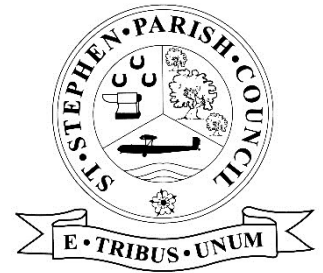


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

CLERK TO THE COUNCIL: MRS JULIET PIENAAR
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Present

Cllr Wendy Berriman
Cllr Martin Doyle (Chair)

Cllr Dorothy Kerry
Cllr Nicholas Tyndale

Also present:

Sue Campbell taking minutes
2 Members of the Public

Minutes of the **Buildings Committee meeting** held on **THURSDAY 7 JUNE 2018** at **7.30pm**
Venue: **The Lounge, Greenwood Park, Tippendell Lane, Chiswell Green, AL2 3HW**

- 1819/BC/001 Election of Chairman
RESOLVED: Proposed Cllr Berriman, seconded Cllr Tyndale, unanimous, that Cllr Doyle serve as Chairman of the Buildings Committee for the coming year.
- 1819/BC/002 To receive and accept apologies for absence
Apologies were received and accepted from Cllr Pryce.
- 1819/BC/003 Declarations of interest and dispensations
- To receive declarations of interest from councillors on items on the agenda
None.
 - To receive written requests for dispensations for declarable interests; and
None.
 - To grant any requests for dispensation as appropriate
None.
- 1819/BC/004 To approve the minutes of the meeting held on 8th February 2018
APPROVED: Proposed Cllr Berriman, seconded Cllr Tyndale, unanimous.
- 1819/BC/005 Public Participation
None.
- AGREED:** that Cllr Doyle will contact Clive Payne to request a status report on all items outstanding and ask that these are now actioned.
- 1819/BC/006 Progress of Priorities
- Parish Centre
 - Car park surface
Outstanding
 - Gable end cracked render
Complete

- 1819/BC/007 Greenwood Park Community Centre
- a) Electrical - balance of three phase supply & supply to potential tea room
Outstanding.
 - b) Fixed wiring remedial work
Complete.
 - c) Orton Hall floor remedial work
Complete.
 - d) Ladies toilet upgrade
Noted.

- 1819/BC/008 Parish Centre Barn
- a) Office path/shower/drying room/hirers storage alterations/replacement barn doors to the front
In progress.
 - b) Replacement of the barn doors and frame on the roadside
Complete.
 - c) Replacement of the barn workshop doors
No further action at this time.

- 1819/BC/009 Park Street Pavilion
- a) Shower drainage & floor covering
Complete.
 - b) Low water pressure to showers
Complete.

1819/BC/010 To receive a report on buildings inspections held in April; to be actioned:

The Parish Centre; external:

- Barn Sewerage
- Potholes
- Cracks on external wall
- Replacement of side gate
- Painting of side boundary fencing
- Tidy of rear car park storage area

The Parish Centre; internal:

- Removal of the emergency phone in the lobby
- Repainting of the entrance lobby
- Updating of notice boards
- Sign to be placed in kitchen by extractor fan

Greenwood Park; internal:

- Painting of "dado" rail at Orton Hall
- Re-siting of mops, brooms, etc
- Low level mirrors to be fitted in disabled toilets
- Ladies' toilet and changing room, and the entrance to be reconfigured
- Repair shower tiles
- Additional tiles in the toilet area of the male changing rooms

Greenwood Park; external:

- Front flower beds to be weeded
- Repaint hatch
- Cladding clips to be repaired
- Remove tree and repair brickwork crack

Greenwood Park; pavilion:

- Install barn-style door
- Paint the door inside the Cricket Room

- Install a key-safe for the kitchen door in the Cricket Room

The meeting closed at 8.30pm

Chairman

Date

Draft