

ST STEPHEN PARISH COUNCIL

In the District of St.Albans, County of Hertfordshire



**MINUTES OF A MEETING OF THE BUILDINGS COMMITTEE
HELD AT THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST.ALBANS, HERTS
ON THURSDAY 12 NOVEMBER 2015 AT 7.30PM.**

Present: Cllr Brannen (Chairman) Cllr Berriman, Cllr Freeman, Cllr Getley, Cllr Kerry & Cllr Tyndale

In attendance: Mrs Hardy (Deputy Clerk-Minutes) Mrs Pienaar (Clerk)

1. APOLOGIES FOR ABSENCE

Cllr Pryce.

2. DECLARATION OF INTEREST

None.

3. APPROVAL OF THE MINUTES OF 9 JULY 2015

RESOLVED: *Proposed: Cllr Berriman* *Seconded: Cllr Kerry* **Motion Carried**
The minutes were approved.

4. NOTIFICATION OF OTHER BUSINESS

None.

5. PUBLIC PARTICIPATION

None.

6. PROGRESS OF 2015/16 PRIORITIES

6.1 Parish Centre

(a) Tennyson Hall Insulation

Members noted the information in the agenda notes.

(b) Car park surface repair

Members noted the information in the agenda notes.

(c) Fixed wiring inspection

Members noted the information in the agenda notes.

(d) Opening hours/contact information board

Members noted the information in the agenda notes.

(e) Gable end cracked render

Members noted the information in the agenda notes.

(f) External fire exit staircase

Members noted the information in the agenda notes.

6.2 Greenwood Park Community Centre

(a) Lounge low energy lamps

Members noted the information in the agenda notes.

(b) Gents urinal replacement

Members noted the information in the agenda notes.

- (c) Atrium roof, kitchen refit and extension of the kitchen into the atrium
Members noted the information in the agenda notes.
Cllr Freeman stated that the atrium roof should not be fitted as a standalone project but as one project with the kitchen redesign and refit. He went on to say that the project should be part of a loan application.
The Clerk stated that a resolution to fit the atrium roof had been agreed by Members at the meeting on 9th July 2015, that the resolution could not be changed as it was not on the agenda for discussion.
- (d) Sports hall damaged wall
Members noted the information in the agenda notes.
- (e) Chair storage
Members noted the information in the agenda notes. A Member commented that the tables were not stored safely. The Clerk agreed to investigate the problem with the Centre Manager.
- (f) Upgrade to the CCTV
Members noted the information in the agenda notes and asked for an up to date quotation for the upgrade.
- (g) Fixed wiring inspection
Members noted the information in the agenda notes.

6.3 Barn 2015/16 Project

- (a) Office path/shower/drying room/hirers storage alterations
Members noted the information in the agenda notes and agreed to discuss budget requirements under Item 8.

7. REPORTS AND RECOMMENDATIONS

7.1 To consider an update on the planned provision of improved club house facilities for the tennis club

Members noted the information in the agenda notes. Mrs Pienaar stated that Sport England had provided £1000 to carry out a feasibility study but that the full grant had been awarded.

7.2 To consider provision of a tea room within Greenwood Park

Members noted the information in the agenda notes and agreed to meet at Greenwood Park on 16th November at 3.30pm to discuss a suitable location close to the children's play area. Cllr Berriman suggested using the current public toilet area within the pavilion as the café. Members agreed to investigate whether or not the toilet area would be of a suitable size. The Clerk commented that new, accessible public toilets were desperately required.

At this point 8.50pm Cllr Kerry left the meeting.

Members went on to discuss the need for a loan to progress this project and that costings would be necessary to determine the loan required.

7.3 To consider an update on the Eco Audit

Due to other priorities, the Clerk explained that she was unable to provide this information.

8. BUDGET REQUIREMENTS 2016/2017

Cllr Tyndale asked for clarification as to whether or not the items suggested for a loan application would be considered under this agenda item. Mrs Pienaar confirmed that a loan would be considered at a future meeting.

Priority 1

- Barn office/shower/tea room - reallocate £7000 currently in the Greenwood Park kitchen extension budget to this project.
- Greenwood Park complete redesign of the public toilets - cost of this item required and to be included within a loan application.
- Greenwood Park kitchen refit and extension into the atrium - cost of this item required and to be included within a loan application.
- Greenwood Park Community Centre ladies toilets refit - £5000
- Greenwood Park Groundsman/Maintenance Man cabin electricity installation - reallocate £1500 from the BPA payment to fund this project.

Priority 2

- Greenwood Park upgrade of CCTV - £1500 remaining from BPA payment already allocated to this project and a further £3000 budget request to be made.
- Greenwood Park tea room/café - cost required and this item to be included in a loan application.
- Parish Centre Barn doors - cost of replacement required.

RESOLVED: *Proposed: Cllr Freeman* *Seconded: Cllr Tyndale* **Motion Carried**

That the 2015/2016 budget be reallocated as follows: £7000 currently in the Greenwood Park kitchen extension budget to the Parish Centre barn office/shower/drying room/storage project.

That £3000 is requested in the 2016/2017 budget for the Greenwood Park CCTV upgrade.

That £1500 from the CCTV budget is reallocated to the Greenwood Park cabin electricity supply installation project.

That £5000 is requested in the 2016/2017 budget for the Greenwood Park Community Centre ladies toilet refit.

9. OTHER BUSINESS

None.

Meeting closed at 9.30 pm

These minutes are to be considered as draft until they have been approved by the committee.

If you require this document in an alternative format please contact the Parish Office to discuss your requirements.

The Parish Office may be contacted by telephone, email, fax or post.

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