



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

**Present:**

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

**In attendance**

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

**Also Present:**

E Payne, Town Clerk  
S Riley, Public Realm Manager

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**1. APOLOGIES FOR ABSENCE**

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

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

**2. ELECTION OF VICE CHAIR**

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

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

**3. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS**

There were no disclosures of interest.

**4. PUBLIC SECTION (MAX. 15 MINUTES)**

There were no members of the public present.

**5. MINUTES OF THE PREVIOUS MEETING**

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

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

**6. CLERK'S REPORT**

The Clerk provided updates on several ongoing actions:

- The library opening is scheduled for the 11 June 2025, with a family opening day on the 14th, in collaboration with the town council.



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

## **7. REPORTS TO COMMITTEE**

### **7.1. Christmas Fayre**

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

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

### **7.2. Simpson Centre Security**

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

**Decision: It was RESOLVED to:**

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

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

### **7.3. Cleaning Contract**

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

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

### **7.4. Greenacre Centre Car Park**

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



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

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

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

**7.5. Neurodiverse Artwork**

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

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

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

**8. DELEGATED DECISIONS**

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

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

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

**9. WORK PROGRAMME**

Members received the work programme for this Committee.

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

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

There were no items.

**11. DATE OF NEXT MEETING**

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

**SIGNED BY CHAIR:** .....

**MINUTES APPROVED (date):** .....