

ST STEPHEN PARISH COUNCIL

In the District of St.Albans, County of Hertfordshire



**MINUTES OF A MEETING OF THE BUILDINGS COMMITTEE (2)
HELD AT THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST.ALBANS, HERTS
ON THURSDAY 27 OCTOBER 2016 AT 7.30PM.**

Present: Cllr Brannen (Chairman) Cllr Getley & Cllr Pryce

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

1. APOLOGIES FOR ABSENCE

Cllr Berriman, Cllr Freeman, Cllr Kerry & Cllr Tyndale.

2. DECLARATION OF INTEREST

None.

3. APPROVAL OF THE MINUTES OF 7 JULY 2016

RESOLVED: *Proposed: Cllr Pryce Seconded: Cllr Getley* **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

The Clerk reported that a preferential quotation of £23,698.80 + vat had been received for the resurfacing of the upper car park. A figure of £4150 was currently ring fenced for resurfacing of this area but no other funds were available. Cllr Pryce commented that the surface was not dangerous and that we should budget for the resurfacing over two years. Mrs Pienaar explained that the quotation was at a special price as Murphys had recently had use of the lower car park as a compound, and that it was probably £7000 less than a quotation of 5+ years ago. She went on to say that the contractor who recently carried out patching work had commented that he was now patching next to areas he had previously patched. Cllr Getley was keen to have the car park resurfaced as he considered it to be in a poor condition. The Chairman stated that a budget did not exist for resurfacing and that he agreed that it should be budgeted for over two years. Cllr Getley stated that he was against this proposal.

RESOLVED: *Proposed: Cllr Pryce Seconded: Cllr Brannen* **Motion Carried**
Against: Cllr Getley
That a sum of £10000 is set aside in the 2017/2018 and 2018/2019 budget to carry out resurfacing work to the upper car park. That the priority for the work is reviewed should the car park deteriorate to a level where it is deemed dangerous.

(b) Gable end cracked render
This is still being monitored.

- (c) External fire exit staircase
Members noted that the repair and repainting was to be scheduled into the work programme. Cllr Pryce expressed concern that the repair to the tread had not been carried out and asked why this had not been completed. He went on to suggest that that work was carried out within the next two weeks and that the Centre Manager liaise directly with the Head Groundsman to ensure this work was carried out without any further delay.
- (d) Fixed wiring remedial work
Members noted that this work was complete.
- (e) Nursery entrance door canopy
Members noted that this work was complete.

6.2 Greenwood Park Community Centre

- (a) Lounge low energy lamps
Members noted that the new lamps would be replaced as the old ones became defective.
- (b) Gents urinal replacement
Members noted that the waste, trap changes and descaling seem to have dealt with the problem and that urinal replacement would not be necessary.
- (c) Electrical - balance of three phase supply
Members referred to the agenda notes.

RESOLVED: *Proposed: Cllr Brannen Seconded: Cllr Getley **Motion Carried***
That a new three phase supply is provided to the pavilion with a junction box close to the play area to provide an electrical supply for the potential tea room. That this work and associated meter, meter cupboard, separation of the supply from the Community Centre is carried out within a budget of £15000

- (d) Fixed wiring remedial work
The Clerk stated that the electrician had made a start on the remedial work but that some items were still outstanding.

6.3 Parish Centre Barn

- (a) Office/path/shower/drying room/hirers storage alterations and replacement barn doors
Members noted that delivery was awaited on the replacement barn doors and that once these had been fitted, the rest of the work could progress.
Members were advised by the Clerk that the large double barn doors on the road side were rotten in many places and difficult to close. The frame was in the same condition. Repairs had been ongoing over many years and both doors and frame were in considerable need of replacement before they failed. Members were asked to budget for new doors under Item 8.
- (b) Fixed wiring remedial work
Members noted that this work is complete.

6.4 Park Street Pavilion

- (a) Fixed wiring remedial work
Members noted the information in the agenda notes and that the remedial work would be funded from within the repairs and maintenance budget.
- (b) Shower drainage
Members noted the information in the agenda notes and that the remedial work would be funded from within the repairs and maintenance budget.

- (c) Low water pressure to the showers
Mrs Pienaar stated that the problem had been raised at the hirers open forum meeting. Members noted the information in the agenda notes and asked whether the pressure could be increased by introducing a pumped system. The Clerk was asked to make enquiries with the Maintenance Man.
- (d) Recommendation of the Generating Income Working Party that priority is given to replacement windows/shutters
Cllr Pryce agreed to obtain an up to date quotation for replacement windows and shutters.

6.5 Greenwood Park Pavilion

- (a) Fixed wiring remedial work
The Clerk was asked to liaise with the electrician and Maintenance Man.
- (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. Mrs Pienaar suggested leaving £1500 in the budget in case the upgrade went ahead, but this an upgrade would be dependent upon other factors.
- (b) Upgrade of car park lights to LED
The Chairman was keen for this work to proceed as considerably less power would be drawn by the upgrade. There is no budget for this project.
- (c) Storage cabin connection to electricity supply
Members noted the information contained in the agenda notes. A budget of £2650 remains for this project which is less than the anticipated costs.

RESOLVED: *Proposed: Cllr Brannen Seconded: Cllr Pryce Motion Carried*
That the remaining budget of £314 for the external restoration of the barn timbers and £60 for the parish centre car park pot hole repairs be reallocated to storage cabin trenching requirements to allow the supply to be connected

7. GREENWOOD PARK MAJOR PROJECTS

7.1 Improvements to the social end of the pavilion

Members noted the information contained in the agenda notes.

7.2 Community Centre kitchen extension/refit/Pavilion tea room/toilets

Members noted the information contained within the agenda notes. Mrs Pienaar that whilst running a new electricity cable to the pavilion, that at junction was also fitted for a supply to a tea room. Water and drainage could also be supplied at the same time whilst the trench was dug through the park. She went on to suggest that an area of ground was leased on a seven year lease to a refreshment provider. That provider would then provide a semi permanent facility that complied with current legislation. Mrs Pienaar was concerned that the Council were not experts in this type of business and suggested that this was the best way to gain a tea facility at Greenwood Park for minimum expenditure. A share of the tea room profits could be agreed. Members were supportive of this suggestion and the provision of the infrastructure for the tea room whilst the trench was dug for the pavilion electricity upgrade. Cllr Getley offered to provide photographs that he had taken of the tea facility within a Radlett park.

Cllr Pryce and Cllr Freeman had agreed to collate all the information so far on this project to present to Members of the Committee.

7.3 Replacement doors and shutters to the cricket side of the pavilion

Members noted the information contained within the agenda notes and that £5000 was now available to fund the project which would be carried out within the pavilion refurbishment project.

8. 2017/2018 BUDGET REQUIREMENTS

RESOLVED: *Proposed: Cllr Pryce Seconded: Cllr Getley **Motion Carried***
That the following budget requirements for 2017/2018 are requested from Main Council:
Upgrade of Greenwood Park floodlighting £5000 - priority 1
Greenwood Park Pavilion new power supply £15000 - priority 1
Park Street Pavilion new windows and shutters £12000 - priority 1
Parish Centre road side barn door replacement £3000 - priority 1
Car park resurfacing year 1 of 2 £10000 - priority 2
Park Street gas boiler x 2 replacement £10000 - priority 3

9. OTHER BUSINESS

None.

Meeting closed at 9.05 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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