



MINUTES OF THE MEETING OF BUILDINGS MANAGEMENT COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 24 SEPTEMBER 2025 AT 19:30

Present:

Cllr D Matthews (Chair), Cllr S Hayes (V Chair), Cllr M Cooper, Cllr Brian Saunders, Cllr John Talbot, Cllr Nigel Venneear,

Apologies:

Cllr J Bendell, Cllr J Hyde

Also Present:

Cllr S Buck (Mayor – ex officio)
Cllr J Smith (Deputy Mayor, ex-officio)
E Payne, Town Clerk
S Riley, Public Realm Manager

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Hyde and Bendell.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interests.

3. PUBLIC SECTION (MAX. 15 MINUTES)

There were no public participants present at the meeting.

4. MINUTES OF THE PREVIOUS MEETING

The minutes from the Building Management Committee meeting held on 30 July 2025 were received. Councillor Cooper raised a query regarding a vote related to the football club's agreement with food vendors, clarifying that the agreement would be between the Town Council and the food vendors, with nominations from the football club.

Decision: It was **RESOLVED** to approve the minutes of 30 July 2025 as a true record of the meeting.

5. CLERK'S REPORT AND ACTION TRACKER

Members received the Clerk's report and action tracker. The Clerk highlighted the DKSM charity hire on 19 September, which raised £2,319. The charity expressed gratitude for the free hire of the hall. Additionally, updates on various ongoing actions were noted, with no significant changes reported.

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



6. REPORTS TO COMMITTEE

6.1. BUILDING MANAGEMENT BUDGET 2026/27

The Town Clerk presented the first draft of the Building Management Committee budget for 2026/27. The budget included anticipated rises in utility costs which had been renewed on a 3-year contract through a broker.

The Clerk reported on the need for fire doors and fireproof curtains at the Memorial Hall, as advised by the compliance contractor. The budget for safety compliance had been adjusted to £30,000 to balance the budget. The committee were advised that a detailed compliance report would be considered at the next meeting.

Maintenance costs were separated by site to comply with VAT exemption calculations. Compliance costs had also been separated as these are not general maintenance and are non-negotiable.

Decision: It was **RESOLVED** to recommend the budget to Governance and Resources Committee.

6.2. GREENACRE CENTRE MAINTENANCE CONTRACT

The committee reviewed quotes from contractors for the Greenacre Centre maintenance. Contractor A was recommended due to their comprehensive compliance with the specification, including gas servicing.

Decision: It was **RESOLVED** to award a three-year contract for the maintenance of the plant equipment at the Greenacre Centre to Bradders Ltd at an annual cost of £6,450 plus VAT

Task: Public Realm Manager to liaise with contractor to undertake regular maintenance schedule.

6.3. PROPOSED REFURBISHMENT OF MEMORIAL HALL

Members received a report on the proposed use of S106 funding with a proposed list of refurbishments including the installation of new lighting, Wi-Fi and CCTV.

Decision: It was **RESOLVED** to proceed with obtaining quotes for works outlined in the report for consideration at a future meeting.

Task: Public Realm Manager to obtain quotes for works outlined in the report for presentation to a future meeting.

6.4. INPOST LOCKERS

The committee discussed the installation of InPost lockers at two proposed sites. The surveyor's concerns about the proposed location at the Memorial Hall with gap between the pavement and the lockers were noted. The second suggested location was freestanding with solar power and would have bollards installed to prevent damage from cars.

Members also commented about the location at the Greenacre Centre, suggesting it could be at the side of the building. They were advised that this would affect the residents in the flats overlooking the building. The committee decided to proceed with two sites, pending a review of the surveyor's report on the alternative location at the Greenacre Centre.



Decision: It was **RESOLVED** to install two In-Post lockers at the Memorial Hall and Greenacre Centre, subject to suitable site surveys.

Task: Town Clerk to action installation of In-Post lockers subject to survey results.

6.5. DISPLAYING ART AT THE GREENACRE CENTRE

Options for displaying art were considered, with the committee favouring option 2, which involved a more robust system for hanging artwork. The Town Rangers were capable of installing the system.

Decision: It was **RESOLVED** to install a **STAS** art hanging system in the lobby at the Greenacre Centre at the costs outlined in the report from the Buildings Maintenance budget.

Task: Public Realm Manager to arrange installation of hanging preferred art installation system.

6.6. FREE HIRE INFORMATION FOR 2025

The Public Realm Manager's report on free hires was noted. The Children Centre and Citizens Advice had steady attendance.

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

7. WORK PROGRAMME

The committee's work programme was reviewed, including compliance regime reports, works to ensure the stage lights and curtains and compliant and consideration of a more robust hearing loop. Fees and charges under the committee's purview were also to be reviewed.

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

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

No specific items were discussed under this agenda item.

9. DATE OF NEXT MEETING

Wednesday 26 November 2025.

The meeting closed at 19:25.

SIGNED BY CHAIR:

MINUTES APPROVED (date):