

# 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 26 FEBRUARY 2015 AT 7.30PM.**

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

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

**1. APOLOGIES FOR ABSENCE**

Cllr Freeman, Cllr Kerry, Cllr Tyndale & Mr Huddleston

**2. DECLARATION OF INTEREST**

None.

**3. APPROVAL OF THE MINUTES OF 30 OCTOBER 2014**

The minutes were approved.

*Proposed:* Cllr Pryce

*Seconded:* Cllr Getley

**Motion Carried**

**4. NOTIFICATION OF OTHER BUSINESS**

None.

**5. PUBLIC PARTICIPATION**

The meeting was closed whilst two members of Greenwood Park Tennis Club, Mr Thompson and Mrs Ciric presented plans for the extension and improvement to the tennis and cricket club areas. They went on to say that the tennis club continued to grow and now had around 120 adult members and 200 juniors. Members of the tennis club explained that the changes had been discussed and agreed with both cricket clubs although they had yet to see the final plans. They went on to say that an application for funding would be made to the Inspired Facility grant through Herts Sport Partnership. The deadline for applications is 6 June 2015. Members of the club pointed out that they were not asking for funding from the parish council, and could possibly top up any shortfall themselves should that be necessary. They went on to say that as part of the investment in the pavilion they wished to extend the Parish Council remaining 8 year lease by a further 25 years.

The Chairman reopened the meeting and moved to Item 8 to allow the discussion to continue.

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

Members were enthusiastic about changes that provided enhanced and extended facilities for both the tennis and cricket clubs. Mrs Pienaar confirmed that a bid would have to be submitted under the parish council name.

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

That a recommendation is made to Main Council that the drawn plans are accepted and that the existing tennis club lease is extended by a further 25 years to facilitate the grant funding application.

## 6. PROGRESS OF 2014/15 & 2015/16 PRIORITIES

### 6.1 Parish Centre

- (a) Tennyson Hall Insulation  
Members noted the information in the agenda notes.
- (b) Ground Floor Reception  
The Chairman presented a plan of a reception area that utilised a small area of the Tennyson Hall and the lobby area. Cllr Pryce offered to seek a quotation for the work from a local builder.
- (c) Car Park Surface Repair  
The Clerk was asked to obtain an additional up to date quotation and to repair the worst potholes within a budget of £1000.

**RESOLVED:** *Proposed: Cllr Getley                      Seconded: Cllr Pryce                      Motion Carried*  
That a contractor is appointed to repair the worst pot holes within a budget of £1000.

### 6.2 Greenwood Park Community Centre

- (a) Sports Hall Lighting and Flooring  
Members noted the information in the agenda notes and that the work had been completed.

**RESOLVED:** *Proposed: Cllr Pryce                      Seconded: Cllr Brannen                      Motion Carried*  
That the additional labour expenditure for the lighting of £2460 is agreed and that a recommendation is made to Main Council that £1663.29 is moved from the Parish Centre Repairs and Maintenance budget to the Greenwood Park Repairs and Maintenance budget to fund the shortfall.

**RESOLVED:** *Proposed: Cllr Pryce                      Seconded: Cllr Getley                      Motion Carried*  
That expenditure of £700 is agreed to cover the cost of additional electric sockets in the sports hall.

- (b) Lounge low energy lamps  
Members noted the information in the agenda notes.
- (c) Exterior cladding  
Members noted that the work had been completed.
- (d) Gents urinal replacement  
Members noted the information in the agenda notes.
- (e) Gents toilets installation of a Dyson hand drier  
Members noted the information in the agenda notes.

**RESOLVED:** *Proposed: Cllr Getley                      Seconded: Cllr Branne                      Motion Carried*  
That £180 is reallocated from the Park Street Pavilion ceiling project towards the purchase of the hand drier.

- (f) Atrium roof, kitchen refit and extension of kitchen into the atrium  
Members noted the information in the agenda notes. The Chairman went on to say that if funding was not available for the entire project that it would be a good idea to put the roof on the atrium as the first part of the project. He estimated the conservatory type roof at around £3000.
- (g) Upgrade to CCTV  
Members noted the information in the agenda notes and commented that BPA still owed £3000 for the installation of the valve on Greenwood Park. The additional funding for the CCTV upgrade was to be funded from the charge made to BPA to

place a kiosk on Greenwood Park boundary but BPA were in disagreement with the Council over the cost and the length of the lease agreement. Members agreed that the upgrade of the CCTV was a priority project. They agreed that money owed should be money paid and that the Clerk should take advice from the District Solicitor regarding BPA's failure to pay £3000 to the Council for installation of the valve.

### **6.3 Park Street Pavilion**

#### **(a) Flooring**

**RESOLVED:**            *Proposed: Cllr Brannen            Seconded: Cllr Pryce    Motion Carried*  
That the floor covering for the pavilion is agreed at a cost of £908, and is partially funded from the 2015/16 budget.

Cllr Pryce asked the Clerk to establish how much public money had been spent on conversion of the storage area to a police office. It was noted that a new use should be found for the room now that Herts Police did not wish to make further use of it. Cllr Pryce commented that his view was that Herts Police should be invoiced for the cost of the conversion.

### **6.4 Barn 2016/16 Project**

#### **(a) External timber restoration**

Members noted the information in the agenda notes.

#### **(b) Members noted the information in the agenda notes.**

## **7. REPORTS AND RECOMMENDATIONS**

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

The Chairman reported that the verbal estimate for the repair was £2000 but that this may increase depending upon how much render became loose. The Chairman suggested that the area was monitored for falling debris and that the Council investigated alternative methods of securing the render.

### **7.2 To consider the ladies toilet flooring at the Parish Centre**

Members noted the information in the agenda notes.

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

Members noted the information in the agenda notes.

### **7.4 To consider the grounds maintenance storage cabin within Greenwood Park**

Members noted the information in the agenda notes. The Clerk reported that the application for renewal planning permission 5/2014/0007 had been withdrawn as planning permission was not required. She went on to say that the a Certificate of Lawfulness had been submitted under application 5/2015/0459 but that this was an invalid application, would be withdrawn and not resubmitted as the cabin was lawful development with lawful use.

### **7.5 To consider provision of a tea room within Greenwood Park**

There was some consternation regarding the possibility of a 'burger' van being allowed into the park, which was overcome by the explanation that this would be a van serving a variety of refreshments. The Clerk explained that the introduction of a mobile caterer would generate income for the Council in the form of an annual licence fee whilst providing a service to users of the park. She went on to say that investigations would continue to be made regarding funding for a permanent structure within the park.

Cllr Pryce offered to make enquiries with SADC regarding mobile caterers who carried appropriate hygiene certification and licence to trade. This item would then be

placed on the Main Council agenda.

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

This item was discussed earlier in the meeting.

**9. TO AGREE THE DATE OF THE ANNUAL BUILDINGS INSPECTION**

Members agreed to meet at the Parish Centre on either the 17th or 24th April 2015 at 1pm (the Chairman to confirm the date.)

**10. 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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