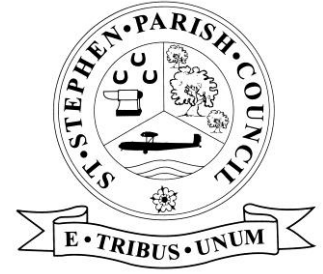


# ST STEPHEN PARISH COUNCIL

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](mailto:clerk@ststephenparishcouncil.gov.uk)  
Web: [www.ststephenparishcouncil.gov.uk](http://www.ststephenparishcouncil.gov.uk)



Present: Councillors

Wendy Berriman

David Parry

Nicholas Tyndale

David Yates-observing

Martin Doyle

Bill Pryce

Officer Present: Sue Hake, Clerk, Isabel Crozier, Assistant Clerk

Draft Minutes of Buildings Committee meeting held on Thursday 13 June 2019 at 7.30pm  
Venue: THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ

1920/BC/001 To elect a Chairman for the year 2019/20

**Resolved** Proposed by Cllr Tyndale Seconded Cllr Berriman  
Agreed Unanimous: Martin Doyle

1920/BC/002 To receive and accept apologies for absence  
Dorothy Kerry, David Brannen, Dani Medlin

1920/BC/003 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;

None

c) To grant any requests for dispensation as appropriate

None

1920/BC/004 To approve the minutes of the meeting 7 February 2019

**Resolved:** Proposed Cllr Pryce Seconded Cllr Berriman

Agreed Unanimous That the Minutes be approved as a true record

1920/BC/005 Public Participation

To invite comment and questions from the public in accordance with the Public Speaking Policy

1920/BC/006 To review and adopt the Terms of Reference

**Resolved:** Proposed Cllr Tyndale

Seconded Cllr Berriman

Agreed Unanimous to re-adopt Terms of Reference with no changes

1920/BC/007 To consider the need for Energy Efficiency ratings of Parish Buildings  
Parish Centre and Greenwood Community Centre

EPC will need to be obtained

**Resolved:** Proposed Cllr Parry

Seconded Cllr Pryce

**Action:** Assistant Clerk to obtain costs for EPC and progress

1920/BC/008 Greenwood Park Community Centre and Pavilion

a) Update on District Council managed CCTV

**Resolved** Proposed Cllr Parry Seconded Cllr Pryce  
Agreed Unanimous for the Clerk to confirm with the District Council to install new replacement cameras with as wide an angle camera as possible.

- b) To consider additional outside cameras for Community Centre CCTV  
**Resolved** Proposed by Cllr Parry Seconded Cllr Berriman  
Agreed Unanimous against purchase and installation of additional cameras.
- c) Update on partition between tennis club and cricket room  
David Yates declared an interest and needed to leave the meeting at this point.  
Cllr Doyle has been unable to obtain an answer from Sport England to ascertain if there are any restrictions for putting a partition in the building.  
**Action:** Clerk to seek documentation from Sport England to identify if there are restrictions and Buildings to meet to discuss options for the Partition and notify the Tennis Club in writing.
- d) Update on provision of disabled public toilet  
More time is required to look into obtaining grants and DP to look into possibility of turning the room into a disabled toilet as a future booking may require a hoist.  
**Action:** Cllr Parry to look at space and identify what is feasible  
The Disabled toilet in the Community Centre is restricted for wider range of wheelchair use.  
**Action** Assistant Clerk to provide plans to Cllr Parry to look into urgently for disability compliance and look into grant funding.
- e) To consider installing air conditioning in GPCC Office  
**Action:** Cllr Parry to look into options to improve ventilation and cooling in the office.

1920/BC/009 Parish Centre

- a) To consider car park surface repair  
Cold lay tarmac repair works have been made but the area is still breaking up  
Quotes have been requested but not received  
It is thought unlikely the developer will assist with repairs to the tarmac  
**Action:** Assistant Clerk to contact Hert County Council to seek advice on the best method to repair the Parish Centre car park area & Enquire if there is money available from the locality budget, explain the community use.
- b) Update on arrangements regarding the installation of RCDs  
RCDs have been scheduled to be fitted at the Parish Centre on 28-29 June. The Nursery will move into the Tennyson room temporarily and electric will be re-established in time for the Saturday evening party.

- c) Update on completion of drain replacement  
This work has been completed.
- d) Update on CCTV provision at Parish Centre  
Quotes have been obtained and progress is on hold at present.

1920/BC/010 Park Street Pavilion

- a) Improvement project – possible grant application  
The residents association are supportive –  
**Action:** Assistant Clerk to look into Awards for all 10K application & Tesco Bags grant with link to improving Energy efficiency.
- b) To consider car park surface repair  
**Action:** Cllr Parry to look into possibility of using Hoggin.

1920/BC/011 To receive a report on progress on the Buildings Maintenance Schedule  
**Action** Clerk and Assistant Clerk to review the Building Maintenance Schedule & communication of maintenance work.

1920/BC/012 To consider the arrangements for Better Utilisation of Buildings and Long-Term Viability Working Parties.  
**Resolved** Agreed name of group to be Parish Assets Working Party.

Meeting closed at 9.20 pm

Chairman  
Date