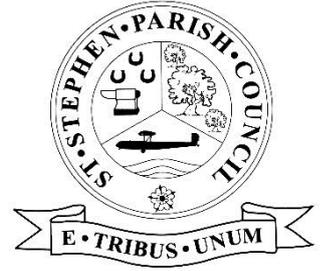


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD
ST ALBANS HERTS AL2 3PJ
Tel: 01923 681443 Fax: 01923 681338
Email: clerk@ststephenparishcouncil.gov.uk
Web: www.ststephenparishcouncil.gov.uk



Present

Cllr Bill Pryce

Cllr Martin Doyle (Chair)

Cllr David Brannen

Cllr Dorothy Kerry

Cllr Nicholas Tyndale

Also present:

Isabel Crozier, Assistant Clerk

Dani Medlin, Centres Manager

0 Members of the Public

Minutes of the **Buildings Committee meeting** held on **Thursday 1 November 2018** at **7.30pm**
Venue: **THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ**

1819/BC/011 To receive and accept apologies for absence
Apologies were received and accepted from Cllr Getley and Cllr Berriman.

1819/BC/012 Declarations of interest and dispensations
a) To receive declarations of interest from councillors on items on the agenda
None.
b) To receive written requests for dispensations for declarable interests; and
None.
c) To grant any requests for dispensation as appropriate
None.

1819/BC/013 To approve the minutes of the meeting held on 7th June 2018

RESOLVED: *Proposed Cllr Pryce, seconded Cllr Kerry*
That the minutes were agreed as a true record,
Votes in favour: unanimous.

Motion Carried

1819/BC/014 Public Participation
None.

1819/BC/015 Greenwood Park Community Centre
a) *Electrical - balance of three phase supply & supply to potential tea room*
An electrician is booked to undertake a load test over two days from 21 Dec when the Centre is closed over Christmas. The Maintenance Man will be present and where possible remedial work will be undertaken- the cost of this load test will be £1100. Electrician will then advise about what's required to rebalance. There is £3850 in the ear marked reserves for this project.

RESOLVED: *proposed Cllr Brannen, seconded Cllr Tyndale*

that the Council spend up to the remaining £2750 from ear marked reserves for additional, essential work, identified at the time, which can be completed during the Christmas shut down, thus causing the least amount of disruption.

Votes in favour: unanimous

Motion Carried

b) Installation of CCTV

The Council received a report from the Centre Manager about the need for CCTV within the building at Greenwood Park. The Council agreed that this was a necessary addition and asked that it also be installed at the Parish Centre.

RESOLVED: *proposed Cllr Pryce, seconded Cllr Brannen*

that the Centres Manager engage a company to install CCTV at Greenwood Park Community Centre and the Parish Centre

Votes in favour: unanimous

Motion Carried

ACTION: the Assistant Clerk to put the extra expenditure on the Full Council agenda for approval as no existing budget for CCTV. Advise insurers as may reduce the premium.

c) Disabled access at the Pavilion

In the original extension plans the disabled access for the building was supposed to be via the main door to the tennis club, however, this door is too narrow and has been fitted with a lip at the base so wouldn't allow access for wheelchairs. It is not practical to have people coming through the tennis club during events/meetings and through the kitchen to access the Cricket Room. The Centres Manager has looked into getting a mobile ramp to enable wheelchair access via the bi-fold doors. This will need to be bespoke because of the height difference between the step from outside and the step into the room, quoted £375 for this mobile ramp. We would also need a grab handle installed. Other options have been considered including putting in a new door from the tennis club patio but this would require an internal ramp with a hand rail, taking up space within the room.

RESOLVED: *proposed Cllr Brannen, seconded Cllr Kerry*

that the Parish purchase the bespoke mobile ramp and monitor its use

Votes in favour: unanimous

Motion Carried

d) Replace partition with solid wall between tennis club and cricket room

Partition offers no acoustic baffle between the tennis and cricket rooms.

ACTION: Cllr Pryce to check lease with tennis club regards their access to the whole space.

e) Provision of disabled public toilets

There is a need for a disabled access public toilet at Greenwood Park. The Centres Manager has looked into the possibility to covert the referees' changing room, which currently has two toilets and a shower. A suitable door and ramp would need to be installed and other alterations that the Maintenance Man could undertake. Estimates for the alterations are around £10,000, including £5,000 for the automatic door, however, there is potential to get a grant.

RESOLVED: *proposed Cllr Pryce, seconded Cllr Brannen*

that the council progress the re-configuring of the referees room and earmark reserves to undertake the project in 2019/20

Votes in favour: unanimous

Motion Carried

1819/BC/016 Parish Centre/Barn

a) *Car park resurfacing*

Continue with cold lay tarmac repairs and ensure sealant is used in dry conditions. Approach Dimensions about potential for resurfacing car park as part of redevelopment of Queen Mother Centre.

b) *Wiring – installation of RCD to currently unprotected circuits*

RESOLVED: Cllr Tyndale, Seconded Cllr Kerry to get the work undertaken as soon as possible

Votes in favour: unanimous

Motion Carried

ACTION: Earmark reserves for 2019/20. Maintenance Man to obtain three quotes and arrange for work to be done once budget has been.

c) *Render/cladding to front of building*

The Centres Manager had established that there are three options: Re-rendering the whole front and gable end, patching it or replacing render with upvc (barn style) cladding on front and gable end. It was felt that re-rendering would not get a guarantee from contractor due to size of vehicles passing on the road and vibrations causing an ongoing problem. Patching would not work as meshing coming away from building. Cladding was the preferred option.

ACTION: for centres Manager and Maintenance Man to work with Councillors to establish a specification.

RECOMMENDATION: Full Council resolve to set up a working party to look at the long-term viability of the Parish Council buildings.

d) *Drains*

The drains at the Parish Centre regularly back up and the maintenance is called to clear them. CCTV survey established that this was due to deformity within the pipe. Two options for rectifying this were considered. The pipe could be lined – this would make the pipe slightly narrower and would not be a long term solution. Alternatively a new pipe could be laid further out for the building. This would involve a digging a trench and laying a new pipe under the lawn. A quote for this work has been received at £2775 but the Grounds staff and Maintenance Man could do the work for a lesser cost. It was felt that the work should be done by a contractor to ensure we had a guarantee for the work.

ACTION: Maintenance Man to obtain two more quotes and budget for 2019/20 to be earmarked.

e) *Extension to Parish Office*

Cllr Pryce circulated a report and drawings for the creation of a reception and staff rest room opposite the front entrance of the Parish Centre. Centres Manager suggested that the reconfiguration of the whole building could be looked with the possibility of the Parish Offices and Council Chamber being moved downstairs into the space currently occupied by Tennyson hall, the fire escape and storage cupboard. The Centres Manager's office space was also discussed.

RECOMMENDATION: that Full Council resolve to set up a working party to look at better utilisation of Parish Buildings.

1819/BC/017 Park Street Pavilion

a) *Window replacement*

The pavilion is currently unrentable for anything other than as changing rooms due to the boarded up windows. If these were replaced with patio or bi-fold doors with shutters the space would be suitable for childrens' parties and training events etc. The Committee felt that two sets of 3m bi-fold doors with a wall between them would be ideal. Fascias and soffits also need replacing.

ACTION: Centres Manager to obtain revised quotes for two sets of doors

b) *Flooring*

Flooring in Park Street Rec is bubbling up and needs new screed laying and new laminate flooring.

ACTION: Centres Manager to get quotes for new flooring

1819/BC/018 To receive a report on buildings inspections held in April; to be actioned:
Schedule update was circulated

1819/BC/019 To consider the budget forecast for 2019/20

ACTION: for assistant clerk to confirm what is currently in earmarked reserve

AGREED: The priorities below to be put forward for budget forecast for 2019/20

Capital Projects for 2019/20

<u>Greenwood Park</u>	Priority	Est. Budget
Disabled Public Toilet (likely cost £10K but ? grant)	1*	£5,000
Centres Manager's office window	1	£2,000
<u>Park Street Rec</u>		
Windows/soffits (off set £8K cost for asset transfer)	1*	£11,000
Flooring	1*	£3,000
<u>Parish Centre</u>		
Cladding/ repainting/soffits	1*	?£20,000
Electric upgrade	1*	£4,000
Drains	1	£3,000
Total 2019/20		£48,000

The meeting closed at 10.03pm

Chairman

Date