



**MINUTES OF THE MEETING OF BUILDING MANAGEMENT COMMITTEE MEETING  
HELD IN THE MEMORIAL HALL, 4 HALLWORTH DRIVE, HITCHIN, SG5 4HR;  
STOTFOLD COUNCIL CHAMBER ON WEDNESDAY 8 JANUARY 2025 AT 19:00**

**Present:**

Cllr S Hayes (Chairperson), Cllr D Matthews (Vice Chairperson), Cllr J Bendell, Cllr M Cooper, Cllr J Hyde, Cllr B Saunders, Cllr N Venneear.

**In Attendance:**

Cllr S Buck (ex-officio)

**Also Present:**

E Payne - Town Clerk

---

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Talbot. Cllr Dhaliwal was absent.

**DECISION: It was RESOLVED to accept apologies.**

**2. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS**

Cllr Saunders declared an interest in Item 11 as a Member of Stotfold Football Club.

**3. PUBLIC SECTION**

There were no members of public present.

**4. MINUTES OF THE PREVIOUS MEETING**

Members received the minutes of the committee meeting held on 27 November 2025.

**DECISION: It was RESOLVED to adopt the minutes of the meeting held on 27 November 2024 as a true record of the meeting.**

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

Members received the Clerk's report. There were no further updates.

**DECISION: It was RESOLVED to note the report**

**6. REPORTS**

**6.1. Update on Library Project**

Members received a verbal update on the library project.

Members were advised that the kitchen layout needs to be reconfigured due to issues relating to the location of the cooker and proximity of the handwashing sink in relation to the washing up sink. A site meeting will be held on Thursday 9 January to consider the layout.



Additional plasterboard has been installed in the Maple Room to ensure soundproofing. This is an additional cost which will be met from the contingency fund. There are issues with the lighting in the two new offices which will also be addressed at the site meeting.

Members were asked to consider setting up a Task and Finish Group to oversee the delivery of the library project as the Town Clerk does not have the capacity to manage the project after recent staff departures. Terms of reference had been sent to Members of the committee subsequent to the agenda being distributed.

**DECISION:** It was **RESOLVED** to set up a Library Task and Finish Group with Cllrs Buck, Hayes, Bendell and Venneear as Members.

## 6.2. Furniture for Council Chamber

Members received a proposal to replace the Council Chamber tables with folding ones which would enable the Council Chamber to be used for a wider variety of activities. Members considered the report, and the varieties of tables offered. They felt that it would use the same supplier as CBC so that there would be uniformity through the communal areas in the centre. Members discussed the inclusion of data cabling modules but felt that would not be necessary at this time.

**DECISION:** It was **RESOLVED** to order 10 x Kite tables at £514 per table.

**ACTION:** Town Clerk to order tables.

## 6.3. Request for Car Parking Spaces for Pippin Pre School

Members received a request from Pippins Pre-School to permit staff parking in the Greenacre Centre car park. While the request was for four spaces, Members noted the uncertainty surrounding car park usage following the library's opening and could not accommodate this number at present. Members agreed on a charge of £6 per day for two dedicated spaces, secured with ground-mounted bollards, and decided to review the arrangement after a six-month trial period.

**DECISION:** It was **RESOLVED** to offer Pippins Pre School two dedicated car parking spaces, with lockable bollards to secure the spaces on a 6-month trial, at a per day cost of £6.

**ACTION:** Town Clerk to advise Pippins of the decision and, subject to their acceptance, arrange for the installation of two lockable bollards.

## 6.4. Children's Centre Use of Greenacre Centre

Members received a request from the Community Engagement Committee to offer free use of the Greenacre Centre to Shefford and Stotfold Children's Centre to run outreach sessions.

**DECISION:** It was **RESOLVED** to offer the Council Chamber, free of charge to Shefford and Stotfold Children's Centre for outreach sessions.

**ACTION:** Town Clerk to advise the Children's Centre of the hire.



## 6.5. Memorial Hall Condition Survey

Members received the condition survey for the Memorial Hall. The recommended actions were noted, and these will be considered further once the feasibility study has been completed. Members further discussed the study and its remit which had been agreed at a previous meeting. Members were keen that regular and ad hoc hirers were consulted on any potential changes which would be undertaken once the study had been completed.

**DECISION:** To continue with the feasibility study for the Memorial Hall.

**ACTION:** Town Clerk to action the feasibility study.

## 6.6. Building Schematics Drawings - Legionella

Members received quotations to undertake schematic drawings for all town council owned buildings to comply with the legionella risk assessment.

**DECISION:** It was RESOLVED to accept Quote B from Water Hygiene Centre at a cost of £6,550 to be met from Earmarked Reserves

**ACTION:** Town Clerk to commission legionella schematic drawings.

## 6.7. CCTV at Memorial Hall

Members received a report about anti-social behaviour (ASB) at the Memorial Hall and a proposal to investigate CCTV at the site. Members felt that this could be something that is considered in any potential building refurbishment. The ASB patrols recently undertaken through the Public Realm Committee had been extended to the car park when the ASB had initially occurred, and these had been successful in reducing the incidents.

**DECISION:** a) Defer the installation of CCTV until the building is refurbished.  
b) Ask the Public Realm Committee to include the Memorial Hall in any ASB patrols.

**ACTION:** a) Town Clerk to add CCTV to the scheme for potential works.  
b) Town Clerk to add ASB patrols to Public Realm Agenda

## 6.8. Building Valuations

Members received quotations to obtain building revaluation quotes as part of the review of insurance cover.

**DECISION:** It was RESOLVED to accept Quote A, Ashridge Surveyors, at a cost of £1,360 to be met from Earmarked Reserves.

**ACTION:** Town Clerk to instruct surveyor to undertake insurance revaluations.

## 6.9. Procedure for Hiring to Political Organisations

Members received a proposed procedure for the hiring of Town Council facilities to political organisations.

**DECISION:** It was RESOLVED to recommend to Full Council that the procedure is adopted.



**ACTION:** Town Clerk to advise staff regarding the new procedure.

**7. WORK PROGRAMME**

Members received the work programme for this committee.

**DECISION:** It was **RESOLVED** to note the report.

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

8.1 Cllr Hayes reported that he had been approached by Cllr Saunders, in his capacity as a member of the Mossman Committee about replacing of the fluorescent lighting in the building with LED lights. The Town Clerk was asked to investigate if there are any fluorescent tubes at the Greenacre Centre which are now redundant and can be reused by the Mossman Centre.

- ACTION:**
- a) Town Clerk to obtain quotes for LED lighting replacement at Mossman Centre to be considered at a future meeting.
  - b) Town Clerk to ascertain if there are any fluorescent tubes at Greenacre Centre which could be compatible.

**9. DATE OF NEXT MEETING**

Wednesday 26 March 2026

**10. CONFIDENTIAL ITEMS**

**11. Stotfold Football Club**

Members received a confidential report on the lease for the Stotfold Club. It was noted that there needs to be a date by which the Football Club should respond by, and this was agreed as 1 February 2025.

**DECISION:** It was **RESOLVED** to note the report.

**ACTION:** Town Clerk to advise Football Club of date.

**SIGNED BY CHAIR:** .....

**MINUTES APPROVED (date):** .....