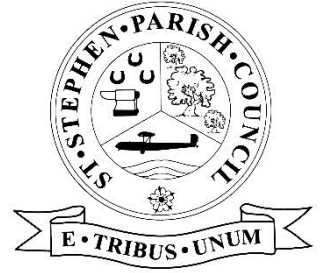


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

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## Present

Cllr Martin Doyle (Chair)  
Cllr David Brannen  
Cllr Wendy Berriman

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 7 February 2019** at **7.30pm**  
Venue: **THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ**

- 1819/BC/020 To receive and accept apologies for absence  
Apologies were received and accepted from Cllr Pryce.
- 1819/BC/021 Declarations of interest and dispensations
- To receive declarations of interest from councillors on items on the agenda  
Cllr Brannen declared that he was currently using one of the contractors who had provided a quote for the work on the drains.
  - To receive written requests for dispensations for declarable interests; and  
None.
  - To grant any requests for dispensation as appropriate  
None.
- 1819/BC/022 To approve the minutes of the meeting held on 1 November 2018
- RESOLVED:** *Proposed Cllr Berriman, seconded Cllr Tyndale*  
That the minutes be approved as a true record,  
*Votes in favour: unanimous.* **Motion Carried**
- 1819/BC/023 Public Participation  
None.
- 1819/BC/024 Greenwood Park Community Centre
- Electrical balance of three phase supply*  
An electrician undertook a load test on 21 December and rebalanced the load across the three phases. The Community Centre is restricted to 100Amps on each phase and with all electrical items running the Centre is near full capacity. A lighting contractor visited at the same time and will be writing with recommendations for reducing energy requirements through replacement of light fittings. UK Power Networks have quoted £11,000 for increasing the total capacity to 360Amps or £12,500 to 450Amps. The addition of a tea room will require a significant amount of power which will need to be found from reducing the energy

consumption or increasing the supply through UK Power Networks.

**ACTION:** Centres Manager and Assistant Clerk to investigate costs of reducing energy consumption through changing lighting and approach tennis club about flood lighting.

*b) Installation of CCTV*

The CCTV system is installed at the Community Centre and will be switched on following the adoption of the CCTV policy in next few days.

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

The Maintenance Man can install a stud wall on the cricket room side of the partition, retaining the current folding doors on the tennis side. This should provide an acoustic baffle, benefiting hirers and the tennis club. Concerns were raised about the fire exit provision as the doors to the tennis club side and cricket side are often locked, leaving only one exit open when the building is in use. The Health and Safety consultant is visiting the site on 26 February. The tennis club agreement does not include the club having access to the whole space.

**RESOLVED:** Proposed Cllr Berriman, seconded Cllr Tyndale that, following informing the tennis club and inspection from the Health and Safety consultant, the Parish install a stud wall along the line of the current partition  
*Votes in favour: unanimous* **Motion Carried**

*d) Provision of disabled public toilet*

In the first instance it was agreed that the Council should investigate what grants would be available

**ACTION:** Assistant Clerk to investigate grants available to create a disabled public toilet.

1819/BC/025 Parish Centre / Barn

*a) Car park resurfacing*

Continue with cold lay tarmac repairs and ensure sealant is used in dry conditions. Investigate using hot pitch on top around edges of pot holes.

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

The Council considered three quotes and agreed on MP Electrical.

**RESOLVED:** Proposed: Cllr Berriman, Seconded Cllr Kerry  
To engage MP Electrical to install the RCD units in the Parish Centre  
*Votes in favour: unanimous* **Motion Carried**

*c) Render/cladding to front of building*

The Council agreed that this work should be managed by a professional building surveyor. Two buildings surveyors have been approached, one charging £80 per hours and one twice that but who would undertake managing the whole job for a percentage of the cost.

**ACTION:** Assistant Clerk to engage a buildings surveyor to manage the replacement of the render to the Parish Centre.

*d) Drains*

The drains at the Parish Centre regularly back up and the Maintenance Man is called to clear them. Three quotes for the replacement of the pipe under the path in front of the Parish Centre were considered and the Council decided to appoint

MJS Pave. Contractors need to provide a portaloos for workers and to have available in case facilities are not connected when the Centre reopens. The Council should warn the neighbours that the work could be noisy on the bank holiday.

**RESOLVED:** *Proposed: Cllr Kerry, Seconded Cllr Tyndale*  
To engage MJS Pave to replace the drain on Good Friday, 19 April 2019, ensuring that services are available from 9am on Saturday 20 April.  
*Votes in favour: unanimous* **Motion Carried**

e) *Installation of CCTV*  
The company that installed the system at the Community Centre have quoted £1,977 for a internal and external system at the parish Centre, including cameras covering the car park and barn entrances.

**RESOLVED:** *proposed Cllr Berriman, seconded Cllr Brannen*  
that, following the Centre Managers feedback from the operation of the CCTV at the Community Centre, the Council instruct the same contractor to install a CCTV system at the Parish Centre.  
*Votes in favour: unanimous* **Motion Carried**

1819/BC/026 Park Street Pavilion

a) *Improvement project – possible grant application*

The project to replace the windows, flooring and soffits and make the pavilion a welcoming community space would meet the criteria of the Awards for All Grant of up to £10,000. An application would require the community to be consulted and a need established.

**ACTION:** Assistant Clerk to check the Neighbourhood Plan survey and write to the cricket club and residents association asking for support for the project. Include an article in the newsletter asking for groups who would be interested in using a refurbished space to come forward.

1819/BC/027 To receive a report on progress on the buildings maintenance schedule

**ACTION:** Maintenance Man to contact original cladding supplier to get clips replaced on Community Centre. Grounds to replace gates to compound at Parish Centre. Maintenance Man to paint new planks on end of Parish Centre Barn.

1819/BC/028 Working Parties

a) *Better utilisations of buildings*

this group will have a medium term view and will look at things such as office space, disabled access, kitchen and bar use. Cllrs Pryce, Berriman, Doyle and Brannen agreed to be on this working party.

b) *Long term viability of buildings*

This group will have a long term view and will need an external planning consultant to provide advice. Cllrs Doyle, Berriman, Brannen and Kerry agreed to sit on this working party.

**ACTION:** Assistant Clerk to arrange dates for working parties.

1819/BC/029 Dates for buildings inspections

**Friday 22 March 2019** – Parish Centre and Park Street Pavilion, meeting at 10am at the Park Street Pavilion.

**Monday 1 April 2019** – Greenwood Park Community Centre and Pavilion,  
meeting at 10am at Greenwood Park Community Centre.

The meeting closed at 9.45pm  
Chairman

Date

DRAFT