

**MINUTES OF THE MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 20 MARCH 2024 AT IN THE COUNCIL CHAMBER,
GREENACRE CENTRE, VALERIAN WAY, STOTFOLD**

Committee Members present:

Councillors D Matthews (Vice Chair), S Buck, S Dhaliwal, J Smith, J Talbot

Also present:

Cllr J Hyde

Cllr J Bendell

E. Payne, Town Clerk

68/24 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hayes. It was **RESOLVED** to:

Accept the apologies.

69/24 DISCLOSURES OF MEMBERS INTERESTS

No disclosures were made and there were no requests for dispensations.

70/24 PUBLIC SECTION

There were no public present.

71/24 MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 17 January 2024 were received and it was **RESOLVED** to:

Adopt the minutes of the meeting held on 17th January 2024 as a true record of the meeting.

72/24 CLERK'S INFORMATION, CORRESPONDENCE RECEIVED AND MATTERS ARISING FOR INFORMATION

72/24.1 EV Charging Points at the Memorial Hall #

Members were advised that CBC are chasing BP Pulse for connection of these charging points. It is likely that this will be via a wayleave through Grand Union and not the Hitchin Road connection originally considered.

73/24 REPORTS TO COMMITTEE

73/24.1 Cleaning Contract

Members received a report on the current situation with the cleaning contract for the Greenacre Centre and Memorial Hall. Members noted that the contract is on a 3-month rolling notice period. The Clerk is happy with the standard of cleaning in both the Greenacre Centre and Memorial Hall.

Members noted that the Clerk would make an adjustment in the budget to reallocate some of the budget to the Greenacre Centre to cover the additional cleaning costs for the library. It was also noted that this increase had been notified after the budget had been agreed and the new costs would not be reflected in the budget. It was **RESOLVED** to:

- a) *Note the report*
- b) *Note the increase of 9.8% in the cleaning contract.*
- c) *Consider investigating the current cleaning contract in 2025/26 after 12 months operation of the library.*

73/24.2 Stotfold Good Neighbour Group – Use of Meeting Space

Members noted the delegated decision of the Chair and the Clerk to award a free let to the Stotfold Good Neighbour Group. The meeting was thanked by Cllr Talbot for this ratification and for the installation of the balancing bars installed in the rear hall of the Memorial Hall to be used for the seated exercise class. It was **RESOLVED** to:

Approve the delegated decision.

73/24.3 Community Café – Use of Maple Room

Members received a report requesting a free let for the use of the Maple Room for a community café, which is an extension of the warm spaces initiative. It was **RESOLVED** to:

Approve a free let of the Maple Room for a Community Café.

73/24.4 Stotfold Community Christmas Fayre 2024

Members received a request for a free let from the Stotfold Christmas Fayre to hold their annual event. It was **RESOLVED** to:

Approve a free let of the Memorial Hall for the Stotfold Christmas Fayre on Friday 22 November (1830-2030) and Saturday 23 November 2024.

73/24.5 Memorial Hall

a) Repairs to Road at Memorial Hall/White Lining in Car Park

Members received a report to consider undertaking repairs to the Memorial Hall car park and refresh of the white lines. It was felt that the two items in the report should be separated. The repairs to the roadway in certain places when it is a health and safety issue should be prioritised. A temporary repair of the issue areas should be undertaken, with other repairs after the EV situation has been resolved. It was **RESOLVED** to:

Undertake temporary repair of pothole outside the Memorial kitchen door until the CBC EV charging station issue is resolved.

b) Disabled Car Parking Provision

Members noted the complaint of a resident regarding poorly laid out disabled car park spaces. It was also noted that this applied to the Brook Street car park as well. Members considered that this was important to ensure that residents can identify these spaces. Members discussed that it would be better to get a professional contractor as they would have the right equipment, templates etc as well as relevant risk assessments and method statements. It was **RESOLVED** to:

Obtain quotations for the relining of the 'I's and 'T's in the car parks at the Memorial Hall, Library and Brook Street Car Park to be obtained via an external contractor.

c) Children's Tables and Chairs

Members received a proposal to purchase children size table and chairs for the Memorial Hall. Members considered the number of chairs and tables, bearing in mind that most children's parties exceeded 15 attendees. The Clerk advised the meeting that she was planning to introduce a hirers feedback form and it could be asked as part of the feedback if the children's tables and chairs had been used. It was **RESOLVED** to:

Purchase 3 tables and 15 chairs

73/24.6 Legionella Testing

Members received a verbal report from the Clerk regarding the current situation of legionella testing. Logbooks were now in situ and the Town Rangers, who were suitably trained, would be undertaking basic checks including temperature checks. Other more complicated and involved testing would be outsourced to a contractor.

The dead legs in the plumbing infrastructure have been identified and would be resolved and then a schematic of each building would be compiled to assist with the testing regime. It was **RESOLVED** to:

- a) Remove dead legs as part of the general maintenance regime***
- b) Organise quotations for schematics of buildings under Town Council control to be devised.***

73/24.7 Relocation of Kitchen Equipment and Chairs from GAC/Memorial Hall to Roecroft Centre

With the impending relocation of the library and the use of the GAC kitchen by the café, there will be spare crockery and glasses which needed to be relocated. It was planned to relocate these to the Memorial Hall and the crockery from the Memorial Hall transferred to the Roecroft Centre. It was **RESOLVED** to:

- a) *Delegate the relocation of the kitchen equipment to the Clerk and a representative from Roecroft Centre.*
- b) *Any surplus crockery/glasses to be offered to the community*
- c) *Any surplus chairs from the GAC to be sold.*

73/24.8 Arlesey Road Toilets

Members received a report on the installation of a radar disabled access key to the Arlesey Road toilet block. A quotation had been received from the original lock installation company of £685 to install the lock to a metal door and frame. It was noted that this company had originally installed the timed lock which needed adjustment and they could undertake this at the same time and train the Town Rangers in the automatic lock setting. It was **RESOLVED** to:

Install a radar lock in the disabled toilet at Arlesey Road of £685.

73/24.9 Asbestos Report

Members received a verbal report regarding the current status for the asbestos reports. They were advised that the company undertaking the asbestos testing had an IT infrastructure failure. The reports for the Mossman Centre and cemetery toilet had been received. There was no asbestos in the Mossman Centre and some in the cemetery toilets which would be fed into the contractor undertaking the work to the toilet block. It was **RESOLVED** to:

Note the verbal report.

73/24.10 Reorganisation of Offices at GAC

Members noted the report from the Clerk regarding the reorganisation of the offices at the Greenacre Centre to accommodate the new staff structure. Members noted that there was sufficient desk space for all staff to have a desk. It was **RESOLVED** to:

Note the report.

73/24.11 Heads of Terms for Library Relocation

Members received a verbal report on the work undertaken to date on the library lease. The first draft of the lease has been returned for the solicitor and some work is required to answer the queries from the solicitors. It was **RESOLVED** to:

Note the report.

73/24.12 Work Programme

Members noted the work programme and it was **RESOLVED** to:

Note the work programme.

74/24 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

74/24.1 Cllr Talbot raised the heating in the Memorial Hall and the location of the thermostats. The thermostat in the main hall is in the foyer. The thermostat for the main hall is the rear hall. Members were advised that prices are being obtained to rectify this.

74/23.2 Cllr Saunders asked if any of the Town Council building had green waste bins. The Mossman Centre had one and he was unable to subscribe to the green waste service being introduced. Cllr Hyde reported that St Mary's Church had the same issue. It was suggested that this was raised with Cllr Woodfine at the next Town Council meeting.

75/23 DATE OF NEXT MEETING

To be advised.

The meeting closed at 1940.

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date): _____

DRAFT