

ST STEPHEN PARISH COUNCIL

In the District of St.Albans, County of Hertfordshire



**MINUTES OF A MEETING OF THE BUILDINGS COMMITTEE (3)
HELD AT THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST.ALBANS, HERTS
ON THURSDAY 23 FEBRUARY 2017 AT 7.30PM.**

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

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

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATION OF INTEREST

None.

3. APPROVAL OF THE MINUTES OF 27 OCTOBER 2016

RESOLVED: *Proposed: Cllr Getley Seconded: Cllr Pryce* **Motion Carried**
The minutes were approved.

4. NOTIFICATION OF OTHER BUSINESS

None.

5. PUBLIC PARTICIPATION

None.

6. PROGRESS OF PRIORITIES

6.1 Parish Centre

(a) Car park surface

Members noted the information in the agenda notes.

(b) Gable end cracked render

Members noted the information in the agenda notes.

(c) External fire exit staircase

Members noted that the work was complete.

6.2 Greenwood Park Community Centre

(a) Electrical - balance of three phase supply and new supply to potential tea room

Members noted the information in the agenda notes.

(b) Fixed wiring remedial work

Members noted the information in the agenda notes. The Clerk explained that once the pavilion project was completed the electrician would look at this again in conjunction with the separation of the supply.

6.3 Parish Centre Barn

(a) Office/path/shower/drying room/hirers storage alterations and replacement barn doors

Members noted the information in the agenda notes. Some discussion took place

regarding the route the path from the centre should take to the storage area. Members agreed that it should be around the edge of the lawn closest to the play area.

RESOLVED: *Proposed: Cllr Freeman Seconded: Cllr Pryce Motion Carried*
That the route of the pedestrian path from the parish centre building to the new hirers storage areas should follow the edge of the lawn, alongside the play area to the barn.

- (b) Replacement of the road side barn doors and frame
Members noted the information in the agenda notes. The Clerk stated that the frame had recently been fitted with temporary metal brackets to hold it in place. Furthermore, the doors were not only heavy to open but they opened into Smug Oak Lane and restricted sight lines to exit the barn on what is a busy bend. They were also very difficult to open in windy conditions and keep open.

RESOLVED: *Proposed: Cllr Freeman Seconded: Cllr Getley Motion Carried*
That the road side barn doors are replaced with a matt black electric roller shutter door with remote opening. That £519 is reallocated from the parish centre budget and £1500 reallocated from the Greenwood Park upgrade to the CCTV budget to allow this project to progress without undue delay.

6.4 Park Street Pavilion

- (a) Fixed wiring remedial work
Members noted that this work was complete.
- (b) Shower drainage
Members noted the information in the agenda notes. Mrs Pienaar informed Members that the project would be completed by May 2017.
- (c) Low water pressure to the showers
Members noted the information in the agenda notes and suggested replacing the shower heads with new self cleaning heads.
- (d) Replacement windows/doors and shutters
Members noted the information in the agenda notes.

6.5 Greenwood Park Pavilion

- (a) Improvements to the social end of the pavilion
The Chairman expressed some concern that progress appeared slow, that appropriate site notices had not been displayed by the contractor and that contractors had been seen working on site without hard hats or appropriate footwear. Mrs Pienaar was asked to contact the architect to ensure these matters were rectified. Cllr Kerry asked whether there was a breakdown of expenditure so far. Mrs Pienaar suggested that the builder could be asked for that information.
Mrs Pienaar stated that there would be a Pavilion Working Party meeting at 3pm on 24 February.
- (b) Fixed wiring floodlights
Members noted the information contained within the agenda notes.

6.6 Greenwood Park

- (a) Upgrade to CCTV
Members noted the information contained within the agenda notes.
- (b) Upgrade of car park lights to LED
Members noted the information contained within the agenda notes.

- (c) Storage cabin connection to electricity supply
Members noted the information contained in the agenda notes. Mrs Pienaar stated that whilst this work was ongoing, the upper car park would be closed to traffic. Cllr Berriman asked whether a fauz zebra crossing could be put at this location. It was agreed that it would be investigated and a cost obtained. The Clerk reminded Members that such a crossing would be advisory and unenforceable as it would stand on private land.

7. GREENWOOD PARK MAJOR PROJECTS

7.1 Community Centre kitchen extension/refit/pavilion tea room/toilets

Members noted the information contained in the agenda notes.

Cllr Pryce asked Members where the location of the tea room would be. The Clerk explained that at the last meeting it had been agreed to run the services for the tea room in the same trench as the three phase supply for the pavilion and place the services close to the play area. There was some discussion amongst Members that that this may not be the best location and that there were pros and cons for a location by the main building or the play area. Cllr Pryce was concerned that the location of the services would be in an area used by the fairground. There was some discussion surrounding the type of facility that should be provided. The Clerk expressed her frustration that the project was going around in circles with little progress being made. She went on to say that once the services were in the ground, it would be possible to look for expressions of interest to bring in and run a tea cabin of a type provided at Radlett Park. This would allow the Council to try the facility at minimal cost and make an informed decision on the way forward. Cllr Berriman agreed to discuss the project with the owner of the Shenley Tea Rooms and report back to Members. The Clerk reported that the kitchen extension was on hold.

8. 2017 ANNUAL BUILDINGS INSPECTIONS

Members noted the information contained within the agenda notes and agreed the following dates for the inspections:

**Monday 5th June 2017 9.30am Park Street Pavilion, the Parish Centre and Barn.
Meet at Park Street Pavilion.**

**Monday 19th June 2017 9.30am Greenwood Park Community Centre and the Pavilion.
Meet at the Community Centre.**

9. OTHER BUSINESS

None.

Meeting closed at 9.20 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.

Telephone: 01923 681443 Fax: 01923 681338

Email: clerk@ststephenparishcouncil.gov.uk

Post: St Stephen Parish Council, The Parish Centre, Station Road,
Bricket Wood, St Albans, Herts, AL2 3JP.