

STOTFOLD TOWN COUNCIL

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



21 May 2025

Members of Stotfold Town Council:

Cllr D Matthews (Chair), Cllr J Bendell, Cllr M Cooper, Cllr S Hayes, Cllr J Hyde, Cllr B Saunders, Cllr J Talbot, Cllr N Venneear.

You are hereby summoned to attend the **Buildings Management Committee** meeting to be held in the **Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **28 May 2025 at 7.30pm** for the purpose of transacting business detailed in the agenda.

E Payne
Town Clerk

Members of the public:

In addition to attendance 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 are 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 speak in 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).



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

The seven principles of public life
Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

1. APOLOGIES FOR ABSENCE

2. ELECTION OF VICE CHAIR

To receive nominations for the position of Vice Chair for the Building Management Committee.

For Decision

3. 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.

4. PUBLIC SECTION (MAX. 15 MINUTES)

Members of the public may 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.

5. MINUTES OF THE PREVIOUS MEETING

Members are asked to resolve that the Minutes of the Building Management Committee meeting held on **26th March 2025** are a correct record.

6. CLERK'S REPORT

To receive an update from the Clerk on previous actions, including the action tracker.
#clerksreport #tracker

7. REPORTS TO COMMITTEE

For Members to consider the following reports for decision:

7.1. Christmas Fayre

Members to receive a report from the Facilities Officer and consider the recommendations within the report.

For Decision
#christmasfayre

7.2. Simpson Centre Security

Members to receive a report from the Public Realm Manager and consider the recommendations within the report.

For Decision
#simpsoncentre

7.3. Cleaning Contract

Members to receive a report from the Town Clerk with an update on the cleaning contract increase, and consider how they wish to proceed.

7.4. Greenacre Centre Car Park

Members to receive a report from the Public Realm Manager and consider the recommendations within the report.

For Decision
#gaccarpark

STOTFOLD TOWN COUNCIL

COMMITTEE:	BUILDINGS MANAGEMENT
MEETING DATE:	28 MAY 2025
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK
REPORT TITLE:	CLERK'S REPORT

1. LIBRARY OPENING DATE

The library will be opening on Wednesday, 11th June, with an 'Open Day' on Saturday 14th June. The day will include stalls, an ice cream van and children's activities. The aim is to encourage residents to find out what is in the Greenacre Centre and to attract potential hirers.

2. LEGIONELLA RISK ASSESSMENTS

We have received the legionella risk assessments/ schematics for all 11 sites. The Public Realm Manager is currently working through the actions from the report.

3. REGULAR HIRES

All groups, organisations and people who regularly hire the Community Room and Memorial Hall have been asked to supply up-to-date Public Liability Insurance certificates and Risk Assessments.

4. MEMORIAL HALL FEASIBILITY STUDY

This has been commissioned

5. AV EQUIPMENT

The AV equipment in the Maple Room and Reception has been installed. The smaller screen which was originally planned for the reception area has been relocated into the library to publicise town council activities at this location.

6. CAR PARK RELINING

A local business has approached the town council about relining near the shops, so an update quote has been sought, with any costs above those agreed by this meeting to be met by the business.

7. RENAMING OF THE COUNCIL CHAMBER

This has been actioned.

8. MOSSMAN CENTRE LED LIGHTS

This has been actioned, and the Mossman Centre Committee will be invoiced for their contribution

Group Democratic Services
Last Updated 22/05/2025 11:59

Due	Meeting Date	Meeting	Task	Assigned	Status	Agenda Item	Task Description
11/02/2025			Asbestos Management Plan	Emma Payne	Not Started	Meeting	
	26/03/2025	Building Management Committee Meeting	AV installation to be commissioned.	Emma Payne,Sian van der Merwe	In Progress	6.2. - Audio Visual Equipment - Greenacre Centre	
	26/03/2025	Building Management Committee Meeting	Town Clerk to commission cost estimates	Emma Payne,Colin Rogers	In Progress	6.1. - Memorial Hall Feasibility Study	
	26/03/2025	Building Management Committee Meeting	Town Clerk to commission two further feasibility studies.	Emma Payne,Colin Rogers	In Progress	6.1. - Memorial Hall Feasibility Study	
	26/03/2025	Building Management Committee Meeting	Car park relining works to be commissioned.	Emma Payne,Colin Rogers	In Progress	6.2. - Audio Visual Equipment - Greenacre Centre	
	26/03/2025	Building Management Committee Meeting	Town Clerk to report to the next meeting on the increase in the Cleaning Contract	Emma Payne,Susan Riley	In Progress	5. - CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION	Email sent to Mary and Dave regarding the new schedule and any price increases
30/05/2025	26/03/2025	Building Management Committee Meeting	Contribution of £132.98 from the Mossman Centre Committee to be invoiced for disabled bay	Emma Payne,Jo Wang	In Progress	6.2. - Audio Visual Equipment - Greenacre Centre	
22/05/2025	26/03/2025	Building Management Committee Meeting	Contribution of £1500 from the Mossman Centre Committee to be invoiced for LED lights	Emma Payne,Jo Wang	In Progress	6.5. - Mossman Centre LED Lights	
22/05/2025	19/03/2025	Library Task and Finish Group	Hot water cylinder	Emma Payne,Jeanette Everitt,Susan Riley			15/05/2025 Quatations from Bradders Ltd and CL Grindal Services sent to Emma to review - JE 02/05/2025 Waiting for the quotation from Bradders Ltd - JE 25/04/2025 Already received a quotation from JD Heating & Plumbing services. Bradders Ltd and CL Grindal Services appointment booked 30th April to provide us with a quotation for the works - JE Jeanette is getting quotes for an additional hot water cylinder to install in the plant room which will service the cafe kitchen.
21/05/2025					In Progress	Meeting	
	19/03/2025	Library Task and Finish Group	Town Clerk to provide greater detail a breakdown of library costs	Emma Payne	In Progress	Meeting	
	04/03/2025	SFC lease meeting	Seek further legal advice to clarify what constitutes 'ad hoc' usage in terms of the lease.	Emma Payne	In Progress	Meeting	
01/04/2025	31/01/2025	Library Task and Finish Group	PR committee to look at planting in this area.	Emma Payne	Not Started	3.2. - Shutter Connection to Intruder Alarm	
11/02/2025	08/01/2025	Building Management Committee Meeting	Town Clerk to add CCTV to the scheme for potential works for MH refurbishment.	Emma Payne	Not Started	6.7. - CCTV at Memorial Hall	

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDINGS MANAGEMENT

MEETING DATE: 28 MAY 2025

REPORTING OFFICER: JEANETTE EVERITT, FACILITIES OFFICER

REPORT TITLE: CHRISTMAS FAYRE - STORAGE

1. PURPOSE OF THE REPORT

The Christmas Fayre has previously been offered a free hire, which normally would be authorised by the Town Clerk, and reported to this committee. However, the new organisers of the event have asked for additional storage for the event.

2. RECOMMENDATION

- 2.1 Members are asked to advise the Clerk if they wish to allow the organisers to store equipment relating to the Christmas Fayre at the Memorial Hall on an annual basis..

3. BACKGROUND

- 3.1 Stotfold Community Christmas Fayre was previously organised by ex-councillor and mayor. They have passed on the organisation to another resident, who has asked for free hire and support.

3.2 Hire times

- Saturday 22nd November 10.30am to 6.30pm.
- Set up Friday 21st November 5.30pm to 7.30pm
- Planning meetings 2 x Mondays in July and October 2pm to 4pm

3.3 Support

- Photocopying and distribute flyers around the town.
- Utilise the space under the stage for permanent storage of the Christmas Fayre decorations.

- 3.4 We do allow regular hirers to store equipment in the Memorial Hall. This is mainly in the room to the rear of the building, to the left of the stage. There is currently nothing stored under the stage, however, in the event of any refurbishment, the stage may be removed.

- 3.5 The Christmas Fayre aims to support local community groups and this year it will be in aid of Pippins Pre-School. The Stotfold Community Fayre is well supported by the local community and has raised considerable funds for organisations in the community.

4. FINANCIAL IMPLICATIONS

- 4.1 The hire charge for the memorial hall and rear room is £18.50 per hour. The costs associated with the proposal are:

Saturday 22 nd November 10.30am to 6.30pm.	£148.00
Set up Friday 21 st November 5.30pm to 7.30pm	£37.00
Planning meetings 2 x 2 hours	£74.00
	<u>£269.00</u>

- 4.2 We charge 50p a sheet for colour photocopying irrespective of size.

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Risk of storage of
Legal	identify any legal considerations or obligations
Resources/Stakeholders	Impact on staffing, partnerships or volunteers
Financial Implications	If this if a change in service, does it have ongoing implications on the budget including medium to long term budget
Contracts/Procurements	Contractual matters or procurement compliance
Crime and Disorder	Impact on local crime prevention (if applicable) Section 17 of the Crime & Disorder Act 1998
Biodiversity and environment	Implications on local biodiversity or environmental concerns
Equalities	Implications on different groups under the Equalities Act
Residents Impact Assessment	Describe how the proposal may positively or negatively affect residents
Sustainability/Climate Impact	Assess any environmental or sustainability considerations such as carbon footprint or climate resilience
Data Protection and Privacy	Identify any implications for the handling of personal data and compliance with data protection laws.

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STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT

MEETING DATE: 28 MAY 2025

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: CLEANING CONTRACT

1. PURPOSE OF THE REPORT

This report sets out the increase in the cleaning contract, as reported to this Committee at its' meeting held on 26 March 2025.

2. RECOMMENDATION

- 2.1 Members are asked to resolve to note the report.

3. BACKGROUND

- 3.1 Minster Cleaning has the contract to clean the Memorial Hall and Greenacre Centre. They advised on 1 March 2025 that with effect from 1 April 2025, their month charge would be increasing by 9.8%. Their reason behind the increase was:

- National Living Wage increase rising from £11.33 to £12.21 per hour
- Reduction of the secondary threshold for NI being reduced from £9,100 to £5,000 bringing more of their employees into qualifying for NI employer's contributions.
- Inflationary pressures, including an increase in materials, equipment, fuel, utilities and insurance.
- They are currently experiencing a labour shortage and additional recruitment costs.

4. FINANCIAL IMPLICATIONS

- 4.1 The standard monthly cost for the contract for both sites were £2,912.54 with some additional cleaning costs at the Memorial Hall for one off cleans after busy periods of hires.

	2024/25	After increase
Gross contract including VAT	£34,733.60	£38,137.49
Net contract per annum	£27,786.88	£30,509.99

- 4.2 The cleaning contract is met from two budgets:

53/538 – Building General Service Contracts
55/537 – Greenacre Centre Cleaning Contract

		Budget 2024/25	Expenditure 2024/25	Budget 2025/26
53/538	Building General – service contracts	£16,000	£19,530	£16,500
55/537	Greenacre Centre – Cleaning Contract	£13,500	£15,865	£16,000

- 4.4 The library will be recharged some of the cleaning costs for the Greenacre Centre in their service charge.

5. IMPLICATIONS

Strategic Plan	N/A
Risk management to lock the car park after hours.	Reduces the risk of library and office staff not being able
Legal	Council as a landlord
Resources/Stakeholders	Office and library staff
Contracts/Procurements	N/A
Crime and Disorder	Reduces the risk of ASB in the car park
Biodiversity and environment	N/A
Equalities	Disabled car parking bays in rear and front car parks
Residents Impact Assessment	Residents do not park in the car park
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A

STOTFOLD TOWN COUNCIL

COMMITTEE: **BUILDING MANAGEMENT**

MEETING DATE: **28 MAY 2025**

REPORTING OFFICER: **SUSAN RILEY – PUBLIC REALM MANAGER**

REPORT TITLE: **GREENACRE CENTRE CAR PARK**

1. PURPOSE OF THE REPORT

- 1.1 With the library opening at the Greenacre Centre in June, the car park at the rear of the building will be fully utilised by library staff, visitors, STC staff, park users, and parents dropping off and collecting children from the school.
- 1.2 There are often occasions when cars are parked in the car park when Officers are trying to lock up the building. This has meant officers knocking on residents doors to ascertain car ownership or waiting for parents to leave Pippins's preschool.

2. RECOMMENDATION

- 2.1 Members are asked to resolve to
 - a) Change car park signage to set opening and closing times for the car park to ensure the security of the building and the car parking area.
 - b) Authorise the Town Clerk to arrange for signage under delegated powers at a cost not to exceed £500.

3. BACKGROUND

- 3.1 Opening the car park for the below set hours would facilitate the Greenacre Centre and the library:
 - Monday: 8am till 5pm
 - Tuesday: 8am till 5pm
 - Wednesday: 8am till 6pm
 - Thursday: 8am till 5pm
 - Friday: 8am till 6pm
 - Saturday: 9am till 4pm
 - Sunday: Closed
- 3.2 STC and library staff would lock the car park at the end of each day, Monday to Saturday (excluding bank holidays). The car park will remain locked on Sundays when the Greenacre Centre and library are closed.
- 3.3 The car park will include allocated parking bays for the Town Mayor, Town Clerk and two bays for library staff. STC and library staff would be allocated a parking permit, allowing their cars to be easily identifiable.

3.4 Potential sign design:



Additional information to include

This car is for the exclusive use of users of the Greenacre Centre including the town council, library and visitors

Unauthorised parking is not permitted

Vehicles left in the car park after closing time will be locked in overnight. No liability will be accepted for loss or inconvenience caused.

3.5 Office and library staff will be issued with parking permits to identify their cars. Library staff will be asked to check that cars in the car park do not belong to office staff in the event of town council staff working late, especially on Wednesdays when there are council meetings.

3.6



3.7 Both Pippins Pre-School and Roecroft will be advised of the changes in car parking so that their parents can be informed.

4. FINANCIAL IMPLICATIONS

- 4.1 Considering the cost of signage recently installed at other locations, it is anticipated that the cost of the sign would not exceed £500 from budget code 53/512 (Buildings General)

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Reduces the risk of library and office staff not being able to lock the car park after hours.
Legal	Council as a landlord
Resources/Stakeholders	Office and library staff
Contracts/Procurements	N/A
Crime and Disorder	Reduces the risk of ASB in the car park
Biodiversity and environment	N/A
Equalities	Disabled car parking bays in rear and front car parks
Residents Impact Assessment	Residents do not park in the car park
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A

7.5. Neurodiverse Artwork

Members to receive a report from the Town Clerk and consider the recommendations within the report.

For Decision

8. DELEGATED DECISIONS

To receive the Clerk's List of Delegated Decisions related to this Committee.

For Information

9. WORK PROGRAMME

To receive this Committee's Work Programme.

For Information

10. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

For Information

11. DATE OF NEXT MEETING

Wednesday 17 July 2025.

For Information

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT
MEETING DATE: 28 MAY 2025
REPORTING OFFICER: EMMA PAYNE, TOWN CLERK
REPORT TITLE: NEURODIVERSE ARTWORK

1. PURPOSE OF THE REPORT

- 1.1 The Town Council has been approached by a local artist to consider displaying in the Greenacre Centre artwork by local neurodiverse artists.

2. RECOMMENDATION

- 2.1 Members are asked to consider the request and advise the Clerk if they wish to proceed with displaying artwork in the Greenacre Centre.

3. BACKGROUND

- 3.1 The following request has been received:

"Hello my names Paul, I am a local artist from Stotfold who is working with Angels support group and a few buddies for something called Hyperfocus.

It's all based around raising awareness of adhd and neurodiversity. We have a number of ideas on the go and more to come from art, music and poetry and more.

We've got one project where we're working to get 25 piece of art showing each artists perspective on neurodiversity (see attached). We currently have 12 pieces and gradually working our way up to 25.

We will look to auction this art at the end of the year to go towards our fund raiser for Angels. However we're looking to provide venues and groups the art to put on display so it can be seen by as many as possible and help raise awareness."

<http://www.personavleportraits.co.uk/hyperfocus>

- 3.2 There was previously artwork displayed in the corridor at the Greenacre Centre, which was removed when the area was redecorated. With the additional footfall into the centre with the library relocation, it would be a good opportunity to offer this space to local groups and schools to display their artwork.
- 3.3 The art group has been asked if they would like to take a stall at Stotfest to promote their activities.

- 3.4 The diversity of the audience of the Greenacre Centre should be considered as it serves all ages, backgrounds and sensitivities and some vetting of images may want to be considered. Content should be appropriate for a family-friendly environment.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	May need to vet images prior to display
Legal	STC is owner of building
Resources/Stakeholders	Officers, visitors to Greenacre Centre, artists
Financial Implications	No financial implications.
Contracts/Procurements	May need to enter informal agreement for length of time artwork being displayed.
Crime and Disorder	N/A
Biodiversity and environment	N/A
Equalities	Equalities Act
Residents Impact Assessment	N/A
Sustainability/Climate Impact	N/A
Data Protection and Privacy	No personal data to be part of display.

STOTFOLD TOWN COUNCIL

DELEGATED DECISIONS REPORT

Decision Date	Responsible Committee	Contractor/Service Provider	Reason/Authority	Financial Implication	PO Number	Date Reported to Committee
14/03/2025	Building Management	Manestream	Asbestos Report			28/05/2025
14/03/2025	Building Management	Stofold Bowls Club	Fertilizer Contribution	£872.22		28/05/2025
			Access card printer & 2 packs of cards	£935.00		28/05/2025
24/03/2025	Building Management	Halo Security	Data cabling for EML	£279.00	25.163	28/05/2025
08/04/2025	Building Management	SMG	Insert for Simpson Centre			
09/04/2025	Building Management	Stotfold News	Consultation	£200.00	25.165	28/05/2025
			Service agreement Memorial Hall	£202.89	25.173	28/05/2025
17/04/2025	Building Management	Chubb Fire & Service	Service agreement Simpson Centre	£165.54	25.174	28/05/2025
17/04/2025	Building Management	Chubb Fire & Service	2 x Union flags	£336.15	25.176	28/05/2025
22/04/2025	Building Management	Flagmakers	Annual test and inspection - GAC and Cemetery Chapel	£375.00	25.193	28/05/2025
24/04/2025	Building Management	Cuttings Lighting & Protection	Works to staff kitchen	£587.50	25.175	28/05/2025
22/04/2025	Building Management	CBS Ltd	Electrical works staff kitchen	£287.40	25.212	28/05/2025
02/05/2025	Building Management	Griggs Electrical	Additional AP wifi	£351.98	25.211	28/05/2025
02/05/2025	Building Management	SMG				
02/05/2025	Building Management	Shutter Repair & Maintenance Co	Repairs to shutters at GAC	£160.00	25.213	28/05/2025
			Chair and carpet cleaning - GAC	£249.00	25.178	28/05/2025
22/04/2025	Building Management	The Cleaning Hub	Legionella sampling	£100.00	25.221	28/05/2025
13/05/2025	Building Management	Acron Safety Services	Pest control GAC	£170.00	25.224	28/05/2025
14/04/2024	Building Management	Bugs & Things	Additional EML	£334.64	25.225	28/05/2025
15/05/2025	Building Management	Griggs Electrical	Electrical works various	£1,903.21	25.235	28/05/2025
22/05/2025	Building Management	Griggs Electrical				

BUILDINGS MANAGEMENT COMMITTEE - WORK PROGRAMME 2025-26

Meeting Date	Agenda Publication Date	Agenda Item	Description	Officer Responsible
28/05/2025	21/05/2025	Christmas Fayre	additional request for storage	Facilities Officer
		Simpson Centre Security	of the library/café	Town Clerk/Public Realm Manager
		Greenacre Centre Car Park	To consider refreshed signage for the car park on the library relocation	Town Clerk/Public Realm Manager
		Neurodiverse Artwork	To consider a request to display artwork in the Greenacre Centre	Town Clerk
23/07/2025	17/07/2025	Risk Assessments	large buildings owned by STC	Public Realm Manager
		Compliance Regime	To receive a list and dates for all compliance deadlines across all sites	Public Realm Manager
24/09/2025	18/09/2025			
26/11/2025	20/11/2025			
07/01/2026	30/12/2025	Policy Review	CCTV Code of Practice	Public Realm Manager
25/03/2026	19/03/2026			

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