

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

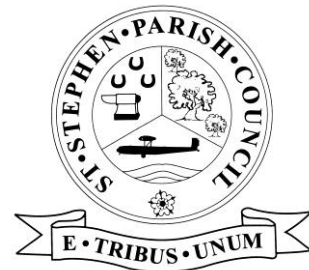
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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Present: Councillors David Brannen  
David Parry

Martin Doyle (Chair)  
Nicholas Tyndale

Dorothy Kerry

Also Attended by Cllr David Yates  
Sue Hake, Clerk

## Minutes of Buildings Committee meeting Thursday 24 October 2019 at 7.30pm

Venue: THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ

- 1920/BC/013 To receive and accept apologies for absence  
Apologies from Cllrs Pryce & Berriman
- 1920/BC/014 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/015 To approve the minutes of the meeting 13 June 2019  
**Resolved** Cllr Parry proposed Seconded by Councillor Tyndale Agreed unanimous  
*Votes in favour: unanimous* **Motion Carried**
- 1920/BC/016 Public Participation - To invite comment and questions from the public in accordance with the  
Public Speaking Policy  
None
- 1920/BC/017 To consider a legionella risk assessment for the building  
**Action:** Cllr Brannen to supply additional contacts for the Assistant Clerk to pursue additional  
quotes that will be ratified at Full council
- 1920/BC/018 To consider recommendations from the DEC and EPC visits (reports circulated)  
**Actions:** The DEC should be displayed in prominent area of the building to be compliant  
It was confirmed only an EPC was required for the Park Street Pavilion due to the size.  
**Action:** Assistant Clerk to circulate Park Street Pavilion EPC
- 1920/BC/019 Greenwood Park Community Centre and Pavilion  
a) Update on partition between tennis club and cricket room  
Possible sound proofing curtains  
**Resolved:** Cllr Parry propose we write to the tennis club to inform then we are planning to  
remove partition doors install fixed stud and soundproof and heat insulating wall up to the  
existing line and detailed specification to be completed by Cllr Parry  
Seconded Cllr Kerry  
*Votes in favour: unanimous* **Motion Carried**  
b) Update on provision of disabled public toilet (notes circulated)  
**Action:** Cllr Parry to request feedback from the Bookings manager to create a  
specification for the work  
c) Update on reconfiguring the internal layout of Community Centre (notes circulated)  
Cllr Parry to request feedback from the Bookings manager & create a spec for the work

- d) To consider options for Sports Hall repainting  
One quote has been received  
Three quotes will be required and specification for the type of paint to be used that is cleanable and then delay any painting until building works have been completed

1920/BC/020

Parish Centre

- a) Update on car park surface repair  
Update given
- b) Movement in building – cracks appearing in Tennyson Hall  
**Action:** Continue to monitor
- c) To consider installation of new LED lighting  
**Resolved:** Cllr Parry proposed upstairs St Stephen Suite, Office and Dani Office,  
Seconded by Cllr Brannen  
*Votes in favour: unanimous*

**Motion Carried**

1920/BC/021

Park Street Pavilion

- a) Improvement project – possible grant application  
**Action:** Assistant Clerk to tweak the application to focus on the use of the building as a sport facility and demonstrate consultation with the users of the sport hirers, potential youth council and community including the village hall and other providers of facilities in the area
- b) To consider car park surface repair  
**Action:** Clerk to pursue enquiries for Road Planings from La Farge

1920/BC/022

To consider actions to create a plan to implement works following receipt of S106 funding  
**Resolved:** Cllr Parry proposed a recommendation to Full Council to agree in principal the preliminary works required to enable projects that we have prioritised for 106 monies to progress tenders to a construction ready stage, Seconded Cllr Brannen

*Votes in favour: unanimous*

**Motion Carried**

**Resolved** Cllr Tyndale proposed the Building committee to be given spending powers in relation to the preliminary works required to enable projects that we have prioritised for 106 monies to progress tenders to a construction ready stage, Seconded Cllr Kerry

*Votes in favour: unanimous*

**Motion Carried**

**Resolved:** Cllr Tyndale proposed Cllr Parry and Cllr Doyle work together to develop approximate costings for initial stage works for the priority S106 funding projects to report to Full Council, Seconded Cllr Kerry

*Votes in favour: unanimous*

**Motion Carried**

**Action:** Cllr Parry to work with Cllr Doyle to develop some approximate costings for initial stage works for the priority S106 funding projects to report to full Council

1920/BC/023

To consider items for 2020/21 Budget setting

The Clerk has received the revised income and expenditure and will circulate to all members for them to feed back to Cllr Doyle who will then liaise with the Clerk

**Action:** Clerk to circulate the revised income & expenditure report from the accountants

**Action:** Members to provide feedback to Cllr Doyle for budget items

1920/BC/024

To receive a report on progress on the Buildings Maintenance Schedule (circulated)  
Noted

1920/BC/025

Set date for Parish Assets Working Party

Resolved: Date of next three meetings

Wednesday 30<sup>th</sup> October 7.30pm

Wednesday 20<sup>th</sup> November 7.30pm

Monday 2<sup>nd</sup> December 7.30pm

Meeting finished 10.20pm

Signed:

Date