

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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14 March 2024

**Members of the Buildings Management Committee:** Councillors S Hayes (Chairman), S Buck, Mrs M Cooper, S Dhaliwal, D Matthews, B Saunders, J Smith, J Talbot.

**You are hereby summoned** to attend the Buildings Management Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 20 March 2024 at 7.00pm** for the purpose of transacting business detailed in the agenda.



**Emma Payne**  
Town Clerk

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## Members of the public:

**In addition to attending in person, you are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#)** Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

Members of the public are invited to observe the meeting and may participate at the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk) or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

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## AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS**
  - a) Members to declare interests in respect of any item on the agenda.
  - b) Proper Officer to consider written requests from members for dispensations  
Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
3. **PUBLIC SECTION**

Members of the public to speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

**4. MINUTES OF PREVIOUS MEETING**

Members are asked **to resolve** that the minutes of the Buildings Management Committee meeting held on 17 January 2024 are a correct record.

**5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FOR INFORMATION**

**6. REPORTS TO COMMITTEE**

**6.1 Cleaning Contract**

To receive a report on the renewal of the current cleaning contract

**6.2 Stotfold Good Neighbour Group - Use of Meeting Space**

To ratify the delegated decision of the Chair and Town Clerk to allow the Safer Neighbourhood Group to use a meeting room at the Greenacre Centre free of charge.

**6.3 Community Café – Use of Maple Room**

To receive a request from the Churches Together group to extend their use of the Maple Room.

**6.4 Stotfold Community Christmas Fayre 2024**

To receive a request to use the Memorial Hall for the annual Christmas Fayre.

**6.5 Memorial Hall**

**a) Repairs to Road at the Memorial Hall/White Lining in Car Park**

To consider repairs to the road surface at the memorial hall and relining the car parking pays

**b) Disabled Car Parking Provision**

To receive a complaint about the provision of disabled car parking spaces at the Memorial Hall

**c) Children's Tables and Chairs**

To consider the purchase of smaller tables/chairs which are designed for use by children.

**6.6 Legionella Testing**

To receive a verbal update on this item.

**6.7 Relocation of Kitchen Equipment and Chairs from GAC/Memorial Hall/Roecroft Centre**

To receive a report on this item and note its contents.

**6.8 Arlesey Road Toilets**

To consider installing a radar lock on the disabled toilets at Arlesey Road.

**6.9 Asbestos Report**

To receive a verbal update on this item.

**6.10 Reorganisation of Offices at GAC**

To note the organisation of the Town Council offices to accommodate the enhanced staff structure.

**6.11 Heads of Term of Library Relocation**

To receive a verbal update on this item.

**6.12 Work Programme**

To receive and note this Committee's Work Programme

**7. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

**8. DATE OF NEXT MEETING**

To be confirmed.

# 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

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## 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

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### **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 Group 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 2040.

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**

DRAFT

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** BUILDING COMMITTEE  
**DATE:** 20 MARCH 2024  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** CLEANING CONTRACT

### 1. SUMMARY

1.1 This report is to advise Members of the current situation regarding the Town Council's cleaning contract.

### 2. RECOMMENDATION

2.1 Members are asked to:

- a) Note the current cleaning regime.
- b) Note the increase in the cost of the cleaning contract.
- c) Consider investigating reviewing the current cleaning contract in 2025/26 to ensure value for money after 12 months operation of the library.

### 3. BACKGROUND

3.1 The Town Council has contracted out its cleaning function to Minster Cleaning. They have advised the Town Clerk that they are increasing their contract prices by 9.8% with effect from 1 April 2024.

3.2 The contract covers two sites:

- Greenacre Centre
- Memorial Hall

There is a separate cleaner for both sites. They operate Monday-Friday. Depending on need, the Memorial Hall is sometimes cleaned at the weekends, if there are a lot of users.

3.3 With the library relocating in the Autumn of 2024, there will need to be additional cleaning and the Town Clerk has raised this with the contractor. We are liaising with CBC regarding their cleaning needs, and this charge will be included in the service charge levied to CBC.

3.4 The contract is on a 3 month notice period should the Council decide to test the market.

#### 4. FINANCIAL

4.1 The budget for cleaning is as follows:

	<b>Budget 2023/24</b>	<b>Expenditure YTD 2023/24</b>	<b>Budget 2024/25</b>	<b>Forecast Expenditure 2024/25 after 9.8% increase</b>
53/538 – Service Contract (Memorial Hall Cleaning)	£13,000	£12,808	£16,000	£17,568
55/537 – Cleaning Contract (GAC)	13,000	£11,890	£13,500	£14,323

4.2 The Clerk increased the budget for the service contract to reflect the additional cleaning need for the library. There will be an adjustment from this budget to the GAC budget.

#### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	N/A
Legals	3-month notice needed to leave the current contract
Resources/Stakeholders	Outsourcing contract is a more efficient use of resources
Contracts/Financial	Sufficient budget in situ for
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** BUILDING MANAGEMENT  
**DATE:** 20 MARCH 2024  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** STOTFOLD GOOD NEIGHBOUR GROUP  
USE OF MEETING SPACE

### 1. SUMMARY

1.1 This report is to outline the delegated decision of the Chair of this Committee, with the Clerk, to give a free let to the Stotfold Good Neighbour Group (SGNG) for their committee meetings.

### 2. RECOMMENDATION

2.1 Members are asked to ratify this decision.

### 3. BACKGROUND

3.1 The Stotfold Good Neighbour Group hold a monthly committee meeting to transact the business of the group. They requested to use a meeting space at the Greenacre Centre (GAC), free of charge.

3.2 The meetings are held on Wednesday afternoons between 2-4pm and are once a month. They use either the Council Chamber or the Maple Room depending on availability with Town Council meetings and paid hirers taking precedence.

3.3 SGNG hires the memorial hall for their activities on Friday afternoons.

### 4. FINANCIAL

4.1 The hourly hire rate for rooms at the GAC is £17.00. They meet for 2 hours per meeting.

4.2 The turnover from this hirer YTD is £3,116.80.

### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	N/A
Legals	N/A
Resources/Stakeholders	The centre is already open and there is no additional resource use.
Contracts/Financial	£34 per month.
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** BUILDING MANAGEMENT

**DATE:** 20 MARCH 2024

**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK

**SUBJECT:** COMMUNITY CAFÉ – USE OF MAPLE ROOM

### 1. SUMMARY

- 1.1 Members are asked to extend the free use of the Maple Room for the Community Café on Tuesday mornings to the end of June 2024 or sooner, depending on the Maple Room conversion.

### 2. RECOMMENDATION

- 2.1 Members are asked to receive the report and advise the Town Clerk how they wish to proceed.

### 3. BACKGROUND

- 3.1 The Community Café has evolved from Warm Spaces from last year and operates on Tuesday mornings. After an initial time scale of 0900-1300, it has evolved to a later start of 10am – 12 noon.
- 3.2 It is well attended by residents of Stotfold with at least a dozen attendees at most sessions. It is supported by volunteers and The Need Project.
- 3.3 When the library relocates to the GAC, the Maple Room will be sub divided into two offices for use by staff and other stakeholders. It is intended that the Council will promote its use for Police drop ins, Safer Community Group engagement and a return to Citizen's Advice if they are interested.

### 4. FINANCIAL

- 4.1 The hire charge for the room is £17 per hour.

### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	The group is insured.
Legals	N/A
Resources/Stakeholders	There are no additional resources needed as the centre is already open
Contracts/Financial	£34 per week.
Crime & Disorder	N/A
Equalities	Open to all residents of Stotfold
Biodiversity	N/A
Privacy Impact	N/A

28<sup>th</sup> February 2024

To – Stotfold Town Council  
Buildings Committee



**STOTFOLD COMMUNITY CHRISTMAS FAYRE 2024**

Saturday November 23rd, 2024  
Memorial Hall, Stotfold. 12:00-4:00pm

Dear Councillors

This will be the twelfth time this event has taken place since the original held as part of the combined Queen's Diamond Jubilee / UK Olympics celebrations in Stotfold during 2012.

It is a 'community' event where predominantly local people come together in support of our non-commercial youth organisations providing facilities for our citizens of the future.

The 2024 Fayre will again raise funding towards such a group (yet to be decided by the committee) so that the funds can enable them to continue providing much needed support or equipment in the future.

With the kind support of the Town Council, promotion by local organisations and the amazing generosity of our businesses and many individuals the volunteer organisers of the Fayre have been able to donate over £12k to local youth groups so far, benefitting several hundreds of young people in our town.

All are welcome to attend, entry is free for visitors and preference for the selling stalls is given to local people where it is attempted to present a mix of products / crafts to maximise enjoyment and benefit to all. Some local history display and free play areas for younger children spread the interest with limited snacks and liquid refreshment available for those wanting a chat and a rest.

There have been numerous praises from participants and visitors alike at previous events who now seem to regard this as 'the' event to look forward to with its great 'community atmosphere' towards Christmas.

This year we ask that you once again support us by allowing the committee a free let of the Memorial Hall on the Saturday, 10:45 to 18:00 (and previous Friday evening, 18:30 to 20:30 for setting up) as generously done in the past.

There will also need to be at least two planning meetings of the organising committee (2 hours each) in the rear room of the Hall on Monday afternoons, dates of these to be advised.

Yours sincerely and with thanks on behalf of the committee.

A handwritten signature in black ink that reads "Alan Cooper". The signature is written in a cursive style with a long horizontal flourish at the end.

Alan Cooper  
Chair of SCCF committee

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** BUILDING COMMITTEE  
**DATE:** 20 MARCH 2024  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** MEMORIAL HALL – REPAIRS TO CAR PARK/  
WHITE LINING

### 1. SUMMARY

- 1.1 Members are asked to consider repairs to the car park at the Memorial Hall and a repainting of the white lines in the car parks including the one adjacent to the library.

### 2. RECOMMENDATION

- 2.1 Members are asked to consider the report and advise the Town Clerk how they wish to proceed.

### 3. BACKGROUND

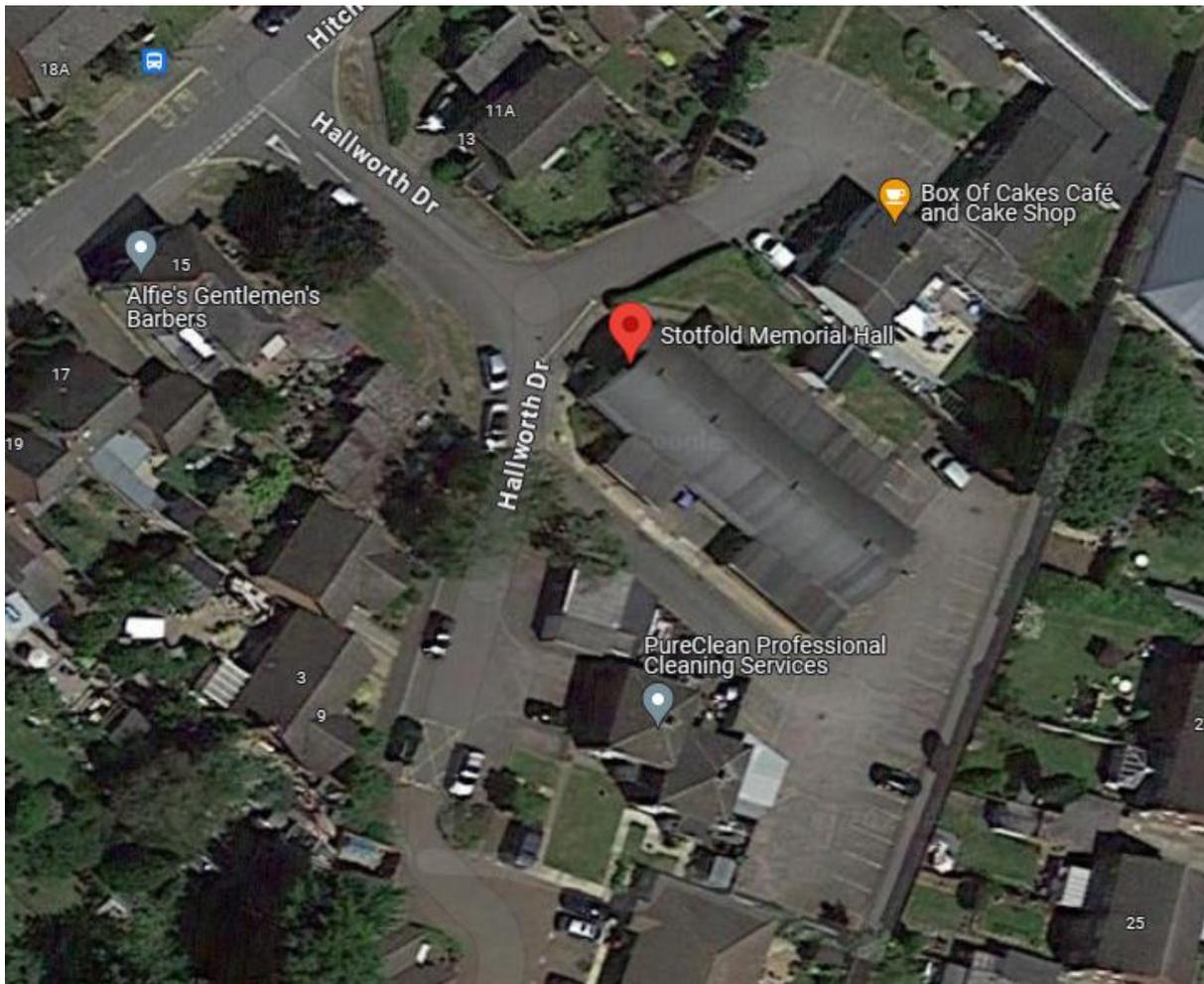
- 3.1 CBC are in the process of connecting the electric car chargers in the car park at the Memorial Hall which has delayed the Town Council from undertaking repairs to the surface of the car park.
- 3.2 The electrical connection to the EV chargers was to have been via Hitchin Road. This would have necessitated digging up the entire length of the access to the car park. They have now informed the Town Clerk that it is likely that the supply to the car charging points is now likely to be via a site owned by Grand Union which requires a wayleave agreement to be in place.
- 3.3 In the meantime, the condition of the car park surface has deteriorated and there is a very large pothole outside the entrance to the kitchen door which is a trip hazard. There are a number of small fissures and other smaller areas of degradation.
- 3.4 If there was to be an accident, a member of the public was to be injured as a result of the pothole, the Town Council insurers would not cover any claim made against the Town Council.
- 3.5 As part of the repair works, Members are asked to consider relining the parking bays, including those outside the library/café area as the lines are very faint.

### 4. FINANCIAL

- 4.1 Any repairs to the car park surface have not been budgeted for in 2024/25 and will have to be met from an EMR.

## 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Risk of claim against the Town Council
Legals	Risk of being sued for any personal injury claim
Resources/Stakeholders	CBC
Contracts/Financial	No revenue budget identified, would need to be EMR.
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A























## STOTFOLD TOWN COUNCIL

**COMMITTEE:** BUILDING MANAGEMENT  
**DATE:** 20 MARCH 2024  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** COMPLAINT ABOUT DISABLED PARKING PROVISION AT MEMORIAL HALL

### 1. SUMMARY

- 1.1 A member of the public has complained about a lack of disabled parking provision at the Memorial Hall car park, the EV charging points and the lack of line markings.

### 2. RECOMMENDATION

- 2.1 Members are asked to consider the report and advise the Town Clerk how they wish to proceed.

### 3. BACKGROUND

- 3.1 The following complaint has been received regarding the provision of disabled parking spaces at the Memorial Hall:

Hello

I live in Stotfold and am disabled. Although I live near the memorial hall I noticed a while back that the 'disabled' bays were not only tiny but poorly maintained. After a couple of times seeing the council men nearby and asking about them, I noticed that a very crude version of the word 'Disabled' had been sprayed onto the ground. Surprisingly enough, people still ignore the writing. Not only that but you have 8 elec points which still don't work with spaces big enough for wide vehicles yet you spray paint to standard existing bays and feel that is suitable. There isn't even enough room for a gap between them. I don't know if there is a regulated size that you are supposed to adhere too but if there is, you're not doing it!!!

It's bad enough that disabled people are discriminated against in so many ways without parking bays being added to the list. I would add that if you say there is street parking, I would dispute that as well. Parking is already heavy in the area and you can't expect people suffering from mobility issues to step out into the road just because you can't be bothered to make 2 spaces, regulated sizes.

I have photos and would be happy to forward them on to you. I have thought about putting this subject on a local forum but it's usually polite to direct the issue at those to blame.

I hope you can get this sorted and with the proper wheelchair markings.

Many thanks



**STOTFOLD TOWN COUNCIL**

**COMMITTEE: BUILDING MANAGEMENT**

**DATE: 20 MARCH 2024**

**OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK**

**SUBJECT: CHILDREN'S TABLES AND CHAIRS**

**1. SUMMARY**

1.1 Cllr Cooper has suggested that the Town Council enhances its offering at the Memorial Hall by buying small tables and chairs which could be used by children.

**2. RECOMMENDATION**

2.1 Members are asked to consider the request and advise the Clerk how they wish to proceed.

**3. BACKGROUND**

3.1 One of the regular income streams at the Memorial Hall is for children's parties. It would enhance the offering to these hirers if the Town Council were to purchase children friendly tables and chairs.

3.2 The recommended height for the tables would be 584mm tall and there is a variety of colours including beech (see image below) or Azure blue.

3.3 Chairs to use at these tables are indicated in the image below.



#### 4. FINANCIAL

4.1	3 Folding Tables	£156.05 each	Total £438.15
	15 stacking chairs	£14.26 each	Total £213.90

Prices exclude VAT

4.2 Could be met from EMR Building Fund. The current balance of this account is £130,428.

#### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	N/A
Legals	N/A
Resources/Stakeholders	N/A
Contracts/Financial	Funding identified from EMR
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A

## **STOTFOLD TOWN COUNCIL**

<b>COMMITTEE:</b>	<b>BUILDING MANAGEMENT</b>
<b>DATE:</b>	<b>20 MARCH 2024</b>
<b>OFFICER RESPONSIBLE:</b>	<b>EMMA PAYNE, TOWN CLERK</b>
<b>SUBJECT:</b>	<b>RELOCATION OF KITCHEN EQUIPMENT &amp; CHAIRS GAC/MEMORIAL HALL/ROECROFT CENTRE</b>

### **1. SUMMARY**

- 1.1 With the library and café relocation to the Greenacre Centre, there is a large number of white crockery and glasses which needs to be relocated. There are also a number of chairs currently in the chair store at the GAC which need to be relocated as this room will become the work room for the library.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider how best to relocate this equipment and advise the Clerk.

### **3. BACKGROUND**

- 3.1 With the relocation of the library, the kitchen adjacent to the Oak Room is being dedicated for the use of the on-site café. This will mean that the storage area currently used to store the glasses will be assumed into the kitchen. Therefore, there are a large number of assorted sized glasses which need to relocate. In addition, there are white cups, saucers, and mugs in the kitchen. The café will be bringing their own equipment on site.
- 3.2 With the redevelopment of the Roecroft Centre, they are in need of kitchen equipment, and it has been suggested that the Town Council reviews its current kitchen provision in the Memorial Hall, transferring the current stock of Beryl crockery to the Roecroft Centre and using the white crockery from the GAC at the Memorial Hall.
- 3.3 A small stock of glasses could be found a home at the Memorial Hall, with other glasses relocated to the Roecroft Centre, should they be interested. The remaining sock of glasses could then be offered for sale or donated.
- 3.4 Equally, the chairs at the Greenacre Centre could be relocated to the Memorial Hall with any surplus sold off.
- 3.5 An inventory of all stock is currently being drawn up.

### **4. FINANCIAL**

- 4.1 The Roecroft Centre are in receipt of a grant of £1500 from the Town Council for the purposes of kitchen equipment.

## 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	N/A
Legals	N/A
Resources/Stakeholders	Town Rangers could move equipment between sites.
Contracts/Financial	Grant has been awarded to Roecroft for kitchen equipment
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** BUILDING MANAGEMENT  
**DATE:** 20 MARCH 2024  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** ARLESEY ROAD TOILETS  
– RADAR KEY FOR DISABLED TOILET

### 1. SUMMARY

1.1 Members are asked to consider the installation of a radar key lock on the disabled toilet at Arlesey Road.

### 2. RECOMMENDATION

2.1 Members are asked to consider the report and advise the Clerk how they wish to proceed.

### 3. BACKGROUND

3.1 The RADAR key grants access to over 10,000 locked disabled toilets throughout the UK. These keys are used by approximately 400 local authorities. The scheme helps prevent vandalism and misuse of disabled toilets making them easily accessible for those who require them. They are sometimes known as National Key Scheme (NKS) keys. These keys can be used on any toilet door that has the standard lockset installed and is widely recognised across the UK.

3.2 Keys can be purchased through disability right websites or the Blue Badge Company. The typical cost is £5. They can also be purchased through online sellers like Amazon, but some keys may not be genuine and only the official NKS keys are recognised as genuine RADAR keys.

### 4. FINANCIAL

4.1 The door in question at the Arlesey Road toilets is of steel construction and the addition of a NKS lockset may be a costly exercise.

### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	N/A
Legals	N/A
Resources/Stakeholders	The Town Rangers clean the toilets at Brook Street and Arlesey Road.
Contracts/Financial	Building Management budget to be identified for works.
Crime & Disorder	Keeping the disabled toilet locked prevents ASB
Equalities	Equality Act
Biodiversity	N/A
Privacy Impact	N/A

## STOTFOLD TOWN COUNCIL

<b>COMMITTEE:</b>	<b>BUILDING MANAGEMENT</b>
<b>DATE:</b>	<b>20 MARCH 2024</b>
<b>OFFICER RESPONSIBLE:</b>	<b>EMMA PAYNE, TOWN CLERK</b>
<b>SUBJECT:</b>	<b>REORGANISATION OF OFFICES AT GREEANCRE CENTRE</b>

### 1. SUMMARY

- 1.1 Following the adoption of the new staff structure, the Town Council offices at the Greenacre Centre (GAC) will be reorganised in line with the new team structure.

### 2. RECOMMENDATION

- 2.1 Members are asked to note the report.

### 3. BACKGROUND

- 3.1 The new staff structure broadly splits the staff team into two distinct areas:

- Public Realm Team
- Democratic Services Team

- 3.2 The Public Realm Team comprises of:

- Public Realm Manager
- Facilities Manager
- Cemetery Officer
- Amenities Officers x 2

They will be housed in the main office area with a total of 6 desks after a small reconfiguration.

- 3.3 The Democratic Services Team comprises of:

- Democratic Services Manager
- Community Engagement Officer
- Project Officer

This team will be housed in the former Town Clerk's office which will have four new desks purchased and installed. In addition to this team, the Finance Officer will relocate to this office.

- 3.4 Until the Maple Room is sub-divided, the Town Clerk will work in this office, or from the Maple Room or Council chamber depending on what work is being undertaken. The Town Clerk working in this office will also help with the induction of the Democratic Services Manager.

- 3.5 The Town Council has adopted a Flexible Working Policy and the new roles have been advertised to work in a hybrid manner which was part of the recruitment process. There will be sufficient desks for all staff to work in the office at the same time and

there will not be a hot desk approach as the Town Clerk feels it is important for staff to feel that there is a dedicated space for them to work from.

#### **4. FINANCIAL**

- 4.1 Four new desks, with privacy screens and chairs will be purchased, along with some additional cupboard space. This will be met from GAC budgets.

#### **5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	N/A
Legals	N/A
Resources/Stakeholders	All staff should feel that they have the ability to work in the office.
Contracts/Financial	Additional furniture expenditure from GAC budget
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A

## BUILDINGS COMMITTEE WORK PROGRAMME 2023-24

Meeting Date	Agenda Item	Description	Officer Responsible	Necessity
20/03/2024	Budget Virements	To consider any budget virements for this committee	Town Clerk	
	Cleaning Contract	Due to expire April 2024 - recommend it's rolled over	Town Clerk	
	Safer Neighbourhood Group	To ratify the delegated decision of the Chair/Clerk to allow Stotfold Good Neighbour Group to use the Council Chamber	Town Clerk	
	Warm Spaces	To receive a request to extend the use of the Maple Room as a community café	Town Clerk	
	Stotfold Community Christmas Fayre 2024	Request for free use of the Memorial Hall Saturday 23 November 2024	Town Clerk	

### Future Meetings

	Martyn's Law	To receive a report on the implications to venue hire of Martyn's Law	Town Clerk	
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