



MINUTES OF THE MEETING OF THE BUILDING MANAGEMENT COMMITTEE HELD ON WEDNESDAY 22nd MAY 2024 IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG AT 19:00

Members present: Cllr S Hayes (Chairperson), Cllr D Matthews (Vice Chairperson), Cllr J Bendell, Cllr S Buck, Cllr J Hyde, Cllr B Saunders, Cllr J Talbot.

Also present:

E. Payne –Town Clerk

S. van der Merwe – Democratic Services Manager

1. ELECTION OF THE VICE-CHAIRPERSON

Following nominations by Members, it was **RESOLVED** that Cllr D Matthews is Vice-Chairperson for the forthcoming year.

2. TERMS OF REFERENCE

Members reviewed the Terms of Reference and noted any amendments

It was **RESOLVED** to **RECOMMEND TO FULL COUNCIL THAT** the amended Terms of Reference for the Building Management Committee are adopted.

3. APOLOGIES FOR ABSENCE

All Members were present.

4. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

No disclosures were made and there were no requests for dispensations.

5. PUBLIC SECTION

There were no members of the public present.

6. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION ONLY

6.1 Repairs to the Memorial Hall Car Park

Officers are in the process of seeking quotations for the lining and car park repairs. One quotation has been received to date.

6.2 Relocation of Kitchen Equipment

The relocation of equipment and crockery between the Greenacre Centre, Memorial Hall and Roecroft Centre has now been completed. Cllr Hyde extended her thanks on behalf of The H.O. Roe Charity to the Facilities Officer and the Town Rangers for their efforts in this project.

6.3 Arlesey Road Toilets

The radar lock has now been fitted to the toilets and the timer mechanism reprogrammed so it is opening and closing automatically.



6.4 Reconfiguration of the Memorial Hall

An email was received from this hirer regarding reconfiguration of the Memorial Hall. They had been advised that there is asbestos in the building and that there is currently no budget this year to undertake any works on the building.

6.5 Thermostat at the Memorial Hall

The location of the thermostat is an issue, and this is still ongoing.

7. MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting held on 13th March 2024 were received and it was

RESOLVED to **ADOPT** them as a correct record of the meeting.

8. REPORTS TO COMMITTEE

8.1 Asbestos Reports

Members noted the contents of the asbestos reports for the Memorial Hall, the Mossman Centre, the Simpson Centre, Cemetery Chapel and Toilets, Hitchin Road changing rooms and the Tractor Shed.

It was **RESOLVED** that the Facilities Manager will create an Asbestos Management Plan.

8.2 EICR – Simpson Centre & Memorial Hall

Members noted the contents of the reports.

8.3 Refurbishment of the Memorial Hall

Members considered a report on the future of the Memorial Hall. Members are keen to ensure that the facility is improved to meet for the future needs of the community. Members requested that the homeowner at the ex-Police House be informed of any agreed plans for changes to the Memorial Hall.

It was **RESOLVED** to commission a feasibility study of the Memorial Hall.

8.4 Choir Free Let

Members received a report requesting a free let for the Stotfold Christian Choir on 28th June 2024.

It was **RESOLVED** to **APPROVE** the request for a free let of the Memorial Hall, with donations raised going to Respite At Home which is the mayor's Charity for the year 2024 – 2025.

8.5 Fence at Stotfold FC

Members received a report with a request from Stotfold Town Football Club to modify the acoustic fence adjacent the club house to allow the insertion of gates to allow access onto the open space. Members noted that as the acoustic fence installation was part of the planning permission, the Football Club should take advice from CBC about the modification, as well as seeking permission from CBC as the landowners.

It was **RESOLVED** that Stotfold Town Council has no objection to the Football Club to allow access from the bar to the outside space.



8.6 Redecoration of the Greenacre Centre

Members received a report with quotations for the redecoration of certain areas of the Greenacre Centre. Members considered that the maintenance of public buildings should be considered as a cyclical repair and maintenance programme. Members felt that a harder wearing, endurance paint be quoted for.

It was **RESOLVED** to defer any decoration until the Library Tender consideration period is complete.

8.7 Cemetery Toilet Update

Members received a report with the works undertaken to date on the cemetery toilet project. It was noted that the discovery of bats in the building had been an added complication and noted the works undertaken to date regarding safeguarding this species. Members noted the previous resolution of the Cemetery Committee to reconfigure the toilets with an accessible toilet and storage space.

It was **RESOLVED** to note that the Town Clerk is drawing up a specification for a tender process.

8.8 Library update

The Town Clerk advised Members that contractors have been on site at various points across the last week for the proposed work. Cllr Hayes notified the anticipated completion of works is before Christmas.

9. WORK PROGRAMME

Members noted the programme.

10. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were no items raised.

11. DATE OF NEXT MEETING

Wednesday 17th July 2024.

The meeting closed at: 19:44.

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date): _____