

ST STEPHEN PARISH COUNCIL

In the District of St.Albans, County of Hertfordshire



**MINUTES OF A MEETING OF THE BUILDINGS COMMITTEE (1)
HELD AT THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST.ALBANS, HERTS
ON THURSDAY 7 JULY 2016 AT 7.30PM.**

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

In attendance: Mrs Hardy (Deputy Clerk-Minutes) Mrs Pienaar (Clerk)

1. ELECTION OF THE CHAIRMAN

RESOLVED: *Proposed: Cllr Berriman Seconded: Cllr Freeman* **Motion Carried**
That Cllr Brannen is re-elected as Chairman.

2. APOLOGIES FOR ABSENCE

Cllr Kerry.

3. DECLARATION OF INTEREST

None.

4. APPROVAL OF THE MINUTES OF 3 MAY 2016

RESOLVED: *Proposed: Cllr Brannen Seconded: Cllr Berriman* **Motion Carried**
The minutes were approved.

5. NOTIFICATION OF OTHER BUSINESS

None.

6. PUBLIC PARTICIPATION

None.

7. PROGRESS OF PRIORITIES

7.1 Parish Centre

(a) Car park surface repair

Members noted that the worst holes had been filled within a budget of £1000. The Clerk explained that the contractor had advised that the whole area would benefit from a 'treatment' as the areas just patched were next to previously patched areas. Cllr Freeman suggested that the income generated from Network Rail lease of the lower car park was set aside towards car park resurfacing.

RESOLVED: *Proposed: Cllr Freeman Seconded: Cllr Getley* **Motion Carried**
That a recommendation is made to Main Council that the £4900 income generated from the lease of the lower car park to Network Rail, is set aside toward the resurfacing of the parish centre car park.

(b) Opening hours/contact information board

The Chairman expressed disappointment at the location of the board. The Clerk explained that it had been positioned close to where the original had been located. Members requested that enquiries were made to establish why it had been fixed where it was.

- (c) Gable end cracked render
This is still being monitored.
- (d) External fire exit staircase
Members noted that the repair and repainting was to be scheduled into the work programme.
- (e) Electrical work for installation of defibrillator and additional kitchen sockets
Members noted that the work was complete.
- (f) Fixed wiring remedial work
Members noted that an order for the remedial work had been placed.
- (g) Nursery entrance door canopy
Members noted that replacement would be scheduled into the work programme.

7.2 Greenwood Park Community Centre

- (a) Lounge low energy lamps
Members noted that this work was to be scheduled into the works programme.
- (b) Gents urinal replacement
Members noted that this work was to be scheduled into the works programme.
- (c) Electrical work balance of three phase supply
Members considered the information in the agenda notes and agreed that the Clerk should contact UK Power Networks and ask for a quotation for a new independent supply to be run to the pavilion. The existing supply would then be sufficient for the Community Centre.
- (d) Fixed wiring remedial work
The Clerk explained that the contractor who had carried out the report was unable to return to carry out the remedial work to the Community Centre and the Pavilion. This left our usual contractor with a job, some of which could be costed from the report and some which would require further investigative work. Members agreed that due to the urgency of the work, the usual contractor should be asked to carry out the remedial work without the need for a quotation.

RESOLVED: *Proposed: Cllr Berriman Seconded: Cllr Pryce Motion Carried*
That ETS are asked to carry out the urgent remedial work to Greenwood Park Community Centre and the Pavilion.

- (e) Bar kitchen refit
The bar kitchen has been refitted to a good standard within a budget of £1100.

7.3 Parish Centre Barn

- (a) Office/path/shower/drying room/hirers storage alterations and replacement barn doors
Members noted that delivery was awaited on the replacement barn doors and that two quotations had been received for £1300 labour and £1106 for materials for the block work to the barn to create the hirers storage.

RESOLVED: *Proposed: Cllr Freeman Seconded: Cllr Berriman Motion Carried*
That around £1300 labour costs and around £1106 materials are agreed to progress the hirers barn storage area.

- (b) Fixed wiring remedial work
Members noted that an order had been placed for this work.

7.4 Park Street Pavilion

- (a) Members noted the completed work.

- (b) Fixed wiring remedial work
Members noted the information in the agenda notes.

- 7.5 Greenwood Park Pavilion
(a) Fixed wiring remedial work
As 7.2 (d)

- 7.6 Greenwood Park
(a) Upgrade to CCTV
Members noted the information in the agenda notes and that an up to date quotation would be required. The Clerk agreed to ask the Handy Man to obtain a revised quotation.

- (b) Storage cabin connection to the electricity supply
Cllr Getley was concerned that this work had been outstanding for some time and asked that the work was carried out post haste.

8. GREENWOOD PARK MAJOR PROJECTS

- 8.1 Improvements to the social end of the pavilion
Members noted the information in the agenda notes. The Chairman and Cllr Freeman agreed to manage the project.

- 8.2 Community Centre kitchen extension/refit/Pavilion tea room/toilets
Cllr Freeman stated that he would not support a tea room at the toilet end of the pavilion going on to say that his preferred location was near to the front of the park. Cllr Berriman commented that the bar area exterior serving hatch could provide a tea and coffee facility. Cllr Freeman did not agree with this idea, stating that the bar was just that, a bar, and that an agreement to run the facility as such was already agreed. Cllr Pryce stated that the best location was still a conservatory attached to the Community Centre and that if this was not possible, then a building similar to the one provided at Aldenham Country Park. Cllr Pryce then went on to say that the Council really must do something about the provision of a tea room. The Clerk expressed considerable frustration at the myriad of suggestions regarding the location of the tea room and the length of time it was taking to decide on what was required and where it should be located.

RESOLVED: *Proposed: Cllr Pryce Seconded: Cllr Freeman **Motion Carried***
That Cllr Pryce and Cllr Freeman consider all possible options for a tea room at Greenwood Park, taking into account all information already supplied. That they report back to the next Buildings Committee with their findings.

- 8.3 Replacement doors and shutters to the cricket side of the pavilion
Members noted the information in the agenda notes.

RESOLVED: *Proposed: Cllr Brannen Seconded: Cllr Pryce **Motion Carried***
That the recommendation is made to Main Council that £5000 festival loan is used to provide new doors and shutters to the cricket social side of the pavilion.

9. OTHER BUSINESS

None.

Meeting closed at 8.45 pm

These minutes are to be considered as draft until they have been approved by the committee.