



# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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19 December 2025

## Members of Stotfold Town Council:

**Attendees:** Cllr D Matthews (Chair), Cllr S Hayes (Vice Chair), Cllr B Saunders, Cllr J Hyde, Cllr M Cooper, Cllr J Bendell, Cllr J Talbot, Cllr Venneear

**You are hereby summoned** to attend the **Buildings Management Committee** meeting to be held in the **Community Room at The Greenacre Centre, Valerian Way, Stotfold, SG5 4HG** on **Wednesday 7 January 2026 at 7.00pm** for the purpose of transacting business detailed in the agenda.

**E Payne**  
Town Clerk

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## 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](#). 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](mailto: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, OVV, COUNTY ASSOCIATIONS

The seven principles of public life

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

## AGENDA

### 1. APOLOGIES FOR ABSENCE

For Decision

To receive apologies for absence.

#apologies

### 2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

For Decision

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

1. To receive Member's declarations of interest in items on the agenda.
2. To consider any requests for dispensations

#interests

### 3. PUBLIC SECTION (MAX. 15 MINUTES)

For Decision

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 24 September are a correct record.

#minutes

### 5. CLERK'S REPORT AND ACTION TRACKER

For Decision

To note the Clerk's report and action tracker.

#tracker

### 6. REPORTS TO COMMITTEE

#### 6.1. Legionella Contract

For Information

Members are asked to note a report outlining the delegated decision made by the Chair of the Buildings Management Committee and Town Clerk to appoint a three-year legionella contract.

#legionella #contracts

**6.2. Legionella Policy**

For Decision

Members to adapt a Legionella Policy to ensure consistent compliance across all sites.

#legionella #policy

**6.3. Fire Safety Contract**

For Decision

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

#firesafety #contracts

**6.4. Memorial Hall Fire Alarm Upgrade**

For Decision

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

#memorialhall #firesafety

**6.5. Memorial Hall Storage**

For Decision

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

#memorialhall

**6.6. Memorial Hall Hire Charges**

For Decision

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

#fees

**6.7. Simpson Centre**

For Decision

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

#simpsoncentre

**6.8. Business Rates Revaluations**

For Decision

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

#simpsoncentre

**6.9. Energy Audit**

For Decision

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

**6.10. CCTV Policy Review**

For Decision

Members to review the CCTV policy.

#policy

**7. DELEGATED DECISIONS**

For Information

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

#delegateddecisions

**8. WORK PROGRAMME**

For Information

To receive this Committee's Work Programme.

#workprogramme

**9. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

**10. DATE OF NEXT MEETING**

For Information

Wednesday 25 March 2026

**11. CONFIDENTIAL ITEMS**

For Decision

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.

#confidential

**11.1. Memorial Hall Lighting**

For Decision

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

#memorialhall



**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

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**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):** .....

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** BUILDING MANAGEMENT

**MEETING DATE:** 7 JANUARY 2025

**REPORTING OFFICER:** EMMA PAYNE – TOWN CLERK  
SUSAN RILEY – DEPUTY CLERK

**REPORT TITLE:** BUILDING MANAGEMENT – CLERK'S REPORT

### **1. MEMORIAL HALL CLOSURE UPDATE**

The Memorial was closed for four weeks while some essential compliance work was carried out. All bookings during this time were relocated to the Greenacre Centre and other local halls, where possible.

The hall reopened on Monday, 22nd December 2025.

### **2. BROOK STREET TOILETS**

Brook Street public toilets were closed on Tuesday, 25 November to allow for essential compliance works to be carried out. The closure was scheduled for a period of four weeks to ensure that all required improvements could be completed safely and to the appropriate standards.

The works have now been successfully completed, and the facilities reopened to the public on Friday, 19 December.

### **3. MOSSMAN CENTRE COMPLIANCE MEETING**

Two meetings have been held with the Chair of the Mossman Centre Committee to review compliance matters. The compliance contractor, appointed by STC, identified a number of actions required for the Centre to achieve full compliance. A detailed action plan, including agreed deadlines, has been established in collaboration with the Chair and STC.

Officers continue to provide support to the Mossman Centre wherever possible. The Business Services Officer has assisted with the implementation of a building risk assessment. At the same time, the Deputy Clerk has offered guidance on achieving compliance with Legionella management and fire safety requirements. The work is ongoing.

### **4. THE BARN UPDATE**

The Rangers are now fully operational from The Barn. All essential services, including the alarm system, roller shutter, electrical supply, and water connections, have been successfully installed and are fully functional. The lease agreement for the premises has been formally executed, and the welfare units are now in place on a longer-term hire.

## **5. INPOST LOCKER AT MEMORIAL HALL**

After the initial survey, a final site for the location of the InPost locker at the Memorial Hall has yet to be agreed.

## **6. BENCHES AT GREENACRE CENTRE**

We consulted with immediate neighbours at the Greenacre Centre about the proposal to install picnic tables at the rear of the building, adjacent to the café. There was one objection, raising concerns about ASB. The benches have been funded by CBC.

## **7. REFURBISHMENT ASBESTOS SURVEY**

A refurbishment asbestos survey has been completed at the Memorial Hall to identify the presence, type, and condition of any asbestos-containing materials that may be disturbed during the planned refurbishment works. The findings of this survey will be formally issued and made available to all appointed contractors prior to and throughout the duration of the refurbishment, to ensure that the works are planned and carried out safely and in full compliance with current health and safety legislation.

Group Democratic Services  
 Last Updated 19/12/2025 08:57

Due	Meeting Date	Meeting	Task	Status	Task Description
	24/09/2025	Buildings Management Committee	<a href="#">Public Realm Manager to obtain quotes for works outlined in the report for presentation to a future meeting.</a>	In Progress	Lighting quotes being considered by BM 7/1/26. Once lighting has been determined then the other works can be quoted for. CBC have confirmed S106 funding can be used for these works.
	24/09/2025	Buildings Management Committee	<a href="#">Public Realm Manager to arrange installation of hanging preferred art installation system.</a>	In Progress	09/12/25 - Ordered and should be arriving next week Emailed over the new quotes to Susan.
17/11/2025	23/07/2025	Building Management Committee	<a href="#">Town Clerk to liaise with Football Club, CBC and Solicitors.</a>	In Progress	Ongoing with the usual slowness of legal matters
05/11/2025	26/03/2025	Building Management Committee Meeting	<a href="#">Car park relining works to be commissioned.</a>	In Progress	13/06/2025 - Await further instructions. 10/09/2025 - Await further instructions 30/10/2025 - Quote received from Brook Street, GAC, Mossman and Riverside. Await instructions from EP as the Rooms would like lining done too.
22/05/2025	26/03/2025	Building Management Committee Meeting	<a href="#">Contribution of £132.98 from the Mossman Centre Committee to be invoiced for disabled bay</a>	In Progress	
04/08/2025	19/03/2025	Library Task and Finish Group	<a href="#">Town Clerk to provide greater detail a breakdown of library costs</a>	In Progress	Waiting to convene another Library T&F meeting to consider outstanding matters
		To do	<a href="#">Historical Glass Restoration – UK   Stained Glass Restoration</a>	Not Started	Possible works to cemetery chapel windows

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** BUILDINGS MANAGEMENT COMMITTEE

**MEETING DATE:** 7 JANUARY 2026

**REPORTING OFFICER:** SUSAN RILEY, DEPUTY CLERK

**REPORT TITLE:** LEGIONELLA CONTRACT

### **1. PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to provide the Building Management Committee with an update on the status of legionella management across all Council-owned buildings. At present, the Town Council is not fully compliant with the relevant health and safety legislation and associated guidance relating to the control of Legionella bacteria. In response to this, the Deputy Clerk has recently completed LCA 9010 Responsible Person – Hot & Cold Water & Other Risk Systems training, in line with ACoP L8. The Deputy Clerk is actively implementing the required measures to ensure full compliance.
- 1.2 This report also seeks to outline the compliance gaps identified, the actions required to achieve full statutory compliance, and the rationale for appointing an external contractor to deliver the core elements of the testing regime. Failure to act exposes the Council to enforcement action, reputational damage and risk to vulnerable users

### **2. RECOMMENDATION**

Members are asked to note the delegated decision of the Chair of the Buildings Management Committee and the Town Clerk to appoint Dantek Environmental Services (Quote A) to deliver the Council's legionella testing and monitoring regime, and to support the implementation of a fully compliant legionella control framework across all Council sites.

### **3. BACKGROUND**

- 3.1 In May 2025, the Town Council received updated schematic drawings for all Council-operated sites, providing an accurate and comprehensive representation of the current water systems. These schematics form an essential foundation for effective legionella management and will support the delivery of compliant monitoring, maintenance, and risk control measures.
- 3.2 As part of the Council's ongoing statutory responsibilities, all existing legionella risk assessments are now due for review in accordance with current regulations and ACoP L8 guidance. In addition, a new, full risk assessment is required for the GAC, reflecting recent changes to the facility following the opening of the Library and café. These operational developments have altered water system usage and configuration, making an updated assessment necessary to ensure that all potential risks are properly identified, monitored, and controlled.
- 3.3 The Town Rangers have been undertaking monthly water temperature monitoring as part of the existing legionella control measures. However, it has become evident that the Rangers have not received sufficient training to carry out these tasks in accordance with regulatory standards, and the equipment currently in use is not calibrated to the required specification. This presents a risk

to the accuracy and reliability of the monitoring data and highlights the need for a more robust and compliant approach.

- 3.4 The compliance gaps identified, particularly relating to training, calibration, and the frequency of required checks, present a clear organisational risk. To ensure reliable, accurate and legally compliant monitoring, the outsourcing of key elements is considered essential.
- 3.5 Outsourcing will also provide consistent reporting, professional oversight, and full alignment with ACOP L8 and HSG274 Part 2.
- 3.6 Officers instructed a company to undertake legionella water sampling across all STC-owned/managed sites, including allotments and the cemetery. The contractor raised concerns around the amount of limescale on the taps at the Memorial Hall. The decision was made to close the Memorial Hall to reduce the risk to vulnerable users and to allow for the taps to be descaled and disinfected. Due to an error by the water sampling contractors, it was necessary to take a second sample, extending the closure by a further two weeks while we waited for the results.
- 3.7 Due to the increase in compliance at the Memorial Hall and the urgency of the works required, using the information within this report, the Chair of Buildings Management Committee, Cllr Danny Matthews, selected a contractor to carry out the works and entered into a three-year contract agreement to ensure compliance standards were met. Quote A was selected as the best value for money
- 3.8 Since closing the Memorial on 25<sup>th</sup> November until 23<sup>rd</sup> December, the loss of income to STC for cancellation of hirers has been £1,997.15

#### **4. FINANCIAL IMPLICATIONS**

**Quote A:** £7,632 per annum. The quote includes

- monthly temperature readings
- risk assessments review
- quarterly descaling
- Tank inspections
- TMV Checks
- Annual audit
- across all sites, based on a three-year contract.

**Quote B:** £12,516.66 per annum. The quote includes

- monthly temperature readings
- New risk assessments (required by company)
- new schematic drawings (required by company)
- quarterly descaling
- annual sampling across all sites, based on a three-year contract.

**Quote C:** £6,890.40 per annum. The quote includes

- New risk assessments
- quarterly descaling
- Annual Audit
- **it does not include monthly sampling**, based on a three-year contract.

4.2 To be met from Buildings Maintenance budget in 2025/26 and then individual site compliance budgets from 2026/27.

## 5. IMPLICATIONS

Strategic Plan	Supports delivery of safe, compliant, well-maintained community assets aligned to long-term asset management.
Risk Management	Significantly reduces current compliance risks linked to uncalibrated equipment, insufficient training, and overdue assessments and mitigates reputational and operational risk.
Legal	Ensures compliance with ACOP L8, HSG274 and Health & Safety at Work Act duties, reducing risk of enforcement action, liability or service disruption.
Resources/Stakeholders	Lowers operational risk for Rangers and ensures accurate data through specialist support.
Financial	Expenditure to be met from the Buildings Maintenance budget 2025/26, with costs allocated to individual site compliance budgets from 2026/27.
Contracts/Procurement	Appointment made in accordance with delegated authority and Financial Regulations. A three-year contract provides continuity and value, subject to ongoing performance monitoring.
Crime & Disorder	No direct implications.
Biodiversity & Environment	Supports safe operation of water systems and responsible water management.
Equalities	Ensures safe, accessible buildings for all users.
Residents Impact Assessment	Improves safety and reliability of public facilities.
Sustainability/Climate	Improved system efficiency and responsible maintenance support long-term sustainability.
Data Protection & Privacy	Standard controls required for contractor access to records.



**STOTFOLD TOWN COUNCIL**  
**LEGIONELLA CONTROL POLICY**

**Version: 1.0**

**1. Purpose**

This policy outlines the Council's approach to managing the risk of Legionella bacteria in water systems, ensuring compliance with statutory duties and best practices to protect staff, contractors, and the public.

**2. Scope**

This policy applies to all Council-owned, managed, or leased properties and water systems, and covers all staff, contractors, and visitors who may be affected by Legionella risks.

**3. Policy Statement**

The Council recognises its legal duty under the Health and Safety at Work etc Act 1974, the Control of Substances Hazardous to Health Regulations 2002 (COSHH), and the Approved Code of Practice L8 (ACOP L8) to prevent and control the risk of exposure to Legionella bacteria. The Council is committed to taking all reasonably practicable steps to identify and manage Legionella risks on its premises.

**4. Roles and Responsibilities**

- **Duty Holder:** The Council (or delegated Clerk) has overall accountability for Legionella risk management.
- **Responsible Person:** The Town Clerk is responsible for implementing this policy, commissioning risk assessments and ensuring compliance.
- **Deputy Responsible Person:** Acts in the absence of the Responsible Person.
- **Competent Person:** Provides technical advice, undertakes monitoring, and reports findings.
- **Employees/Contractors:** Must follow instructions, attend training, and report defects or concerns.

**5. Procedures**

**Risk Assessment:** A suitable and sufficient risk assessment will be conducted and reviewed by a professionally trained person at least annually, or whenever significant changes occur.

**Control Regime:** Includes temperature control, regular flushing, maintenance, and monitoring of water systems.

**Written Scheme:** A site-specific written scheme will be maintained, including an asset register, monitoring schedule, and corrective actions.



**Outbreak Response:** In the event of a suspected outbreak, the Council will shut down affected systems, arrange for sampling, and cooperate fully with health authorities.

## 6. Training and Support

All relevant staff and contractors will receive appropriate training and refresher sessions. Training records will be maintained.

## 7. Monitoring and Review

Monitoring and recordkeeping will be undertaken as required by law. Records will be retained for at least 5 years. This policy will be reviewed annually or following any incident or legislative change

## 8. Related Policies and Documents

This policy should be read in conjunction with the Council's Health & Safety Policy, Risk Management Policy, and Data Protection Policy.

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### Version History:

Version No	Date Approved/ Reviewed	Summary Of Changes	Review Date
1	January 2026	Adopted	January 2027

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** BUILDINGS MANAGEMENT COMMITTEE

**MEETING DATE:** 7 JANUARY 2026

**REPORTING OFFICER:** SUSAN RILEY – DEPUTY CLERK

**REPORT TITLE:** FIRE SAFETY CONTRACT

### **1. PURPOSE OF THE REPORT**

- 1.1 Officers are seeking to streamline the fire safety contract for the Greenacre Centre, Memorial Hall and Simpson Centre. This consolidated contract will encompass fire alarm maintenance, fire extinguishers, fire blankets and emergency lighting.
- 1.2 The current fire maintenance arrangements are fragmented, with multiple contractors holding separate responsibilities across different sites.

### **2. RECOMMENDATION**

- 2.1 Members are asked to select a preferred contractor from the quotations presented and to authorise officers to enter into a consolidated fire safety contract for the Greenacre Centre, Memorial Hall and Simpson Centre.

### **3. BACKGROUND**

- 3.1 Officers have obtained three quotations for the provision of all required fire safety works from three contractors. Each contractor attended site visits at the Greenacre Centre, Memorial Hall, and Simpson Centre to assess the requirements before submitting their quotation.
- 3.2 A consolidated contract will support compliance with the Regulatory Reform (Fire Safety) Order 2005 by ensuring consistent inspection, maintenance, record-keeping and reporting across all Council-owned buildings. Bulk scheduling could lower costs and ensure all buildings remain compliant. This would also ensure centralised reporting, making it easier to monitor contractor performance and manage risk.
- 3.2 The contract would start from 1<sup>st</sup> April 2026 until 31<sup>st</sup> March 2029, with a possible 3 – 5% increase in the quoted price in year three.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 All quotes include fire detection and alarm system maintenance, fire extinguisher service, fire blanket service, emergency lighting and fire door service (at GAC only).
- 4.2 Year three would see a 5% increase on each quote
- 4.3 Quotes:

- a) £1,906.95 per year
- b) £1,927.68 per year
- c) £2,110.84 per year

4.4 The contract will be paid from the relevant compliance budget for 2026/27

**5. IMPLICATIONS**

Strategic Plan	Supports safe, compliant and well-managed community buildings and effective asset stewardship.
Risk Management	Reduces fire safety and compliance risks through consistent servicing, centralised reporting and clearer contractor accountability.
Legal	Supports compliance with the Regulatory Reform (Fire Safety) Order 2005 and associated fire safety standards.
Resources / Stakeholders	Simplifies contract management for officers and provides reassurance to staff, hirers and users of Council buildings.
Financial Implications	Provides cost certainty over a three-year period and represents value for money through a consolidated approach.
Contracts / Procurement	Contract appointment to be made in accordance with Financial Regulations following committee decision.
Crime and Disorder	No direct implications.
Biodiversity and Environment	No material environmental impact.
Equalities	Ensures Council buildings remain safe and accessible for all users.
Residents Impact Assessment	Provides assurance that community facilities are managed to appropriate safety standards.
Sustainability / Climate Impact	Consolidated servicing reduces duplication of site visits and improves operational efficiency.
Data Protection and Privacy	No personal data implications identified.



## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** BUILDINGS MANAGEMENT

**MEETING DATE:** 7 JANUARY 2026

**REPORTING OFFICER:** SUSAN RILEY – DEPUTY CLERK

**REPORT TITLE:** MEMORIAL HALL FIRE ALARM SYSTEM

### **1. PURPOSE OF THE REPORT**

- 1.1 This report presents the findings arising from a fire risk assessment undertaken at the Memorial Hall, which identified that the existing fire alarm system does not meet the relevant British Standard for a building of this size and use. The report seeks a decision from Members to appoint a contractor to upgrade the fire alarm system to a Category L3 automatic fire detection and alarm system, to address a high-risk fire safety finding and ensure compliance with current safety standards.

### **2. RECOMMENDATION**

- 2.1 Members are asked to select a preferred contractor from the quotations presented within this report and authorise officers to proceed with the upgrade of the Memorial Hall fire alarm system to a Category L3 standard.

### **3. BACKGROUND**

- 3.1 In October 2025, the Town Council commissioned a compliance contractor to undertake a programme of statutory assessments and reviews across all Council-owned buildings.
- 3.2 As part of this programme, a fire risk assessment was carried out at the Memorial Hall. The assessment identified a number of recommended actions, the majority of which were categorised as medium risk and are being addressed by officers.
- 3.3 One item was identified as high risk, relating to the adequacy of the existing fire alarm system. The assessment concluded that the current system does not meet the requirements of British Standard BS5839 for a building of this size, layout and level of use.
- 3.4 High-risk fire safety actions should normally be addressed within a two-month period. Progress was delayed due to contractor availability, the cancellation of a Buildings Management Committee meeting, and the Christmas shutdown period. In the interim, officers have continued to monitor the building and progress a permanent solution.
- 3.5 In order to address the high-risk finding and ensure the Memorial Hall remains safe and compliant for continued use by staff, hirers and the public, officers have obtained quotations to upgrade the system to a Category L3 automatic fire detection and alarm system.
- 3.6 Fire safety Order 2005 and BS 5839-1 require the responsible person to make sure adequate provision for alert and evacuation needs to be applied to any public building, fitted in accordance to the Fire Risk Assessment.

The recent fire risk assessment had identified that the memorial hall requires a L3 fire alarm system which is an upgrade from the current (M) class system.

- 3.7 Officers advise that, as this has been identified as a high-risk fire safety issue, failure to implement the recommended upgrade would need to be formally recorded as a residual risk, with the associated implications for compliance and building safety acknowledged by the Council.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 All contractors have been asked to provide a quote for the fire detection and fire alarm system, provisionally complying with BS5839-1:2025 Category L3 recommendations.
- 4.2 Three companies were invited to quote, and all three companies attended the site. One company decided not to provide a quote.
- £8,150.04 – Appendix 001
  - £11,480 – Appendix 002
- 4.3 The proposed works are required to bring the Memorial Hall into compliance with current fire safety standards for a building of its type and level of occupancy.
- 4.4 Both quotations submitted are based on the provision of a fire detection and alarm system compliant with BS5839-1:2025 Category L3 recommendations. The variation in cost reflects differences in system design, equipment specification and installation methodology. Funding is proposed to be met from the capital budget provisionally agreed for compliance works at the Memorial Hall.

#### **5. IMPLICATIONS**

Strategic Plan	Supports the provision of safe, compliant and well-managed community facilities.
Risk Management	Addresses a high-risk fire safety finding, reducing the likelihood of injury, property damage and service disruption.
Legal	Supports compliance with the Regulatory Reform (Fire Safety) Order 2005 and British Standard BS5839-1.
Resources / Stakeholders	Improves safety for staff, hirers, volunteers and members of the public using the Memorial Hall.
Financial Implications	Capital expenditure is required to achieve compliance; funding has been provisionally identified within the capital budget.
Contracts / Procurement	Contractor appointment to be made in line with Financial Regulations following committee decision.
Crime and Disorder	No direct implications.
Biodiversity and Environment	No material environmental impact.
Equalities	Ensures the building remains safe and accessible for all users.
Residents Impact Assessment	Provides reassurance to residents and hirers that the Memorial Hall meets appropriate safety standards.

Sustainability / Climate Impact

Data Protection and Privacy

Modern fire detection systems are typically more reliable and energy efficient than legacy systems.  
No personal data implications identified.



**Standby Supplies**

In determining the battery stand-by requirements we have based our calculations on the premises being supervised at all times; this requires a twenty four-hour stand-by in the event of mains failure and half an hour in the alarm condition.

**Alarm Sounders**

Whilst determining the quantities and locations of alarm sounders, in the absence of full details relating to the final structure finish materials and predicted acoustic performance of the building, we cannot provide assurance that the audibility levels achieved will meet BS 5839-1:2025 requirements. Upon completion of the works, we shall review the site to determine those situations in which worst case sound levels may be expected, we will check the actual sound levels at these positions to ensure that the appropriate sound levels are being met. Should extra sounders be required, the additional cost will be borne by the client.

**Interfacing to Third Party Equipment**

Equipment and wiring provided by others and any existing wiring and equipment will be excluded from the certification documents. Therefore, we do not accept any responsibility or liability with regard to the condition and serviceability of same.

We have made no allowance for the interconnection between [redacted] and any third-party equipment such as Ansul system etc.

**Additional Information**

We have not included for any containment or wiring from interfaces to plant items, Audio shutdown etc.

**Installation, Commissioning and Handover**

Installation

The complete wiring installation will be carried out using suitably approved fire rated cables in compliance with current British Standards. Generally, cables shall have an overall red LSF sheath and will be fixed in a neat and tidy manner and secured with manufacturer's purpose made accessories. With reference to the 230V primary supplies, we have assumed that suitable circuits in compliance with BS 5839-1:2025, Section 2, Clause 24.1 and current I.E.E. regulations are to be provided at no cost to [redacted]

Commissioning and Handover

The commissioning of the system will be carried out in accordance with BS 5839-1:2025, Section 5, Clause 37. The purpose of commissioning is to configure and verify that the system operates correctly as per the specification, fire strategy document and any other agreed information. On completion of the commissioning, [redacted] will issue a Commissioning Certificate in accordance with BS 5839-1:2025, Clause 37. Where [redacted] has carried out the installation, we will produce all 'as fitted' documentation and issue a formal Acceptance Certificate to the Client for signature as per BS 5839-1:2025 Clause 40.3.

**Required Works**

Product	Quantity
Elan 5100 One Loop Control Panel Medium Enclosure	1.00
Elan 5100 One Loop Control Panel Medium Enclosure	



Product	Quantity
Fire Alarm Isolate Switch - Red - Complete With Back Box	1.00
Fire Alarm Isolate Switch - Red - Complete With Back Box	
Sealed Lead Acid Battery 7.0Ah 12v NP Range	2.00
Sealed Lead Acid Battery 7.0Ah 12v NP Range	
Apollo XP95 Analogue Optical Smoke Detector	11.00
Apollo XP95 Analogue Optical Smoke Detector	
Analogue Heat Sensor XP95	2.00
Analogue Heat Sensor XP95	
Integrated Base Sounder With Isolator XP95	10.00
Integrated Base Sounder With Isolator XP95	
Analogue Detector Base XP95/Discovery	4.00
Analogue Detector Base XP95/Discovery	
Sounder Beacon Base With Isolator XP95	2.00
Sounder Beacon Base With Isolator XP95	
White Blanking Cover For 45681-277/278 Base Sounders	3.00
White Blanking Cover For 45681-277/278 Base Sounders	
Apollo Intelligent Manual Call Point - Red	8.00
Apollo Intelligent Manual Call Point - Red	
Hinged Cover For Apollo Call Points (Addressable / Alarmsense)	8.00
Hinged Cover For Apollo Call Points (Addressable / Alarmsense)	
Labour and Materials	1.00
Labour and Materials	
Commission and handover	1.00
Commission and handover	
	Subtotal £8,150.04
	Total VAT £1,630.01
	Total £9,780.05



- Fire Alarm - British Standards 5839-1:2017 BAFE SP203; part 1

We are recommending the follow products based on your requirements.

Fire Alarm System	C-TEC
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Details from drawings: [Polycam Floor Plan] 08\_12\_2025

PRELIMINARIES	
Description	Price (excluding VAT)
Project Management	Included
Hire Equipment	Included
CAD Drawings	Included
BAFE Gold Certification	£ 89
Primary & Secondary Containment	To be done by others
Electrical Fused Spurs	To be done by others

QUOTATION	
Fire Alarm System	
Description	Quantity
1 Loop Fire Alarm Panel	1
Back-up Batteries	2
Heat Detector	1
Smoke Detector	16
Heat with CO2 Detector	2
Base	6
Sounder Base	12
Sounder VAD Base	1
Manual Call Point	5
Interface	2
Standard Fire Cabling	As required
Commissioning	1
Handover	1
<b>Supply, Installation &amp; Commissioning (excluding VAT)</b>	<b>£ 11,480</b>





Fire Alarm System Responsibility Matrix	By Ace		By Others		N/A	Comments
	Supply	Install	Supply	Install		
Fire Control Panel	X	X				
Fire Printer					X	
Back up Battery	X	X				
Network cards					X	
Repeater Panels					X	
Smoke & Heat Detection	X	X				
Sounders	X	X				
Visual Alarm Devices	X	X				
Manuel Call Points	X	X				
Input Units for relay shut Offs	X	X				Only as per the specification
Zone Monitor units					X	
Primary Containment			X	X		
Secondary Containment (To devices)			X	X		
Local Containment (Around devices)			X	X		
Electrical Spur Point			X	X		
Builders Work			X	X		
Ducting, Trenching			X	X		
Concrete Foundation Base			X	X		
Final Decoration			X	X		
Connectivity to External Buildings					X	
Maintenance						Available on completion
Fire Brigade monitoring						Available on completion



## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** BUILDINGS MANAGEMENT COMMITTEE

**MEETING DATE:** 7 JANUARY 2026

**REPORTING OFFICER:** SUSAN RILEY – DEPUTY CLERK

**REPORT TITLE:** MEMORIAL HALL STORAGE FOR REGULAR HIRES

### **1. PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to provide an overview of the current arrangements for the use of storage space within the Memorial Hall and to consider options for introducing a formal charging structure for storage used by commercial businesses. The Memorial Hall is regularly hired by a wide range of users, including residents, voluntary groups, charities, and private businesses. Some regular hirers store equipment and materials on site to support the delivery of their activities and sessions.
- 1.2 At present, no charge is applied for the use of storage space, regardless of the type of organisation or the amount of space used. This report outlines the implications of these informal arrangements and presents options for Members to streamline and formalise storage agreements. It proposes approaches to introducing storage charges for commercial businesses, while continuing to offer free storage to charities and not-for-profit organisations.

### **2. RECOMMENDATION**

Members are asked to consider the following options:

- a) To introduce a storage charge of £10 per week at the Memorial Hall for all commercial businesses that regularly hire the building, while allowing charities and not-for-profit organisations to continue to use storage facilities free of charge from 1<sup>st</sup> April 2026.
- b) To implement making the storage system more robust by issuing storage agreements with Terms and Conditions from 1<sup>st</sup> April 2026.
- c) To not allow regular hirers to store items at the Memorial Hall, asking all hirers to remove their items by 1<sup>st</sup> April 2026.
- d) To allow regular hirers to continue having free storage space at the Memorial Hall.

### **3. BACKGROUND**

- 3.1 Five different regular hirers at the Memorial Hall use the two side rooms as storage space, free of charge. There are currently no written agreements setting out the terms and conditions of storage, including responsibilities for security, access, or liability.
- 3.2 At present, the Council does not hold a complete or verified record of the items being stored by regular hirers within the Memorial Hall. Officers are therefore unable to confirm whether stored items include flammable materials, electrical equipment, soft furnishings or food products. This lack of visibility presents a potential health and safety and asset management risk.

- 3.3 While regular hirers are required to provide Public Liability Insurance and risk assessments for their activities, these do not extend to the storage of equipment or materials on site. As a result, responsibility for insuring stored items and liability in the event of loss, damage or incident is currently unclear, which may expose the Council to unintended risk.
- 3.4 The Memorial Hall is subject to a Fire Risk Assessment; however, the assessment does not currently account for unknown or uncontrolled stored items. Continued storage without disclosure of contents may increase fire load or introduce ignition risks, which would require review and potential amendment of the Fire Risk Assessment to ensure ongoing compliance.
- 3.5 Officers have contacted other local community halls; these do not offer storage for bookings, primarily due to limited space.
- 3.6 Introducing formal storage arrangements, including written agreements and clear terms and conditions, would allow the Council to define permitted items, restrict higher-risk materials, clarify insurance responsibilities and ensure storage arrangements are proportionate, safe and manageable.
- 3.7 Officers are working on refurbishing the side room to the right in the back room. Once complete, this could be used as a shared storage space, with STC providing the racking. This does mean items cannot be locked away, but it will allow for a fair storage system.

**4. FINANCIAL IMPLICATIONS**

- 4.1 All hirers are invoiced in arrears to their bookings; the additional storage charge would be included in relation to each invoice, where applicable.
- 4.2 Income from the storage payments would go to budget code 52/5001.

**5. IMPLICATIONS**

Strategic Plan	Supports safe, well-managed community facilities and effective use of Council assets.
Risk Management	Reduces risks associated with unknown stored items, including fire safety, security and liability, through clearer controls and oversight.
Legal	Supports compliance with fire safety and health and safety duties by ensuring storage arrangements are known, controlled and documented.
Resources / Stakeholders	Provides clarity and consistency for hirers while reducing officer time spent managing informal arrangements.
Financial Implications	Potential modest income from commercial storage charges and reduced exposure to uninsured loss or damage.
Contracts / Procurement	Formal storage agreements clarify responsibilities, permitted items and insurance requirements.
Crime and Disorder	Controlled storage reduces risks associated with unsecured or inappropriate use of space.

Biodiversity and Environment	Limits risks linked to food storage, waste and pest attraction.
Equalities	Proportionate approach differentiating between commercial and not-for-profit hirers.
Residents Impact Assessment	Improves safety and reliability of the Memorial Hall for all users.
Sustainability / Climate	No implication
Data Protection and Privacy	Any records of stored items will be kept proportionate and compliant with data protection requirements.

## **STOTFOLD TOWN COUNCIL**

<b>COMMITTEE:</b>	<b>BUILDING MANAGEMENT</b>
<b>MEETING DATE:</b>	<b>7 JANUARY 2026</b>
<b>REPORTING OFFICER:</b>	<b>EMMA PAYNE, TOWN CLERK AND RFO</b>
<b>REPORT TITLE:</b>	<b>HALL HIRE CHARGES 2026-27</b>
<b>DECISION TYPE:</b>	<b>FOR DECISION</b>

### **1. PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to review the current fees and charges for the Greenacre Centre and Memorial Hall and to seek a decision from the Buildings Management Committee on whether hire charges should be increased for the 2026/27 financial year.
- 1.2 The report recommends that hire charges at both venues remain unchanged currently, setting out the rationale for this approach.

### **2. RECOMMENDATION**

Members are asked to agree that no increase is applied to hire charges at either the Greenacre Centre or the Memorial Hall for the 2026/27 financial year.

### **3. BACKGROUND**

- 3.1 The Council reviews its fees and charges on an annual basis to ensure that they remain fair, competitive and reflective of the facilities provided, while balancing affordability for residents, community groups and local businesses.
- 3.2 In 2025/26, hire charges at the Greenacre Centre were increased to reflect the Council's obligation to apply VAT to room hires. This resulted in an increase in the cost to hirers, with the headline hourly rate rising from £17.00 to £18.50 plus VAT, giving an effective charge of £22.20 per hour.
- 3.3 Given this recent increase, officers consider that a further uplift in charges at the Greenacre Centre in 2026/27 would be premature and may adversely impact bookings, particularly from community and voluntary groups.
- 3.4 Members should also note that the Memorial Hall was closed for a period of approximately one month during 2025/26 due to a water-related issue, during which time regular hirers were unable to access the facility. While the closure was managed appropriately in the interests of safety and compliance, officers consider that introducing an increase in hire charges so soon after a period of disruption may not be well received by hirers and could negatively impact goodwill and future bookings.
- 3.5 At the Memorial Hall, while hire charges were modestly increased in 2025/26, the building is due to undergo minor refurbishment. Officers consider it inappropriate to increase charges further

until improvements have been made and the quality of the facility more clearly reflects any future uplift in fees.

3.6 The current fees and charges for both venues are set out below for information:

**Memorial Hall (no VAT)**

- Main Hall: £18.50 per hour
- Rear Hall: £13.00 per hour
- Bar: £13.00 per hour

**Greenacre Centre (plus VAT)**

- Community Room: £18.50 per hour (+ VAT = £22.20)
- Maple Room: £18.50 per hour (+ VAT = £22.20)

3.7 The following charging principles continue to apply across both venues:

- Double hire charge for non-residents
- £250 damage deposit
- 25% holding deposit
- 10% discount for regular hirers

3.8 Maintaining current charges provides stability for hirers, supports community use, and allows the Council to reassess fees once the Memorial Hall refurbishment is complete and the impact of VAT at the Greenacre Centre has fully bedded in. It also considers the other report being considered at tonight’s meeting regarding charging for hirers storage.

**4. FINANCIAL IMPLICATIONS**

4.1 Budgeted income for the Greenacre Centre and Memorial Hall is:

Venue	2025-26		2026-27
	Budget	Actual (YTD)	Budget
Memorial Hall – Hall Hire	£25,000	£18,015	£32,000
Greenacre Centre – Hall Hire	£1,500	£1,857	£5,000

4.2 Holding fees at current levels means there will be no additional income generated from hire charges in 2026/27. However, this approach avoids the risk of reduced bookings or displacement of users to alternative venues.

4.3 Income assumptions for 2026/27 will continue to be based on existing charge levels and historical usage patterns.

**5. IMPLICATIONS**

Strategic Plan	Supports accessible, well-used community facilities and balanced financial management.
Risk Management	Reduces the risk of pricing venues out of the local market following recent increases and VAT changes.
Legal	No direct legal implications.
Resources / Stakeholders	Provides certainty and stability for regular hirers, community groups and commercial users.

Financial Implications	Foregoes short-term income growth in favour of protecting occupancy levels and long-term sustainability.
Contracts / Procurement	No implications.
Crime and Disorder	No direct implications.
Biodiversity and Environment	No direct implications.
Equalities	Supports affordability and continued access for a wide range of users.
Residents Impact Assessment	Maintains accessible pricing for residents using local facilities.
Sustainability / Climate	Well-used buildings represent more efficient use of community assets.
Data Protection and Privacy	No implications.

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** BUILDING MANAGEMENT

**MEETING DATE:** 7 JANUARY 2026

**REPORTING OFFICER:** EMMA PAYNE, TOWN CLERK

**REPORT TITLE:** SIMPSON CENTRE – TEMPORARY OCCUPATION TO MITIGATE BUSINESS RATES LIABILITY

**DECISION TYPE:** FOR INFORMATION

### **1. PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to inform Members of the steps taken to mitigate the Council's business rates liability at the Simpson Centre through the temporary occupation of unused space by a third-party organisation for charitable storage purposes.
- 1.2 The Town Clerk undertook this decision under delegated powers in consultation with the Chair of Buildings Management Committee. The decision was lawful, time-limited, appropriately governed through a formal lease, and aligned with best practice in asset and financial management while longer-term decisions regarding the future use or disposal of the Simpson Centre are progressed.

### **2. RECOMMENDATION**

Members are asked to note the actions of the Town Clerk in consultation with the Chair of the Committee to instigate arrangements to temporarily occupy vacant space within the Simpson Centre to reduce business rates liability.

### **3. BACKGROUND**

- 3.1 The Simpson Centre is currently vacant following the relocation of the library and the departure of the café tenant. Under business rates legislation, empty commercial property is generally subject to full non-domestic rates following an initial exemption period (3 months). This presents an ongoing financial pressure for the Council while the future of the building is under active consideration.
- 3.2 In order to mitigate this liability, the Chair of the committee suggested that officers explore lawful options for temporary occupation that would:
  - establish genuine occupation for rating purposes;
  - not prejudice the Council's future strategic options for the site;
  - be low-risk, time-limited and reversible; and
  - be supported by appropriate legal documentation.
- 3.3 Following this review, the Council entered into a short-term lease agreement with Principled Offsite Logistics Limited, enabling temporary occupation of part of the Simpson Centre for storage and distribution purposes only. The occupation commenced in November 2025 and is

structured specifically to support business rates mitigation. The plan involved occupying the unit with storage boxes for 93 days, to trigger a 3-month rent relief period, repeatable twice annually

- 3.4 The lease is granted for a six-month term, is explicitly excluded from security of tenure under the Landlord and Tenant Act 1954, and is subject to a mutual break clause, ensuring the Council retains full flexibility should the building be required for alternative use or disposal.
- 3.5 The permitted use is restricted to storage and distribution only. All materials stored are non-hazardous, non-flammable and compliant with health and safety requirements. No residential use is permitted, and no alterations to the building are allowed under the terms of the lease.
- 3.6 The arrangement is on a peppercorn rent, with the tenant responsible for business rates during the period of occupation. The Council retains responsibility for utilities and insurance, consistent with the temporary and limited nature of the occupation.
- 3.7 The lease and associated documentation provide clear safeguards for the Council, including:
  - formal occupation dates (which are critical for rating purposes).
  - obligations on the tenant to comply with statutory requirements.
  - indemnities protecting the Council from loss or damage arising from the tenant's use; and
  - provisions for vacant possession at the end of the term.
- 3.8 This approach enables the Council to reduce its immediate financial exposure while maintaining strategic control of the asset and avoiding long-term commitments that could constrain future decision-making.

#### **4. TIMESCALE**

- 4.1 The lease is time-limited to a maximum term of six months, with a minimum occupation period of 93 days to enable business rates mitigation. The agreement includes a mutual break clause, allowing either party to terminate the lease after the initial period by giving 14 days' written notice, ensuring the Council retains flexibility should the space be required for alternative use or disposal.
- 4.2 The lease commenced on 5 November 2025. The minimum occupation period of 93 days would expire early February, with the latest natural expiry in early May 2026.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 Estimated savings per occupation £1,225.765 net after fees (gross £1,975.76, fee £750) equating to approximately £2,451.52 net annually.

#### **6. IMPLICATIONS**

Strategic Plan	Supports prudent asset management and financial sustainability while longer-term strategic options for the Simpson Centre are developed.
Risk Management	Reduces financial risk associated with empty property rates while retaining flexibility through a short-term, breakable lease.
Legal	The arrangement is supported by a formal lease, statutory declaration and exclusion of security of tenure, ensuring compliance with landlord and tenant legislation.

Resources / Stakeholders	Provides an efficient use of vacant space without impacting existing services or community use of the building.
Financial Implications	Reduces ongoing non-domestic rates liability and supports responsible stewardship of public funds.
Contracts / Procurement	A formal lease agreement governs the occupation, with clear responsibilities and safeguards for the Council.
Crime and Disorder	Temporary occupation reduces the risks associated with vacant premises, including vandalism and unauthorised access.
Biodiversity and Environment	No adverse environmental impacts identified due to the nature of the permitted use.
Equalities	No direct equalities implications.
Residents Impact Assessment	Supports the Council's ability to manage assets efficiently, indirectly benefiting residents through reduced financial pressure.
GDPR	No direct implications.

## STOTFOLD TOWN COUNCIL

<b>COMMITTEE:</b>	<b>BUILDING MANAGEMENT</b>
<b>MEETING DATE:</b>	<b>7 JANUARY 2026</b>
<b>REPORTING OFFICER:</b>	<b>EMMA PAYNE, TOWN CLERK &amp; RFO</b>
<b>REPORT TITLE:</b>	<b>BUSINESS RATES REVALUATION</b>
<b>DECISION:</b>	<b>FOR INFORMATION</b>

### 1. PURPOSE OF THE REPORT

To advise Members on the forthcoming 2026 business rates revaluation and to seek approval to explore whether the Town Council's rateable values for its non-domestic properties should be reviewed, including consideration of appointing a specialist business rates consultant.

### 2. RECOMMENDATION

Members are asked to:

- a) Note the Valuation Office Agency (VOA) 2026 revaluation process and timescales.
- b) Authorise the Town Clerk to undertake preliminary enquiries into:  
The Council's current rateable values and any potential grounds for review, and  
The indicative costs and scope of appointing a specialist consultancy to support any "Check" and "Challenge" process if required.
- c) Receive a further report with options and proposed next steps once this information has been gathered.

### 3. BACKGROUND

#### 3.1 What Are Business Rates?

Business rates are a local tax charged on most non-domestic properties, including shops, offices, community buildings, warehouses, industrial units, and some operational premises owned or managed by parish and town councils.

They are set within national legislation but collected and administered by the billing authority, Central Bedfordshire Council.

The bill is calculated using two elements:

- a) Rateable Value (RV)
  - Determined by the Valuation Office Agency (VOA).
  - Represents the estimated annual rental value of the property on a specified valuation date.
  - This value is not always the same as the *actual* rent paid.
- b) Multiplier (or "pence in the pound")
  - Set annually by central government.
  - Two multipliers exist: standard and small business relief multiplier.
  - The multiplier converts the RV into the amount payable.

**Formula:**

Business Rates Bill = Rateable Value × Multiplier

(adjusted for any reliefs, exemptions, or transitional arrangements)

3.2 The Town Council pays business rates on:

- Simpson Centre
- Greenacre Centre
- Memorial Hall
- Cemetery

3.3 Some properties may qualify for reliefs, depending on how they are used—for example:

- Charitable rate relief (if leased to a charity)
- Rural rate relief (certain local service providers)
- Small business rate relief (if RV is below thresholds)
- Transitional relief (to phase in changes following revaluation)

Not all reliefs automatically apply — they often require application or evidence.

3.4 Why This Matters for Forward Planning

- Business rates are a recurrent revenue cost and therefore directly impact:
  - Medium-term financial planning
  - Budget-setting
  - Asset management strategy
- Changes in rateable value (RV) following the 2026 revaluation could:
  - Increase or decrease the Council's annual cost base
  - Influence decisions on space utilisation, lettings, and community pricing models
  - Affect long-term financial sustainability of core buildings

Therefore, proactive review of rateable values is a cost-avoidance and value-for-money measure, rather than a reactive one.

3.5 The Valuation Office Agency (VOA) updates the rateable values of all non-domestic properties in England and Wales every three years. These rateable values form the basis of business rates bills. The next revaluation will take effect from 1 April 2026, using rental values assessed as at 1 April 2024.

3.6 Each of the Town Council's assets (e.g., Greenacre Centre, Memorial Hall, Simpson Centre and the Cemetery) currently has an assigned rateable value. A change in the rateable value does not automatically mean that the Council's business rates liability will increase or decrease; this will depend on factors such as multiplier adjustments and any transitional relief.

3.7 If the Council believes that information held by the VOA about its property is incorrect, it can “Check” and, if necessary, “Challenge” the valuation. This process requires:

- a Business Rates Valuation Account,
- up-to-date property information, and
- supporting evidence where a challenge is made.

3.8 Specialist rating consultancies are often used to review valuations, advise on whether a challenge is viable, and seek reductions where appropriate. However, the sector has reported instances of rogue agents, and therefore careful procurement and due diligence are essential.

3.9 Given the importance of ensuring best value to taxpayers, it may be prudent to undertake an initial review so Members can take an informed position on whether to proceed with a more formal challenge or the appointment of external support.

#### 4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial commitments at this stage. Should Members approve further investigation, a subsequent report will outline costed options for consultant support and the potential financial impact of any revised valuation.

#### 5. IMPLICATIONS

Strategic Plan	Supports effective asset management and value-for-money principles in line with organisational stewardship commitments.
Risk management	Reviewing valuations mitigates the risk of paying higher business rates than necessary. There is also risk in engaging external consultants without robust due diligence
Legal	Business rates are set within a statutory framework. The Council must follow VOA “Check” and “Challenge” procedures if progressing
Resources/Stakeholders	Officer time will be required to gather documentation and liaise with advisors. Minimal staff disruption anticipated at the initial information-gathering stage
Financial implications	Potential for either cost savings (if valuation is reduced) or neutral outcomes. Consultant fees may be fixed or contingency-based; options will be brought back to Committee.
Contracts/Procurement	Any consultant appointment would need to follow the Council’s procurement policy. Due diligence will be essential to avoid disreputable firms.
Crime and disorder	N/A
Biodiversity & Environment	N/A
Equalities	N/A
Sustainability/Climate	N/A
GDPR	Agreement should be put in place and property documentation handled in accordance with GDPR

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** BUILDING MANAGEMENT  
**MEETING DATE:** 7 JANUARY 2026  
**REPORTING OFFICER:** EMMA PAYNE, TOWN CLERK & RFO  
**REPORT TITLE:** ENERGY AUDIT SPECIFICATION

**1. PURPOSE OF THE REPORT**

To seek committee approval of the draft specification for commissioning an Energy Audit and Carbon Footprint Assessment covering the Council's buildings and operational estate, as identified within the adopted Strategic Plan 2025–2030.

**2. RECOMMENDATION**

Members are asked to:

- a) Approve the draft specification for the Energy Audit and Carbon Footprint Assessment.
- b) Invite quotations from suitably qualified consultants in line with the proposed timescales.
- c) Give delegated authority be granted to the Town Clerk, in consultation with the Committee Chair, to evaluate submissions and prepare a recommendation for appointment.

**3. BACKGROUND**

- 3.1 The Town Council's Strategic Plan 2025–2030 includes a commitment to improve environmental sustainability and reduce energy consumption across the Council's buildings. An energy audit and carbon footprint assessment will provide a baseline understanding of the Council's direct and indirect greenhouse gas emissions (Scopes 1, 2 and 3), identify energy efficiency opportunities, and inform a costed programme of carbon reduction measures.
- 3.2 The specification has been drafted to ensure building-by-building analysis, data benchmarking, and actionable recommendations. Sites to be audited include the Greenacre Centre, Memorial Hall, Cemetery Chapel and toilets, Hitchin Road Changing Rooms, Hitchin Road Tractor Shed, Arlesey Road Barn, Brook Street toilets, Arlesey Road toilets and other operational facilities.
- 3.4 Proposed Timescales

<b>Stage / Date</b>	<b>Action</b>
7 January 2026	Buildings Management Committee reviews and comments on the draft specification; authorises the Town Clerk to circulate the document for quotations.
w/c 13 January 2026	Invitation to quote issued to at least three suppliers; allow sufficient time for site visits and clarifications.
19 March 2026	Deadline for receipt of quotations.
25 March 2026	Buildings Management Committee considers officer evaluation and makes appointment decision.

Early April 2026  
May – June 2026  
July 2026  
September 2026

Appointment confirmed and inception meeting arranged.  
Consultant undertakes site visits and data collection.  
Draft report received and reviewed by officers.  
Final report presented to Full Council for integration into 2027/28 planning and budget.

#### 4. FINANCIAL IMPLICATIONS

4.1 Costs to be met from EMR Building Fund between £3,000-£8,000.

#### 5. IMPLICATIONS

Strategic Plan	Delivers the Council's sustainability objective under the 2025–2030 Strategic Plan.
Risk management	Supports compliance with emerging energy efficiency legislation and mitigates risks of high energy costs.
Legal	Procurement to follow the Council's Financial Regulations and Public Contracts Regulations 2015 thresholds.
Resources/Stakeholders	Requires officer time for data collation and site access; will engage building users and contractors.
Financial Implications	Cost to be met from earmarked reserves.
Contracts/Procurements	Three written quotations to be sought under the Council's procurement policy.
Crime and Disorder	N/A
Biodiversity and environment	Contribute to environmental sustainability and emission reduction objectives.
Equalities	The audit and subsequent works will be undertaken in line with accessibility and equality requirements.
Residents Impact Assessment	Supports efficient use of public funds and demonstrates environmental leadership.
Sustainability/Climate Impact	Establishes a robust GHG baseline (Scopes 1–3 where data allows), prioritises emissions reductions, and aligns interventions (e.g., insulation, LEDs, PV, heat pumps) to accelerate decarbonisation and support net-zero trajectories.
Data Protection and Privacy	Consultants will be required to process any Council-provided data (e.g. energy accounts, meter readings, staff travel information) in accordance with UK GDPR and the Council's Data Protection Policy. A data-sharing agreement will be issued where necessary.

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** BUILDING MANAGEMENT  
**MEETING DATE:** 7 JANUARY 2026  
**REPORTING OFFICER:** EMMA PAYNE, TOWN CLERK  
**REPORT TITLE:** CCTV POLICY REVIEW  
**DECISION TYPE:** FOR DECISION

### **1. PURPOSE OF THE REPORT**

To present the updated CCTV Code of Practice 2026 for consideration by the Buildings Management Committee and to seek a recommendation to Full Council for its adoption.

### **2. RECOMMENDATION**

The Buildings Management Committee is asked to:

- a) Review the CCTV Code of Practice 2026 as attached.
- b) Recommend the CCTV Code of Practice 2026 to Full Council for adoption.
- c) Note that the policy reflects current legislation and best practice guidance and that no material operational changes to the existing CCTV system are proposed at this time.

### **3. BACKGROUND**

- 3.1 Stotfold Town Council operates CCTV systems at the Greenacre Centre and Riverside Multi Use Games Area to support public safety, deter and detect crime, and protect Council assets.
- 3.2 The CCTV Code of Practice has been reviewed and updated to ensure continued compliance with current legislative and regulatory requirements, including:
  - Data Protection Act 2018
  - UK General Data Protection Regulation (UK GDPR)
  - Surveillance Camera Code of Practice (2021)
  - Human Rights Act 1998 (Article 8 – right to private and family life)
- 3.3 The revised 2026 Code clarifies roles and responsibilities, strengthens governance arrangements, and ensures transparency in how CCTV footage is managed, retained, and disclosed. It also formalises processes for Subject Access Requests, third-party disclosures (including police requests), and retention periods.
- 3.4 The policy confirms that the Town Clerk acts as Data Processor for day-to-day management, with the Town Council remaining the Data Controller, and that CCTV footage is retained for 28 days unless required for lawful purposes.

3.5 No expansion of CCTV coverage or changes to existing camera locations are proposed as part of this review. Any future changes would be subject to a separate decision and a Data Protection Impact Assessment (DPIA) e.g. when the Memorial Hall has CCTV installed.

#### 4. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the adoption of the updated CCTV Code of Practice 2026.

#### 5. IMPLICATIONS

Strategic Plan	The policy supports the Council's commitment to safe, well-managed community facilities and good governance.
Risk Management	Adopting an up-to-date Code of Practice reduces legal, reputational, and data protection risks associated with CCTV operation.
Legal	Ensures compliance with the Data Protection Act 2018, UK GDPR, Human Rights Act 1998, and the Surveillance Camera Code of Practice (2021).
Resources / Stakeholders	Clarifies officer responsibilities and provides transparency and reassurance to residents, hirers, and facility users.
Financial Implications	None arising directly from this policy update.
Contracts / Procurements	No implications at this stage.
Crime and Disorder	Supports the prevention and detection of crime and anti-social behaviour at Council-managed sites.
Biodiversity and Environment	No implications.
Equalities	The policy recognises individual rights and ensures CCTV is operated in a fair, proportionate, and non-discriminatory manner.
Residents Impact Assessment	Provides clarity on how personal data is handled, individuals' rights, and how the Council balances safety with privacy.
GDPR	All data will be handled in accordance with GDPR and Data Protection Act 2018.

25.500	22/09/2025	Building Management	Charlie Allan	53/512	Bradders	Call out fee	1	£80.00	£80.00	Emma Payne	07/01/2026
25.512	09/10/2025	Building Management	Zoe Putwain	53.51	Drain Doctor	Drain Cleaning	1	£350.00	£350.00	Emma Payne	07/01/2026
25.515	09/10/2025	Building Management	charlie allan	52/513	reactive doors	fit new gearbox to front door	1	£795.00	£795.00	Susan Riley	07/01/2026
25.531	07/11/2025	Building Management	charlie allan	51/505	principled	fees for business rates to go down	1	£2,769.18	£2,769.18	Emma Payne	07/01/2026
25.533	11/11/2025	Building Management	charlie allan	85/806	glasdon	(5) benches for rear of GAC	1	£4,897.63	£4,897.63	Emma Payne	07/01/2026
25.535	12/11/2025	Building Management	charlie allan	53/512	black and white fire	alarm maintenance and log	1	£126.37	£126.37	Susan Riley	07/01/2026
25.536	12/11/2025	Building Management	charlie allan	26/206	danfo	service on brook st toilets	1	£378.36	£378.36	Susan Riley	07/01/2026
25.537	12/11/2025	Building Management	charlie allan	27/241	halo	alarm for the barn	1	£2,238.84	£2,238.84	Susan Riley	07/01/2026
25.547	18/11/2025	Building Management	Katie Hammond	53/512	Bradders	Fixing of ladies toilet	1	£160.00	£160.00	Emma Payne	07/01/2026
25.549	19/11/2025	Building Management	Susan Riley	53/512	Acorn Safety Services	Legionella Water Sampling	1	£1,374.50	£1,374.50	Susan Riley	07/01/2026
25.553	26/11/2025	Building Management	charlie allan	53/512	mid essex group	asbestos sample	1	£250.00	£250.00	Susan Riley	07/01/2026
25.558	28/11/2025	Building Management	charlie allan	53/512	CHUBB fire	fire extinguisher service memoria hall	1	£139.97	£139.97	Susan Riley	07/01/2026
25.560	28/11/2025	Building Management	Susan Riley	538/53	Dantek	Legionella Contract	1	£7,632.00	£7,632.00	Susan Riley	07/01/2026
25.564	01/12/2025	Building Management	Zoe Putwain	53/512	STAS	Community Art Rail	1	£408.87	£408.87	Susan Riley	07/01/2026
25.572	03/12/2025	Building Management	zoe Putwain	53/512	Mid Essex Group	Asbestos Sample	1	£200.00	£200.00	Emma Payne	07/01/2026
25.573	03/12/2025	Building Management	zoe putwain	52/513	Reactive Doors	Push Pad	1	£285.00	£285.00	Emma Payne	07/01/2026
25.577	08/12/2025	Building Management	Zoe Putwain	53/512	Griggs Electrical	Memorial Hall emergency Lighting	1	£298.99	£298.99	Susan Riley	07/01/2026
25.578	08/12/2025	Building Management	Zoe Putwain	53/518	Flame UK Waste	Bins for Greenacre	1	£64.22	£64.22	Susan Riley	07/01/2026
25.579	08/12/2025	Building Management	Zoe Putwain	53/518	Flame UK Waste	Bins for Memorial Hall	1	£26.61	£26.61	Emma Payne	07/01/2026
25.582	08/12/2025	Building Management	Zoe Putwain	52/513	Reactive Doors	Call Out to correct doors	1	£175.00	£175.00	Emma Payne	07/01/2026
25.583	08/12/2025	Building Management	Zoe Putwain	52/513	Mid Beds Locksmiths Ltd	Locks fir the Barn	1	£33.25	£33.25	Susan Riley	07/01/2026
25.586	10/12/2025	Building Management	Zoe Putwain	52/513	Halo Security Solutions	System Design proposal - Library CCTV	1	£687.40	£687.40	Susan Riley	07/01/2026
25.589	15/12/2025	Building Management	charlie allan	52/513	jerome griggs	put a new sounder/beacon in corrido or gac	1	£162.38	£162.38	Susan Riley	07/01/2026
25.591	15/12/2025	Building Management	Zoe Putwain	52/513	Eurosafe	Flag Pole Inspections	6	£312.00	£936.00	Emma Payne	07/01/2026
25.594	16/12/2025	Building Management	Zoe Putwain	52/513	Chubbs	Replace a 6kg Powder extinguisher	1	£139.96	£139.96		07/01/2026
25.598	18/12/2025	Building Management	charlie allan	52/513	Flame UK Waste	empty bins fee	1	£37.46	£37.46	Susan Riley	07/01/2026

Work Programme March 2026

<p><b>25/03/2026</b></p>	<p><b>19/03/2026</b></p>	<p>Mossman Centre Compliance</p>	<p>To receive notification that the Mossman Centre is compliant with all H&amp;S requirements</p>	<p>Deputy Clerk</p>	<p><b>16/03/2026</b></p>
		<p>Hiring Agreement Terms and Conditions</p>		<p>Deputy Clerk/Projects Officer</p>	
		<p>Screen &amp; Projector</p>	<p>To receive a report to install a Screen and Projector in the back</p>	<p>Deputy Clerk</p>	
		<p>ANPR in GAC car park</p>	<p>To consider installing ANPR cameras in GAC car park</p>	<p>Town Clerk</p>	
		<p>Memorial Hall - Stage Lights and Compliance Regime</p>	<p>To receive a report on the stage lights and curtains and their To receive a list and dates for all compliance deadlines across all</p>	<p>Deputy Clerk</p>	