

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 25 FEBRUARY 2016 AT 7.30PM.**

Present: Cllr Brannen (Chairman) Cllr Berriman, Cllr Bell, Cllr Kerry, Cllr Pryce & Cllr Tyndale

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

1. APOLOGIES FOR ABSENCE

Cllr Getley.

2. DECLARATION OF INTEREST

None.

3. APPROVAL OF THE MINUTES OF 12 NOVEMBER 2015

RESOLVED: *Proposed: Cllr Pryce Seconded: Cllr Berriman* **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) Tennyson Hall Insulation

Members noted that the work was complete.

(b) Car park surface repair

Members noted the information in the agenda notes.

(c) Opening hours/contact information board

Members noted the information in the agenda notes.

(d) Gable end cracked render

Members noted the information in the agenda notes.

(e) External fire exit staircase

Members noted the information in the agenda notes.

(f) Electrical work for installation of defibrillator

Members noted the information in the agenda notes

(g) Fixed wiring inspection

Members noted the information in the agenda notes. An order has been placed for the essential works.

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 and agreed to reallocate the budget of £5000 for the atrium roof to the balancing of the three phase supply at the community centre and connection of an electricity supply to the grounds mans cabin. The atrium roof project would then be incorporated into the loan application for improvements.

RESOLVED: *Proposed: Cllr Berriman Seconded: Cllr Pryce **Motion Carried***
That the £5000 set aside for the atrium roof is reallocated to the balance of the three phase supply works and the connection of a supply to the cabin.

- (d) Kitchen extension and kitchen refit
Members noted the information in the agenda notes. Cllr Berriman agreed to meet with the architect to discuss the project.
- (e) Table storage
Members noted the information in the agenda notes.
- (f) Electrical balance of three phase supply
Members noted the information in the agenda notes. Discussed and agreed under Item 6.2 (c). An order for the remedial work to be placed.
- (g) Fixed wiring inspection
Members noted the information in the agenda notes and agreed that funds should be made available to rectify the urgent remedial work and an order placed.

6.3 Parish Centre Barn

- (a) Office path/shower/drying room/hirers storage alterations/replacement barn doors
Members noted the information in the agenda notes.
- (b) Fixed wiring inspection
Members noted the information in the agenda notes. An order has been placed for the remedial work.

6.4 Park Street Pavilion

- (a) Electrical work for the installation of the defibrillator
Members noted the information in the agenda notes.
- (b) Fixed wiring inspection
Members noted the information in the agenda notes

6.5 Greenwood Park Pavilion

- (a) Planned provision of improved clubhouse facilities for the tennis club
Members noted the information in the agenda notes.
- (b) Fixed wiring inspection
Members noted the information in the agenda notes.

6.6 Greenwood Park

- (a) Provision of tea room and new public toilets. Cllr Berriman agreed to meet with the architect to discuss the conversion of the public toilets into a tea room and new public toilets. This meeting to be combined with the extension of the kitchen under Item

6.2 (d). Cllr Berriman suggested that Members forward ideas for the project to her.

- (b) Upgrade to the CCTV
Members noted the information in the agenda notes.
- (c) Storage cabin connection to the electricity supply
Members noted the information in the agenda notes. This item was discussed and agreed under Item 6. 2. (c).

7. OTHER BUSINESS

Members agreed to carry out the Annual Buildings Inspection on Friday 22nd April at 1.30pm starting at the parish centre.

Meeting closed at 8.30 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.
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.

