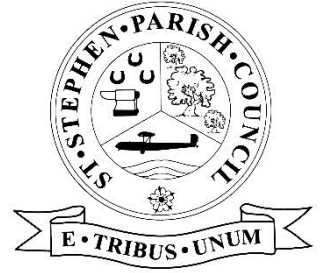


# ST STEPHEN PARISH COUNCIL

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 8<sup>th</sup> 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