

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 10 JULY 2014 AT 7.30PM.

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

In attendance: Mrs Hardy (Assistant Clerk-Minutes) Mrs Pienaar (Clerk) & Mr C Huddleston (Handyman)

1. ELECTION OF THE CHAIRMAN

RESOLVED: That Cllr Brannen is elected as Chairman
Proposed: Cllr Freeman Seconded: Cllr Getley

Motion Carried

2. APOLOGIES FOR ABSENCE

Cllr Kerry and Cllr Pryce.

3. DECLARATION OF INTEREST

None.

4. APPROVAL OF THE MINUTES OF 27 FEBRUARY 2014

The minutes were approved.

Proposed: Cllr Freeman Seconded: Cllr Getley

Motion Carried

5. NOTIFICATION OF OTHER BUSINESS

None.

6. PUBLIC PARTICIPATION

A member of the public, Mr Pickard asked to express his views regarding item 8.4. The meeting was closed to allow public participation. Mr Pickard stated that he wanted to open a tea room within Greenwood Park, possibly a log cabin structure but was open to suggestions. He had originally approached the Council with the proposal about one year ago. He went on to say that as a building project the cost would be in the region of 30/40K. He asked that the decision regarding whether or not this project could go ahead was dealt without undue delay. The meeting then reopened and the Chairman moved straight to item 8.4 to allow the discussion to continue.

8.4 To consider the recommendations to extend the Community Centre to provide a tea room

The Chairman stated that a freestanding tea room would require planning permission because the location is within the Green Belt. He went on to say that his preferred option would be a permanent structure. Some discussion took place regarding the reuse of the timbers from Cavalier Hall. Cllr Tyndale suggested that a number of arches could be reused. Cllr Berriman commented that the Cavalier Hall timbers, if they could not be used within a tea room structure, may be of use in other ways. Cllr Getley was concerned as some of the timbers appeared to have evidence of woodworm. Mr Huddleston suggested that the roof void within Greenwood Park Pavilion contained a huge usable space and with dormer/Velux windows and a balcony would give panoramic views over the park. It would also use a large area that would require

conversion rather than new build. A lift could be incorporated to enable disabled access. Members were supportive of this idea along with a free standing log cabin structure. The Clerk explained that from a planning permission perspective, it should be easier to obtain planning permission for an existing building in the Green Belt rather than a new build. There would also be significant savings due to the utilities being in place. The Chairman agreed to make enquiries with SADC.

RESOLVED: *Proposed: Cllr Freeman Seconded: Cllr Getley* **Motion Carried**
The preferred options for a tea room within Greenwood Park are either conversion of the roof space within the pavilion or a free standing log type cabin structure. Cllr Freeman agreed to make enquiries with SADC regarding planning permission.

At this point Mr Pickard left the meeting and the Chairman returned to Item 7.

7. PROGRESS OF 2013/14 & 2014/15 PRIORITIES

Members referred to the updated Earmarked Reserves and noted that £2000 could be reallocated.

7.1 Parish Centre

(a) Car Park boundary hedging

Members noted Hertfordshire Highways had refused permission to plant on the highway land but that the Grounds Men had made repairs to the fence. Members agreed to reallocate the £1000 budget for this project.

(b) Tennyson Hall storage cupboard

Members noted that the work had been completed.

(c) Ground floor extension

Cllr Freeman confirmed that he had met with a Planning Officer from SADC who had provided basic advice and suggested that a planning consultant was contracted. The Chairman then moved to Item 8.10 as this item related to that being discussed.

8.10 To consider provision of a ground floor reception area utilising an existing barn storage area

The Handyman had provided an alternative plan for providing a ground floor fully accessible reception area by using an area of the barn currently used for storage. The advantages of such a scheme were that it would negate the need to build a ground floor extension and the work could be carried out by the Handyman for a fraction of the cost of an extension. The Chairman suggested that it may be possible to obtain Section 106 funding for the project. The Clerk went on to say that such a scheme would go hand in hand with the hirers new storage area and the provision of a shower and drying facilities within the barn for the Ground Staff. Members were supportive of this idea and agreed to ask Main Council for additional funding.

RESOLVED: *Proposed: Cllr Freeman Seconded: Cllr Berriman* **Motion Carried**
That a request is made of Main Council to provide £5k to allow funding to provide a fully accessible ground floor reception/work area within the barn as Phase 3 of the barn project.

The Chairman then returned to Agenda Item 7.1 (d)

7.1

(d) Insulation

Members noted that this work had not yet been programmed into the work schedule.

7.2 Greenwood Park Community Centre

(a) Sports Hall lighting

Members noted that funding was in place but that an up to date cost would be required. This work can only take place when the centre is closed and could be carried out over the Christmas break. There is a requirement for the lights to switch independently, Mr Huddleston was asked to provide a revised quotation.

(b) Toilet for the disabled

Members noted that work would commence on 14 July 2014.

(c) *Gable end exterior cladding*

The cost for this work had been estimated at £15k and there was an insufficient budget to allow this work to go ahead. Members were concerned that the cladding should not be allowed to continue to rot.

RESOLVED: Proposed: Cllr Freeman Seconded: Cllr Getley **Motion Carried**
That a request is made of Main Council to draw down £15250 from the working balance specifically to allow the gable end cladding to Greenwood Park Community Centre to be replaced with UPVC

(d) *Fire shields/insulation*

Members noted that this work had not been scheduled into the programme of works Mr Huddleston has sourced suitable covers for the lights in the lounge.

7.3 Greenwood Park Pavilion

(a) *Cladding, fascia boards and guttering replacement*

Members noted that this work had been completed.

7.4 Park Street Pavilion

Members noted that only essential repairs were being carried out to the building pending devolvement of the recreation ground.

7.5 Barn 2014/15 Project

(a) *External restoration*

Members noted that this work had not yet been programmed into the work schedule.

(b) *Office/tea room alterations*

Members noted that Phase 1 of this work was complete.

Phase 2 will include a new hirers storage, access path, drying/shower room and refitted toilet. The estimate for this work is £3000 and funding will be required from Main Council.

8. REPORTS & RECOMMENDATIONS

8.1 To consider the Buildings Inspection Report of 21 May 2014

Park Street Pavilion

£1200 has been set aside for a new ceiling and lights. The cost of floor covering is £908. The ceiling in the pavilion is not insulated. Members agreed that the ceiling should take priority over the floor covering.

RESOLVED: Proposed: Cllr Brannen Seconded: Cllr Tyndale **Motion Carried**
That £1200 is reallocated to fit insulation, lighting and a new ceiling to the pavilion.

Greenwood Park Community Centre toilets

Cllr Berriman commented that these were in a deplorable condition. Members agreed to concentrate on the ladies toilets as a starting point. The estimated costs for urinals is £1800. The Clerk will review the budget at year end to see if the work can be completed from the Repairs and Maintenance budget. Mr Huddleston was asked to consider ideas and costs for discussion at the next meeting.

Greenwood Park Community Centre office ventilation

The office has one single, non opening window. A suggestion was made to install an additional, opening window to the front of the building but discounted due to the increasing the vulnerability of the staff.

RESOLVED: Proposed: Cllr Berriman Seconded: Cllr Freeman **Motion Carried**
That the existing window is replaced with an opening window and a trickle vent at a cost of £300

Parish Centre ladies toilet flooring

The existing flooring is very wet underneath due to broken seals. Two new toilet pans

are also required.

RESOLVED: *Proposed: Cllr Getley Seconded: Cllr Brannen Motion Carried*
That two toilet pans are purchased using funding from the Repairs and Maintenance budget, the floor lifted, dried, re-laid and resealed. That funding is reallocated to carry out the work if found necessary. That £1000 is reallocated towards a new floor if required.

Sports Hall floor

Members agreed that the condition of the floor did not present a hazard. That Mr Huddleston should source a quotation for relining and resealing from AM Flooring.

Members noted the other items on the Buildings Inspection report.

8.2 To consider the recommendation that the Park Street Pavilion floor is laid with floor covering

This item was covered under Item 8.1 Park Street Pavilion.

8.3 To consider the recommendation that the Atrium at Greenwood Park Community Centre should be covered with a lantern roof and incorporated within the kitchen

RESOLVED: *Proposed: Cllr Getley Seconded: Cllr Freeman Motion Carried*
That a lantern atrium roof, kitchen refit and extension into the space created by the covering of the atrium should be a 2015/2016 key priority. £12000 budget.

8.4 To consider the recommendations to extend the Community Centre to provide a tea room

This item was discussed earlier in the agenda.

8.5 To consider repairs to the Parish Centre first floor gable end rendering

Mr Huddleston was asked to source a quotation for repair work.

8.6 To consider hirers storage within the barn

This item is on hold but see Agenda Item 7.5 (b) and Agenda Item 8.10.

8.7 To consider the condition of the Parish Centre car park surface

The Handyman was asked to obtain a quotation for repair of the pot holes from Gearings.

8.8 To consider the Park Street Recreation Ground water supply works

RESOLVED: *Proposed: Cllr Berriman Seconded: Cllr Freeman Motion Carried*
That the quotation of £1350 from Sandy's Plumbing is accepted and the cost met from the Repairs and Maintenance budget

8.9 To consider an upgrade of Greenwood Park CCTV

An upgrade at a cost of £4500 has previously been agreed. A recommendation to Main Council that funding is made from British Pipelines and the Tippendell Lane housing development is yet to be made.

8.10 To consider provision of a ground floor reception area utilising an existing barn storage area

Discussed earlier in the Agenda.

8.11 To consider the provision of Dyson hand dryers

RESOLVED: *Proposed: Cllr Brannen Seconded: Cllr Getley Motion Carried*
That a Dyson hand dryer is purchased for the ladies toilet at Greenwood Park using £485 from reallocated funds

8.12 To consider possible barn infestation

The Clerk reported that this item was no longer relevant as there was not an infestation of beetles or woodworm. Members agreed that the Ground staff should keep a

watchful eye.

9. OTHER BUSINESS

None.

Meeting closed at 9.35 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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