

# 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 30 OCTOBER 2014 AT 7.30PM.**

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

**In attendance:** Mrs Hardy (Assistant Clerk-Minutes) Mrs Pienaar (Clerk) Cllr Baillie, Mr C Huddleston (Maintenance Man) & 5 members of the public

**1. APOLOGIES FOR ABSENCE**

Cllr Berriman.

**2. DECLARATION OF INTEREST**

None.

**3. APPROVAL OF THE MINUTES OF 10 JULY 2014**

The minutes were approved.

*Proposed:* Cllr Getley

*Seconded:* Cllr Pryce

**Motion Carried**

**4. NOTIFICATION OF OTHER BUSINESS**

None.

**5. PUBLIC PARTICIPATION**

Two members of Greenwood Park Tennis Club, Mr Thompson and Mr Williams were invited to express their views regarding Item 8. The meeting was closed to allow public participation. Mr Thompson stated that the playing facilities had been improved but the club house had not. He went on to say that the changing/shower/toilet facility were inadequate for the needs of the club and presented problems with the children as they needed to be accompanied to use it. Larger, more attractive facilities were requested with all changing and toilets accessible from within the club house. The Chairman mentioned that the approved plans to extend the club house had now expired. Mr Thompson said that the expired plans were no longer suitable for the needs of club and went on to suggest that the cricket club move into the loft space and that the tennis club acquire the whole of the cricket club area. He went on to say that funding would be available if a scheme could be put forward.

A member of the public, Mr Pickard was invited to speak regarding his ideas for a tea room within the loft space at Greenwood Park pavilion. He provided preliminary drawings showing exterior elevations of the loft space with a veranda. He said that a lift could be fitted to ensure accessibility for all and that the estimated cost for the project would be around 100K.

Another member of the public stated that although it was likely that the pavilion foundations would be sufficient to allow conversions of the loft, it was unlikely that the building had been built with this in mind and in his view, such conversion would require complete removal of the roof and the insertion of load bearing steels. He also questioned the viability of such an enterprise.

Another member of the public representing the dog walkers requested that a tea room have a covered outside area suitable for the use of dog walkers.

The meeting was reopened and the Chairman moved to Item 8 followed by Item 9.

**8. TO CONSIDER THE PROVISION OF IMPROVED CLUB HOUSE FACILITIES FOR THE TENNIS CLUB**

The Chairman stated that any scheme would need to suit the needs of all users and that it may be possible to combine any changes to incorporate a tea room.

The Chairman went on to say that he would look to the Tennis Club to discuss any scheme with the other users and then tell the Council what was required. This process was required before this item could be moved forward.

**9. TO CONSIDER PLANS TO PROVIDE A TEA ROOM WITHIN GREENWOOD PARK**

The Chairman expressed concern that the plans provided would not be granted planning permission and would also be unaffordable, his estimate being around 200K. Cllr Tyndale asked whether the veranda was essential and it was suggested that initially it would not be required.

Cllr Pryce stated that funding may be available for the project if the Cavalier Hall timbers were incorporated into any scheme.

Cllr Kerry suggested that it was established how much funding was available and work backwards from there to establish what was affordable.

Cllr Getley suggested that a building at the bottom of the drive may be the solution. Cllr Freeman reminded Members that the preliminary discussion with the planning officer favoured conversion of an existing building rather than a new build in the Green Belt.

The Chairman stated that improved sports facilities within the pavilion would take priority over a tea room.

It was agreed that it was necessary to see what funding may be available for a tea room project before it could be progressed further.

At this point all members of the public and Cllr Baillie, who was sitting as a member of the public, left the meeting room.

The Chairman returned to the agenda.

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

**6.1 Parish Centre**

- (a) **RESOLVED:** *Proposed: Cllr Getley Seconded: Cllr Tyndale* **Motion Carried**  
That £1000 for both Centres insulation is reallocated to the sports hall floor budget.

(b) Ground Floor Extension

This project entailed the conversion of the ground floor Tennyson Hall lobby into an accessible for all office reception area. Measurements of the internal dimensions confirmed that the existing area does not comply with Building Regulations for wheelchair access. The Chairman suggested that sufficient space could be made by knocking through into the Tennyson Hall up to the level of the first window. He went on to say that this would be a job for an outside contractor. Cllr Freeman expressed concern that any loss to the Tennyson Hall would affect the hirers. He went on to say that conversion of part of the barn would be a cheaper option as it could be done in house but that it was considered that conversion of the lobby area was the preferred location. The Chairman stated that the cost for the project would be around 10K and that he would obtain a quotation for the work. The Chairman also agreed to draw a sketch plan to give to Cllr Pryce who also offered to obtain a quotation for the work.

(c) Ladies Toilet

Mr Huddleston reported that it may be necessary to replace the cubicle flooring but that he had flooring within stock.

- RESOLVED:** *Proposed: Cllr Brannen Seconded: Cllr Tyndale* **Motion Carried**  
That £1000 to replace toilet flooring is reallocated to the sports hall floor budget.

## 6.2 Greenwood Park Community Centre

### (a) Sports Hall Lighting

Members considered the quotations. It was agreed that a radio lifting kit was not essential.

**RESOLVED:**        *Proposed: Cllr Pryce    Seconded: Cllr Getley        **Motion Carried***  
That one of only two quotations is accepted for reasons that this is specialised work and the chosen company is familiar with the electrical supply within the building and therefore competent to carry out the work. That the quotation from Electrical & Testing Services of £6703.29 is accepted.

### (b) Toilet for the disabled

Members noted that this work was complete.

### (c) Exterior cladding

Members noted that this quotation was for the whole building and not just the gable end.

**RESOLVED:**        *Proposed: Cllr Freeman    Seconded: Cllr Brannen        **Motion Carried***  
That the Gutter & Fascia Services quotation of £15250 is accepted.

### (d) Lounge fire shields/insulation

This item was discussed under 6.1 (a). Members agreed to replace the lounge lighting with low energy light fittings from the repairs and maintenance budget.

### (e) Gents toilet

**RESOLVED:**        *Proposed: Cllr Brannen    Seconded: Cllr Freeman        **Motion Carried***  
That the gents urinals are replaced with a stainless steel urinal within a budget of £500.

### (f) Office ventilation

Members noted the work was complete.

## 6.3 Park Street Pavilion

### (a) Members noted that this work was complete.

### (b) Members noted that this work was complete.

## 6.4 Barn 2014/15 Project

### (a) External restoration

Members noted that the work would not be completed within this financial year.

**RESOLVED:**        *Proposed: Cllr Getley    Seconded: Cllr Freeman        **Motion Carried***  
That the restoration of the barn cladding is carried forward to 2015/2016 and that £1000 is reallocated to the sports hall floor budget.

### (b) Office/tea room alterations

Members agreed that Phase 3 would no longer be required if the ground floor reception area could be accommodated within the Tennyson Hall lobby area. No funding has been allocated to this project and Members agreed to place it on the 2015/2016 priority list.

## 7. REPORTS & RECOMMENDATIONS

### 7.1 To consider the quotation to repair the first floor gable end rendering at the Parish

## Centre

The Chairman offered to obtain a quotation for the work.

### 7.2 To consider the quotation to repair the car park surface at the Parish Centre

The Clerk presented a quotation to repair 15 holes in the surface at a cost of £786 + vat. The Chairman suggested that a quotation was sourced from Ringway and in the meantime temporary repairs made by the ground staff. That the item is a 2015/16 priority with a budget request of £1000

### 7.3 To consider the problem with the ongoing odour within the Tennyson Hall at the Parish Centre

Members agreed that enquiries should be made with Affinity Water regarding the chlorinated water within the water meter area and whether or not there could be a water leak under the building. It was also agreed to monitor the hall and note any weather conditions, time of day and temperature at the time the odour was present.

### 7.4 To consider the quotation for the maintenance of the sports hall floor at Greenwood Park Community Centre

**RESOLVED:** *Proposed: Cllr Pryce Seconded: Cllr Brannen Motion Carried*  
That the quotation from am:flooring of £3045.50 is accepted. That no other quotations are sourced for reasons that this is specialised work to a floor that has suffered problems in the past and am:flooring are familiar with the floor and the problems and that they are trusted and competent contractors.

### 7.5 To consider the installation of a Dyson hand drier in the gents toilets at Greenwood Park

**RESOLVED:** *Proposed: Cllr Pryce Seconded: Cllr Brannen Motion Carried*  
That a Dyson hand drier is purchased at the end of the 2014/15 financial year from the repairs and maintenance budget. That £335 is reallocated from the completed flammable/explosive storage towards this project.

### 7.6 To consider the grounds maintenance storage cabin within Greenwood Park

Members requested the Clerk to escalate the lack of a planning decision for the retention of the cabin to the Head of Planning at SADC.

## 8. TO CONSIDER THE PROVISION OF IMPROVED CLUB HOUSE FACILITIES FOR THE TENNIS CLUB

This item was discussed earlier in the agenda.

## 9. TO CONSIDER PLANS TO PROVIDE A TEA ROOM WITHIN GREENWOOD PARK

This item was discussed earlier in the agenda.

## 10. TO DISCUSS AND AGREE THE 2015/2016 PRIORITIES

**RESOLVED:** *Proposed: Cllr Tyndale Seconded: Cllr Kerry Motion Carried*  
That the 2015/2016 priorities are agreed.

1. Greenwood Park Community Centre atrium roof, kitchen refit and extension into the atrium from the kitchen £12000
1. Parish Centre car park potholes £1000
1. Rolling replacement of the Greenwood Park sports hall floor £2500
2. Greenwood Park upgrade to CCTV £4500
2. External restoration of the barn timbers £1000
3. Barn Phase 2 project £5000

- 4. Parish Centre Tennyson Hall insulation £1000
- 4. Park Street Pavilion floor covering £908

**11. OTHER BUSINESS**

None.

Meeting closed at 9.45 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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