

# 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 9 JULY 2015 AT 7.30PM.**

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

**In attendance:** Mrs Hardy (Deputy Clerk-Minutes) Mrs Pienaar (Clerk) & 2 members of the public (part)

**1. ELECTION OF THE CHAIRMAN**

**RESOLVED:** *Proposed: Cllr Tyndale Seconded: Cllr Freeman* **Motion Carried**  
That Cllr Brannen is elected as Chairman

**2. APOLOGIES FOR ABSENCE**

Cllr Berriman, Cllr Getley and Cllr Pryce.

**3. DECLARATION OF INTEREST**

None.

**4. APPROVAL OF THE MINUTES OF 26 FEBRUARY 2015**

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

**5. NOTIFICATION OF OTHER BUSINESS**

None.

**6. PUBLIC PARTICIPATION**

The meeting was closed whilst two members of Greenwood Park Tennis Club, Mr Thompson and Mrs Ciric updated Members on the extension to the pavilion at Greenwood Park. Two quotations for the work had amounted to £120K but the Quantity Surveyor was confident that the cost would be nearer £104K. This amount did not include the Architect or submission costs. Mr Thompson explained that the bid writer remained confident that a £75K grant would be awarded from Sport England but that there would be a £35K shortfall. He went on to say that the project would save the Council near on £15K to replace the cracked retaining wall and that maybe the Council would be able to contribute this amount to the project. The glass balustrade could be replaced by railings to reduce the cost but the Tennis Club have no funds and to meet the shortfall would be required to take out a loan. Mr Thompson explained that the build project would take place over the coming winter during this financial year.

The Chairman reopened the meeting and moved to Item 8.1 to allow the discussion to continue.

**8.1 TO CONSIDER AN UPDATE ON THE PLANNED PROVISION OF IMPROVED CLUB HOUSE FACILITIES FOR THE TENNIS CLUB**

Members remained enthusiastic about the project and were in agreement that the glass balustrade would be better replaced with stainless steel railings.

**RESOLVED:** *Proposed: Cllr Brannen      Seconded: Cllr Kerry      Motion Carried*  
That a recommendation is made to Main Council that the project costs for the terracing and removal of the cracked retaining wall is allocated towards the extension of Greenwood Park pavilion as this will be a saving to the Council.

## **7. PROGRESS OF 2015/16 PRIORITIES**

### **7.1 Parish Centre**

- (a) Tennyson Hall Insulation  
Members noted the information in the agenda notes.
- (b) Ground Floor Reception  
Members agreed that this item should remain on hold for the foreseeable future. Concern was raised about the reduction in the size of Tennyson Hall to accommodate a new office. In the meantime an accessible office can be made available at Greenwood Park by appointment.
- (c) Car Park Surface Repair  
The Clerk stated that Morris Gordon would be contracted to repair the holes within the available budget.

### **7.2 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.

**RESOLVED:** *Proposed: Cllr Freeman      Seconded: Cllr Tyndale*  
That the atrium lantern roof is installed within a budget of £5000

- (d) Upgrade to CCTV  
Members noted the information in the agenda notes and raised concern that BPA still owed money that would enable this project to move forward. The Clerk was asked to raise the profile of the unpaid funds with the local press.

### **7.3 Park Street Pavilion**

- (a) Floor covering  
Members noted the information in the agenda notes.

### **7.4 Barn 2015/16 Project**

- (a) External restoration  
Members noted the information in the agenda notes.
- (b) Office/tea room/hirers storage alterations  
Members noted the information in the agenda notes.

**RESOLVED:** *Proposed: Cllr Tyndale      Seconded: Cllr Freeman      Motion Carried*  
That in the absence of a Maintenance Man, the salary costs are allocated to the capital budget to allow specific projects, office/tea room/storage alterations, as the allocated budget of £5000 for in house work may be inadequate

## **8. REPORTS AND RECOMMENDATIONS**

### **8.1 To consider an update on the planned provision of improve club house facilities for the tennis club**

This item was discussed earlier in the agenda.

**8.2 To consider the quotations for the fixed electrical inspections at the Parish Centre and Greenwood Park Community Centre**

Members noted the information in the agenda notes.

**RESOLVED:** *Proposed: Cllr Kerry*                      *Seconded: Cllr Brannen*                      **Motion Carried**  
That the Goodacre quotation is accepted for Greenwood Park Community Centre and Greenwood Park pavilion and the ETS quotation is accepted for the Parish Centre and the barn.

**8.3 To consider provision of a tea room within Greenwood Park**

Members noted the information in the agenda notes. As the mobile refreshment facility had not been accepted at Main Council, Cllr Freeman offered to investigate the static facility that was within Aldenham Country Park and report back to Committee.

**8.4 To consider the Annual Buildings Inspection Report**

Members noted the report. Cllr Brannen stated that the first floor external fire exit staircase would require welding where the step had separated but as it was it remained in a safe condition. He also stated that sandblasting was not required but wire brushing and a coat of Hammerite would cover the rust. Members asked that an information board was sited outside the perimeter of the parish building and that a new contact/opening hours information board was fitted.

**RESOLVED:** *Proposed: Cllr Brannen*                      *Seconded: Cllr Tyndale*                      **Motion Carried**  
That the budget of £518 for the Dyson hand drier is reallocated to purchase the contact/opening hours information board.

Members agreed that a complete refurbishment of the ladies toilets within Greenwood Park Community Centre be noted as a priority project for 2016/2017. This to include the reduction or total removal of the unused shower area to utilise the space.

Members agreed to continue to monitor the crack in the wall that encloses the tree at the rear of Greenwood Park Community Centre.

Members were made aware of the need to redesign the public toilets within the park, all of which were dated and unattractive. There also remained a need to address the inaccessible, accessible toilet. Mrs Pienaar suggested individually accessed unisex cubicles.

The Clerk reported that the question of safe chair storage within Greenwood Park Community Centre was currently being addressed by the Maintenance Man and should be resolved by the next meeting.

**8.5 To consider the potential sale of the field currently in agricultural use located to the rear of the Parish Centre and currently in the ownership of St Congar Land**

Members asked the Clerk to register an interest in the land with the owners. appropriate hygiene certification and licence to trade. This item would then be placed on the Main Council agenda.

**8.6 To consider an update on the Eco Audit**

The Clerk stated that the report was not yet available.

**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.

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