



MINUTES OF THE MEETING OF BUILDING MANAGEMENT COMMITTEE HELD IN GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 25 MARCH 2026 AT 19:00

Present:

Cllr Danny Matthews (Chair), Cllr Steve Hayes (Vice Chair), Cllr Brian Saunders, Cllr Jane Hyde, Cllr Janice Bendell, Cllr John Talbot (left at 19:55), Cllr Mary Cooper, Cllr Nigel Venneear.

Also Present:

Cllr J Smith (ex-officio)

In attendance:

Emma Payne – Town Clerk
Susan Riley – Deputy Clerk
Charlie Allan – Open Spaces Officer

1. APOLOGIES FOR ABSENCE

No apologies received.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Saunders declared an interest in item 6.1 as the Chair of the Mossman Committee, who manages the Mossman Centre. He took no part in the vote on this item.

Cllr Smith declared a pecuniary interest in item 6.4 as a supplier and took no part in the vote on this item.

3. PUBLIC SECTION (MAX. 15 MINUTES)

No members of the public were present.

4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the meeting held on 7 January 2026.

Decision: It was RESOLVED to adopt the minutes of the Building Management Committee meeting held on 7 January 2026 as a true record of the meeting.

5. CLERK'S REPORT AND ACTION TRACKER

The Deputy Clerk provided an update on the Legionella testing at the football club, stating that the second round of testing had returned negative results for Legionella, indicating that the issue had been resolved. The Deputy Clerk explained that the positive results from the first test had been addressed through additional flushing and cleaning of the affected outlets.



Decision: It was **RESOLVED** to note the Clerk's report.

6. REPORTS TO COMMITTEE

6.1. LEGIONELLA AND TOWN COUNCIL TENANTS

The Town Clerk reported on the proposed Legionella management agreement for council-owned buildings leased to tenants. The discussion covered the Town Clerk's responsibilities as the responsible person and the need for tenants to appoint a duty holder. The Clerk is undertaking training to qualify as a Responsible Person. The committee debated the necessity of specific training courses and considered that 14 days was too onerous for tenants to undertake training, and this was amended to 28 days, with proof of training being booked within this timescale.

Decision: It was **RESOLVED** to:

- a) **Approve the Legionella Management Agreement for use with tenants of Council-owned buildings**
- b) **Appoint the Town Clerk acts as the Responsible Person for legionella control**
- c) **Agree that tenants act as Duty Holders responsible for operational compliance.**
- d) **Agree that the tenants undertake the required level of training**
- e) **Authorise the Town Clerk to issue and implement the agreement.**

6.2. MEMORIAL HALL FIRE DOORS

The Deputy Clerk presented a report on the need to replace the fire doors at the Memorial Hall. The committee reviewed the report and discussed the importance of ensuring fire doors are compliant. A proposal to accept quote A for the fire doors was made and seconded.

Decision: It was **RESOLVED** to accept quote A, RES Fire to install fire doors at the Memorial Hall at a cost of £5,568.45 to be met from budget EMR Capital Projects, Memorial Hall

6.3. MEMORIAL HALL KITCHEN REFURBISHMENT AND HALL PAINTING

The committee discussed the Memorial Hall kitchen refurbishment and hall painting, focusing on selecting a preferred supplier. The Open Spaces Officer, who prepared the report, explained that the preferred supplier had been in contact more frequently and provided a more detailed quote. The committee agreed that the preferred supplier's thoroughness and familiarity with the project made them the best choice. There was also a discussion about installing a new hot water system in the kitchen and whether a similar system should be installed in the bar area. However, it was decided to avoid additional expenses at this time. The preferred supplier was chosen, and the committee agreed to proceed with the refurbishment.



Decision: It was **RESOLVED** to appoint contractor 3, Gilbert and Gregson to proceed with the painting of the hall and installing a new kitchen at the cost of £14,198.87 to be met by Section 106 funding.

Task: Apply for Section 106 funding.

6.4. MEMORIAL HALL WI-FI

Members received a report with proposals to install Wi-Fi at the Memorial Hall. The Open Spaces Officer presented various quotes, and it was noted that the hardware pricing was consistent across providers. The aim was to replicate the Greenacre Centre's network setup to ensure seamless connectivity. The committee discussed the benefits of Wi-Fi, including improved event functionality and agreed that having Wi-Fi would enhance the hall's appeal and usage.

Decision: It was **RESOLVED** to appoint contractor 1, SMG business solutions and to proceed with the installation of Wi-Fi at the Memorial Hall, at the cost of £1,505.96 to be met by Section 106 funding.

Task: Apply for S106 funding.

19:55 *Cllr Talbot left the meeting.*

6.5. MEMORIAL HALL STAGE LIGHTING AND CURTAINS

Members received a report seeking a decision on stage lighting and curtains at the Memorial Hall. It was noted that the stage looked odd without curtains, but the existing curtains were not fire-retardant. The committee considered the cost of replacing the curtains and whether to remove the stage altogether in the future.

It was decided that while the stage would remain, the curtains would not be replaced immediately. Instead, the remaining stage lights would be removed, and any stage lighting equipment would be sold. The proposal to buy new front curtains was debated, but ultimately, the decision was made to remove all stage curtains and not replace them, as the cost was deemed unnecessary at this time.

Decision: It was **RESOLVED** to:

- a) Remove all stage curtains and not replace them currently.**
- b) Investigate the sale of the stage lighting.**

6.6. MEMORIAL HALL HIRING AGREEMENT

Members reviewed the updated Memorial Hall Hiring Agreement and Policy. There was a brief discussion about the practicality of certain clauses, such as the prohibition of bin use after 8:00 PM. It was agreed to remove this clause from the hiring agreement as it was unenforceable and the glass bins are being removed by CBC. The committee agreed to adopt the updated hiring agreement and policy, including the introduction of hiring handover forms. The updated agreement aims to streamline the hiring process and ensure clear guidelines for all users of the Memorial Hall.



- Decision:** It was **RESOLVED** to:
- a) **Approve the updated hiring agreement documentation for the Greenacre Centre and Memorial Hall.**
 - b) **Recommend to Full Council to adopt the Hiring Policy.**
 - c) **Approve the introduction of the Hiring Handover Forms for use by caretakers.**
 - d) **Delegate authority to the Town Clerk to make minor administrative amendments to the documentation where required.**

Task: Update hirers form to remove reference to use of glass bins after 8pm.

6.7. MEMORIAL HALL STORAGE AGREEMENT

Members received the updated storage Terms and Conditions for the Memorial Hall. The new terms provide more flexibility for council staff and apply only to non-charitable or not-for-profit groups. The committee agreed to adopt the updated storage agreement, which aims to better manage the use of storage space at the Memorial Hall.

Decision: It was **RESOLVED** to adopt the updated storage agreement Terms and Conditions for the Memorial Hall.

6.8. GREENACRE CENTRE BENCH INSTALLATION

Members received a report with quotes to install the new benches at the Greenacre Centre. The committee discussed the proposed locations for the accessible and regular benches. It was noted that the accessible benches need to be placed near paths to allow wheelchair access. The committee debated the positioning of the benches, considering factors such as proximity to the café and play areas, as well as potential future car park extensions. The final locations of the benches would be adjusted as needed to best serve the community.

Decision: It was **RESOLVED** to appoint contractor 2, GVC Ltd to install the benches at the Greenacre Centre at the cost of £4,487.50 to be met by budget code PR projects EMR

6.9. GREENACRE CENTRE DISABLED ACCESS

Members received a proposal to improve disabled access at the Greenacre Centre. It was noted that the current access path is not compliant with disability standards due to the height of the kerb and the ramp's steepness. The proposed work aims to make the path compliant and more accessible. to proceed with the work to ensure that the Greenacre Centre meets the necessary accessibility standards.

Decision: It was **RESOLVED** to appoint contractor B, GVC Ltd to install the benches at the Greenacre Centre at the cost of £2,191.22 to be met by budget code Greenacre Park EMR.



6.10. ANPR INSTALLATION AT GREENACRE CENTRE

Members discussed a proposal to consider installing ANPR (Automatic Number Plate Recognition) at the Greenacre Centre to manage parking and preventing misuse of the car park. The committee considered the potential for generating revenue through parking enforcement but also acknowledged concerns about public perception and the impact on the community. It was decided not to proceed with the ANPR installation at this time, but to revisit the discussion in June 2027 to assess the need and feasibility of such a system in the future.

Decision: It was **RESOLVED** defer this discussion until June 2027.

Task: Add ANPR to work programme June 2027.

6.11. LIBRARY PROJECT

Members received an update on the library project from the Town Clerk. The report provided final information on the project. The committee noted the expenditure and approved the disbanding of the project team, as the project had reached a stage where ongoing management could be handled by the existing staff.

Decision: It was **RESOLVED** to:

- a) Note the works undertaken as part of the Library Relocation Project
- b) Note the final project costs
- c) Approve the disbandment of the Library Task and Finish Group

6.12. OUT OF HOURS KEYHOLDER CONTRACT

The committee discussed the need for an out-of-hours keyholder contract for the Greenacre Centre, Memorial Hall, and Simpson Centre. The discussion highlighted the importance of having a reliable keyholder to respond to alarm calls and other emergencies. The committee considered three contractors, with Contractor A being the most expensive but offering a fixed cost with no additional call-out fees. Given the frequency of call-outs, the committee decided to proceed with Contractor A to ensure a consistent and reliable service.

Decision: It was **RESOLVED** to appoint contractor A, Chubb, to proceed with the out-of-hours keyholder contract for The Barn, The Greenacre Centre and The Simpson Centre, at the cost of £595 per site.

6.13. MEN IN SHEDS

Members reviewed the proposal to support the Men in Sheds initiative, which aims to provide a community space for men to work on projects and socialise. The committee acknowledged the initiative's value and agreed in principle to support it. The discussion included considerations about the adjacent use of the changing rooms for personal needs and the potential impact on existing facilities. There was also discussion about a contribution towards utilities.



Decision: It was RESOLVED to:

- a) Note the resolution of Community Engagement Committee
- b) Agree in principle to grant a time limited licence to For Men to Talk, to occupy Hitchin Road premises with a contribution towards the cost of utilities.
- c) Authorise the Clerk to draft terms for Full Council approval

6.14. Q3 BUDGET REVIEW

The income and expenditure report for the quarter was noted. No specific questions were raised by the members regarding the budget.

Decision: It was RESOLVED to note the report

7. DELEGATED DECISIONS

Members received the delegated decision report. There were no questions.

Decision: It was RESOLVED to note the report

8. WORK PROGRAMME

Members noted the 2026/27 work programme will be presented at the next meeting.

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

There were no items raised.

10. DATE OF NEXT MEETING

Extra meeting date: 15 April 2026

Next regular meeting: Wednesday 21 May 2026.

Meeting closed at 20:48

SIGNED BY CHAIR:

MINUTES APPROVED (date):