

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



02 January 2025

Members of Stotfold Town Council:

Cllr S Hayes (Chair), Cllr D Matthews (Vice Chair), Cllr J Bendell, Cllr M Cooper, Cllr J Hyde, Cllr B Saunders, Cllr J Talbot, Cllr Nenneear

You are hereby summoned to attend the **Building Management Committee Meeting** to be held in the **Memorial Hall, 4 Hallworth Drive, Hitchin, SG5 4HR; Stotfold Council Chamber** on **8 January 2025 at 7.00pm** for the purpose of transacting business detailed in the agenda.

Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold, for information.



E Payne
Town Clerk

Members of the public:

Please note this meeting is not being streamed due to its location.

Members of the public are invited to observe the meeting and may speak in 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 or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).



IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

The seven principles of public life
Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence from Town Council members.

For Decision

2. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- a. To receive Member's declarations of interest in items on the agenda.
- b. To consider any requests for dispensations.

For Decision

3. PUBLIC SECTION

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. 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.

For Information

4. MINUTES OF THE PREVIOUS MEETING

To approve the minutes of the Council meeting held **27 November 2024** as a true record of the meeting.

For Decision

5. CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

For Information

6. REPORTS

To receive the following reports:

6.1. Update on Library Project

To receive a verbal update on the library project.

For Information

6.2. Furniture for Council Chamber

To consider replacement furniture for the council chamber.

For Decision

6.3. Request for Car Parking Spaces for Pippin Pre School

To consider a request for dedicated car parking spaces for Pippin Pre School.

For Decision

6.4. Children's Centre Use of Greenacre Centre

To receive a request from the Community Engagement Committee to allow the Children's Centre to use the Council Chamber

For Decision

6.5. Memorial Hall Condition Survey

To receive the condition survey on Memorial Hall and note any recommendations.

For Decision

6.6. Building Schematics Drawings - Legionella

To consider quotations for building schematics related to the Legionella Risk Assessment.

For Decision

6.7. CCTV at Memorial Hall

To consider the provision of CCTV at the Memorial Hall

For Decision

6.8. Building Valuations

To consider quotations to the revaluation of the town council building assets.

For Decision

6.9. Procedure for Hiring to Political Organisations

To consider the adoption of a procedure for hiring to political organisations.

For Decision

7. WORK PROGRAMME

To view this Committee's Work Programme.

For Information

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

For Discussion

9. DATE OF NEXT MEETING AND SUPPORTING REPORTS

26 March 2025

10. CONFIDENTIAL ITEMS

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

For Decision

11. Stotfold Football Club

To receive a confidential report on Stotfold Football Club.

For Decision

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT

DATE: 8 JANUARY 2025

SUBJECT: CLERK'S REPORT

1. VAT at Greenacre Centre.

Clarification was sought from DCK regarding the date for registering the Greenacre Centre for VAT. It can be applied:

- a) after the date of the decision i.e. it can't be backdated
- b) before income starts to be received from the library but it will affect and apply to existing users and tenants
- c) Anytime after construction starts but not more than six months before b)

Therefore, VAT will be levied on hire charges from 1 April 2025.

2. Annual Hire Charge

The regular hirer was offered the annual hire charge as agreed at the previous meeting. No response has been received at the time of writing.

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT

DATE: 8 JANUARY 2025

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: FURNITURE FOR COUNCIL CHAMBER

1. SUMMARY

- 1.1 As part of the library relocation, the Town Council has the opportunity to replace the existing tables in the Council Chamber with a more flexible meeting solution.

2. RECOMMENDATION

- 2.1 Members are asked to:

- a) Consider the proposal to replace the Council Chamber tables and if in agreement,
- b) Choose a supplier for these tables.

3. BACKGROUND

- 3.1 CBC have included in their fixtures, fitting and equipment specification (FFE) a range of office and library furniture and have offered the Town Council the opportunity to piggyback onto this specification, with the benefit of their buying power.

- 3.2 The proposal is to replace the existing conference tables with a folding table on casters which can be easily folded by one person, stored in a minimal space and does not require a table storage device. This would allow the chamber to be used in a more flexible way e.g. cleared of all tables for an exercise class; smaller tables for group meetings; larger table for full council meetings.

- 3.3 The furniture for the two offices in the former maple room are included in the specification for the FFE and do not form part of this report as they are already ordered and costed.

- 3.4 All the proposed options come in a variety of tabletops with frame options. The requirement would be for **10 tables**. The existing Council Chamber chairs would be used. Funding would be from EMR Building Fund.

a) **Option A – CBC Kite Table**

The CBC table that has been specified is a KTR 25 folding table which can be easily folded and stored without the need for a table storage device. They are fitted with casters to allow ease of relocation which can then be locked into position. There are options for modesty panels, data and power connectivity and cable management. 1500 x 750 x 740

Price per table = £511

[Kite Folding Tables](#)

b) **Option B – Office Furniture Direct**

No additional features. 1400 x 700 x 720

Price per table = £340.00

[Commerce II Rectangular Flip Top Tables](#)

c) **Option C – Spaceist**

AC Folding Tables with casters. Optional cable basket and cable holders, power and USB sockets and brackets to fix tables together. 1000 x 700 x 720

Price per table = £479.00

[AC-Folding Tables | Space Saving Meeting Tables | Spaceist](#)

d) **Option D – Rosehill Contract Furniture**

City Folding Conference Tables. Modesty board optional on 1200 and 1400 sizes.

1400 x 800 x 720

Price per table = £374.25

[City Folding Conference Tables | Meeting & Boardroom Furniture | Rosehill](#)

5. IMPLICATIONS

| | |
|-------------------------------|------------------|
| Strategic Plan | N/A |
| Risk Management | N/A |
| Legals | N/A |
| Resources/Stakeholders | Officers, hirers |
| Contracts/Financials | EMR budget |
| Crime & Disorder | N/A |
| Equalities | N/A |
| Biodiversity | N/A |

OPTION A - KITE TABLES



OPTION B – OFFICE FURNITURE ONLINE



OPTION C- SPACEIST



OPTION D – ROSEHILL CONTRACT FURNITURE



STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT
DATE: 8 JANUARY 2025
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: PIPPINS PRE SCHOOL CAR PARKING

1. SUMMARY

- 1.1 This report examines the request from the local pre-school to allocate four parking spaces in the Town Hall car park. It outlines the potential benefits, drawbacks, and considerations for council members to make an informed decision.

2. RECOMMENDATION

- 2.1 Members are asked to:

a) Consider the request and advise the Clerk if they wish to allocate any spaces.

If there is agreement to the request then:

- b) Consider whether to charge for these spaces.
c) If spaces are allocated, then draft a formal agreement outlining terms, including specific spaces, time restrictions and any charges agreed.

3. BACKGROUND

- 3.1 A request has been received from the adjacent pre-school to use four car parking spaces in the Greenacre Centre car park. They are not expecting designated spaces although have said that if that was an option, that would be preferable, even if two spaces could be dedicated. Ideally they are seeking permission to park in the car park if any spaces are available on a first come, first served basis.
- 3.2 There are a total of 26 car parking spaces, two of which have been allocated to the library with a further 2 allocated to the café tenant. In addition, there are a total of 10 members of staff, and it is our intention to use the rear car park for staff parking, leaving the front car park for disabled and visitor parking. The town council vehicles occupy two car parking spaces, although they could use the grasscrete area.
- 3.3 Parking would only be required during term time.
- 3.4 Supporting the local pre school fosters good will; reduces congestion around the pre school and Roecroft School and promotes a positive public perception. With 26 spaces and only 16 regularly used there is capacity.
- 3.5 If staff numbers increased, or if there is an event requiring additional parking, the car park capacity will reduce. Other organisations or nearby residents may request similar arrangements making it difficult to refuse. The car park barrier closes at 5pm and cars parked after this time would be locked overnight. There are potential implications over third party vehicle use and if a charge was to be levied, then there are additional administrative burdens.

3.6 There could be a trial period of 6 or 12 months to assess impact and address any issues. There would need to be a formal agreement drawn up specifying the number of allocated spaces; designated times; clear responsibilities of vehicle owners (leave before 5pm). The Town Council would need to seek advice from its insurance provider to ensure there are no ramifications of this decision. Members may want to consider designated spaces for all users e.g. pre-school, café, library, town council staff with parking permits

4. FINANCIAL

4.1 Following research with parking apps, an 8-hour parking session in Stotfold in a location near the school via Just Park is £8.45 per day (including VAT)

4.2 Based on a 40-week year (term time only)

£5 per day £1,000 per annum

£6 per day £1,200 per annum

£7 per day £1,400 per annum

£8 per day £1,600 per annum

4.3 Any charge would incur VAT at 20%.

4.4 Any charges for car parking would need to be reported annually as part of the Transparency Code 2015.

5. IMPLICATIONS

| | |
|-------------------------------|--|
| Strategic Plan | N/A |
| Risk Management | Reduction in car parking spaces for visitors and staff |
| Legals | Transparency Code 2015 |
| Resources/Stakeholders | Officers |
| Contracts/Financials | Revenue generation |
| Crime & Disorder | Reduces parking around the school |
| Equalities | N/A |
| Biodiversity | N/A |

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT
DATE: 8 JANUARY 2025
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: CHILDREN'S CENTRE USE OF GREENACRE CENTRE

1. SUMMARY

- 1.1 At the Community Engagement Meeting held on 18 September 2024, a report was received on the potential use of the Greenacre Centre by the Shefford and Stotfold children's centre to operate an outreach service in Stotfold.

[182167-2024-09-18 - Community Engagement Committee Meeting - Meeting Book 4.pdf](#) Item 6.9

- 1.2 The proposal was to offer the children's centre a free venue to run health and welfare sessions.

2. RECOMMENDATION

- 2.1 Members are asked to consider the use of the Council Chamber at the Greenacre Centre for a weekly Children's Centre outreach session to support local parents

3. BACKGROUND

- 3.1 The Shefford and Stotfold Children's Centre currently run a monthly baby weighing outreach session at the library. This will cease once the library relocates to the Greenacre Centre.
- 3.2 Previously, before Covid, when the children's centre operated at the building adjacent to St Mary's there were sessions run for pre/post-natal as well as baby massage, to name a few.
- 3.3 There are groups in Stotfold e.g. parent and toddler groups which are pay to attend. The children's centre sessions are free to attend.

4. FINANCIAL

- 4.1 The hire rate for the GAC from 1 April 2025 is £18.50 per hour plus VAT.
- 4.2 Other community organisations e.g. Citizen's Advice and Stotfold Good Neighbour Group are not charged for their use of the facilities.

5. IMPLICATIONS

| | |
|-------------------------------|--|
| Strategic Plan | N/A |
| Risk Management | All relevant PLI and RAMS to be provided by hirer |
| Legals | N/A |
| Resources/Stakeholders | Minimal officer input |
| Contracts/Financials | Implications on Greenacre Centre hire budget |
| Crime & Disorder | N/A |
| Equalities | Open to parents, easy to attend if local in Stotfold |
| Biodiversity | N/A |

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDINGS MANAGEMENT COMMITTEE

DATE: 8 JANUARY 2025

OFFICER RESPONSIBLE: COLIN ROGERS, PROJECTS OFFICER

SUBJECT: MEMORIAL HALL CONDITION SURVEY

1. SUMMARY

Following the Buildings Management Committee meeting on the 25th September 2024, Officers instructed a full structural survey of the Memorial Hall to form the basis of a feasibility study.

A copy of the survey is attached to this report and is available on the following link:

[Stotfold Memorial Hall Full Structural Survey.pdf](#)

2. RECOMMENDATION

2.1 Members are asked to

- a) Review and note the contents of the survey
- b) Confirm with Officers to proceed with the feasibility study.

2.2 As mentioned in the previous report for the committee on the 25th September 2024, the following specification has been given to Officers to form the basis of the study.

- Addition of a warm roof over existing
- Demolition of chimney and single storey side extension to left of entrance
- Demolition of side garage building
- New side building to boundary with adjacent property 173 Hallworth Drive 1.5/2 storey
- Demolition and rebuild kitchen and office to form extended area to main hall
- Remove stage and back room to enlarge hall

2.3 Members are asked to confirm that this is the specification they wish for the feasibility study to be based upon. If not, then please supply alternative instructions to Officers.

3. BACKGROUND

3.1 The following is extracted from the survey under the “*Summary and Conclusions*” section.

“The Mineral Felt roof covering to the hall is at the end of its useful life expectancy and we would suggest budgeting for its’ replacement in the next 2 years. Failure to do so would likely allow for water to enter the structure and cause damage to the timber sarking boards below.

Whilst replacing the roof covering, consider as to whether the chimney is still required as to remove this would lessen the need for maintenance of the stack.

There are various areas of potentially asbestos containing material, and we are of the opinion the thermoplastic floor tiles in the various store areas, are in particularly poor order and could potentially allow fibres to become airborne. As such, you may wish to consider seeking further specialist advice however, the safe encapsulation if this floor covering is ultimately advised. This should be done in a manner and material to ensure that the surface is sufficiently hard wearing enough to withstand the uses of the Hall including stacking of chairs and tables etc.

Further inspection of the electrical installation is warranted by a specialist as we believe that residual current device protection is missing from the installation.

The Glow Worm boiler visually is circa 5-10 years old, and we would suggest budgeting for its replacement in the next future as current British Gas Guidance is to replace Gas Burning boilers at 10-year intervals.

The Various cracks and gaps observed at wall junctions which can be filled with a flexible filler.

Where cracking exists to the beam over the entrance hallway, we would advise that structural engineering advice be sought on this as we suspect that the padstones are not adequately sized to support the curved load of the roof being placed here.

The main hall floor would benefit from sanding and sealing and the remarking of the Hall floor with Badminton line markings would be a choice for the Council.”

- 3.2 This committee approved a feasibility study for the Memorial Hall at its' meeting on 25 September 2025

6.3 Memorial Hall Feasibility Study

Members received a report on undertaking a feasibility study for the refurbishment of the Memorial Hall. It was **RESOLVED** to:

- a) ***Commission a full structural survey of the Memorial Hall at a cost of £900 to be undertaken by Ashridge Surveyors.***
- b) ***Once the structural survey has been undertaken commission a feasibility study for the Memorial Hall after the structural survey has been completed at a cost of £185 to be undertaken by Andrew Allen.***

4. FINANCE

- 4.1 Costs are to be met from EMR 9006 Building Fund

5. IMPLICATIONS

| | |
|------------------------|---|
| Strategic Plan: | N/A |
| Risk Management: | Undertaking a feasibility study/condition survey would reduce the risk to the Town Council of potentially more expensive building works |
| Legals: | N/A |
| Resources/Stakeholder: | Officers, user of the facility, neighbouring properties |
| Contracts/Finance: | EMR |
| Crime & Disorder: | N/A |
| Equalities: | N/A |
| Biodiversity: | Potential works to refurbishment of hall would reduce the property's carbon footprint. |

The.
Survey.



INSTRUCTIONS

Written instructions were received on 8th October from Stotfold Town Council, to carry out an Inspection at the Stotfold Memorial Hall.

By request, the inspection was carried out on Wednesday 6th November 2023 at 9am. The weather at the time of inspection was overcast and cloudy, following a period of predominately dry weather.



Photo showing memorial hall to the front

HAND REFERENCES

All hand references are taken facing towards the front elevation and location references therein are similarly referred to.

SITE

DESCRIPTION

Memorial Hall Stotfold Memorial Hall, located on Hallworth Drive in Stotfold, Bedfordshire, is a venue managed by Stotfold Town Council. This building is situated predominantly in a residential area. The memorial Hall is thought to have been constructed in the early 1960s, judging by the styles and methods of construction used.



Photo showing an aerial view of the site with the Garage/ Storage structure shown to the left hand side, highlighted by blue arrow

Please note, we believe that the Memorial Hall has been extended to both the left and right hand sides historically which can be seen by the timber encased Buttress situated to the left hand side bar area.

The property is believed to consist of a mineral felt roof on curved timber beams, precast concrete walling, brick walling, timber studwork and plasterboard.

Internally the ceilings are a mix of plasterboard and suspended ceiling tiles. The flooring is a mix of concrete and vinyl and floor tiles.

Please note, that given the age of this building, some potentially asbestos containing materials and products may be present. Where we suspect these, we have highlighted them under each room/location heading.

EXTERIOR

Grounds The road leading to the rear shows some minor signs of fracturing at the kerb edges however there are no immediate needs for repairs.



Photo showing road to the rear of the site leading to the car parking area.

Visually, it would appear that there has been some recent redecoration of the disabled bays and parking bays in thermoplastic paint. We would assume that this would last around 8-10 years.

Whilst there are electrical car points surrounding the parking area, these do not appear to be connected.

The various parking barriers and rails surrounding the site appear to be in reasonable order with no immediate for improvement. Painting of the metal handrails adjacent to the garage will likely need undertaking at around 10 year intervals. Some thought to the users of the site should be given specifically around contrasting colours on handrails. Compliance with Part M of the Building Regulations around accessibility is advised generally around the site.



Photo showing handrails to the left hand side of the site.

Note that the plant growth to the Garage/ Storage structure should be removed in the near future.

To the right hand side of the plot there is a damaged inspection chamber cover which could potentially lead to an injury from slips, trips and falls. We would suggest the replacement of this cover in the near future.



Photo showing damage to the steel inspection
Chamber cover located to the right hand side

Garage/Storage Structure to the left hand side of the plot

To the front of the Garage/ Storage area, there are some uneven pavers which could leading to ponding water which in the winter months could lead to freezing. We would suggest lifting this and levelling of the pavers.



Photo showing area of uneven paving



Photo showing Onduline bitumen fibre roofing showed no signs of significant undulation



Photo showing Onduline bitumen, fibre roofing showed no signs of significant undulation

Precast concrete panel garages built in the 1970s typically have a lifespan of around **50–60 years**, depending on factors such as the quality of the original materials, local climate, maintenance, and exposure to weather. By now, many of these garages are nearing the end of their expected service life, especially if they have not been regularly maintained. These pre-fabricated Garages have a number of inherent and common issues.

Corrosion of Reinforcement: Exposure to moisture can cause steel reinforcement within panels to corrode, leading to spalling and cracking.

Deterioration of Joints and Sealants: The joints between panels can degrade over time, allowing moisture to seep in, which can further accelerate deterioration.

Concrete Degradation: Freeze-thaw cycles and exposure to pollutants can weaken the concrete panels.

With proper maintenance such as repairing cracks, resealing joints, and addressing any rust issues, these garages can sometimes be kept in service beyond their initial lifespan. However, if significant structural issues are present, replacement or extensive repair may be necessary.

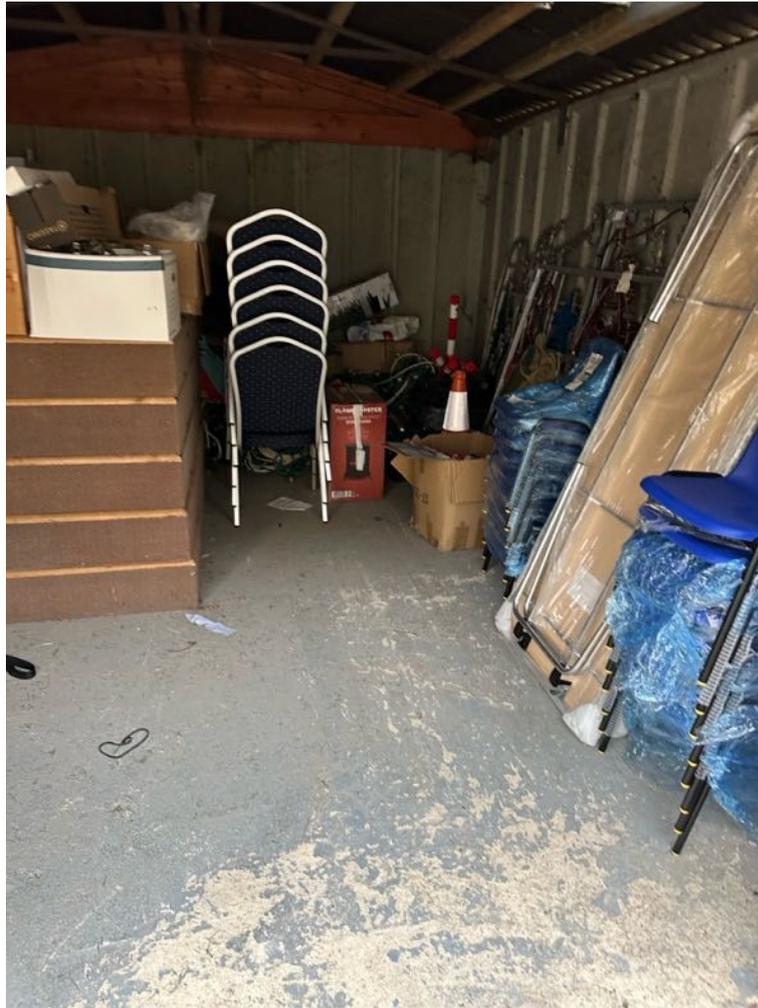


Photo showing painted garage floor slab which showed no evidence of obvious cracking. Note that we cannot comment on any defects which may be present behind the stored items here.



Photo showing reinforced concrete wall panels which are bolted together. For our limited viewing, we noted no evidence

Some treatment of the exposed metalwork to the truss roof would benefit from some surface rust treatment with a product like red oxide.

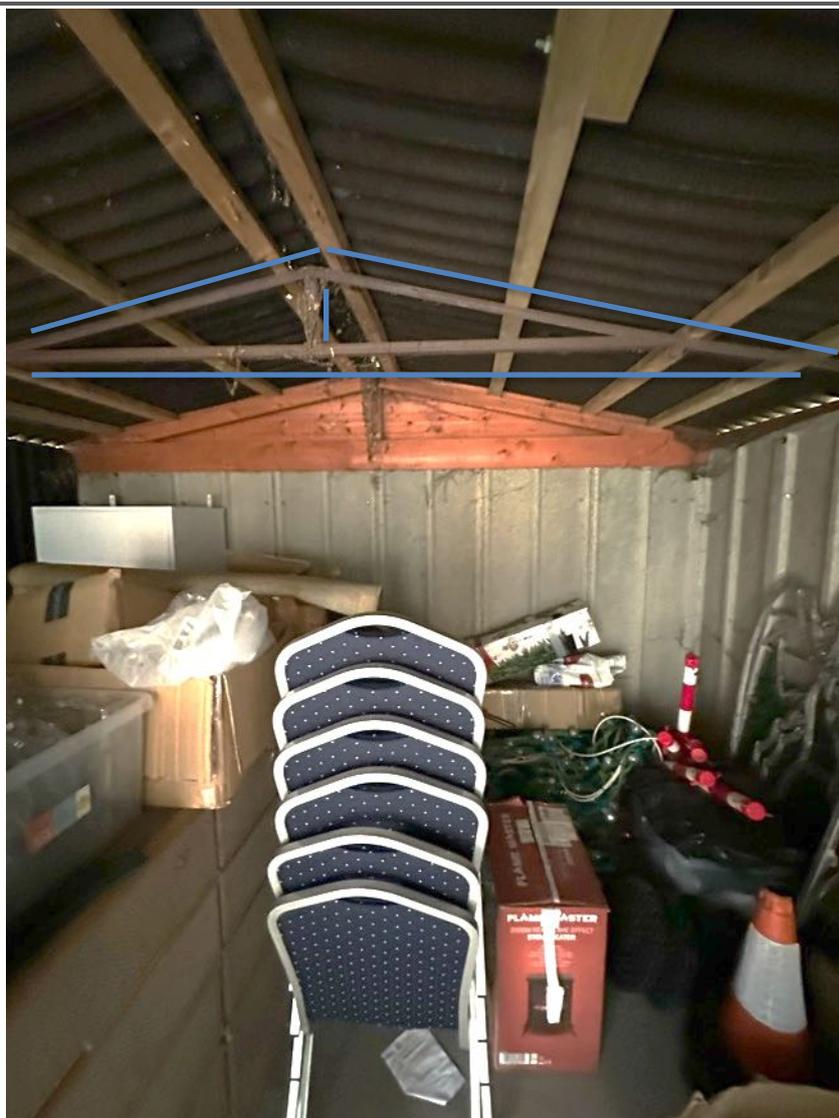


Photo showing area of trusswork (highlighted in blue) which we believe would benefit from rust treatment

No signs of significant undulation were noted to the Onduline style roofing. Onduline roofing is a lightweight, corrugated roofing material made from bitumen-soaked organic fibres. It is popular for its durability, water resistance, and ease of installation, making it suitable for smaller structures like the above.

Exterior

Memorial Hall

Roof

Mineral felt roofing has been installed which has a life expectancy of approximately 10 to 20 years, depending on the quality of the felt and installation technique. At the time of our inspection, we noted bubbling and fissuring of the mineral which may suggest imminent failure of this covering however, we would still suggest confirming with your records as to when this roofing was installed and if it is nearing 15-20 years ago, we would suggest budgeting for its replacement. Visually, we would assume that this roof covering has a further reasonable life expectancy of around 5 years. Beyond this replacement will be required.



Photo showing timber sarking board on curved timber rafters internally

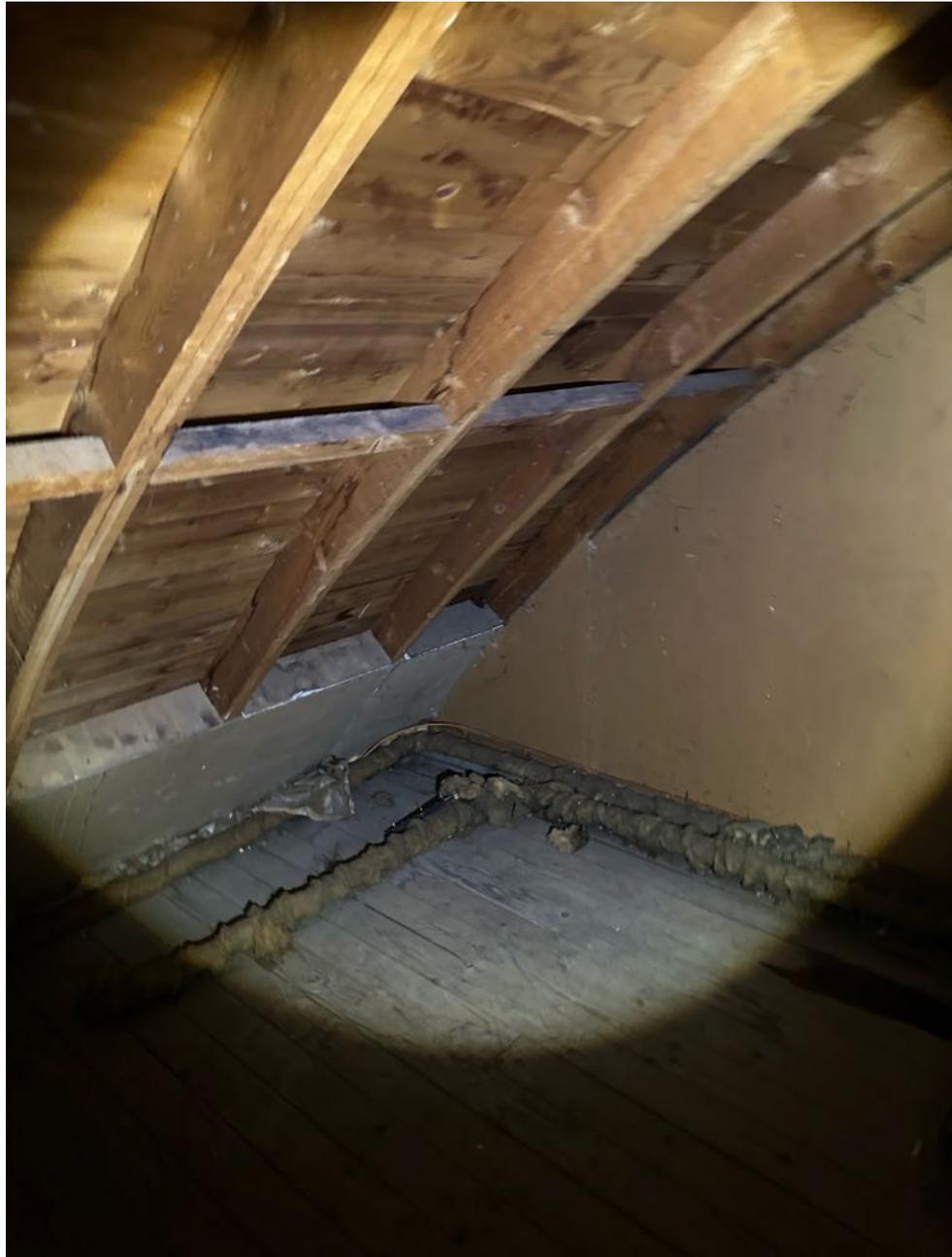


Photo showing timber sarking board on curved timber rafters internally

Mineral felt can be prone to failure in areas with harsh weather or frequent temperature fluctuations, the lifespan can lean towards the lower end of this range. Premium, multi-layer systems with reinforced felt or polymer-modified bitumen can often provide durability closer to 20 years. When replacing the product, you may wish to consider replacement with a rubberised roofing system or Glass reinforced plastic system (GRP). Given the curvature of the roof and close proximity to residential dwellings, the GRP may not be suitable as the application process would likely prove difficult and the chemical odour given off is particularly strong and could potentially cause concern amongst nearby occupants.

Mineral felt roofs are coated with a layer of mineral granules on the top surface, providing protection from UV rays and improving the roof's resilience against wear and tear. Proper maintenance, such as clearing debris and regularly inspecting for damage, can also help to extend the life of mineral felt roofing.

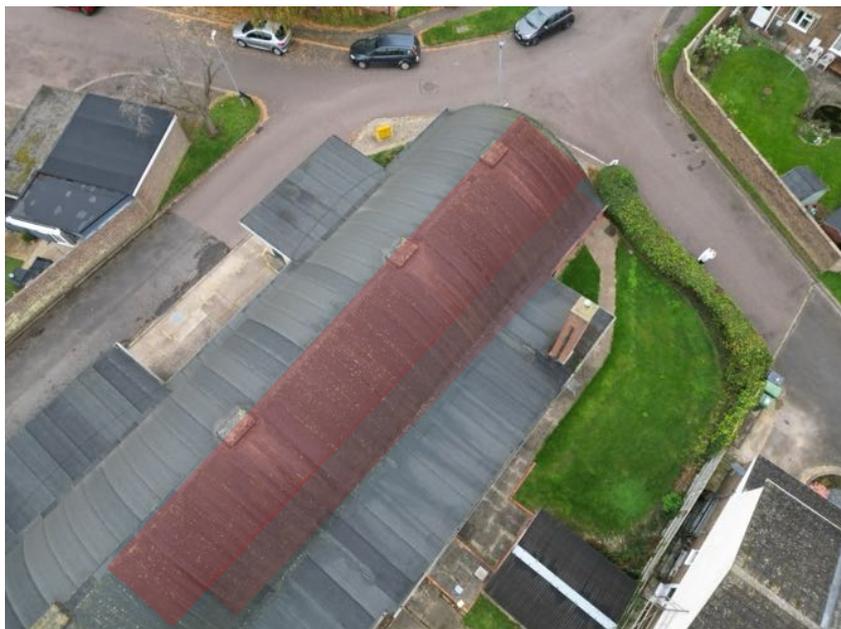


Photo showing left hand side roof slope (shaded in red) which displays a high level of surface lichen growth

Lichen growth is generally more common on north-facing roofs. This is because north-facing surfaces in the northern hemisphere receive less direct sunlight throughout the day, resulting in cooler and more shaded conditions. These conditions help retain moisture longer, creating an ideal environment for lichen, moss, and algae to thrive.

This is not a defect and is common on north facing roof slopes.

Along the ridge line of the curvature of the roof



Photo showing curvature of the roof



Photo showing raised vents which are providing a cross flow of ventilation to the roof

A cross flow of ventilation in a roof is essential to regulate temperature and control moisture levels, preventing various issues that can compromise the roof's structural integrity and energy efficiency. Proper ventilation allows air to flow across the roof space, usually from vents located at the eaves or soffits up to vents along the ridge. This movement of air helps to expel warm, moist air and draw in cooler, drier air, maintaining a balanced internal climate.

In winter, ventilation helps reduce condensation build-up within the roof space. Without adequate airflow, warm air from inside the building can condense on the cooler surfaces of the roof, leading to moisture accumulation. This moisture encourages mould growth, wood rot, and corrosion of metal components, all of which can cause significant damage over time.

In summer, effective roof ventilation helps dissipate heat from the roof space, reducing the temperature inside the building and easing the load on cooling systems. This not only improves indoor comfort but also extends the lifespan of roofing materials by reducing thermal stress.

Overall, a cross flow of ventilation prevents excessive humidity, controls temperature fluctuations, and protects the roof and building fabric from moisture-related damage, improving both longevity and energy efficiency.

It is essential that these vents are not covered over. The addition of a fine mesh to reduce the risk of insect and vermin ingress is suggested.



Photo showing underside of air vent as seen within the roof void below.

Where there is a chimney penetration in the roof to the left hand side, we believe that this flue is now defunct.



Photo showing the chimney flue to the left had side which we believe was connected to a potentially asbestos containing flue which has now been disconnected.



Photo showing brick built chimney which may have potentially asbestos flue lining and flue vent.



Photo showing potentially Asbestos containing flue product to the boiler room which we believe is connected to the chimney above



Photo showing potentially Asbestos containing flue product to the boiler room which we believe is connected to the chimney above

Retention of the chimney would be a personal choice for you however it does not currently provide a function. At the next point of maintenance of the roof covering, you may wish to consider removal of the function.

Rainwater
Goods

The guttering is plastic gutters on plastic fascias and soffits. There is a mixture of cast iron downpipes. There is a downpipe to the right hand side which is discharging rainwater directly onto the ground externally. Ideally slot drainage would be added to the perimeter.



Photo showing mis matched type of guttering with plastic gutters, aluminium sections and lined down pipes. Note that the gutter clips are broken.



Photo showing boxed in downpipe to the left hand side which we would assume has been added to prevent vandalism. You may wish to continue this to all downpipes. Some leaking of the gutters into the left hand side was noted.

The cast iron section will need redecoration in the next 5 years. Consider the addition of anti-climb guards to the perimeter.



Photo showing plastic guttering discharging into cast Iron section of downpipe

Open gulleys were noted to the front elevation and would benefit from gully covers being added.

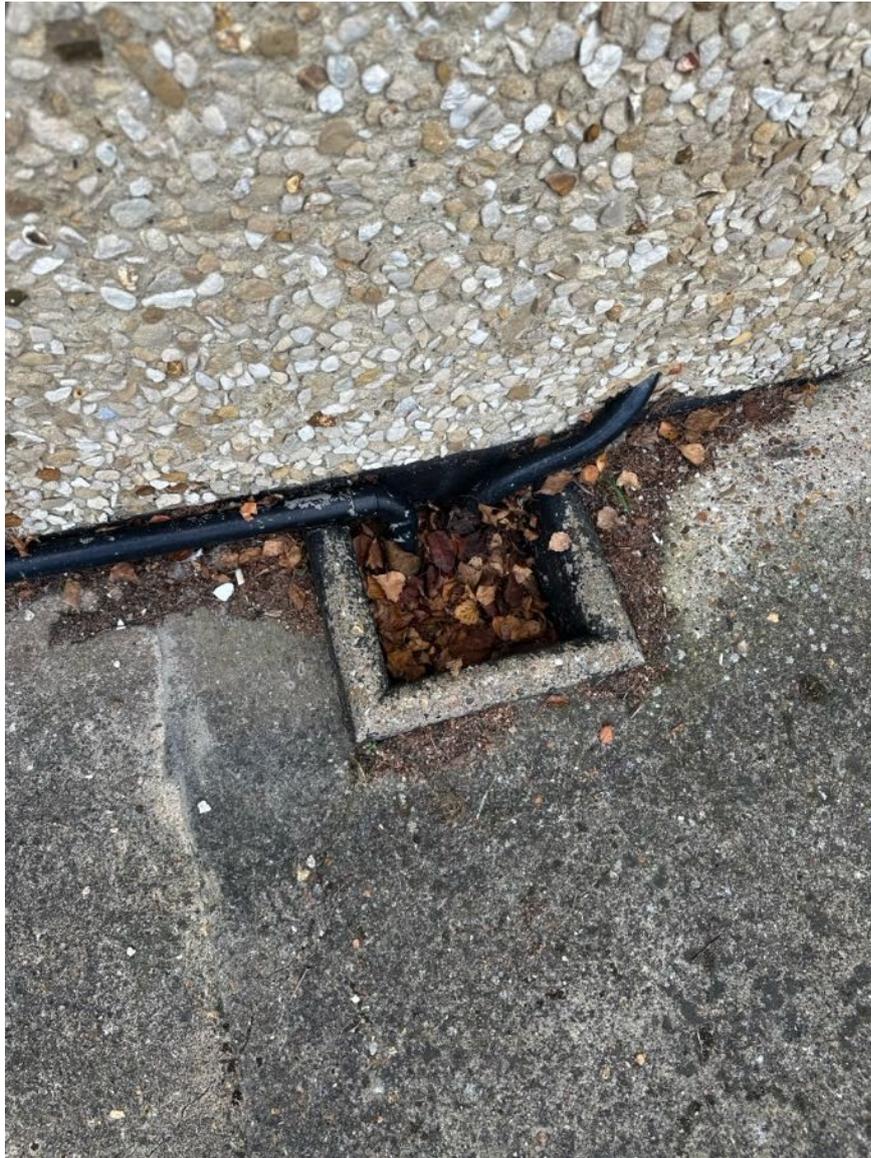


Photo showing open gullies which were blocked with leaves at the time of our visit. This could lead to some localised flooding. Consider the addition of gully covers.

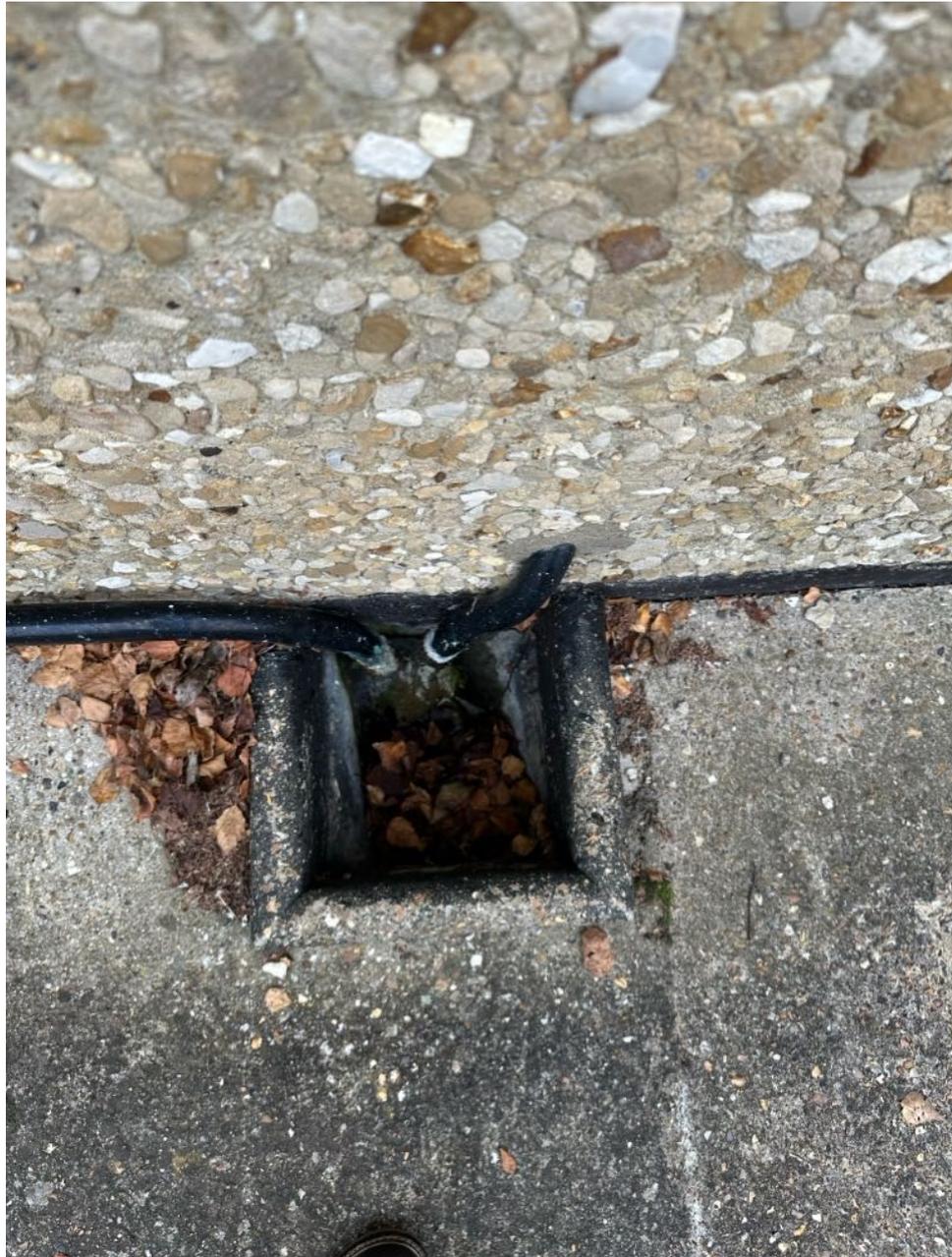


Photo showing open gullies which were blocked with leaves at the time of our visit. This could lead to some localised flooding. Consider the addition of gully covers.

Where exhaust vents for boilers exit, we would suggest that periscopes vents be added to prevent the risk of condensation and melting to the soffit boards.



Photo showing boiler venting to the left hand side which can lead to condensation issues and issues of warping of the plastic. Consider the addition of a plume kit (periscope vent) to safely duct exhaust gases over roof height. Some thought around potential vandalism should be given here.



Photo showing suggestion for venting position to prevent damage to the soffit

Walls

The Exterior walls to the Memorial Hall are a mixture of precast concrete panels finished in pebbledash and render on brick/block walling. In area to the left hand side, it would appear that some doors have been infilled, judging by the colour differential of the render.



Photo showing a section of infilling and repair having been undertaken around doors to the rear left hand side.

Buttresses are present either side of the Memorial Hall. These are designed to prevent the walls from bowing outwards, notably with the curved roof design exerting a load on the supporting frame and walls below.



Photo showing concrete buttress to the right hand side which is providing lateral restraint to the walls

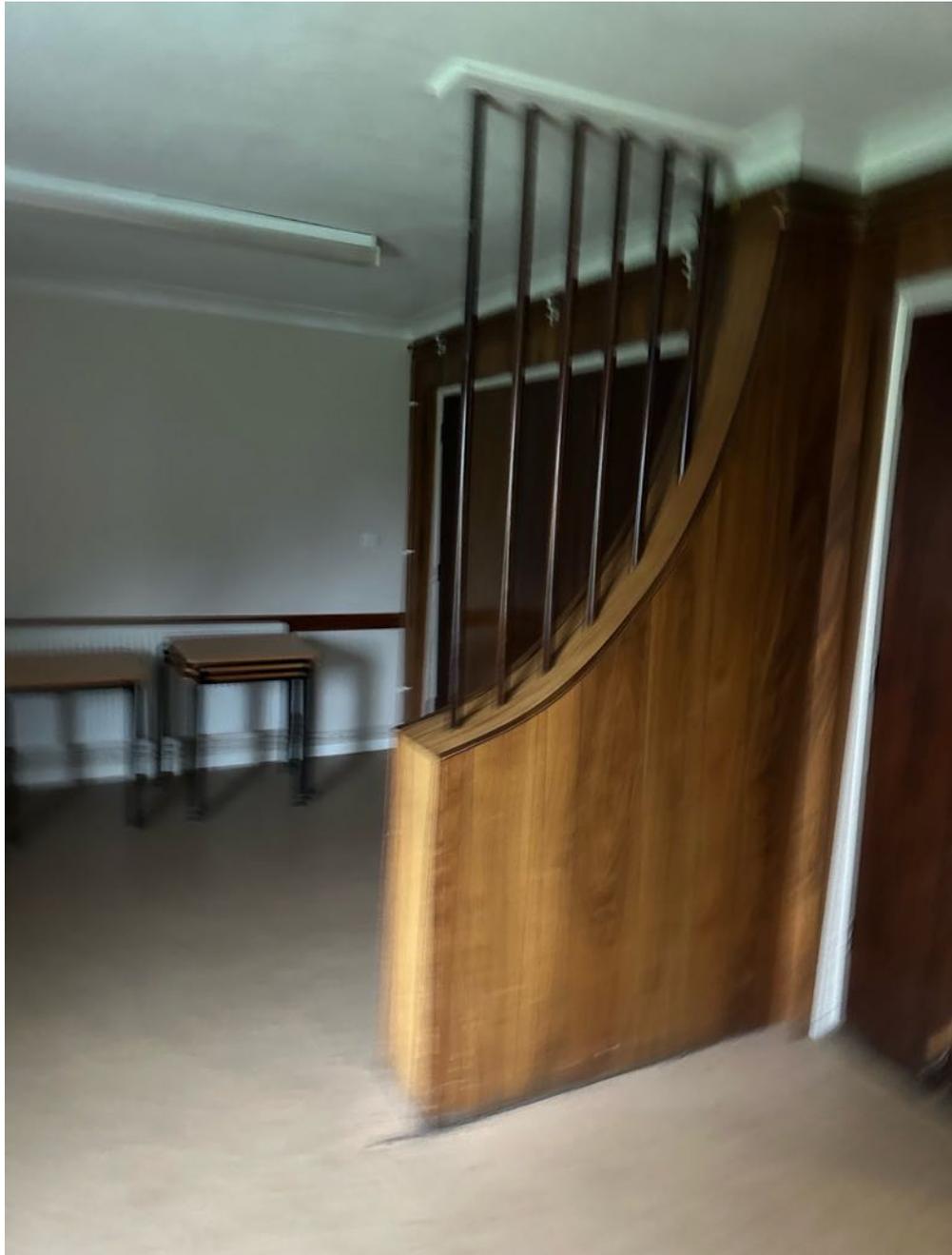


Photo showing Buttress to the Bar area. It is likely that this Buttress was located on the exterior leaf originally and the Bar area to the left hand side been added within the last 40-50 years.

It is crucial that the buttressing not be removed.

Some cracking occurs where we believe the kitchen has been extended historically with vertical cracking occurring at this junction. The concrete slab here meets brickwork at low level which reinforces our belief that this has been extended.

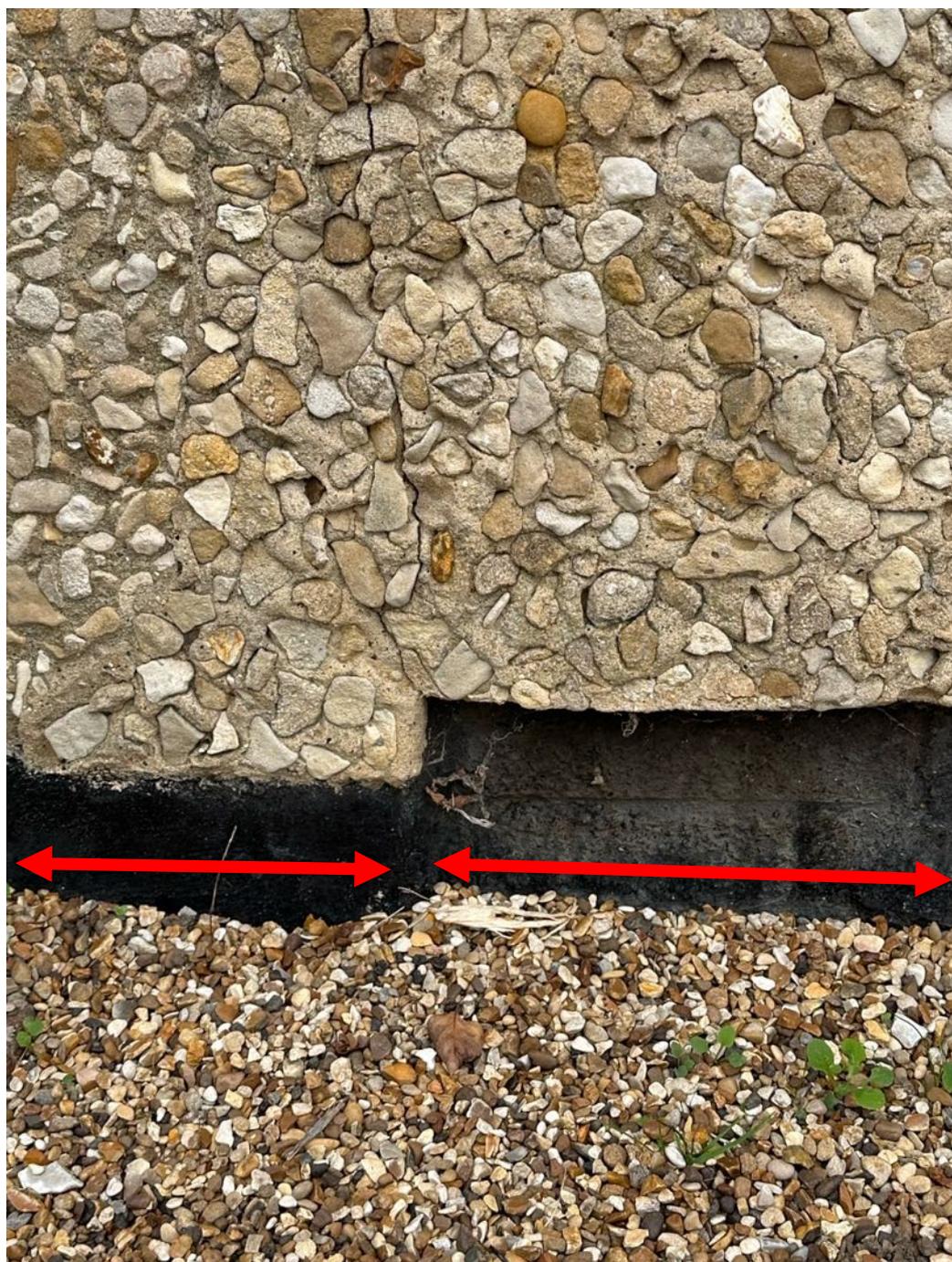


Photo showing a mix of solid concrete base to the walls and supporting brickwork where we believe extensions have occurred to the Hall.



Photo showing vertical junction which could allow for water ingress, where extended.

With all vertical panel gaps to the building, we would suggest the use of a low modulus polysulphide mastic to be installed at these junctions. This should effectively prevent moisture damage to the property.



Photo showing hardened joints of which the left hand side is mortar and the right hand joint is polysulphide mastic. We recommend raking out all hardened vertical joints and installing mastic at these joints.

Where airbricks exist externally, we are assuming that where extended, some suspended timber floors exist.

To both the front and rear curved sections of the structure, we noted that the panels are a potentially asbestos containing cement board.



Photo showing cladding panel to the front



Photo showing cladding panel to the front

Vertical corrugated cement panels, which were commonly used in mid-20th-century construction, may contain asbestos as a reinforcing material. These panels pose several risks that must be carefully managed to protect health and ensure compliance with regulations.

The primary hazard is the release of asbestos fibres, which can become airborne if the panels are disturbed, damaged, or allowed to deteriorate. Once inhaled, these fibres can cause severe health issues, including asbestosis, lung cancer, and mesothelioma, with the risk increasing through prolonged or repeated exposure. Weathering and long-term exposure to environmental conditions, such as rain, wind, and freeze-thaw cycles, can degrade the cement matrix of the panels, making asbestos fibres more likely to be released. This is particularly problematic in panels showing cracks, chips, or surface erosion.

Physical disturbance of the panels through activities such as drilling, cutting, or breaking significantly increases the risk of fibre release. Even routine maintenance tasks, such as painting or cleaning, can cause fibre release if not carried out properly. Handling or removing asbestos-containing panels without following the appropriate safety protocols presents additional risks, particularly if unsuitable methods, such as breaking panels into small pieces or high-pressure washing, are used. Moreover, improper disposal of asbestos waste risks environmental contamination and potential legal consequences.

The presence of these panels in areas accessible to Hall users or workers can also pose a danger, as accidental damage or routine wear and tear may release asbestos fibres into the air. This risk is heightened in high-traffic or public areas where unintentional disturbance is more likely.

To address these risks, it is critical to first conduct an asbestos survey, carried out by a licensed professional, to confirm the presence of asbestos in the panels. In cases where the panels are in good condition, encapsulation with a sealant or coating can prevent fibre release. Any work involving asbestos-containing panels should be undertaken by trained personnel following strict safety protocols. If removal is necessary, this must be carried out by licensed asbestos contractors using controlled methods to minimise the release of fibres into the environment. All work must adhere to the Control of Asbestos Regulations 2012 in the UK, including proper notification to relevant authorities and the safe disposal of asbestos waste.

The risks associated with asbestos-containing corrugated panels require meticulous management. By treating these materials as hazardous and involving qualified professionals, the health and safety of individuals can be protected, and regulatory compliance ensured.

It is apparent that these vertical panels have been decorated recently. Retaining asbestos cement panels may be a safe and viable option if the panels are in good condition, undamaged, and located in areas where they are unlikely to be disturbed. Asbestos cement panels are considered low-risk because the asbestos fibres are bound within the cement matrix, which limits fibre release under normal conditions. To mitigate risks further, the panels can be encapsulated with a specialist sealant or coating. This method helps prevent fibre release, extends the life of the panels, and avoids the disruption and cost associated with removal.

However, retention carries ongoing responsibilities. The panels must be monitored regularly for signs of deterioration, such as cracking, chipping, or delamination. Any maintenance work near the panels must follow strict asbestos safety protocols to avoid accidental damage or fibre release. If left unchecked, deteriorating panels could pose a risk to building occupants and may require more urgent and costly intervention in the future.

Replacing asbestos-containing cement panels eliminates the long-term risk of fibre release, particularly if the panels are damaged or located in high-traffic areas where accidental disturbance is more likely. Removal may also be necessary if future refurbishment or demolition work could disturb the material. Modern replacement materials, such as fibre cement or composite panels, can provide similar functionality without the health hazards associated with asbestos. However, removal carries immediate risks. Disturbing the panels during the removal process can release asbestos fibres into the air. To manage this risk, the removal must be carried out by licensed asbestos contractors using strict control measures, such as dampening the material, using protective equipment, and sealing the work area. Removal also incurs higher initial costs compared to retention and may involve temporary disruption to building operations.



Photo showing cladding panel to the rear



Photo showing cladding panel to the rear

It is our recommendation that you consider replacement of these panels with an insulated panel to improve the thermal performance of the structure.

Windows &
Doors

White UPVC double glazed windows exist within cement window reveals. Some cracking exists to these cement fillets. We would suggest that an epoxy layer be added around the window reveals where cracking to prevent water ingress and damage to the wall panels.



Photo showing the window surround to the front which is showing cracking between the window and surround panelled frame.



Photo showing Double Glazed UPVC windows



Photo showing door into the side store – note that we do not believe the glazing to this vision panel to be toughened glass. This could lead to break in or injury.



Photo showing timber decay to the door surround to the side store. We would suggest cutting out these areas of rot and splicing in new sections of timber.

INTERNAL

Entrance Hall The flooring in this area is a thermoplastic floor tile, laid directly concrete. Various scuffs and chips were noted to the flooring. Thermoplastic floor tiles manufactured before the 1980s often contained asbestos fibres to improve durability, fire resistance, and insulation properties. The asbestos was typically mixed into the vinyl or asphalt composition of the tiles. The main health risk from asbestos occurs when the fibres become airborne and are inhaled. Asbestos fibres are tiny, sharp particles that can become lodged in the lungs and other tissues, causing serious health problems. If thermoplastic tiles containing asbestos are in good condition and undisturbed, they typically do not pose an immediate health risk because the asbestos fibres remain trapped within the material.

The risk arises when tiles are damaged, cracked, or disturbed during activities such as renovations, sanding, or demolition. Breaking or cutting these tiles can release asbestos fibres into the air, where they can be easily inhaled by the contractors or Hall users. Where chips are present here, there is a possibility that these have become airborne.

Walls are painted plaster on solid masonry. Where there is an arch support the roof structure above, padstones appear to have failed, leading to extensive cracking either side of the arches. Installation of new pad stones is advised. See photos.



Photo showing cracking pattern which is showing either side of the arch through to the Hallway.



Photo showing extent of cracking

These padstones should be designed by a structural engineer.

The ceiling is a textured ceiling coating which potentially contains white asbestos or 'Chrysotile'. Chrysotile - In the UK, the use of chrysotile in textured ceiling coatings, also known as "Artex," poses significant health risks due to the presence of asbestos. Chrysotile is a type of asbestos, and exposure to asbestos fibres can result in serious health conditions. These include lung cancer, mesothelioma (a rare form of cancer that affects the lining of the lungs and other organs), and asbestosis (a chronic lung disease caused by asbestos fibres).

Over time, textured ceiling coatings containing chrysotile can deteriorate or become damaged, releasing asbestos fibres into the air. These fibres are microscopic and can remain suspended in the air for extended periods, posing a risk of inhalation.

Any contractors involved in the repair, or removal of textured ceiling coatings containing chrysotile are at particular risk of exposure to asbestos fibres. Without proper precautions and protective equipment, these workers may inhale or come into contact with asbestos fibres, leading to long-term health issues.

Individuals in buildings with textured ceiling coatings containing chrysotile may also face a risk of exposure. Asbestos fibres released from the coatings can settle on surfaces or become airborne through activities such as renovation, alteration or demolition, putting occupants at risk of inhalation.

Due to the recognised health risks associated with asbestos, it is crucial to take appropriate measures when dealing with textured ceiling coatings containing chrysotile. Engaging trained professionals and following proper safety protocols,

such as asbestos testing, removal, or encapsulation, is essential to minimise the risks and ensure the safety of occupants and any workers on site.



Photo showing textured ceiling coating.

Men's WC The flooring within the Men's WC is a grip vinyl floor on solid concrete base. Visually the vinyl appears to be in acceptable condition. We are unaware of the user rate of this hall. This will have some bearing on the need for replacement intervals. With light use, this flooring likely has a further life expectancy of around 8-10 years. With heavy, regular use, this may be reduced to around 5 years.

Walls to the men's WC showed various areas of uneven plaster however there were no significant cracks to the wall. Periodic redecoration of the plaster work is advised.

Women's WC The flooring in the Women's WC is a grip vinyl floor and appears to be free of any obvious defects.



Photo showing Women's WC

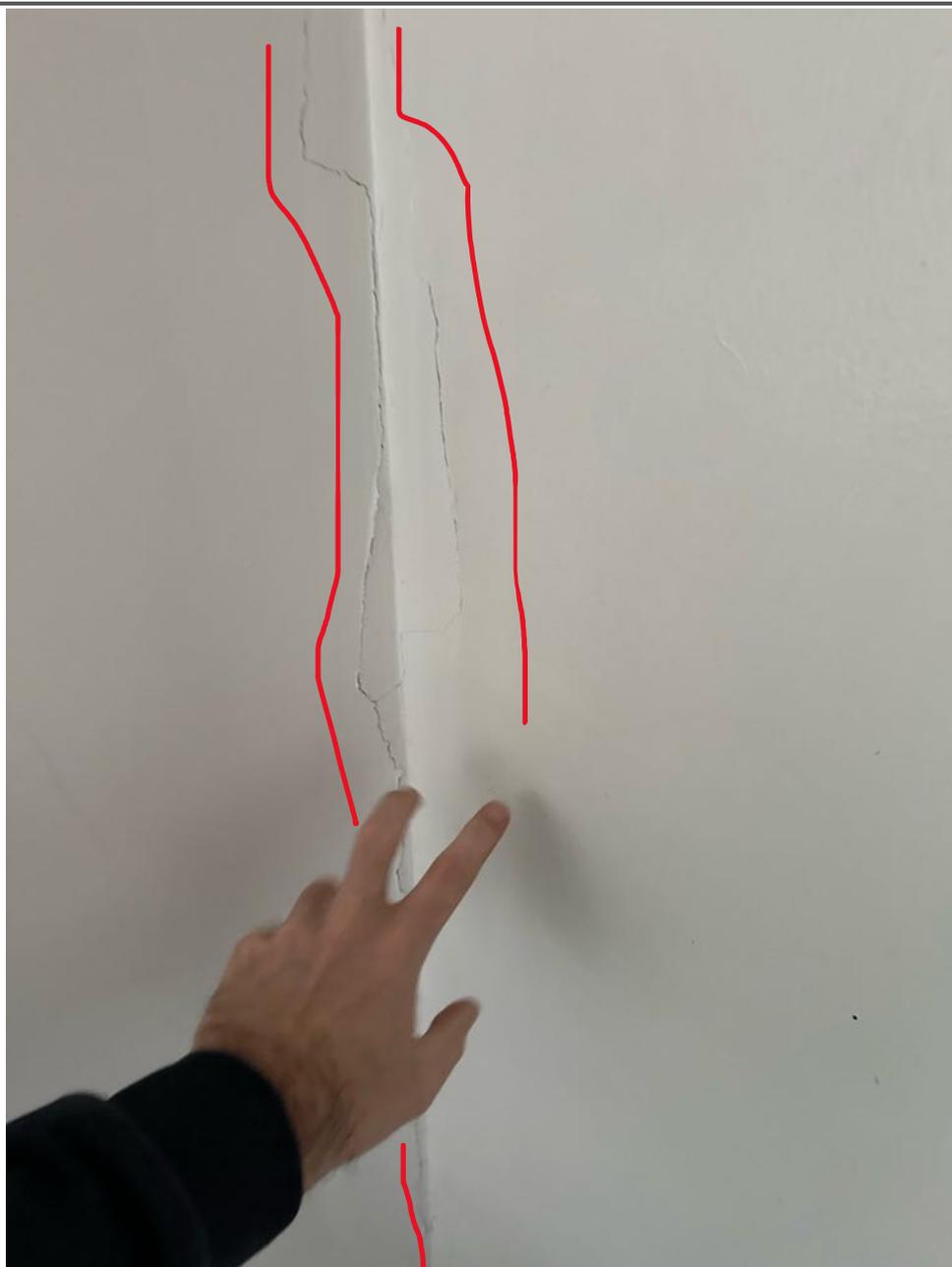


Photo showing vertical cracking to the corner of the WC wall

The walls in the Women's WC cubicle show signs of vertical cracking running vertically. It would appear that the rear wall of the WC is not entirely tied into that of the exterior wall. As a result, this cracking is likely to continue to occur as those two elements move independently of each other, seasonally. You may wish to consider the installation of plastic, hygienic panelling to the walls here and seal the joints with mastic so that any seasonal movement is masked whilst reducing the need for seasonal redecoration.

The ceiling is a textured ceiling coating which may be potentially asbestos containing. Visually, this ceiling showed no evidence of significant defect however may potentially be Asbestos containing.

Retention of the sanitary goods in the men's and women's WC would be a personal choice for you, however at this time, all were working with acceptable water pressure. As a general comment, the taps in both washrooms could benefit from replacement with easy use taps as these were stiff in operation.

The ceiling is a textured ceiling coating which may be potentially asbestos containing. Visually this ceiling showed no evidence of significant defect however may potentially be Asbestos containing.

Hall

The hall floor is strip hardwood timber on battens below. The flooring is thought to be original. Peeling varnish and line markings for what we assume to be badminton court leads us to recommend the sanding back of the floor surfaces in the next 5 years, failure to do so may lead to damage occurring to the timbers.



Photo showing the Hall

Walls are painted plasterboard panels. Where the wall junction nearest the rear right hand side fire doors abuts, there is some vertical cracking internally likely from some marginal differential movement. Consider filling and decorating here.

The ceiling is a textured ceiling coating which again may be a potentially asbestos containing material. This is set between timber form work with ventilation panels

in the roof present. These must not be closed over as to do so could lead to condensation issues.

Doors to the room were operable. Strip lighting was working with no evidence of defects. Radiators surrounding the room showed no evidence of any leaking.

The stage equipment including lighting was not tested. The steps leading up to the stage were even to tread underfoot.



Photo showing Theatre space

Kitchen

The flooring here is vinyl on solid concrete slab and we assume that thermoplastic floor tiles would be represent below the slab.

Thermoplastic floor tiles are a potentially asbestos containing material but generally safe if left untouched. There is also a possibility that there may be a herringbone pattern parquet block, similar to those seen in other parts of the hall. The flooring was considered to be generally even to tread with no signs of compaction of the concrete floor slab below.



Photo showing Kitchen



Photo showing kitchen

We would suggest replacement of the flooring with a grip vinyl to be correctly lapped in the corners.

The walls are painted plaster on solid masonry and part tiled with painted plasterboard on timber studwork to the front walls. We believe that the kitchen has been extended historically. General cracking and crazing of the aged plaster

around the rear door and window was noted. We would suggest hacking back plaster to masonry and replastering and redecorating here within the next 5 years



Photo showing kitchen

Ceiling is painted textured ceiling coating on plasterboard. This is a potentially asbestos containing material. No obvious cracking exists here. As a general comment, the flat roofed sections are unlikely to have sufficient insulation by modern standards.



Photo showing the sink

The kitchen units are dated and retention of the units would be a personal choice for you.

Store area right hand side The flooring here is carpet on concrete and largely obscured by chairs and tables.
No obvious defects were observed. Wall are painted plaster on solid masonry and plasterboard.



Photo showing store area



Photo showing store area

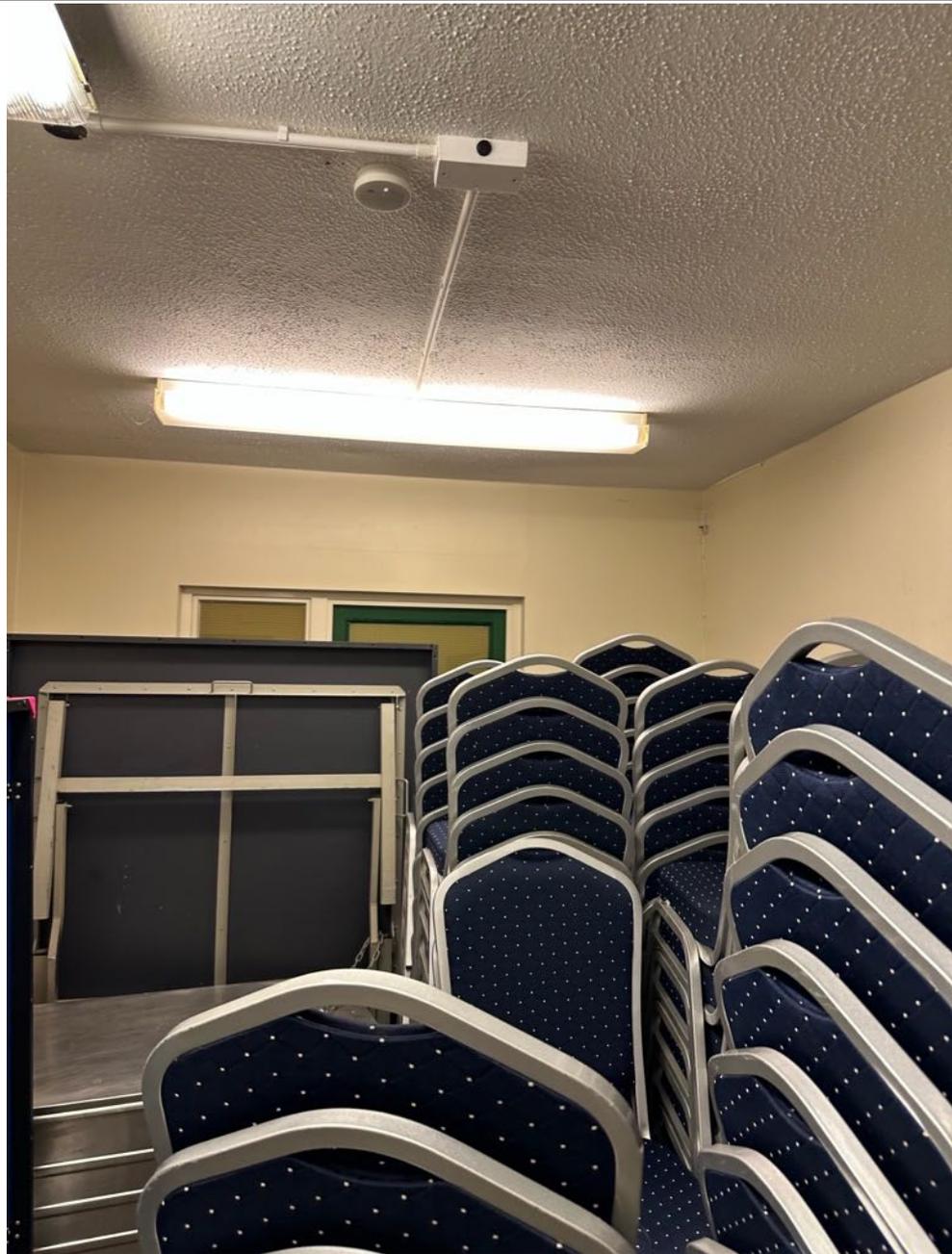


Photo showing store area



Photo showing store area

No obvious defects to the walls were present. The ceiling is painted textured ceiling coating. See our comments elsewhere regarding this being a potentially asbestos containing material.

Rear Meeting Area Flooring here is thermoplastic floor tiles with multiple fractured areas observed. You may wish to seek further specialist advice on this. Consider safe encapsulation.



Photo showing meeting area to the rear

Rear store right hand side was locked

Walls are painted plaster on plasterboard and where wall junctions abut, vertical cracking exists. This is likely to continue to occur. Consider vertical beading to mask these gaps.

The ceiling is suspended panels. This was lifted and we noted no obvious signs of any water ingress form the roof above. See photos.

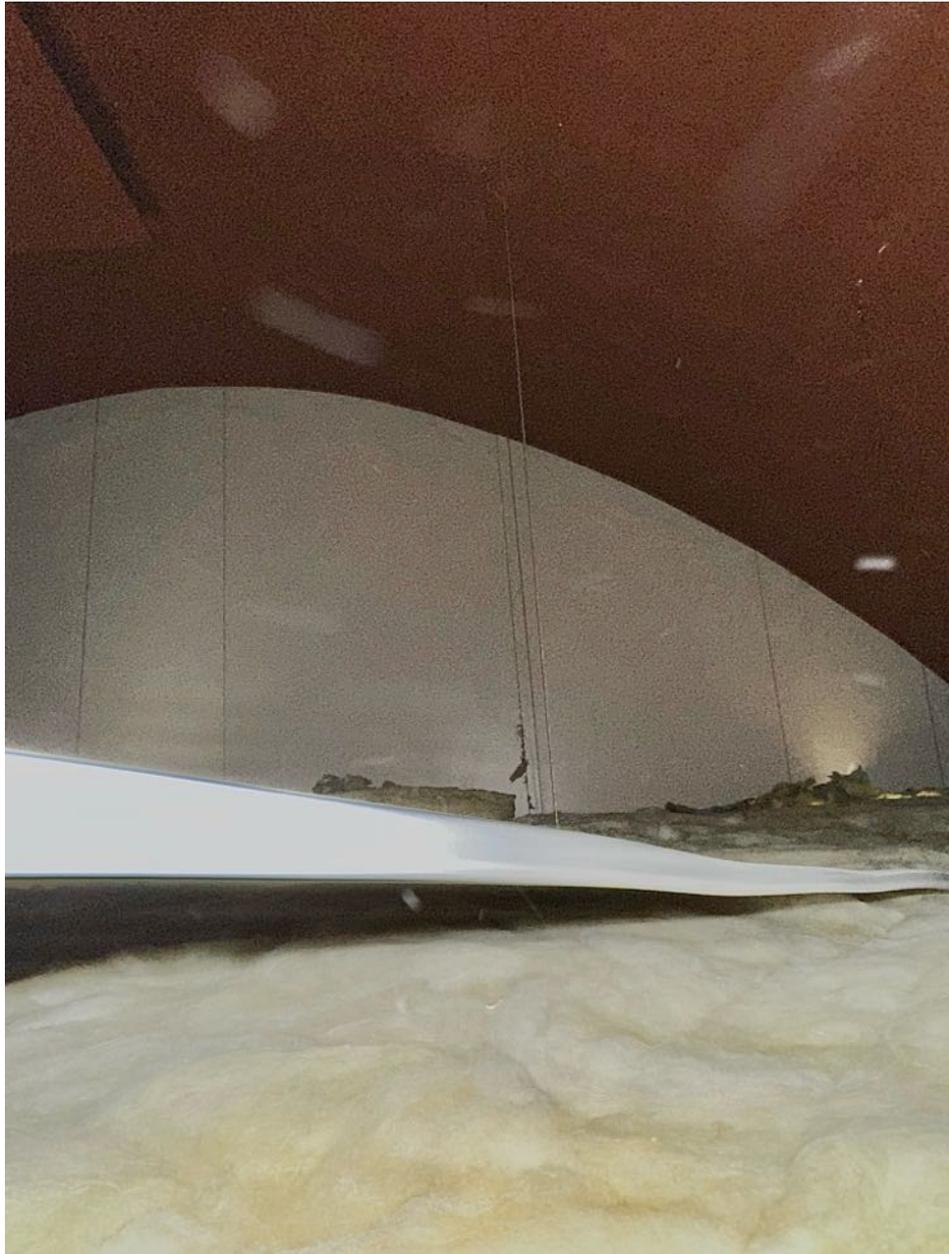


Photo showing no obvious signs of defect over the suspended ceiling

Rear store right was locked
hand side

Rear left store area The flooring here is a thermoplastic floor tile on solid concrete. The potentially asbestos containing material is in particularly poor order. See our advice elsewhere regarding this. Walls are painted plasterboard and solid masonry with no obvious defects observed.



Photo showing generally poor condition of the thermoplastic floor tiles with numerous chips noted



Photo showing generally poor condition of the thermoplastic floor tiles with numerous chips noted



Photo showing generally poor condition of the thermoplastic floor tiles with numerous chips noted

The ceiling is painted textured ceiling coating on plasterboard again, may potentially contain asbestos.



Photo showing on of numerous distribution boards for the electrics. We would comment that there does not appear to be any residual current device protection to the boards. We suggest having a separate NICEIC registered electricians report undertaken.



Photo showing Glow Worm Boiler which was clearly operable at the time of our visit.

Disabled wc
and separate
chair store.

The flooring is a grip vinyl floor showing more wear by the chair store area, this section will likely need to be replaced before the wc. The walls are painted plaster on plasterboard and solid masonry. Various plaster digs and scuffs exist to the walls in the store area,



Photo showing store area



Photo showing Disability WC

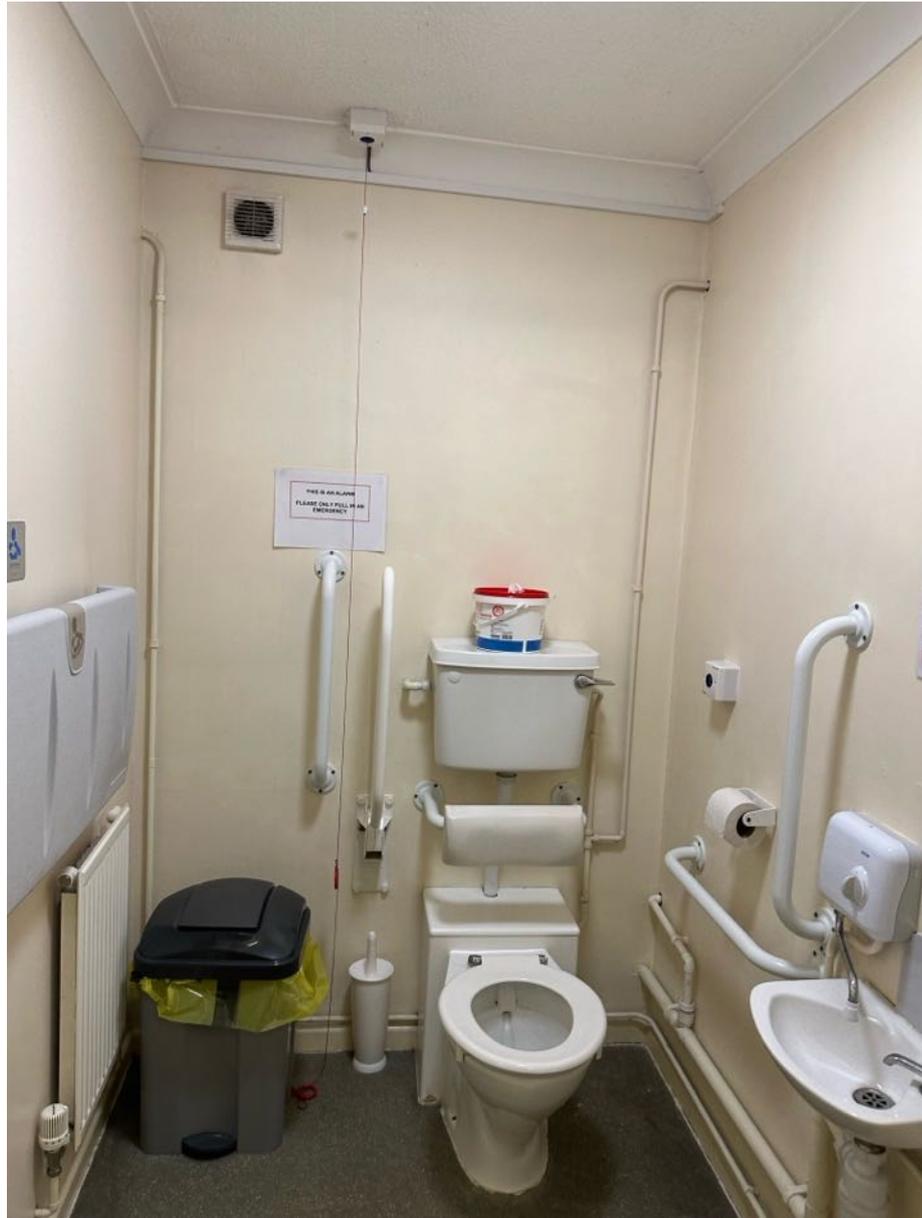


Photo showing WC



Photo showing WC

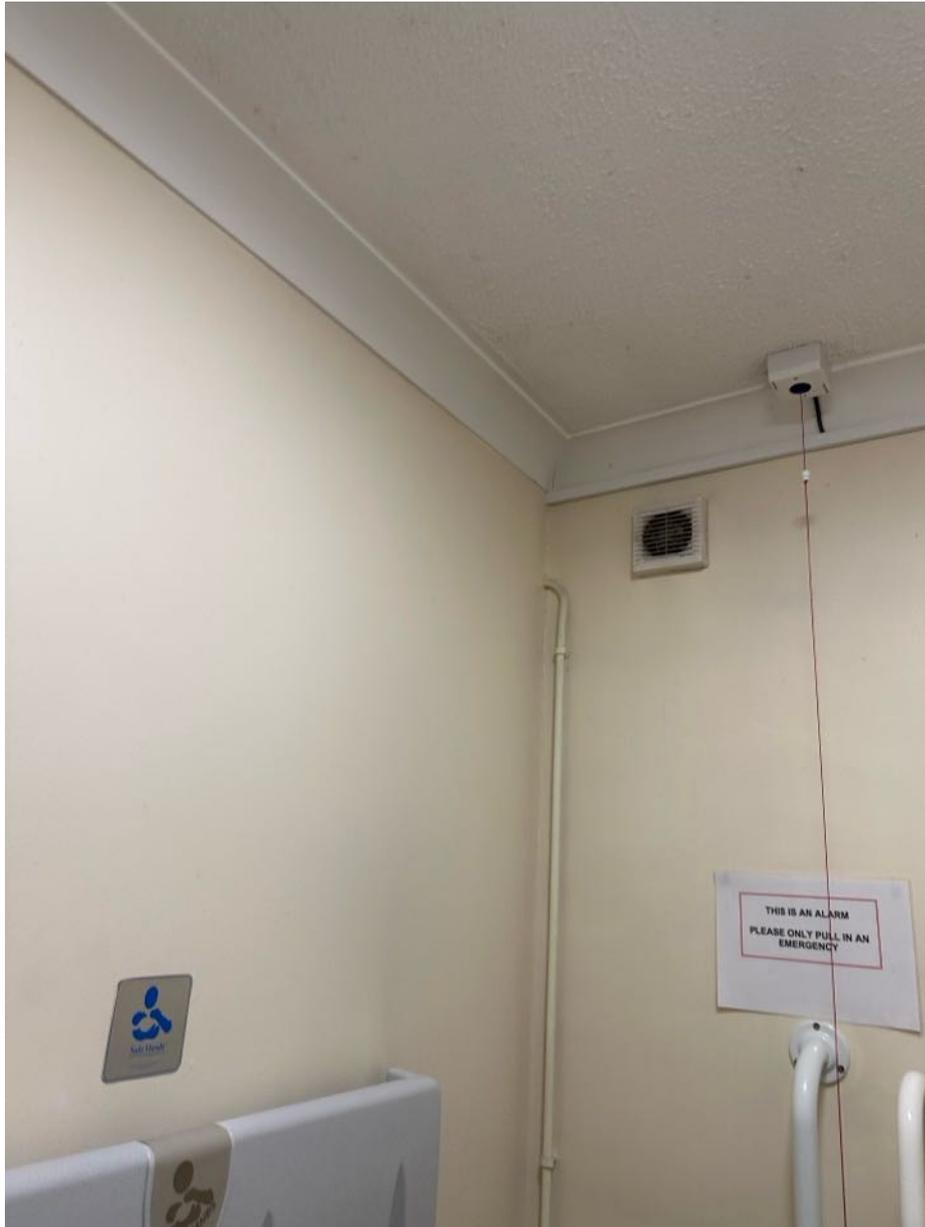


Photo showing mechanical extraction to the WC which was operable at the time of our visit



Photo showing WC

Ceilings are painted textured ceiling coatings.

Sanitaryware includes wc, cistern and wall mounted sink. All were operable on good pressure.

Left hand side bar area The flooring is grip vinyl on concrete. No obvious defects observed. Walls are part timber clad and part painted plaster on solid, masonry. No obvious defects were observed.



Photo showing Bar Area

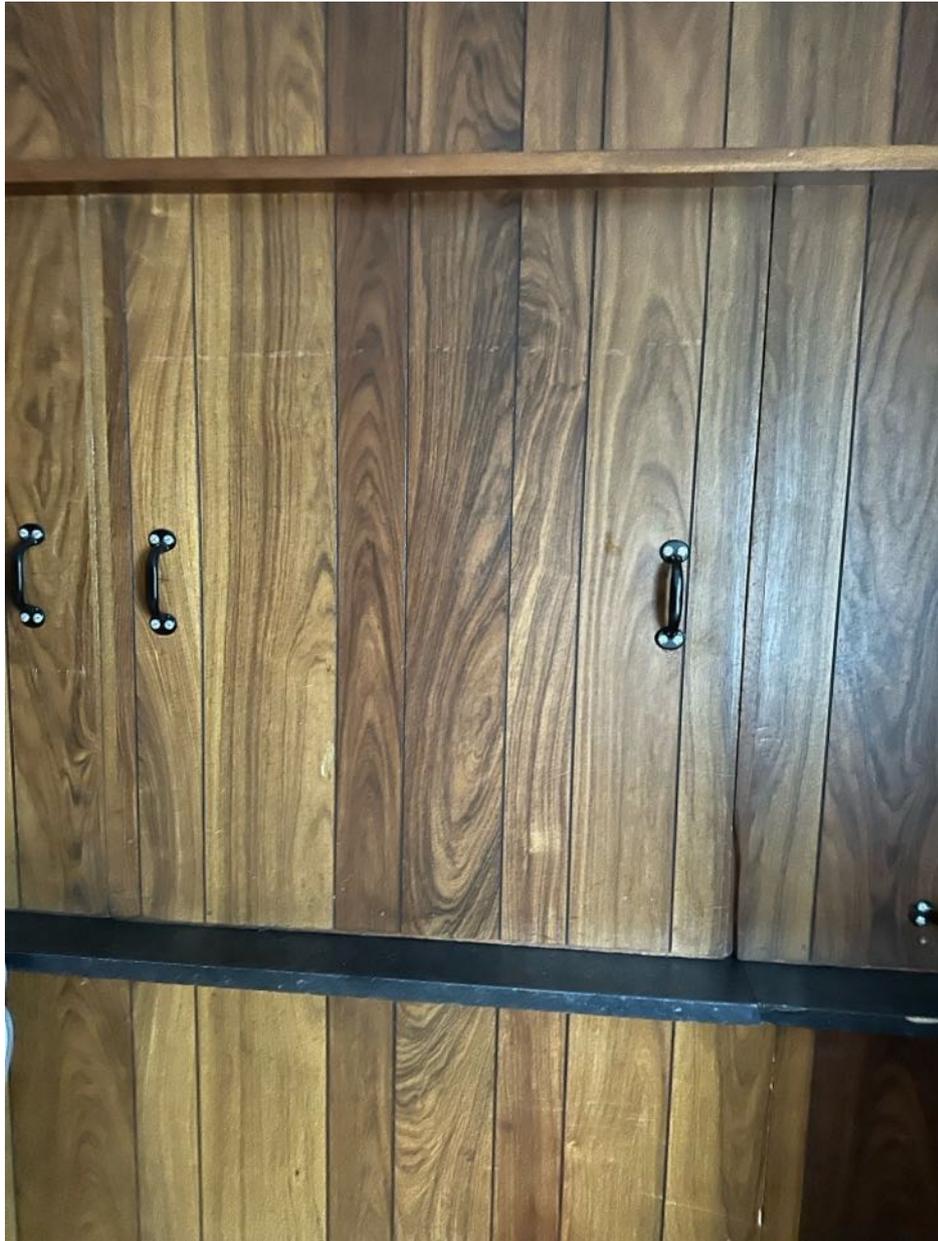


Photo showing Bar Area

The ceiling is a textured ceiling coating and appeared free of any obvious defects. UPVC windows were very stiff in operation

Roof Void over Entrance Hall During the inspection, no signs of water ingress were observed. This indicates that, at the time of the survey, the roof above this area appeared to be watertight, and there was no evidence of leaks, dampness, or staining, which are typical indicators of water ingress. This suggests that the roofing structure and coverings over this section are currently performing as intended.

However, a potential issue was identified with the door leading into the loft void. This door is suspected to be made of a material that might contain asbestos. Asbestos-containing materials (ACMs) were commonly used in building components until the late 20th century for their durability, fire resistance, and insulation properties. The suspicion of asbestos may be based on the age of the building and the appearance of the door material.

Asbestos itself is not hazardous if it is in good condition and undisturbed. However, if the door is damaged, deteriorating, or requires alteration, it could release asbestos fibres, which pose significant health risks if inhaled. To confirm whether the material contains asbestos, it would be necessary to conduct an asbestos survey and have a sample analysed by a qualified professional. If asbestos is confirmed, the door must be managed in accordance with the **Control of Asbestos Regulations 2012**, which may involve sealing, encapsulating, or removing the material by licensed contractors, depending on its condition and the intended use of the area.

Summary and Conclusion

The Mineral Felt roof covering to the hall is at the end of its useful life expectancy and we would suggest budgeting for its' replacement in the next 2 years. Failure to do so would likely allow for water to enter the structure and cause damage to the timber sarking boards below.

Whilst replacing the roof covering, consider as to whether the chimney is still required as to remove this would lessen the need for maintenance of the stack.

There are various areas of potentially asbestos containing material and we are of the opinion the thermoplastic floor tiles in the various store areas, are in particularly poor order and could potentially allow fibres to become airborne. As such, you may wish to consider seeking further specialist advice however, the safe encapsulation if this floor covering is ultimately advised. This should be done in a manner and material to ensure that the surface is sufficiently hard wearing enough to withstand the uses of the Hall including stacking of chairs and tables etc.

Further inspection of the electrical installation is warranted by a specialist as we believe that residual current device protection is missing from the installation.

The Glow Worm boiler visually is circa 5-10 years old and we would suggest budgeting for its replacement in the next future as current British Gas Guidance is to replace Gas Burning boilers at 10 year intervals.

The Various cracks and gaps observed at wall junctions which can be filled with a flexible filler.

Where cracking exists to the beam over the entrance hallway, we would advise that structural engineering advice be sought on this as we suspect that the padstones are not adequately sized to support the curved load of the roof being placed here.

The main hall floor would benefit from sanding and sealing and the remarking of the Hall floor with Badminton line markings would be a choice for the Council.

Should there be any further information or assistance you require or should you wish to discuss the report or indeed, the outcome of your further investigations, please do not hesitate to contact us.



Nicholas Brown BSc (Hons) FRICS

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Station Road
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HP23 5QY



STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDINGS MANAGEMENT COMMITTEE

DATE: 8 JANUARY 2025

OFFICER RESPONSIBLE: COLIN ROGERS, PROJECT OFFICER

SUBJECT: LEGIONELLA RISK ASSESSMENTS AND SCHEMATIC DRAWINGS

1. SUMMARY

- 1.1 As mentioned in the report brought to the Committee on the 27th November 2024, in order to comply with ACoP L8 (Fourth Edition) and HSG274 Part 2 hot & cold systems. Officers have obtained further quotes for schematic drawings to be produced for all sites.
- 1.2 Additionally, as not all the sites detailed below received Legionella Risk Assessments in 2023, Officers are suggesting that we have these carried out again across all sites with the same assessor so that these can be reviewed together, except for The Greenacre Centre.

2. RECOMMENDATION

- 2.1 Members are asked to consider the quotes obtained and provide instructions on which quote to accept.

3. BACKGROUND

- 3.1 As identified in the previous risk assessment, schematic drawings were listed as a required action. Officers will ensure these schematics are completed alongside the annual review of risk assessments, scheduled for early 2025 for all buildings except The Greenacre Centre (GAC). The GAC assessment will follow the completion of its refurbishment and library relocation works.
- 3.2 It has come to light that not all the sites listed below had a Risk Assessment carried out in 2023, so Officers are suggesting that Risk Assessments are carried out on all sites, to allow them to be reviewed annually together except for The Greenacre Centre. The buildings which were omitted from the risk assessments include the Mossman Centre, Common Road and Norton Road allotments. In addition, the Tractor shed's risk assessment expired in January 2025.
- 3.3 Additionally, the works identified in the 2023 risk assessments remain outstanding but are now being scheduled for completion by our Facilities Officer.
- 3.4 The buildings this will affect are:
 - a) The Mossman Centre;
 - b) The Simpson Centre;
 - c) Hitchin Road Recreation Ground Changing Rooms (The Tractor Shed)
 - d) Arlesey Road Toilets;
 - e) Brook Street Toilets;
 - f) The Greenacre Centre;
 - g) Stotfold Cemetery including chapel toilets and external taps and plumbing in the cemetery.
 - h) Norton Road Allotments;
 - i) Common Road Allotments;

- j) The Memorial Hall;
- k) Stotfold Football Club

3.5 Members are asked to note that although there are plans available from the construction of the Greenacre Centre and Stotfold Football Club, these are “as built” drawings and will not factor in any works to those buildings that have altered the plumbing in these buildings. Officers suggest that new schematics are drawn up for these buildings too.

4. FINANCIAL

4.1 All costs to be met from EMR Building Fund.

The following quotes have been obtained:

Quote A

| Quantity | Description | Cost |
|----------|--|-------------------------|
| 1 | Legionella Risk Assessments and Schematic Drawings for the below 11 sites: <ul style="list-style-type: none"> • The Mossman Centre, 45 Baldock Road, Stotfold, SG5 4PB • Simpson Centre, Hallworth Drive, Stotfold (both the library and Box of Cakes Café, and communal areas) • Hitchin Road Recreation Ground Changing Rooms, Stotfold • Arlesey Road Toilets, Arlesey Road, Stotfold • Brook Street Toilets, Brook Street, Stotfold • The Greenacre Centre, Valerian Way, Stotfold, SG5 4HG • Stotfold Cemetery, 8 Mill Lane, Stotfold, SG5 4NY including chapel and external taps and plumbing in cemetery • Norton Road Allotments, Stotfold – External taps and plumbing • Common Road Allotments, Stotfold – External taps and plumbing • Stotfold Memorial Hall, Hallworth Drive, Stotfold, SG5 4HR • Stotfold Football Club, New Roker Park, Arlesey Road, Stotfold, SG5 4HE. | <u>£4,078.20</u> |

Quote B

| Sites Included - | Proposal Value [ex VAT] | |
|------------------------------|--|--------------------------------------|
| | Option 1 – UKAS LRA & Standard Schematics included | Option 2 – Standard Schematics Only. |
| The Mossman Centre | £570.00 | £420.00 |
| Simpson Centre | £865.00 | £720.00 |
| Hitchin Rd Recreation Ground | £505.00 | £355.00 |
| Arlesey Rd Toilets | £375.00 | £290.00 |
| Brook St Toilets | £375.00 | £290.00 |
| The Greenacre Centre | £865.00 | £720.00 |
| Stotfold Cemetery | £485.00 | £440.00 |
| Norton Rd Allotments | £485.00 | £440.00 |
| Common Rd Allotments | £485.00 | £440.00 |
| Stotfold Memorial Hall | £675.00 | £610.00 |
| Stotfold Football Club | £865.00 | £720.00 |
| Organisational Level Reports | Included No Charge - £0.00 | N/A |
| OVERALL PROJECT TOTAL | £6,550.00 | £5,445.00 |
| | LRA & SCHEMATICS | SCHEMATICS ONLY. |

Quote C

| Description | Quantity | Unit Price | VAT | Amount GBP |
|---|----------|------------|-----|------------|
| LRA20, Scope of Works: Legionella Risk Assessment PDF up to 20 assets Not included in this service but required to meet HSG 274 requirements: - Inaccessible Areas - Assets not listed in the Confirmed Assets (below) - Water Sampling - Remedials of Risks Identified - Schematic Diagram of Water System - Water Logbook & Written Scheme - Legionella Awareness Training Delivery Address: Stotfold Town Council Building Site?: No Previous LRA?: Yes | 11.00 | 270.00 | 20% | £2,970.00 |
| SCH, Basic non-technical schematic drawing to identify key water system assets | 11.00 | 90.00 | 20% | £990.00 |

| | |
|-----------------|-------------------------|
| Subtotal | £3,960.00 |
| Total VAT 20% | £792.00 |
| Quote total GBP | <u>£4,752.00</u> |

5. IMPLICATIONS

| | |
|-------------------------------|---|
| Strategic Plan: | N/A |
| Risk Management: | Reducing the risk of Legionella in our buildings and water systems |
| Legals: | HSE ACoP L8 The control of legionella in water systems. HSG274 Part 2 hot & cold systems |
| Resources/Stakeholder: | Officers, hirers and tenants |
| Contracts/Finance: | Budgeted cost |
| Crime & Disorder: | N/A |
| Equalities: | N/A |
| Biodiversity: | N/A |

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT
DATE: 8 JANUARY 2025
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: CCTV AT MEMORIAL HALL

1. SUMMARY

- 1.1 Following several episodes of anti-social behaviour at the Memorial Hall car park, Members are asked to consider further security options to prevent occurrences in the future e.g. recommissioning the CCTV at the memorial hall or instigating sporadic security patrols.

2. RECOMMENDATION

- 2.1 Members are asked to consider the report and
- a) Consider recommissioning the CCTV system at the memorial hall or
 - b) Include the Memorial Hall in security patrols around the town if the Public Realm Committee considers this an option.

3. BACKGROUND

- 3.1 Following several episodes of ASB in the car park at the memorial hall, a complaint has been received from a resident of Hallworth Drive. At the time, there had been some security patrols commissioned for Riverside recreation ground and there was some 'credit' which was re-allocated to security patrols of the car park at the memorial hall. Apart from one incident, which was monitored by the security company, there have not been any subsequent incidents to report.
- 3.2 The Public Realm Committee will be considering a rolling programme of security patrols across sites in the Town and the Memorial Hall could be included as one of these sites. This will be considered at its meeting scheduled for 12 March 2025.
- 3.3 CCTV on a public building serves several key purposes:
- a) Crime prevention and deterrence – can deter criminal activity
 - b) Public safety – ensures the safety of staff, visitors and the public
 - c) Monitoring and surveillance – identifying suspicious behaviour
 - d) Evidence collection – provide footage in investigation of crimes, accidents or insurance claims
 - e) Community reassurance – increase the public's confidence in safety and security
 - f) Protection of property – protection from damage or theft.
- 3.4 Any CCTV installation would require a privacy impact assessment to ensure that neighbours are not overlooked and that the installation of CCTV is compatible with the reasons for its installation.
- 3.5 Any system would need to be easily accessible for ease of monitoring which will require the installation of wi-fi in the building. This would be beneficial to users of the

hall and could also be used to operate a remote thermostat, a report for which is being considered later on the agenda at this meeting.

- 3.6 It could be the situation that the cameras that are currently in situ are not of sufficient quality for good images. Ideally, CCTV should be high resolution, infrared cameras with a network video recorder for ease of access and download. The Memorial Hall may require additional lighting to support the cameras which would need to check that they are in the right areas e.g. overlapping with no blind spots and focus on high-risk areas e.g. entrances, exits, parkin areas.
- 3.7 The Town Council already has a CCTV policy in situ. If the Town Council had a premises licence on the Memorial Hall, this would be a requirement of the licence.
- 3.8 With the eventual implementation of the EV charging points in the car park, Members may want to consider CCTV covering this area.
- 3.9 Members may want to consider the installation of CCTV and Wi-Fi as part of the memorial hall refurbishment.

4. FINANCIAL

- 4.1 CCTV could be covered by the EMR Building Fund. If the option to pursue security patrol are chosen, then the split of costs would be between the Public Realm Committee and the Building Committee. A budget would need to be identified.

5. IMPLICATIONS

| | |
|-------------------------------|--|
| Strategic Plan | N/A |
| Risk Management | Potential for lower insurance premium. |
| Legals | CCTV regulations |
| Resources/Stakeholders | Officer |
| Contracts/Financials | Budget to be identified |
| Crime & Disorder | Reduction in crime and disorder |
| Equalities | CCTV signage to be installed |
| Biodiversity | N/A |

STOTFOLD TOWN COUNCIL

| | |
|-----------------------------|--|
| COMMITTEE: | BUILDINGS MANAGEMENT |
| DATE: | 8 JANUARY 2025 |
| OFFICER RESPONSIBLE: | COLIN ROGERS, PROJECTS OFFICER |
| SUBJECT: | BUILDING VALUATIONS FOR INSURANCE |

1. SUMMARY

Officers have been asked to obtain up to date building valuations for the properties covered by our building's insurance property. The buildings in question are:

- a) Hitchin Road Recreation Ground (changing/storage facility), Hitchin Road, Stotfold, SG5 4PL
- b) Memorial Hall, Hallworth Drive, Stotfold, SG5 4HP
- c) Cemetery Store/WC and Chapel, 8 Mil Lane, Stotfold, SG5 4NY
- d) Simpson Centre, Hallworth Drive, Stotfold, SG5 4HP
- e) Mossman Centre, 45 Baldock Road, Stotfold, Hitchin, SG5 4PB
- f) Brook Street Toilets, Brook Street, Stotfold
- g) The Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
- h) Stotfold Football Club, New Roker Park, Arlesey Road, Stotfold, SG5 4HE

2. RECOMMENDATION

- 2.1 Members are asked to select a surveyor to carry out this work. The insurance is due for renewal on the 31st May 2025. Quotes are provided further in the report.

3. BACKGROUND

- 3.1 Up to date valuations are required to ensure that the insured value is suitable to cover the various buildings that the Council insure. An accurate cost assessment is important to ensure that building assets are insured for the correct amount, avoiding situations of under and over insurance. If properties are undervalued, insurance payments may not adequately cover the cost of rebuilding.

4. FINANCIAL

4.1 QUOTE A

Members, please note that this surveyor has undertaken works for the Town Council previously

“To confirm, it would be 8 properties, all of which I would need to visit and have a brief look at. Assuming I would need to take my own measurements of each of the 8 buildings for the purposes of an Insurance reinstatement only, I would suggest the following:

To undertake brief inspections of 8 properties and measurements for Insurance purposes and the use of the BCIS system for each valuation = **£1,360 plus VAT.**”

QUOTE B

“Our fixed fee to inspect each of the sites listed and provide Rebuilding Cost Appraisals for Insurance Purposes is **£1,750.00 plus VAT**”

QUOTE C

“Our fee for the report is **£3,500.00** plus VAT for all eight properties. We envisage being able to provide the full service within around ten to fifteen working days from instruction. Our fee is payable after instruction and due before the release of the report.”

4.2 All costs to be met from EMR Building Maintenance

5. IMPLICATIONS

| | |
|-------------------------------|--|
| Strategic Plan: | N/A |
| Risk Management: | Ensuring buildings are adequately insured reduces the risk of the Town Council having to supplement any possible rebuilding costs. |
| Legals: | JPAG Practitioners Guide 2024 |
| Resources/Stakeholder: | Officers, hirers and tenants |
| Contracts/Finance: | Budgeted cost |
| Crime & Disorder: | N/A |
| Equalities: | N/A |
| Biodiversity: | N/A |

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT
DATE: 8 JANUARY 2025
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: PROCEDURE FOR HIRING TO POLITICAL ORGANISATIONS

1. SUMMARY

1.1 At this Committee's meeting on 25 September 2025, the Town Clerk was asked to provide a protocol for the hiring of facilities to political organisations.

2. RECOMMENDATION

2.1 Members are asked to consider the attached protocol and recommend its adoption to Full Council.

3. BACKGROUND

3.1 At its meeting on 25 September 2025, Members received a report on the use of Town Council facilities by political organisations. Members considered the importance to have access to Members of Parliament and the security issues that have previously arisen with attacks on MPs.

3.2 Previously the Town Council has refused the use of Town Council owned facilities to political organizations. However, there is no record of this having been a formal resolution and/or policy and for the sake of good order, the Town Clerk sought Member's guidance on how best to proceed with this.

3.3 The current MP, asked to hire the Memorial Hall for constituency surgeries. This is an opportunity for provide a direct way for constituents to raise issues, ask for assistance or seek advice. Surgeries provide a platform for residents to speak directly to their elected representative allowing MPs to take these issues to Parliament, government agencies or local authorities, as necessary. Constituents often come to surgeries with personal issues such as housing, immigration and health matters and MPs can advocate on their behalf. They can also help navigate complex bureaucracy.

4. FINANCIAL

4.1 The hire charge for the Memorial Hall from 1/4/2025 is £18.50 per hour.

5. IMPLICATIONS

| | |
|-------------------------------|--|
| Strategic Plan | N/A |
| Risk Management | Separate risk assessment and PLI from MP |
| Legals | N/A |
| Resources/Stakeholders | Officer |
| Contracts/Financials | Hall hire fee relevant and hirers agreement |
| Crime & Disorder | Liaise with MP office regarding security arrangement |
| Equalities | Increases equality of opportunity for residents to access MP |
| Biodiversity | N/A |



STOTFOLD TOWN COUNCIL

PROCEDURE FOR HIRING TO POLITICAL ORGANISATIONS

1. Purpose

This procedure sets out the conditions under which political organisations may hire town council-owned buildings, ensuring transparency, fairness, and compliance with electoral regulations, particularly during pre-election periods.

2. Scope

This procedure applies to all political organisations seeking to hire council-owned facilities for meetings, events, or campaigns.

3. General Principles

- Political organisations have equal access to council-owned buildings, subject to availability and adherence to this procedure.
- Hire must not disrupt regular council operations or other pre-booked events.

4. Booking Process

- All booking requests must be submitted in writing via the enquiries email address enquiries@stotfoldtowncouncil.gov.uk
- Applications must include details of the event, purpose, expected attendance, and requested dates/times.
- A minimum notice period of 14 days is required for all bookings.

5. Pre-Election Period Restrictions (Purdah)

- During the pre-election period (purdah), which begins from the date an election is officially announced until polling day, council-owned buildings cannot be hired by political organisations for campaigning purposes.
- Existing bookings falling within this period may be reviewed and potentially cancelled at the council's discretion.
- Non-campaigning activities (e.g., administrative meetings) may still be permitted but must be explicitly stated in the booking application.

6. Conditions of Hire

- Political organisations must adhere to the council's terms and conditions for venue hire.
- No material promoting a political party or candidate should be displayed outside the hired premises.

- The hiring party is responsible for ensuring compliance with health and safety and provide to the Town Council a copy of the Public Liability Insurance and Risk Assessment.

7. Fees and Charges

- Standard hire fees will apply to political organisations.
- Any additional costs arising from damage or extra cleaning will be charged to the hiring party. A deposit will be taken to cover this.

8. Monitoring and Compliance

- The Town Clerk will monitor compliance with this procedure.
- Any breaches may result in termination of the booking and refusal of future hire requests.

9. Review

This procedure will be regularly reviewed or in line with changes to relevant legislation.

BUILDINGS MANAGEMENT COMMITTEE - WORK PROGRAMME 2024-2025

| Meeting Date | Agenda Item | Description | Officer Responsible |
|--------------|---|--|---------------------------------|
| 26/03/2025 | Emergency Hub | | Town Clerk |
| | Building Hirer Agreement | To review the building hire agreement form and procedure. | Facilities Officer & Town Clerk |
| | Roecroft School - Use of Greenacre Centre | To review the use of the GAC as an emergency hub post renovations including Roecroft School ref Clerk's report from Nov 2024 | Town Clerk |
| | Ranger Relocation | To considered the hiring and relocation cost of moving the Rangers to the barn. | Town Clerk |
| | | | |

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