

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 28 FEBRUARY 2014 AT 7.30PM.**

Present: Cllr Brannen (Chairman) Cllr Berriman, Cllr Freeman, Cllr Getley, & Cllr Pryce

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

1. APOLOGIES FOR ABSENCE

Cllr Kerry and Cllr Tyndale.

2. DECLARATION OF INTEREST

None.

3. APPROVAL OF THE MINUTES OF 7 NOVEMBER 2013

The minutes were approved.

Proposed: Cllr Pryce

Seconded: Cllr Getley

Motion Carried

4. NOTIFICATION OF OTHER BUSINESS

None.

5. PUBLIC PARTICIPATION

None.

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

6.1 Parish Centre

(a) *Ladies toilets*

This work is ongoing and within budget

(b) *Entrance wall rendering*

This work is ongoing and near completion.

(c) *Car park boundary hedging*

The Clerk has requested permission from Highways to plant on Highway land and is awaiting the reply.

(d) *Fire shields/insulation*

It was established that fire shields were not required at the Parish Centre but were required in the lounge at Greenwood Park. Additional insulation was required at the Parish Centre. The Handyman will programme this work into the works schedule which can be funded from the maintenance budget.

(e) *Ground floor extension*

Cllr Freeman has now established contact with a planning officer at St Albans District Council and she will be offering advice once she has established the building history of the site. An approximate cost to build the extension would be in the range of £25/30k and would ensure that the Parish Council offices were access compliant for people with disabilities. Cllr Freeman agreed to report back to Members. A Member suggested that it may be possible to raise a loan to support both the extension to the Parish Centre and a refreshment facility at Greenwood Park both of which would benefit the community. Mrs Pienaar stated that permission for a loan would require

Secretary of State approval and that a refreshment facility extension at Greenwood Park would first require a public consultation. The Clerk was asked to investigate whether a grant would be available towards the cost of improving access to the Parish Centre.

6.2 Greenwood Park Community Centre

(a) Sports Hall lighting

Members suggested that this item was not high priority and in view that an insufficient budget was available, the available funds could be moved elsewhere. The Clerk reminded Members that the resolution had already been made to replace the existing with phased switching eco friendly T5 lights which would be cheaper to run. The Chairman stated that he was reluctant to move this project out of the programme of works. Cllr Freeman agreed stating that the work should be carried out once full funding was available.

(b) Entrance ramp

Noted as work completed.

(c) Toilet for disabled users

Mrs Pienaar explained that the estimated cost for reconfiguration and refit was more than originally anticipated. Some funds could be used from the 2013/14 repairs and maintenance budget with any shortfall being funded from the 2014/15 repairs and maintenance budget. The Handyman will programme the work into the works schedule.

(d) Gable end exterior cladding

Mr Huddleston explained that the cladding was green with algae and would require scaffolding to facilitate any repairs. A Member suggested that if scaffolding was required it would be advantageous to have the remaining cladding repaired or replaced with UPVC. Members noted that there were no funds to carry out this work. The Clerk stated that there were funds of £3k from British Pipelines which could be put towards this work.

RESOLVED: Proposed: Cllr Pryce Seconded: Cllr Getley **Motion Carried**
That Mr Huddleston obtain a quotation for UPVC cladding to replace the wood cladding on all sides of Greenwood Park Community Centre

(e) Fire shields/insulation

Mr Huddleston reported that the insulation of the lounge was complete and that approximately six fire shields were required for the lounge area. Mrs Pienaar stated that this work could be funded from the repairs and maintenance budget. Mr Huddleston was asked to programme the work into the works schedule.

6.3 Greenwood Park Pavilion 2014/15 Project

(a) Cladding, fascia boards and guttering

It was stated that the cost for work to the pavilion would be in excess of £1500 and it was not possible to fund all work from the Repairs and Maintenance budget. Members suggested that where possible repairs should be made in UPVC. Mr Huddleston was asked to programme the work into the works schedule.

6.4 Park Street Pavilion

(a) Mr Huddleston reported cracked glass in the front window. Members agreed that until devolvement of the recreation ground works to the pavilion should be essential maintenance only.

6.5 Barn 2014/15 project

(a) External restoration

Members noted that Mr Huddleston would programme the work into the works schedule.

7. REPORTS & RECOMMENDATIONS

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

Cllr Pryce stated he was awaiting quotations for a conservatory structure. Cllr Berriman asked how much rent and income would be generated against the cost of providing the facility and went on to say that the existing kitchen would require upgrading. Cllr Freeman agreed to speak to the planning officer about planning issues. Mrs Pienaar reported that at current rates a loan of £80000 from the Public Works Loan Board would cost £5850 per annum. Cllr Pryce reminded Members that the old timbers salvaged from Cavalier Hall in St Albans may be available for reuse and that help on construction would be available from members of the Chiltern Open Air Museum. Cllr Pryce was keen to see the reconstruction of an historical building used as a tea room within Greenwood Park. A Member suggested that such a project may attract grant funding. Cllr Pryce agreed to obtain information before the next Buildings Committee meeting and the item would be placed on the agenda.

7.2 *To consider plans for the Barn office/staff room refurbishment*

Members considered the plans drawn by the Chairman and the notes of the meeting between Cllr Kerry and the Ground staff. Members agreed that Phase 1 of the work would deconstruct the existing tea room and refit. Mrs Pienaar stated that the project would require funding allocation to the Forward Spending Plan of £2500 giving a total of £3000 toward this project. The provision of shower facilities would be completed as Phase 2 when additional funding was available. Mr Huddleston and Mr Field Head Grounds man to programme the work into the work schedule.

7.3 *To consider hirers storage facility within the barn*

Members agreed to place this item on hold.

7.4 *Environmentally sound, safe and secure storage of oils, paints, chemicals and fuels*

Members noted that the bunded container had been installed and was in use.

7.5 *To consider the condition of the Parish Centre car park surface*

Members noted the deteriorating condition of the surface and agreed to monitor the situation.

7.6 *To consider the condition of the Parish Centre first floor gable end rendering*

The Chairman stated that he would approach PJ Carter for a quotation.

7.7 *To consider an upgrade of CCTV at Greenwood Park*

RESOLVED: Proposed: Cllr Brannen Seconded: Cllr Freeman **Motion Carried**

That the Buildings Committee recommends to Main Council that funding from British Pipelines and any funding remaining from the Tippendell Lane development be used to upgrade the CCTV cameras and lighting and provide UPVC cladding to the building.

7.8 *To consider the Park Street Recreation Ground water supply works*

RESOLVED: Proposed: Cllr Brannen Seconded: Cllr Berriman **Motion Carried**

That Trustees of Park Street Football Club be notified that action will be taken by SADC to separate the water supply from the public toilets and make the Parish Council responsible for payment of water to the pavilion. That the Trustees be notified that it will be in the interests of the Football Club to pay for their own water usage and

directly by separate invoice from Affinity Water. To this end the Parish Council will have a sub meter installed to enable this to take place. The quotation was accepted. That all costs arising from the installation of a sub meter and new supply be passed onto the Football Club.

8. ANNUAL BUILDINGS INSPECTION

Members agreed that the buildings inspections would take place on 21 May 2014 at 3pm meeting at the Parish Centre.

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.

The Parish Office may be contacted by telephone, email, fax or post.

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