTRE – FLAT ROOF

Members were asked to approve executive action taken by the Clerk in consultation with the Chairman, on the grounds of protection of Council assets, to accept a quote to make temporary repairs to the flat roof of the Simpson Centre to ensure the building is kept water-tight following a recent significant leak. T&R Roofing Ltd £250 to clean out the box guttering and apply a coat of Aquashield. They will be providing a quote to carry out full repairs to the flat roof in due course.

RESOLVED that the executive action taken in accepting a quote to make temporary repairs to the flat roof of the Simpson Centre at £250 plus vat is approved.

Members noted that the Handyman should be keeping the box guttering clear of leaves and debris throughout the year which will help blockage and subsequent pooling of water on the roof, although the leak itself appears to be caused by no seal between layers of roofing.

30/19 EXECUTIVE ACTION – SIMPSON CENTRE – LIGHTING UNITS – CAFÉ TENANTED AREA

Members were asked to approve executive action taken by the Clerk in consultation with the Chairman, on the grounds of health and safety and protection of Council assets, to instruct Terry Seymour electrician to replace lighting units and check wiring in the café tenanted area of the Simpson Centre, following burn-out of these units. £200 plus vat.

RESOLVED that the executive action taken in instructing Terry Seymour electrician to replace damaged lighting units and check wiring in the café tenanted area of the Simpson Centre at £200 plus vat is approved.

31/19 GREENACRE CENTRE – SOLAR FILM ON WINDOWS

On sunny days and in warmer weather, the heat coming through the windows on the south facing rear elevations of the Greenacre Centre increases the heat in the building significantly. At a certain level, the building management system (BMS) struggles to keep temperatures down, and it is therefore suggested that to help reduce the starting temperature, solar film is applied to the internal faces of the windows on the rear and side elevations of the building - Oak Hall and office windows. Solar film will also prevent fade and sun damage to furniture and flooring. Members considered a quote from Tintfit Window Films Ltd to supply and fit window film to 30 panes measuring approximately 47m² at £1,410 plus vat.

Members supported the idea of fitting film to the suggested windows and asked that enquiries be made into whether the film could be tinted to provide some privacy. Investigations will be made and brought back to Committee.

32/19 GREENACRE CENTRE – OAK HALL – LIGHTS

The Operation & Maintenance (O&M) manual for the Greenacre Centre states that all the luminaires (lights) in the Greenacre Centre are LED. On investigation, it has been established that all lights are in fact fluorescent – which are also dimmable. Each light unit contains two tubes, totaling 110 watts, therefore when all lights are on in the Oak Hall, just over 3kw of energy each hour is used for lighting. The Chairman has established that it is possible to replace the fluorescent tubes with LED tubes of correct design at a cost of approximately £55 per light. There are 30 lights in the hall. However, the fluorescent tubes cost between £2.50 and £3 each depending on quantity. Members were asked to consider a proposal to purchase x100 replacement tubes. It is proposed that all tubes are replaced in the Oak Hall (using Town Council scaffold unit) on a determined frequency, e.g. every two years, leaving a stock of spares for the rest of the building which can be replaced as and when required – lower ceilings mean easier maintenance. If the dimmer units burn out, they are approximately £35 per light to replace and work is likely to be carried out by an electrician.

RESOLVED that x100 replacement tubes for the Greenacre Centre are purchased, with all in the Oak Hall being replaced, and a replacement programme is set up for future years.

33/19 GREENACRE CENTRE – DECORATING WORKS

Following an inspection by the Clerk, areas of the Greenacre Centre require redecoration. The Oak Hall needs a complete repaint, together with public areas such as the foyer and toilets. The office areas are in a good condition and do not need redecoration at this point. A request was made for corner protectors to be fitted, particularly the wall edges leading to the community use kitchen to prevent further damage. Members agreed that eggshell paint should not be used as this is not hardwearing and cannot be washed, and similar colours to existing should be sourced. Quotes will be obtained for the next meeting.

34/19 MEMORIAL HALL & GREENACRE CENTRE COMPLAINTS

No complaints have been received regarding noise, parking, etc at the Memorial Hall and Greenacre Centre.

The Chairman has recently tested the noise limiter at the Memorial Hall and found that it had been set too low, so has made appropriate adjustments. It was tested again, inside and outside, and is now at an acceptable point within W.H.O. limits.

35/19 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE

Nothing to report.

There being no further business, the meeting closed at 7.59pm

CHAIRMAN

DATED