

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 8th FEBRUARY 2018 AT 7.30PM.**

Present: Cllr Doyle (Chairman) Cllr Berriman, Cllr Brannen, Cllr Getley, Cllr Kerry,
Cllr Pryce & Cllr Tyndale.

In attendance: Mrs Hardy (Deputy Clerk-Minutes)

1. ELECTION OF THE CHAIRMAN

RESOLVED: *Proposed: Cllr Brannen Seconded: Cllr Berriman* **Motion Carried**
That Cllr Doyle is elected as Chairman
Votes in favour: unanimous

2. APOLOGIES FOR ABSENCE

None.

3. DECLARATION OF INTEREST

None.

4. APPROVAL OF THE MINUTES OF 23 FEBRUARY 2017

RESOLVED: *Proposed: Cllr Pryce Seconded: Cllr Brannen* **Motion Carried**
The minutes were approved.
Votes in favour: unanimous

5. NOTIFICATION OF OTHER BUSINESS

Cllr Getley wished to discuss the staff office space. Accepted by the Chairman.

6. PUBLIC PARTICIPATION

None.

7. PROGRESS OF PRIORITIES

7.1 Parish Centre

(a) Car park surface

Members noted the information in the agenda notes. Some discussion ensued and it was suggested that the ground staff purchase several bags of Coldlay tarmac and use it to fill two test holes. The result would be reported back at the next meeting.

RESOLVED: *Proposed: Cllr Berriman Seconded: Cllr Getley* **Motion Carried**
That the grounds man purchase sufficient Coldlay tarmac to fill the two largest pot holes.
Votes in favour: unanimous

(b) Gable end cracked render

Members noted the information in the agenda notes. The Clerk reported that the deterioration was probably no more than a year ago and that a quotation had not been requested. She went on to say that the area would continue to be monitored.

7.2 Greenwood Park Community Centre

- (a) Electrical - balance of three phase supply and new supply to potential tea room
Members noted the information in the agenda notes. In view of the insufficient budget Cllr Brannen suggested the carrying out of a load test on each phase of the supply. The Clerk explained that this had already been carried out. Members agreed that a second opinion may be useful and that the supply should be balanced if possible.

RESOLVED: *Proposed: Cllr Brannen Seconded: Cllr Getley Motion Carried*
That a load test is carried out on the three phase supply at Greenwood Park Community Centre and balanced if appropriate.
Votes in favour: unanimous

- (b) Fixed wiring remedial work
Members noted the information in the agenda notes.
- (c) Orton Hall floor remedial work
The Clerk informed Members that the investigative work had revealed that the gravel under the concrete slab had moved in some areas resulting in movement in the slab and a crack in the floor. The Structural Engineer was of the view that the gravel could be stabilised by pumping resin into the area and he was awaiting a survey and quote for the work.
Members noted that a budget allocation had been set aside of £25k.
Cllr Brannen stated that a temporary fix could be achieved by fixing a floating floor over the top of the existing. A quote for this work had been received amounting to £6725 + vat.

RESOLVED: *Proposed: Cllr Berriman Seconded: Cllr Getley Motion Carried*
That in view of the trip hazard presented by the uneven floor surface in Orton Hall, that Capel Carpets quotation of £6725 to provide a quick step floor is accepted. That the cost is taken from the budget allocation of £25K for remedial work.
Votes in favour: unanimous

- (d) Ladies Toilet Upgrade
The Clerk reported that the budget no longer remained for the upgrade.

7.3 Parish Centre Barn

- (a) Office/path/shower/drying room/hirers storage alterations and replacement barn doors
Members noted the information in the agenda notes.
- (b) Replacement of the road side barn doors and frame
Members noted the information in the agenda notes.
- (c) Replacement of the barn workshop doors
Members noted the information in the agenda notes.

7.4 Park Street Pavilion

- (a) Shower drainage and floor covering
Members noted the information in the agenda notes.
- (b) Low water pressure to the showers
Members noted the information in the agenda notes.
- (c) Replacement windows/doors and shutters
Members noted the information in the agenda notes.
- (d) Social space floor
Members noted the information in the agenda notes and suggested asking Capel Carpets to provide a quotation for remedial work. The Clerk agreed to obtain a

quotation.

7.5 Greenwood Park Pavilion

- (a) Update on the improvements to the social end of the pavilion project
Members noted the information contained within the agenda notes. Members noted the SADC Building Control Completion Certificate. Cllr Brannen suggested forwarding it to Sport England to claim the remaining grant funding rather than waiting for a completion certificate from the architect. Members agreed with this action. Members discussed the urgent need to arrange a meeting to discuss unfinished items and possible next steps. A Member noted that arranging a meeting had not been an easy or successful process. The Clerk agreed to make contact. A Member suggested that the tennis club should be asked to contribute additional funding to the unfinished work.
- (b) Former tennis club shower room and toilet: to consider re-use
Members noted the information contained within the agenda notes and agreed that a good re-use could be as a referees changing room.
- (c) Fixed wiring remedial work
Members noted the information contained within the agenda notes and agreed the additional expenditure.

RESOLVED: *Proposed: Cllr Brannen Seconded: Cllr Tyndale Motion Carried*
That expenditure of £700 for an additional fixed wire inspection and £255 for remedial work is agreed for Greenwood Park Pavilion.
Votes in favour: unanimous

7.6 Greenwood Park

- (a) Upgrade of car park floodlights to LED
Members noted the information contained within the agenda notes.
- (b) Storage cabin connection to electricity supply
Members noted the information contained in the agenda notes.

8. GREENWOOD PARK MAJOR PROJECTS

8.1 Community Centre kitchen extension/refit/pavilion tea room/toilets

Members noted the information contained in the agenda notes.

8.2 Community Centre Sport Hall Floor Refurbishment

Members noted the information contained within the agenda notes and agreed the expenditure for the sports hall floor refurbishment.

RESOLVED: *Proposed: Cllr Berriman Seconded: Cllr Tyndale Motion Carried*
That expenditure of £5560 is agreed for the sports hall floor refurbishment.
Votes in favour: unanimous

9. DEVOLVEMENT OF PARK STREET RECREATION GROUND

Members noted the information contained within the agenda notes. Cllr Pryce explained that SADC had calculated an £8k loss in revenue from the village club after devolvement. They had asked for a schedule of planned improvements to the value of the same. Cllr Pryce indicated that new windows, shutters and remedial work to the floor would amount to a figure far in excess of £8k. He went on to say that he would contact SADC with a list of essential expenditure and request that devolvement was pushed forward sooner rather than later.

A Member stated that the village club lease was due for renewal. Another Member suggested that at this point it would be appropriate to review the club rent as the

amount charged was very low if compared to similar in the area.

10. 2017 ANNUAL BUILDINGS INSPECTIONS

Members noted the information contained within the agenda notes and agreed that as the inspections were carried out 8 months old and the information contained within them may have changed, to bring the 2018 inspections forward to April.

11. 2018 BUILDINGS INSPECTIONS

Members agreed the following dates for the inspections to be carried out:

**Monday 9th April 2018 9.30am: Parish Centre, Barn and Park Street Pavilion.
Meet at the Parish Centre.**

**Monday 16th April 2018 9.30am: Greenwood Park Community Centre and the Pavilion.
Meet at the Community Centre.**

The inspections are to include all car parks.

12. OTHER BUSINESS

Cllr Getley stated that it was his view that the parish office staff had outgrown their office space and were working in cramped conditions. He also pointed out that the first floor office and meeting room was not fully accessible. He suggested building a first floor on Tennyson Hall with larger, fully accessible office space.

Meeting closed at 9.10 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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