



MINUTES OF THE MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE HELD ON WEDNESDAY 17 JANUARY 2024 AT IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD

Committee Members Present:

Councillors S Hayes (Chairman), S Buck, S Dhaliwal, D Matthews, J Smith, J Talbot

Also present:

Cllrs J Headington, N Venneear

A member of the public

E. Payne – Town Clerk

59/23 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs M Cooper, and it was **RESOLVED** to:

Accept the apologies.

60/23 DISCLOSURE OF MEMBERS INTERESTS AND REQUESTS FOR DISPENSATION

There were no declarations made.

61/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

No questions raised.

62/23 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Buildings Management Committee meeting held on 15 November and it was **RESOLVED that:**

The minutes are a true record of the meeting.

63/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

- 63/23.1** The Stotfold Good Neighbour Group hire the rear room of the Memorial Hall on a Friday for a seated exercise class. They have requested the installation of a barre, for balancing exercises, on one wall of the room, which they will pay for. The Committee agreed for the installation and the contractor undertaking the work will need to have access to the asbestos report.

64/23 REPORTS TO COMMITTEE

64/23.1 Redecoration of the Greenacre Centre

Members received a report regarding the redecoration of internal communal areas. In view of the library's relocation, it was considered that the lobby area would not be part of the areas to be redecorated as it is likely to get subject to high traffic during the rebuilding process. The library should be consulted on their colour scheme. It was **RESOLVED** to:

Obtain quotes for the redecoration of the council chamber, offices and toilets (male, female and disabled), Town Clerk's office for consideration at a future meeting.

64/23.2 Asbestos Survey

Members received quotations for an asbestos survey of the town council buildings. Members considered that if the Mossman Centre hadn't had a survey previously, then it should be undertaken, even if there was no asbestos found. Members considered a refurbishment survey might be a good idea for the Memorial Hall but if there is a management survey, then it was **RESOLVED** that:

Manestream Health and Safety Services are awarded the contract for the asbestos survey at a cost of £2,155.00.

64/23.3 CCTV POLICY INCLUDING PROCEDURE FOR SUBJECT ACCESS REQUEST

Members received a proposed policy for the management of the CCTV. Members noted that when the library is relocated to the Greenacre Centre, there will be a need to review this policy and work with them on a combined approach, if appropriate.

It was **RESOLVED** to recommend to Council that:

The CCTV policy is adopted.

64/23.4 Greenacre Centre Car Park Extension

Members received a proposed specification to extend the rear car park at the Greenacre Centre. Members considered the installation of EV charging points in this extended area. This would be included in the specification so the installation of these chargers could be considered at a future date.

Members considered the provision of disabled parking. It was noted that the school parents park in the front car park irrespective of whether they are disabled or not. As one of the bays is dedicated to the plot across the road so it was not feasible to increase the number of disabled spaces, and this should be considered when the spaces are marked out. It was **RESOLVED** to:

Approve the car park specification and advertise it through Contracts Finder.

64/23.5 Just Out

Members received a verbal report on the delegated decision of the Chairman and Town Clerk to allow Just Out to have a free hire of the Oak Room on 22 December 2023. It was **RESOLVED** to:

Note the delegated decision.

64/23.7 Work Programme

Members received the work programme for this committee. It was **RESOLVED** to:

Note the report.

65/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were no items.

66/23 CONFIDENTIAL ITEMS

To resolve the exclude the press and public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960:

66/23.1 Library Update including Lease

Members received a confidential report on this matter, and it was **RESOLVED** to:

- a) *Note the amendments outlined in the report.***
- b) *Approve the heads of terms and instruct STC's solicitor to draw up an agreement to lease and lease documentation.***

66/23.2 Library Café update including Lease

Members received a confidential report on this matter, and it was **RESOLVED** to:

- a) *Confirm the terms and conditions for the lease.***
- b) *Instruct STC's solicitors to draw up an agreement to lease and lease documentation.***
- c) *Confirm that STC will pay for the costs of drawing up the lease.***

67/23 DATE OF NEXT MEETING

Wednesday 20 March 2024.

The meeting closed at 20:40.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN: