

STOTFOLD TOWN COUNCIL

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



17 July 2025

Members of Stotfold Town Council:

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

You are hereby summoned to attend the **Buildings Management Committee** meeting to be held in the **Community Room at The Greenacre Centre, Valeraine Way, Stotfold, SG5 4HG** on **Wednesday 23 July at 7.00pm** 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, OVWI, COUNTY ASSOCIATIONS

The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

1. APOLOGIES FOR ABSENCE

For Decision

To receive and accept apologies for absence from Members.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

1. Members to declare interests in respect of any item on the Agenda.
2. 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.

3. 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.

4. MINUTES OF THE PREVIOUS MEETING

For Decision

Members are asked to resolve that the Minutes of the Building Management Committee meeting held on **28 May 2025** are a correct record.

#minutes

5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION

For Information

To receive the Clerk's report on matters arising and note the Action Tracker

#clerksreport #actiontracker

6. REPORTS TO COMMITTEE

For Members to consider the following reports for decision:

6.1. The Greenacre Centre Car Park Fencing

For Decision

Members are to receive a report from the Open Spaces Officer and are asked to consider the recommendations within the report

#GAC #carpark #fencing

6.2. The Greenacre Centre Car Park

For Decision

Members are to receive a report from the Open Spaces Officer and are asked to consider the recommendations within the report

#GAC #carpark

6.3. Memorial Hall Flooring

For Decision

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

#memorialhall

6.4. The Simpson Centre Security

For Decision

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

#thesimpsoncentre #security

7. WORK PROGRAMME

For Information

To receive this Committee's Work Programme.

#workprogramme

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

For Discussion

9. CONFIDENTIAL ITEMS

For Discussion

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

10. Football Club License Agreement

For Decision

Members to receive a confidential report from the Projects Officer and consider the information within the report.

11. DATE OF NEXT MEETING

For Information

Wednesday 24 September 2025

[DRAFT - 2025-05-28 - Buildings Management Committee - Minutes.pdf](#)

[Clerk's Report.pdf](#)

[Report - The GAC Car Park Fencing.pdf](#)

[Report - Height Barrier GAC car park .pdf](#)

[Report - Memorial Hall.pdf](#)

[Report - The Simpson Centre Security.pdf](#)

[Work Plan.pdf](#)



MINUTES OF THE MEETING OF BUILDINGS MANAGEMENT COMMITTEE HELD IN THE COMMUNITY ROOM, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 28 MAY 2025 AT 19:45

Present:

Cllr D Matthews (Chair), Cllr S Hayes (Vice Chair), Cllr M Coper, Cllr B Saunders, Cllr J Smith, Cllr J Talbot (virtually)

In attendance

Cllr S Buck (ex officio)
Cllr J Smith (ex officio)

Also Present:

E Payne, Town Clerk
S Riley, Public Realm Manager

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bendell, Venneear and Talbot who was attending virtually.

Decision: It was RESOLVED to accept apologies

2. ELECTION OF VICE CHAIR

Nominations were sought for the position of Vice Chair for the committee. Cllr Hayes was proposed by Cllr Matthews, seconded by Cllr Cooper.

Decision: It was RESOLVED that Cllr Hayes is the Vice Chair of Building Management

3. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

4. PUBLIC SECTION (MAX. 15 MINUTES)

There were no members of the public present.

5. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on **26 March 2025** were received.

Decision: It was RESOLVED that the minutes of the Building Management Committee meeting held on 26 March 2025 were a true record of the meeting.

6. CLERK'S REPORT

The Clerk provided updates on several ongoing actions:

- The library opening is scheduled for the 11th of June, with a family opening day on the 14th, in collaboration with the town council.



- Legionella risk assessments have been completed across all eleven sites, and the results are being tabulated for action.
- Regular hirers of all buildings have been asked to provide updated public liability insurance and risk assessments.
- Feasibility studies are ongoing for the Memorial Hall.
- The realignment of the car park near the parade of shops is pending an updated quote, with details about private parking and reinforcement discussed.
- The Council Chamber has been renamed the Community Room.
- Energy lights at the Mossman Centre have been completed, with invoices for contributions pending.

7. REPORTS TO COMMITTEE

7.1. Christmas Fayre

Members discussed the storage requirements for the Christmas Fayre equipment. Concerns were raised about storing items under the stage due to fire and asbestos risks. Alternative storage solutions, including the loft, were considered but deemed impractical or a health and safety risk.

Decision: It was **RESOLVED** not to provide free storage at the Memorial Hall for the Christmas Fayre equipment.

7.2. Simpson Centre Security

The committee considered the security requirements for the Simpson Centre. It was proposed to take over the contract from CBC for the library intruder alarm and investigate extending the security system to cover the old library sections. The idea of boarding up windows was discussed but rejected due to concerns about encouraging vandalism.

Decision: It was **RESOLVED** to:

- Take over the intruder alarm monitoring service and intruder alarm service and maintenance contract, from CBC at the cost of £300 per year to be met from the Buildings General budget (53/512).**
- Investigate extending the security system to include the old café site for consideration at the next meeting.**

Action: Public Realm Manager to investigate extending the security system for consideration at the next meeting.

7.3. Cleaning Contract

Members had asked for an update on the cleaning contract, following notification of an increase in charges. It was noted that changes were due to adjustments in NI thresholds and increase in the national minimum wage. The Committee acknowledged the necessity of the increase.

Decision: It was **RESOLVED** to note the increase.

7.4. Greenacre Centre Car Park

The Committee discussed changes to the parking signage and closing times for the Greenacre Centre Car Park. Concerns were raised about the allocation of spaces



for café, library and office staff. It was proposed that the lockable car park barrier is removed and replaced with a height barrier; allocating 6 car parking spaces with lockable bollards.

Decision: It was **RESOLVED** to consider this at the next meeting.

Action: Public Realm Manager to obtain costs for height barrier and lockable bollards.

7.5. Neurodiverse Artwork

The Committee considered the proposal to display neurodiverse artwork at the centre. It was suggested to involve schools and have rotating exhibitions. The Clerk was tasked with investigating picture hanging systems and bringing the matter back to the next meeting. Additionally, the idea of selling artwork with a percentage of proceeds going to charity was discussed.

Decision: It was **RESOLVED** to investigate picture hanging systems and bringing the matter back to the next meeting.

Action: Public Realm Manager to investigate picture hanging system for consideration at the next meeting.

8. DELEGATED DECISIONS

Members received this Committee's delegated decisions and asked that there was a total added to the report in future.

Decision: It was **RESOLVED** to note the delegate decision report.

Action: A total of all delegated decisions to be added to the report.

9. WORK PROGRAMME

Members received the work programme for this Committee.

Decision: It was **RESOLVED** to note the work programme.

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

There were no items.

11. DATE OF NEXT MEETING

The next meeting was confirmed to be held on Wednesday, 17th July 2025. The meeting was formally closed at 20:32.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDINGS MANAGEMENT

MEETING DATE: 23 JULY 2025

REPORTING OFFICER: SUSAN RILEY – PUBLIC REALM MANAGER

REPORT TITLE: CLERK'S REPORT

1. COMPLIANCE CONSULTANT

The new Compliance Consultant will be joining the team at the end of July. This is a short-term contract to review the current position and procedures and to bring about a cyclical maintenance program.

2. CAFÉ HOT WATER CYLINDER

The hot water cylinder for the café will be installed on Friday 18th July, this will support in the progression of the installation of the café kitchen and opening.

3. CAFÉ PROPRIETOR

We are currently working with the successful bidder to complete the installation of the café equipment and to ensure their operational tasks are carried out successfully. They are anticipating an opening at the start of August '25.

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT COMMITTEE

MEETING DATE: WEDNESDAY 23rd OF JULY 2025

REPORTING OFFICER: CHARLIE ALLAN, OPEN SPACES OFFICER

REPORT TITLE: BIRDSMOUTH FENCING GAC CAR PARK

1. PURPOSE OF THE REPORT

The purpose of this report is to seek approval for the replacement of existing post and chain fencing with bird's mouth fencing in The Greenacre Centre car park. This change is proposed to enhance safety, improve durability, and ensure a more aesthetically pleasing boundary that aligns with the surrounding environment.



2. RECOMMENDATION

It is recommended that the Council approves the replacement of the existing post and chain fencing with bird's mouth fencing at Greenacre car park. This option offers improved safety, greater long-term durability, and a more appropriate visual appearance for the setting. Subject to approval, the works should be scheduled as part of the current year's maintenance programme and funded from S 106 funding.

3. BACKGROUND

The existing post and chain fencing at The Greenacre Car Park has been in place for several years and is showing signs of wear and deterioration. With the increase in footfall, which is expected, the current chain link will pose a health and safety issue for smaller users (trips/ falls). The installation of the bird's mouth fence would bring a dual benefit to the car park/rear of the building area.

- a) A defined barrier for vehicles to back up to, but at a lower height, which does not move.

- b) Prevents children playing with it and potentially falling into the car parking spaces
- c) Allows for informal seating (as the fence line would be 1m away from the kerb edge).
- d) Provides a defined formal edge to the car park area with a static edge, while maintaining a security.

Several sections have become unstable or damaged, presenting potential safety concerns for both pedestrians and vehicles.

Additionally, post and chain fencing offers limited protection from incursion and is not considered suitable for areas where a more defined boundary is required.

Bird's mouth fencing has been identified as a more robust and visually appropriate alternative, commonly used in public open spaces, parks, and play areas due to its strength, traditional appearance, and ease of maintenance.

Initial inspections and feedback from residents/users have indicated support for an upgrade to the fencing, prompting the review and this proposal.

4. FINANCIAL IMPLICATIONS

The estimated cost for replacing the existing post and chain fencing with bird's mouth fencing.

£7,413.70, based on a quotation received from contractor A This includes the removal and disposal of the current fencing, supply and installation of new bird's mouth fencing, and any necessary groundworks.

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Health and safety / Security
Legal	N/A
Resources/Stakeholders	N/A
Contracts/Procurements	
Crime and Disorder	N/A
Biodiversity and environment	N/A
Equalities	Improved definition for visually impaired people, enhanced protection from trips and falls.
Residents Impact Assessment	Potentially may cause additional area for people to sit/ congregate.
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A

STOTFOLD TOWN COUNCIL

COMMITTEE:	BUILDING MANAGEMENT
MEETING DATE:	23 JULY 2025
REPORTING OFFICER:	CHARLIE ALLAN, PUBLIC REALM OFFICER
REPORT TITLE:	GREENACRE CENTRE CAR PARK HEIGHT RESTRICTION

1. PURPOSE OF THE REPORT

The purpose of this report is to confirm the decision to replace the existing barrier with an openable height barrier at the entrance to the car park at Greenacre car park. The new barrier will provide controlled access for permitted vehicles while preventing unauthorised larger vehicles from entering. This solution also ensures that the library and other authorised users can access the car park on weekends, such as Saturdays, when the Council offices are closed and the library is open.

2. RECOMMENDATION

2.1 Members are asked to:

- a) Review the contractors' quotations and select the preferred supplier, allowing Officers to proceed with the installation of a height barrier.
- b) Review and approve the expenditure for an additional six bollards to be installed in the allocated parking bays.
- c) Approve the expenditure to complete the outlined project from the Greenacre Centre S106 fund.

3. BACKGROUND

A manual barrier currently secures the entrance to the car park. This barrier has proven to be difficult to operate and manage effectively, particularly outside of Council office hours. As a result, access for authorised high vehicles has been inconsistent, and the site remains vulnerable to unauthorised entry by larger vehicles during evenings and weekends.

To address this, the Council previously agreed in principle to replace the existing raisable barrier with a more practical alternative that still maintains height control. Following further review and site assessment, an openable height barrier was identified as the most suitable solution. This would allow controlled access for permitted high vehicles (e.g. for library deliveries or maintenance vehicles) while preventing unauthorised access when the Council offices are closed, especially on weekends when the library still requires access to the car park.

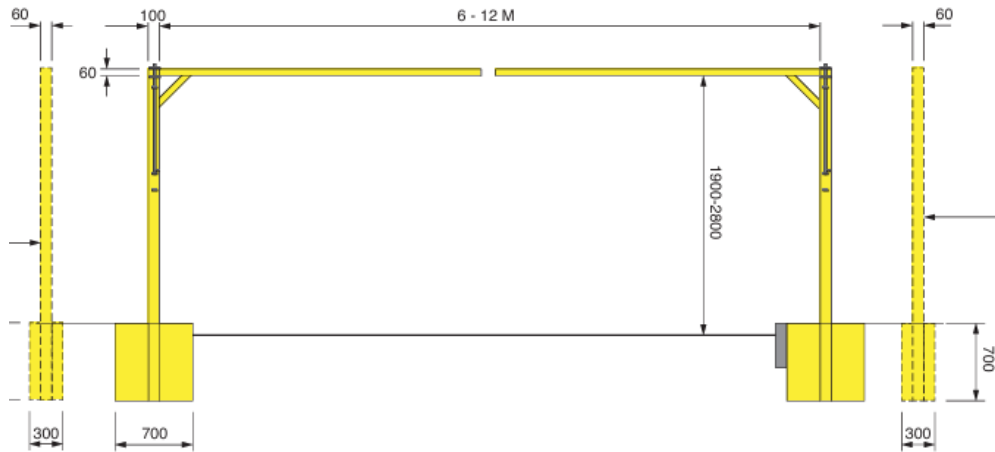
Three quotations were obtained for the removal of the existing barrier and installation of a new openable height barrier, with variations in design and price. This report sets out

the comparison and recommends the most practical and cost-effective option for the Council to consider.

4. FINANCIAL IMPLICATIONS

All quotes include the removal and disposal of the existing barrier.

Quote A - £3,225.00



Quote B - £7,942.00



Quote C - £5229.98



Allocated Parking Bays – £420



5. IMPLICATIONS

Strategic Plan	N/A
Risk management	To reduce the risk of unauthorized large vehicle access
Legal	N/A
Resources/Stakeholders	Minimal impact on car park users
Contracts/Procurements	N/A
Crime and Disorder	May increase ASB
Biodiversity and environment	N/A
Equalities	N/A
Residents Impact Assessment	Potential of parked vehicles at weekends and outside of opening hours.
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A

STOTFOLD TOWN COUNCIL

COMMITTEE: **BUILDING MANAGEMENT**

MEETING DATE: **23 JULY 2025**

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

REPORT TITLE: **REPAIR WORKS TO MEMORIAL HALL FLOOR**

1. PURPOSE OF THE REPORT

- 1.1 To consider the repairs needed to the Memorial Hall floor.

2. RECOMMENDATION

- 2.1 Members are asked to resolve:

- a) Repairing the Memorial Hall floor to ensure health and safety standards are maintained for all hirers and future bookings.
- b) To select a quote for the repair work, to be completed in August.

3. BACKGROUND

- 3.1 We had received several reports of damage to the main hall floor. Upon investigation, it was found that the floor was deteriorating, with some areas splintering. We approached three companies for advice and quotations for repair.
- 3.2 The suggested repair was a cyclical programme, removal of the lines for the badminton court, sanding and buffering the surface and repair to any damaged or deteriorated areas. An application of three coats of clear, 2-component High Traffic Commercial Lacquer with a matte effect would be applied.

3.3



- 3.4 The work on the floor would take approximately three to five days to complete. Officers recommend completing the work during August, as many hires are term-time only. Other hires

can be offered the Community Room at The Greenacre Centre, thereby minimising disruptions to service delivery.

4. FINANCIAL IMPLICATIONS

4.1 Funds to be allocated from budget code 53/512

4.2 Quotes:

Quote A – £3,695.00

Quote B - £4,978.50 Plus VAT

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Reduces the risk of injury and further damage to the flooring
Legal	N/A
Resources/Stakeholders	Hirers, Staff and Councillors
Contracts/Procurements	N/A
Crime and Disorder	N/A
Biodiversity and environment	N/A
Equalities	N/A
Residents Impact Assessment	Updating the flooring will have a positive impact for hires
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A

STOTFOLD TOWN COUNCIL

COMMITTEE: **BUILDING MANAGEMENT**

MEETING DATE: **23 JULY 2025**

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

REPORT TITLE: **THE SIMPSON CENTRE SECURITY**

1. PURPOSE OF THE REPORT

- 1.1 The Building Management Committee resolved in May to take on the security system of The Simpson Centre, once the library had relocated to The Greenacre Centre.
- 1.2 The current intruder alarm system covers the old library section of The Simpson Centre only. Members are asked to consider extending the security system to include the section of the building to the right-hand side. The alarm service provider has reviewed the current system, and to make the necessary adjustments, the building's security system requires some modifications. We cannot predict how long the site will remain vacant until either repurposing or disposal occurs. This will ensure the site is secure until such decisions are made.

2. RECOMMENDATION

- 2.1 Members are asked to resolve:
 - a) Extending the intruder alarm system at The Simpson Centre to cover the whole building, upgrading the alarm system to allow for this as per the quotation from the service provider.

3. BACKGROUND

- 3.1 The library relocated to The Greenacre Centre in June, leaving The Simpson Centre vacant.
- 3.2 The old café building has been vacant since the start of the year.
- 3.3 STC are currently working on a public consultation in regards to the future of The Simpson Centre. At this time, the outline plans for The Simpson Centre in the future are unclear, with no committed time scale as to when this will be delivered.

4. FINANCIAL IMPLICATIONS

- 4.1 The cost of the upgrade to the alarm panel and the additional devices to secure the former café area is;
 - Installation cost of upgrading the Intruder alarm system - £2857.69 plus VAT
 - Dualcom grade 2 installation annual Monitoring - £140.00 plus VAT
 - 12 monthly maintenance contract - £180.00 plus VAT
- 4.2 Funds to be allocated from budget code 512/53 – Building Maintenance

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Reduces the risk of damage to building
Legal	LGA 1972, S124
Resources/Stakeholders	Offices, contractors and residents
Contracts/Procurements	Medium-term plan for site security
Crime and Disorder	Reduces the risk of ASB and building damage
Biodiversity and environment	N/A
Equalities	N/A
Residents' Impact Assessment	Residents may be negatively impacted by site damage
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A

Agenda Item 7:

BUILDINGS MANAGEMENT COMMITTEE - WORK PROGRAMME 2025-26					
24/09/2025	18/09/2025	Greenacre Centre - Quotes for 3 year	To receive quotations for a three year contract for the servicing and		15/09/2025
		Memorial Hall Feasibility Study Quotes			
		Compliance Regime	To receive a list and dates for all compliance deadlines across all sites	Public Realm Manager	
		Free Hire Information and Promissions	To receive a list of current free hires and ask promission to continue	Public Realm Manager	
26/11/2025	20/11/2025	Wall Mounts for Paintings	To consider how community paintings will be displayed	Public Realm Manager	17/11/2025