

**MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 17<sup>TH</sup> JULY 2019 AT 7.15PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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Committee Members present: S Hayes (Chairman)

Mrs S Bundock	Mrs A Clarey
B Collier	A Cooper
Mrs M Cooper	D Matthews
J Talbot	

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

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**36/19 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S Dhaliwal.

**37/19 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA**

Councillors Mrs Clarey and Talbot declared an interest in the item relating to the free let request from Stotfold Good Neighbour Group, as they are both Trustees. 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.

**38/19 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

**39/19 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

**Clerk's Report**

Following a flooding incident in the gents toilet last Wednesday evening, where someone had entered the building unnoticed and damaged one of the sink taps, leaving it running such that it flooded the whole toilet room, a repair of the tap has been made and, although the plug was not a factor in this flooding event, the plunge plugs have been removed from each sink in the ladies and gents toilet to avoid the potential for this cause in the future.

Thanks were given to staff who stayed on to mop up the flooding. The Clerk advised that as a goodwill gesture to thank a hirer who also stayed on for an hour after their booking finished to help clear up, she has authorised a free let for that session. Members were in agreement with the Clerk's action.

**Matters arising**

Minute 33/19 – quotes for the following decorating works at the Greenacre Centre are being obtained for consideration at the September meeting:

Decorator

Paint required is Dulux Trade Diamond Matt and will need colour matching to our existing walls – current colour is Artic Blue. Woodwork is to be painted in white matt.

Maple Room                      Paint all walls

Foyer	Paint all walls – not including green/blue feature wall
Corridor	Paint all walls
Ladies toilet	Paint all walls
Oak Hall	Paint bottom third of all walls – suggested slightly darker shade – deliberately creating a line between the top lighter shade and bottom, darker, more hard-wearing paint. Paint all window ledges
Woodwork for doors	Separate quote to paint both sides of each door frame

### Handyman

The Handyman will be carrying out the following work:

Foyer	Fill crack above front door – above left window pane
Council Chamber	Touch up paint front wall where the seats mark the wall
Corridor	Fit plastic or metal (whichever he feels is appropriate) corner strips on wall to community kitchen – to be fitted after paint work completed
Community Kitchen	Fit plastic or metal corner strips by external door and then paint walls immediately either side. Touch up paint where corner cracks were filled by Ashe in snagging works
Men's toilet	Touch up paint around hand-driers and plastic cladding. Touch up paint on wall by urinals

Due to the number of bookings at the Greenacre Centre, most of the work can be carried out around our existing bookings.

Members discussed the type of paint requested, and it was noted that a satin finish for the walls might be preferable, for cleaning purposes, rather than a matt finish, although it was pointed out that the Dulux Trade Diamond Matt is 'scrutable'.

### **40/19 MEMORIAL HALL WALKABOUT**

Members of the committee discussed items arising from the walkabout of the Memorial Hall prior to this evenings meeting.

- The Memorial Hall is generally in good condition
- A trip hazard has been identified at the exit to the bar area, where the flooring has lifted – this section is to be repaired.
- No painting work is required at this time

Discussions took place regarding the pea-shingle, which was topped up last year, around the edge of the building which acts as a 'French drain'. It is felt to be very high and overflows onto the adjacent footway. A request was made to remove some of the shingle to lower the level. The Chairman will look at the problem and report back to the next meeting with suggestions as to how the situation might be resolved. In the meantime, the Handyman or building Caretaker will be asked to sweep back any shingle on the footway.

### **41/19 RISK ASSESSMENTS & ACCESS AUDIT**

For information, our annual fire risk assessments, risk assessments and access audits have been carried out by the Clerk for the Simpson Centre, Memorial Hall and Greenacre Centre. Copies of the completed documents are available on file. The committee Chairman has also received a copy.

#### **42/19 MEMORIAL HALL – FREE LET REQUEST – STOTFOLD GOOD NEIGHBOUR GROUP**

Members considered correspondence (previously circulated) from Stotfold Good Neighbour Group thanking the committee for previous free lets of the Rear Hall in the Memorial Hall for their chair-based exercises. They wish to continue using the facility and if not through a free let, they are happy to pay the full rate or a subsidised rate. Cost to the Council £35 per week (£910 for a further 6 months).

**RESOLVED** that a free let of the Rear Hall of the Memorial Hall is granted to Stotfold Good Neighbour Group for their chair-based exercises for a further 6 months.

#### **43/19 GREENACRE CENTRE – ADDITION OF ELECTRICAL SOCKETS TO OFFICES**

Members considered quotes from Terry Seymour Electrician, to provide additional electrical sockets to the Clerk's office and the outer office:

##### Clerk's office

To wire, supply and fit x2 additional 13amp twin sockets along existing dado trunking system in the Clerk's office. £175 plus vat.

##### Outer office

To supply and fit dado trunking, wire, supply and fit x2 additional 13amp twin sockets to the trunking. £215 plus vat.

**RESOLVED** that the two quotes to provide additional electrical sockets to the Clerk's office and the outer office, totalling £390 plus vat is approved. Funds from Buildings Maintenance & Repairs budget.

#### **44/19 GREENACRE CENTRE – CHRISTMAS TREE ELECTRICAL PICK UP POINT**

Following recent vandalism to the temporary wooden pillar supporting the Christmas tree electrical pick up point, Members considered a quote from Terry Seymour Electrician to install a feeder pillar to accommodate the electrics. Excavate a hole and supply, wire and fit x1 square galvanised feeder pillar over the supply cables. To supply and fit x2 13 amp socket outlets inside the pillar. Test and leave in full working order. £758 plus vat.

Members were concerned that an above ground feeder pillar would also be subject to vandalism and requested information and a quote on below ground units which are lockable and the top opening door fits flush with the surface.

#### **45/19 GREENACRE CENTRE – EXTERIOR LIGHTING BOLLARDS**

Following recent vandalism to the three external lighting bollards situated in the grass area to the front of the Greenacre Centre, one has been disconnected and made safe. The Clerk has discussed options with Terry Seymour Electrician to make the lights more stable.

##### Option 1

Securing larger root system to the base of each bollard and then re-connecting the bollards into the ground and re-connecting them to the supply cables.

Terry Seymour Electrician – removing two remaining bollards to allow root system to be fitted, excavating and concreting in the lights and reconnecting the wires - £375 plus vat

Ray Clarke (fabrication) – to weld ground anchors to the base of each bollard - £25 per bollard

## Option 2

Terry Seymour Electrician - Disconnect and remove the 2 remaining bollard lights and supply, wire and fit x1 5m tubular galvanised steel with a 32 AXIA LED lantern on it. The new column would be in line with the other two columns in the rear car park and would be sited approximately where the middle bollard would have been - £1,300 plus vat.

**RESOLVED** that the quotes for Option 1 to replace the lighting bollards with new ground anchors is approved. Funds from Buildings Maintenance & Repairs Budget.

Once in place, the situation is to be monitored, and if the bollards continue to be a target for vandalism, the matter will be revisited, and consideration may be given to Option 2.

## **46/19 GREENACRE CENTRE – SOLAR FILM FOR WINDOWS**

At a previous meeting, a quote for solar film (non-tint) was considered. Further quotes have now been received for slightly tinted effect film, for consideration.

Tintfit Window Films:

To supply and install on 30 panes, measuring approximately 47m2 (rear windows of the building – Oak Hall, offices and the side window of the Clerk’s office)

Non-tint solar film	£1,410 plus vat
‘Sputtered’ neutral film 25	£1,410 plus vat
‘Sputtered’ neutral film 35	£1,410 plus vat
Spectra 60	£1,997.50 plus vat

If a tinted effect is required, to avoid the appearance of a mirrored film, the two sputtered neutral films is suggested. A film with an even more neutral appearance is Spectra 60, which does not perform quite as well as the sputtered neutral, but it is harder to detect that the window has a film applied, meaning it remains as close to the original appearance as possible.

**RESOLVED** that the quote from Tintfit Window Films to supply and install ‘Sputtered’ neutral film 35 on 30 window panes of the Greenacre Centre, at £1,410 plus vat is approved. Funds from Buildings Maintenance & Repairs Budget.

## **47/19 SIMPSON CENTRE – CAFÉ TENANT**

Members considered two requests from the café tenant at the Simpson Centre:

- 1) To include a café sign on the existing sign at the front of the Memorial Hall, where it points to the Simpson Centre – they would provide letters in the same font, colour and size.
- 2) To renew the 12 month lease on rooms within the Simpson Centre for the café business. The lease would be on the same terms, with the exception of the notice period. For enable them to have some security and reassurance for investment, they have requested the notice period be increased from one month to three.

Members discussed the requested addition to the existing sign and it was felt that this would not be appropriate, and there is insufficient space on the existing sign. However, agreement was given to the café owner installing a new sign.

**RESOLVED** that in response to the two requests:

- 1) Additional lettering to the existing sign is not approved, however the café owner may install a new sign, to be sited adjacent to the front hedging of the Memorial Hall, as per previous 'private parking' sign which was removed. Suggest using the same signage provider as the Council.
- 2) The café lease on rooms within the Simpson Centre is agreed, on the same basis as the previous lease, but with a three month notice period replacing the one month period.

#### **48/19 SIMPSON CENTRE FLAT ROOF**

Following emergency repair works to the flat roof above the kitchen in the Simpson Centre after a significant leak (carried out under approved executive action at the last meeting), Members considered a quote from T&R Roofing to carry out roofing replacement works to the kitchen area, plus the flat roof section over the café section of the building £4,864 plus vat for kitchen roof, £3,391 plus vat for café roof. A copy of the detailed quotes was previously circulated to Members.

**RESOLVED** that the quote to carry out roofing replacement works to the kitchen flat roof of the Simpson Centre at £4,864 plus vat is approved. The quote to carry out roofing replacement works to the café flat roof area at £3,391 plus vat is approved. Funds from Buildings Maintenance & Repairs budget.

#### **49/19 CORPORATE STRATEGIC PLAN – FORWARD PLAN PRIORITIES AND TIMESCALES**

Members considered the proposed items in the Forward Plan (as part of the draft Corporate Strategic Plan) relative to this committee – to identify their priorities and timescales in which this committee aims to achieve them. Although some items may be ongoing and longer than the four year plan period, the end date should not exceed March 2023, however a note may be added to the description to indicate it will be longer. Priorities are Low, Medium or High.

The following will be submitted to the Town Strategy Committee for inclusion in the draft Corporate Strategic Plan:

Description	Timescale	Priority
Memorial Hall – refurbishment project to include updated kitchen, replacement front doors, induction loop system for main hall, new flooring to bar extension, and a review and update on building fire safety measures	July 2019 to March 2021	Medium/High
Retain library facility through partnership with Central Beds Council	July 2019 to March 2023	Medium
Determine future use of the vacated (and leased section of the Simpson Centre)	July 2019 to March 2020	High

#### **50/19 MEMORIAL HALL & GREENACRE CENTRE COMPLAINTS**

No complaints have been received regarding noise or parking at the Greenacre Centre or Memorial Hall.

#### **51/19 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

A request was made for the large weed which is growing by the bollard at the footpath entrance to the Simpson Centre from Hitchin Road to be removed, also, the patch of nightshade growing in the shrub bed at the Memorial Hall.

There being no further business, the meeting closed at 9.21pm

**CHAIRMAN**

**DATED**