



MINUTES OF THE MEETING OF BUILDING MANAGEMENT COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 23 JULY 2025 AT 19:00

Present:

Cllr S Hayes (Vice Chair), Cllr J Bendell, Cllr M Cooper, Cllr J Talbot, Cllr B Saunders, Cllr N Venneear

Apologies:

Cllr D Matthews, Cllr J Hyde

Also Present:

Cllr S Buck (ex Officio)
Cllr J Smith (ex Officio)
E Payne, Town Clerk
S Riley, Public Realm Manager

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Matthews and Councillor Hyde.

Decision: It was **RESOLVED** to accept apologies

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Saunders request a dispensation for item 10 as a Director of Stotfold Football Club. No other members declared interests or requested dispensations at this time.

Decision: It was **RESOLVED** to approve the dispensation for Cllr Saunders

3. PUBLIC SECTION

There were no members of the public present at the meeting.

4. MINUTES OF THE PREVIOUS MEETING

The Chair asked members to resolve that the minutes of the Building Management Committee meeting held on 28 May 2025 were a correct record. The minutes were reviewed, and members agreed that they were accurate and reflective of the previous meeting's discussions. No amendments were proposed, and the minutes were accepted as a correct record.

Decision: It was **RESOLVED** that the minutes of the Building Management Committee meeting held on 28 May 2025 were accepted as a correct record.

5. CLERK'S REPORT AND ACTION TRACKER

The Clerk provided an update on several ongoing matters. A new Compliance Consultant would be joining the team at the end of the month on a short-term contract to review current positions and procedures, aiming to establish a robust maintenance programme. The installation of the café's hot water cylinder, initially delayed, was scheduled for completion within the next few days. Additionally, the



Clerk mentioned that work was progressing with the successful bidder to complete the installation of café equipment, with an anticipated opening at the start of August.

6. REPORTS TO COMMITTEE

6.1. The Greenacre Centre Car Park Fencing

Members received a report on the Greenacre Centre Car Park Fencing. Members discussed the recommendations and decided to opt for the cheaper fencing option.

Decision: It was **RESOLVED** to appoint Contractor A, Gilks Fencing Ltd to install birds mouth fencing at the Greenacre Car Park at a cost of £7,413.70 to be met from budget 85/833 - EMR S106 Greenacre Park.

Action: Public Realm Manager to organise the fencing installation.

6.2. The Greenacre Centre Car Park

Members received a report on the replacement of the current barrier at the Greenacre Centre car park with the height barrier, alongside closing off 6 car parking bays for dedicated spaces for café, library and town council staff. It was noted that the bollards could be installed by the Town Rangers.

Decision: It was **RESOLVED** to:

- a) **Accept Quote A from Height Barriers for the height barrier at a cost of £3,225 to be met from budget 85/833 EMR S106 Greenacre Park.**
- b) **Purchase 6 x bollards at a cost of £420 each to be met from budget 85/833 EMR S106 Greenacre Park.**

Action: Public Realm Manager to organise the height barrier and bollard installation.

6.3. Memorial Hall Flooring

Members received a report from Public Realm Manager on the Memorial Hall Flooring. Members considered the recommendations and discussed the need for floor repairs before sanding. Members also decided against reinstating the badminton court lines.

Decision: It was **RESOLVED**:

- a) **The Town Clerk has delegated powers to arrange for repairs to the Memorial Hall floor from budget 53/512**
- b) **To accept Quote A at a cost of £3,695 from Mr Sanders to be met from budget 53/512.**

Action: Public Realm Manager to floor repairs and sanding.



6.4. The Simpson Centre Security

Members received a report from the Public Realm Manager on the Simpson Centre Security. Members discussed the necessity of ensuring the alarm system works throughout the building to protect their interests while it remains empty.

Decision: It was **RESOLVED** to :

- a) **Appoint Halo Security to extend the intruder alarm system at the Simpson Centre to cover the entire building at a cost of £2,857.69 to be met from budget 53/512**
- b) **Enter into an agreement with Halo Security for annual monitoring at a cost of £140 per annum to be met from budget 53/538**
- c) **To enter into a contract with Halo Security for 12 monthly maintenance at a cost of £180 to be met from 53/538.**

7. WORK PROGRAMME

Members received the work programme for committee which was noted.

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

There were no items.

9. CONFIDENTIAL ITEMS

Decision: It was **RESOLVED** that under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, extended by Schedule 12A of the Local Government Act 1972, to exclude the public and press from the meeting due to the confidential nature of the business to be transacted.

10. Football Club License Agreement

Members received a confidential report from the Projects Officer regarding the Football Club License Agreement. The committee considered the information within the report, discussing the terms and implications of the agreement. Specific decisions and actions were taken based on the confidential nature of the report. It was noted that any agreement entered into would need the permission of the headlease holder i.e. CBC.

Decision: It was **RESOLVED** to:

- a) **Advise the Football Club that the Town Council would enter into agreement with food vendors directly as recommended by the Town Council's solicitors.**
- b) **The Town Council will not pay the legal fees for this but will recharge the costs to the football club over 10 months.**

Cllr Saunders had a dispensation for this item and provided background information on the report but did not vote.

Cllr Smith requested a recorded vote on this item:

For the proposal: Cllrs Hayes, Bendell, Talbot, Venneear, Buck and Smith (ex-officio)

Against: None

Abstention: Cllr Saunders



Action: Town Clerk to liaise with Football Club, CBC and Solicitors.

11. DATE OF NEXT MEETING

Wednesday, 24 September 2025.

The meeting closed at 19:32

SIGNED BY CHAIR:

MINUTES APPROVED (date):