

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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20 March 2025

## Members of Stotfold Town Council:

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

**You are hereby summoned** to attend the **Building Management Committee Meeting** to be held in the **Stotfold Council Chamber, Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 26 March 2025 at 7.00pm** for the purpose of transacting business detailed in the agenda.



**E Payne**  
Town Clerk

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## Members of the public:

In addition to attendance 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 are 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 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](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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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.

### 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 (MAX. 15 MINUTES)

Members of the public may 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 THE PREVIOUS MEETING

Members are asked to resolve that the Minutes of the Building Management Committee meeting held on **8th January 2025** are a correct record.

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

### 6. REPORTS TO COMMITTEE

#### 6.1. Memorial Hall Feasibility Study

To consider the results of the feasibility study.

#### 6.2. Audio Visual Equipment - Greenacre Centre

To consider options and quotations for AV equipment for the Maple Room and reception

#### 6.3. Car Park Relining

To receive a report on relining the GAC car park to accommodate dedicated spaces for the café, library and disabled parking; and relining Brook Street disabled bays

#### 6.4. Renaming Room at The Greenacre Centre

To consider renaming the Council Chamber at the Greenacre Centre

#### 6.5. Mossman Centre LED Lights

To consider quotations for LED lighting at the Mossman Centre.

#### 6.6. Stotfold Football Club - Legal Fees

To receive a proposal for the Town Council to bear the costs of legal fees in relation variation to lease.

#### 6.7. Fire Safety Risk Assessment - Simpson Centre

To note the Fire Risk Assessment for the Simpson Centre.

#### 6.8. Building Revaluations

To note the building revaluation.

**6.9. Library Task and Finish Group**

To receive the notes from the library task and finish group meetings held on

- 22 January 2025
- 31 January 2025
- 19 March 2025

**7. DELEGATED DECISIONS**

To receive the Clerk's List of Delegated Decisions related to this Committee.

**8. WORK PROGRAMME**

To receive this Committee's Work Programme.

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

**10. DATE OF NEXT MEETING**

To be confirmed once the calendar of meetings has been ratified.



**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 N Venneear.

**In Attendance:**

Cllr S Buck (ex-officio)

**Also Present:**

E Payne - Town Clerk

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**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):** .....

DRAFT

## STOTFOLD TOWN COUNCIL

**COMMITTEE: BUILDING MANAGEMENT**

**DATE: 8 JANUARY 2025**

**SUBJECT: CLERK'S REPORT & CORRESPONDENCE RECEIVED**

**1. Pippins Pre School**

The pre-school has declined the car parking spaces, citing that staff cannot afford the charge.

**2. Box of Cakes**

Box of Cakes have stopped trading with effect from 15 March, terminating their lease from 22 March 2025. By the time of this meeting, the Town Clerk will have met with them. There is some inventory still stored in the rooms and the Clerk agreed with the tenant that they can store these temporarily until they've disposed of it. They will need to arrange access with the Town Council.

**3. EV Charging Points at the Memorial Hall**

The latest update on the EV charging points is that a wayleave can't be granted to connect the electrical power supply until the ownership of the memorial hall car park is ascertained. It is currently being investigated by Town Council Officers and looks likely that it is in the ownership of CBC when they took over assets from Biggleswade Urban District Council which was merged into Mid Bedfordshire in 1974 and then CBC.

**4. Hirers Handbook**

This item will be brought to the next meeting as it has taken considerable time to update this booklet and there are items to be clarified in relation to the Town Council's liabilities to hirers.

**5. Correspondence received in relation to Box of Cakes**

The following enquiry was received from a MOP regarding Box of Cakes which was responded to by the Chair of the Building Management Committee.

**Email from resident 25/2/2025**

*Hi*

*During the consultation on the library being relocated to the g Greenacre centre, it was stated or at least intimated that there would be a cafe and box of cakes were to relocate to the centre. This was important as box of cakes are a part of the town and well respected and used and there was concern they would have to close as a result of the move decision.*

*Yesterday I saw a Facebook post from box of cakes stating they were closing down and going 'home based' for bespoke cakes only. This seems not being relocated to the Greenacre centre.*

*Could someone please clarify the situation. It would be more than a shame if Stotfold is losing yet another retail outlet due to releasing a building for development.*

## **Response from Chair of Committee 27/2/25**

*Good afternoon*

*The office passed me your email from yesterday with regard to the closure of the Box of Cakes café on 15 March. I have been involved with the project since its inception and hope the following answers our questions.*

*When initial discussions were held with Central Bedfordshire Library Service about relocating Stotfold Library, it was agreed by the Library Service and Stotfold Town Council that a café would be very desirable within the library in the Greenacre Centre. The Town Council then approached (the tenant) to ascertain whether (they) would be interested in transferring (their) café business when the library relocated, and (they) indicated (they were) very interested in so doing.*

*During all of the negotiations and consultations it was the Town Council's perception that (the tenant) would relocate (their) café business. It therefore came as a surprise to the Town Council that (the tenant) served notice of her termination of (their) lease and the intention to close (their) business on 15<sup>th</sup> March.*

*I understand there has been speculation on social media that the Town Council were responsible for this decision, however, I can confirm absolutely this is not the case. We would have been delighted if (the tenant) had continued (their) business but accept that it is entirely (their) decision not to do so. We wish (them) well in the future.*

*As to the future of the Simpson Centre, no decision has been taken as to what will happen, this will be considered once the building is empty. A public consultation will be held inviting comments as to the future of the building.*

## **Email from resident 1/3/25**

*Many thanks for your detailed reply.*

*Just for clarity, there is an understanding in some the town that the reason behind this is that the rent to be charged at the new location by this forced move was higher than previously charged at the Simpson centre and this makes things economically not viable.*

*Can you clarify whether the rents to be levied at the Greenacre Centre would have been greater than previously levied at the Simpson centre.*

## **Response from Chair 04/03/2025**

*Further to my recent email I have now been advised by the Town Clerk the Information Commissioner's Office has confirmed that as the lease contains commercially sensitive information we cannot pass on specific details contained therein, we must respect the confidentiality that applies to both parties to the lease.*

*I can, however, confirm the proposed rent to be charged for the café within the new library in the Greenacre Centre is exactly the same as was charged for the Simpson Centre premises. I trust this answers your query.*

## **Email from resident 4/3/25**

*Many thanks for your answer. Yes, it completely answers my query.*

*Thanks for coming back to me so quickly.*

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** BUILDINGS MANAGEMENT  
**DATE:** 26 MARCH 2025  
**OFFICER RESPONSIBLE:** COLIN ROGERS, PROJECTS OFFICER  
**SUBJECT:** MEMORIAL HALL FEASIBILITY STUDY

### 1. SUMMARY

- 1.1 Following the Committee's decision on 8 January 2025 to proceed with the Feasibility Study of the Memorial Hall, Officers instructed the architect to do so, and the plans have been produced. The plans are available on the links within this report, but A1 copies of these plans will be made available to Members at the meeting.
- 1.2 Following receipt of the plans, Officers have approached companies to price the cost of carrying out the works in accordance with the plans.

### 2. RECOMMENDATION

Members are asked to:

- a) Note the contents of the feasibility study.
- b) Instruct Officers to instruct a Quantity Surveyor to give cost estimates to carry out the renovation work in accordance with the plans. This will form the basis of any decision making in relation to costs and the associated funding and to allow the Council to assess any tender documentation submitted.

### 3. BACKGROUND

- 3.1 The following plans have been drawn up by the architect.

[Current](#)

[Proposed](#)

- 3.2 Additionally, the Quantity Surveyors/Project Managers have quoted the following to provide a cost estimates for the project:

#### QUOTE A

*"...we are delighted to tender a fee of £1,995 (plus VAT) to provide you with an order of cost estimate for the construction works in connection with the proposed extension to the Memorial Hall.*

*An order of cost estimate is defined by the RICS as "the possible cost of a building early in the design stage in relation to the client's fundamental requirements...[and] takes place prior to preparation of working drawings". This estimate would then be used, as part of the cost planning process, to inform your "cost limit" i.e. the maximum expenditure that you are prepared to commit to this project.*

*We will present our order of cost estimate in an elemental form similar to the attached Appendix H [NB - Appendix H attached at the end of quoted text]*

*Our fee, should we be successful, includes for a site visit and a meeting with the architect.*

*We anticipate that we should be able to complete the estimate within two weeks from appointment, assuming that we can visit the property and meet the architect within one week of our appointment.*

#### [Appendix H](#)

### **3.2 QUOTE B**

*“To prepare an Initial Feasibility Estimate based on the illustrative plan produced by the Architect and sent under cover of your email dated 06 March 2025 and the further attachments sent under cover of your email 07 March 2025 (Asbestos Register, Ashridge Surveyor’s Survey electrical and gas service records).*

*For the sum of £1,550.00 (plus VAT)*

*Notes and Assumptions to be read as part of the above Fee Proposal:*

- 1. The scope of the intended works is limited to that set out in your email dated 06 March 2025, i.e.
  - a. Addition of a warm roof over existing.*
  - b. Demolition of Chimney and single storey side addition to left of entrance.*
  - c. Demolition of side Garage building.*
  - d. New side building to boundary with adjacent property 173 Hallworth Drive. 1.5-2 storey.*
  - e. Demolition and rebuild Kitchen and office to form extended area to main hall.*
  - f. Remove stage and back room to enlarge hall.**
- 2. We have allowed for attendance in person at 1 nr. meetings/conference calls/meeting on Site with Client/Client Representative, Architect.*
- 3. We would prepare a list of clarifications/assumptions that we would wish to review with you to inform the Initial Feasibility Estimate.*
- 4. We have assumed that we would prepare our Initial Feasibility Estimate once. Any reworking of the Initial Feasibility Estimate to achieve the Client’s budget expectations would be chargeable on a pro-rata basis.*
- 5. We have assumed that enquiries of utilities companies to establish existing/enhanced capacity/relocation requirements will be undertaken by others and the costs associated with diversions/new connections/substation to be provided to us.*
- 6. You have advised us that at this stage there are no other consultants (structures, drainage, mechanical and electrical services and the like) other than the Architect involved with the Project and therefore the Initial Feasibility Estimate will need to be informed by assumptions/discussions with yourselves regarding your requirements for redecorations, Fixtures fittings and equipment and the like.*
- 7. Our Standard Terms and Conditions of Contract to Apply.”*

#### **4. FINANCIAL**

- 4.1 Any expenses need to be met from an EMR as there is no budget for this project. The current EMR Building Fund is being used to offset the costs associated with the library project. Therefore the Clerk's recommendation is that it comes from General Reserves. Currently, before the End of Year (EOY) shut down, the General Reserve stands at £292K.

#### **5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	A costed project would influence Members' decision
Legals	N/A
Resources/Stakeholders	Hirers, Officers
Contracts/Financials	Funding to be in place before project commences.
Crime & Disorder	N/A
Equalities	N/A

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** BUILDINGS MANAGEMENT

**DATE:** 26 MARCH 2025

**OFFICER RESPONSIBLE:** SIAN VAN DER MERWE  
DEMOCRATIC SERVICES MANAGER

**SUBJECT:** AUDIO VISUAL EQUIPMENT  
GREENACRE CENTRE

### 1. SUMMARY

- 1.1 Members are asked to consider quotes for audio visual equipment for the Maple Room and the Greenacre reception area to facilitate advertising the Town Council's events, local businesses/services and to support virtual meetings.

### 2. RECOMMENDATION

Members are asked to consider the report and quotations and advise the Town Clerk if they wish to proceed with this equipment purchase.

### 3. BACKGROUND

- 3.1 The Maple Room at the Greenacre Centre, now divided into the Town Clerk's office and a smaller meeting room, was previously used for staff meetings. With the Council Chamber set to host local services and leisure classes, it's essential to offer smaller virtual meeting facilities for rent or staff use during Chamber sessions.
- 3.2 The Town Council has an expanded list of events for the year, as well as hiring out the Greenacre Centre facilities on a more regular basis.
- 3.3 Officers are preparing an Advertising and Sponsorship Programme, and a method for digital advertising in the reception would help to raise awareness of these events and Town Council activities - and open opportunities for residents and hirers to advertise businesses at the Town Council offices.

### 4. FINANCIAL

- 4.1 Quote breakdowns are attached from 3 suppliers. A synopsis is given below:

#### Supplier 1:

- Reception: Digital Signage Totem: £2,745
- Maple Room: Option 1 – 55" black LED Smart TV 4K UHD with camera, digital screens connectivity - £6,251.76
- Maple Room: Option 2 – 55" black LED Smart TV 4K UHD no camera, digital screen and connectivity - £4,710.13

#### Supplier 2:

- Reception: Option 1 – 3 Metre Video Wall - £9,658 + VAT
- Reception: Option 2 – 3M 1.56 Pixel LED Wall - £16,516 + VAT
- Reception: Option 3 – 3M 1.2 Pixel LED Wall - £18,641 + VAT
- Maple Room: Option 1 –with camera, 65" digital screen and connectivity - £6,850 + VAT
- Maple Room: Option 2 – no camera, 65" digital screen and connectivity - £5,225 + VAT

**Supplier 3:**

- Reception: Option 1 - 1 x display screen, content management app and subscription – £2,420
- Reception: Option 2 - 3 commercial display screens (different images), content management subscription - £4,895
- Reception: Option 3 - 3 commercial display screens (one image), content management subscription - £5,755
- Maple Room: Option 1 – with camera, digital screen and connectivity - £5,226
- Maple Room: Option 2 – no camera, digital screen and connectivity - £2,229
- \*Additional SLA - including two major services and emergency call out - £1,380 (for each option)

**Supplier 4:**

- Maple Room: With camera, digital screen and connectivity - £5,271 + VAT
  - Reception: 1 x 65" display screen and connectivity - £2,532 + VAT, separate Yodeck player for second screen £95, separate subscription for software management via Yodeck at £84 p/a
- 4.2 There will be advertising income generated from installation of the screens at the reception area in line with the Advertising and Sponsorship programme to be considered at the Community Engagement Meeting in May 2025.
- 4.3 Advertising can be done via software programmes that integrate with the Town Council's existing Canva subscription.
- 4.4 The cost of the audio-visual equipment will be funded from the S106 Fund for The Greenacre Centre.

**5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	Health and Safety Regulations, Accessibility risks, data protection laws, building regulations, third party SLA's.
Legals	Equality Act 2010
Resources/Stakeholders	Contractors, officers.
Contracts/Financials	Contract to purchase with Committee approved supplier
Crime & Disorder	N/A
Equalities	Accessibility for disabled users of the equipment.
Biodiversity	N/A

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: BUILDINGS MANAGEMENT**

**DATE: 26 MARCH 2025**

**OFFICER RESPONSIBLE: COLIN ROGERS, PROJECTS OFFICER**

**SUBJECT: RELINING CAR PARKS  
GREENACRE CENTRE, MOSSMAN CENTRE AND BROOK ST**

**1. SUMMARY**

- 1.1 The Council has been asked by the tenant of the Mossman Centre as to whether a disabled bay can be painted in the car park to allow for a dedicated parking space near the entrance to the Mossman Centre.
- 1.2 Officers have additionally taken the opportunity to obtain quotes for adding disabled bays at the Greenacre Centre and to re-do the disabled bay at Brook Street Car Park.
- 1.3 There is the need for some additional line marking at the Greenacre Centre, which has not been costed.

**2. RECOMMENDATION**

- 2.1 Members are asked to consider the quotes received and choose a supplier to provide this service, plus additional line marking as outlined in item 3.2 at an additional cost to be agreed under delegated powers.

**3. BACKGROUND**

- 3.1 The Design and Access Statement for the relocation of the library has specifically mentioned a disabled car parking bay in the rear car park at the Greenacre Centre. There are already 2 disable parking bays at the front of the building.
- 3.2 In addition, there needs to be 2 parking bays for library staff to be marked out.

**4. QUOTES RECEIVED**

- 4.1 The following quotes have been supplied:

**QUOTE A**

	<b>QTY Price</b>
Disabled bay 2.4 x 4.7 + 1.2m hatch to side and rear.	1 £132.98
Re-mark disabled bay - Brook Street Car Park SG5 4LL	
Disabled bay 2.4 x 4.7 + 1.2m hatch to side and rear.	1 £132.98
New installation - Office Car Park, Greenacre Centre - SG5 4HG	
Disabled bay 2.4 x 4.7m + 1.2m hatch to side and rear	
New installation – The Mossman Centre SG5 4PB	1 £132.98
Minium sales order value for SG5	£596.00

**Installation Price (EXC VAT): £995.00**

## QUOTE B

\*Price based on a single visit during normal working hours (Mon-Fri 09:00-16:00) with all areas being clean and clear of obstruction throughout.

Brook Street Car Park, SG5 4LL £750.00

Carry out Thermoplastic Lining Works as follows:(in accordance with advised quantities)  
Re-mark 1 no. disabled bay

The Greenacre Centre, Valerian Way, SG5 4HG £750.00

Carry out Thermoplastic Lining & Removal Works as follows:

The Mossman Centre, 45 Baldock Road, SG5 4PB £750.00

Set out and install 1 no. disabled bay inclusive of symbol and associated hatching.

### Discount

Offered discount if all locations can be completed in same day (with areas kept clear throughout and re-opened as we complete)

-£1,000

### **Total: £1,250**

3.3 The Mossman Centre is leased to The Guide Association on a 99 year lease from 2001.

3.4 Item 3 in the lease is as follows:

#### COMMON SERVICES AND STRUCTURES

3. With the exception of major repairs or resurfacing which will be carried out by the Council to pay the cost of maintaining and cleaning the car park and yard hatched green on the Plan and the Pipes and mutual structures used in common with the Council or other tenants. In the event of the cost or any part of the cost of such maintenance and repair being incurred by the Council the Tenant shall pay to the Council within 21 days of demand the amount payable by the Tenant pursuant to the foregoing provisions and in default of payment by the Tenant the amount so due shall be recoverable as rent in arrear by distress or otherwise

#### **4. FINANCIAL**

- 4.1 To be met from 53-512 Buildings General Maintenance which is £3,512 over budget of £12,000.

#### **5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	N/A
Legals	STC is landowner
Resources/Stakeholders	Staff, Contractors, Tenants, Residents
Contracts/Financials	Budget exceeded
Crime & Disorder	N/A
Equalities	Equality Act
Biodiversity	N/A

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** BUILDING MANGEMENT

**DATE:** 26 MARCH 2025

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

**SUBJECT:** RENAMING COUNCIL CHAMBER

### **1. SUMMARY**

- 1.1 The Council Chamber, located within the Greenacre Centre, is a key space currently used for council meetings and some ad hoc hires. With the upcoming relocation of the library into the centre and a strategic focus on increasing community engagement and hire opportunities, it is proposed that the Council Chamber be renamed to better reflect its evolving function. This report outlines the rationale behind the renaming and suggests potential new names.
- 1.2 Renaming the Council Chamber would align with the evolving purpose of the community centre, making it more inviting and appealing for public and private hire. Selecting a name in keeping with the existing tree theme would maintain consistency while enhancing the identity of the space. The following suggestions offer a balance between professionalism and community appeal. A final decision should align with the council's broader vision for the community centre.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider renaming the Council Chamber and if, in agreement, choose a new name from those below or suggest an alternative.

### **3. BACKGROUND**

- 3.1 The current name, Council Chamber, conveys a formal and exclusive use, which may discourage potential hirers and community groups. A more inclusive name could attract a wider audience.
- 3.2 Other rooms within the centre have been named after trees and aligning the Council Chamber's name with this theme would provide consistency and reinforce a natural and welcoming environment.
- 3.3 A name change would help reposition the space a flexible, multi-use facility for meetings, community events and activities rather than solely for council use. A well-chosen name could make the room more appealing to hirers, supporting the Council's objectives of increased usage and revenue generation.
- 3.4 Suggested name:
- Cedar Room – strong and distinguished name that maintains the tree theme
  - Willow Room – evoking flexibility and community warmth
  - Sycamore Suite – Professional yet inviting name suitable for meetings and events
  - The Elm Room – signifying stability and heritage
  - Community Hall – a straightforward name that emphasises accessibility and inclusivity.

#### **4. FINANCIAL**

- 4.1 There are no major financial implications other than a name plate for the room, which would be less than £50.

#### **5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	N/A
Legals	N/A
Resources/Stakeholders	Staff
Contracts/Financials	
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

# STOTFOLD TOWN COUNCIL

**COMMITTEE:** BUILDINGS MANAGEMENT COMMITTEE  
**DATE:** 26 MARCH 2025  
**OFFICER RESPONSIBLE:** JEANETTE EVERITT, FACILITIES OFFICER  
**SUBJECT:** MOSSMAN CENTRE LED LIGHTS

## 1. SUMMARY

Following the Buildings Management meeting the Town Clerk was asked to obtain quotations for LED lighting replacement at the Mossman Centre.

## 2. RECOMMENDATION

Members are asked to consider the quotations below and instruct the Town Clerk how they wish to proceed.

## 3. QUOTES RECEIVED

**QUOTE A – Members please note this is a quote from an approved contractor.**

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)	
1	Electrical work at the Mossman Centre  Installation of replacement LED fittings  Entrance lobby •Supply and install 1x round LED bulkhead light fitting  Ladies WC •Supply and install 6x round LED bulkhead fittings  Gents/disabled WC •Supply and install 1x round LED bulkhead fitting  Main hall •Supply and install 30x JCC Skytile LED light fittings •Supply and install 4x Kosnic LED emergency spotlights	2,060.00	20%	2,060.00	
1	Retrofit LED tubes  Entrance lobby •Supply and install 4x retrofit LED tubes in existing fittings  Back room (right side) •Supply and install 4x retrofit LED tubes in existing fittings  Kitchen •Supply and install 4x retrofit LED tubes in existing fittings  Main hall •Supply and install 5x 5ft retrofit LED tubes in cupboard light fittings	665.00	20%	665.00	
1	Outside lighting •Supply and install 7x KSR round bulkhead fittings with microwave sensors & decorative grille covers  *This work will require use of STC mobile tower for access to the main hall light fittings	650.00	20%	650.00	
				Net Total	3,375.00
				VAT	675.00

**QUOTE B- This is a new contractor to the Town Council**

Electrical work at the Mossman Centre Installation of replacement LED fittings

	Cost
<b>Entrance lobby</b>	
•Supply and install 1x round LED bulkhead light fitting Ladies WC	£40
•Supply and install 6x round LED bulkhead fittings Gents/disabled WC	£240
•Supply and install 4x Kosnic LED emergency spotlights	£160
•Supply and install 1x round LED bulkhead fitting Main hall	£40
•Supply and install 30x JCC Skytile LED light fittings	£1200
<b>Retrofit LED tubes Entrance lobby</b>	
•Supply and install 4x retrofit LED tubes in existing fittings Back room (right side)	£80
•Supply and install 4x retrofit LED tubes in existing fittings Kitchen	£160
•Supply and install 4x retrofit LED tubes in existing fittings Main hall	£80
•Supply and install 5x 5ft retrofit LED tubes in cupboard light fittings	£100
<b>Outside Lighting</b>	
•Supply and install 7x KSR round bulkhead fittings with microwave sensors & decorative grille covers	£420
	<b>£2520</b>

**QUOTE C – This is a new contractor to the Town Council**

**To carry out the following electrical installation:**

Quotation 1:

- Disconnect, remove and make safe any unwanted electrical wiring and accessories

Main Hall:

- 30 x new LED 600 x 600 ceiling panels

Stewart Room:

- 4 x surface mounted LED fittings with 1 of the light fittings to be an emergency fitting

Kitchen: • 2 x 5ft twin LED baton lights

Storage Rooms X 3:

- 2 x 5ft twin LED baton lights to each room ( 6 lights in total )

**Total: £ 2800 + VAT**

**Quotation 2 :**

Hallway:

- 4 x 5ft LED fittings to be fixed to the ceiling rather than the side wall

Disabled WC:

- 1 x round white LED bulkhead inside the WC
- 1 x round white LED bulkhead outside the WC

Women's WC:

- 3 X round white LED bulkhead lights
- 2 x round white LED bulkhead lights with emergency light

External:

- 7 x IP rated round LED Black bulkhead lights

**Total £ 1480 + VAT**

**Total £4,280 plus VAT**

#### **4. BACKGROUND**

- 4.1 The Mossman Centre is leased to the Guiding Associations on a full repairing lease, which states:

##### **REPAIR**

4.1 TO keep and maintain the Premises in good and substantial repair decoration and condition including the interior of the Premises and fixtures and fittings in the Premises (damage caused by risk insured by the Council excepted other than where the insurance monies are irrecoverable in consequence of any act or default of the tenant or anyone at the premises exclusively or by implication with the tenant's authority)

4.2 TO replace from time to time the Council's fixtures and fittings in the Premises which may be or become beyond repair at any time during or at the expiration of the Term

4.3 TO decorate in the last year of the term (however determined) the interior and the exterior of the Premises where previously decorated or which ought to be decorated

#### **5. FINANCIAL**

- 5.1 The Mossman Centre EMR was transferred to the Guide Association under approval by the Establishment Committee on 20 December 2023, see extract below

## 99/23.6 Mossman EMR

Members received a proposal to release the earmarked reserve currently held for the Mossman Centre to the tenants for future maintenance. Members noted that the tenants have a full repairing lease and that any funds released would be used for repairs to the fabric of the building and site, not for running costs. Members had a brief discussion regarding the origins of the Mossman legacy. It was **RESOLVED** to:

- a) **Release £4,457 from the Mossman Earmarked Reserves to the Guiding Association, shut down the reserve and its associated bank account.**
- b) **Ask the Guiding Association to advise the Town Council what the funds had been spent on.**

5.2 If Members decide to proceed with this report, it will need to be deferred to 2025/26 where there is a buildings maintenance budget of £14,000. The Buildings Maintenance budget for 2024/25 is fully allocated.

## 6. IMPLICATIONS

Strategic Plan	N/A
Risk Management	N/A
Legals	Landlord and Tenant Act 1954
Resources/Stakeholders	STC, Guide Association
Contracts/Financials	Budget not identified
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	LED lighting would reduce carbon footprint of building owned by the Town Council and reduce the utility bills for the tenant.

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** BUILDINGS MANAGEMENT

**DATE:** 26 MARCH 2025

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

**SUBJECT:** STOTFOLD FOOTBALL CLUB LEGAL FEES

### 1. SUMMARY

1.1 Members are advised that following a request from Stotfold Football Club, an approach has been made to CBC to amend the leases (head and sub lease) between CBC-STC and the football club to allow the football club to increase their ability to hire out the club house to outside bodies, bringing in extra income. Their proposal is below.

### 2. RECOMMENDATION

2.1 Members are asked to consider the report and advise the Town Clerk if they wish to contribute towards the costs of the lease renewals and if so, how much.

### 3. BACKGROUND

3.1 This request arises from the football club sub letting the kitchen to an independent caterer which was identified by the Town Council's solicitors as a breach of lease. The caterer has since ceased trading, and the subsequent request to modify the lease was received from the football club.

3.2 CBC have appointed a Chartered Surveyor to act on their behalf and a meeting was held with the directors of the football club, the Chairman of this committee and the Town Clerk was held on 4 March. The summary of the meeting is below:

*The SFC Lease Meeting held on 4 March 2025 focused on reviewing and clarifying the lease terms for Stotfold Football Club (SFC). The primary objectives were to address potential breaches, discuss necessary amendments to the lease, and explore the implications of these changes on the club's operations and events. Key discussions included the introduction of attendees, proposed lease amendments, clarification of current lease terms, potential breaches due to key access, and permissible commercial activities under the lease. Additionally, the alignment of the practice ground lease with the main ground lease and the high cost of legal fees for amending the lease were also addressed. The meeting concluded with agreed next steps, including seeking further legal advice and preparing for a Buildings Management Committee meeting on 26th March 2025 to discuss cost-sharing.*

- **Lease Amendment Proposal:** *The primary focus was on discussing proposed amendments to the lease to allow SFC to use its facilities for additional fundraising events and activities. The amendments aim to clarify what is permitted under the current lease terms.*
- **Clarification of Current Lease Terms:** *Directors of the Football Club sought clarity on whether SFC could hire out facilities to third parties for commercial gain without breaching the lease. The discussion highlighted confusion around clauses related to commercial use and temporary licences.*

- **Potential Breach Due to Key Access:** It was noted that giving a third-party access to keys constituted a breach of the lease, as it implied a landlord-tenant relationship. This breach was identified as a key issue that needed addressing.
- **Events and Commercial Activities:** There was a detailed discussion on whether bringing in third-party vendors for events like match days and fundraisers constituted a breach. The need for clear guidelines on what is permissible under the lease was emphasized.
- **Practice Ground Lease Alignment:** The meeting also addressed the issue of aligning the lease terms for the practice ground with the main ground lease to facilitate grant applications and long-term planning. This was deemed outside of the scope of the meeting.
- **Legal Fees and Costs:** The high cost of legal fees for amending the lease was discussed, with concerns raised about whether SFC should bear the full cost or if there could be shared responsibility with the town council.
- **Next Steps and Decision Making:** It was agreed that further legal advice would be sought to clarify ad hoc usage terms and that the proposed amendments would be reviewed by the Buildings Management Committee at their next meeting on 26th March 2025.

#### 4. FINANCE

- 4.1 The Town Council's solicitors have advised a cost of £1500 per lease. CBC's fees are likely to be in the same amount of £1500 plus VAT as well as the Surveyor's fees of £750. The Football Club's costs are not known.
- 4.2 The Town Council has a legal budget in 2025/26 of £5,000. Expenditure is 2024/25 £8,499. There are several instructions in the pipeline including the registration of the Greenacre Park, Bowls Club and Jubilee Meadow. Some of these costs will be borne by the other parties.

#### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	N/A
Legals	Landlord and Tenant Act 1954
Resources/Stakeholders	CBC, STC, Football Club
Contracts/Financials	Budget is limited
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

**Background to the proposal:**

SFC is a community football club with a history dating back over 120 years. Its existence is only possible due to the large number of hard working and selfless community minded volunteers that make up not just the Board of Directors, but 2 committees, an army of coaches, stewards, and of course players young and old. These people give up their time without seeking praise or financial gain. Today, SFC has 3 senior teams: the 1st team, playing at step 4 after 2 successive promotions, a reserve team and a ladies team. SJFC currently has 79 teams providing grass roots football to nearly 1000 children from our local area. That is the size of an average secondary school in the UK and, we believe, must constitute one of the largest community hubs in Stotfold. To sustain this requires hard work and financial stability. The economic climate has changed considerably since the sub lease agreement was completed and we believe that changes to the agreement are now a necessity to allow us to continue to maintain that financial stability and ensure our football club survives for many years to come.

**The Proposal:**

An amendment to clause 9, Prohibition of Dealings, is made to the lease between STC and SFC and clause 13, Prohibition of Dealings, in the head lease between CBC and STC, to permit SFC to issue licences including local sports, leisure & social groups. This will increase SFC's ability to generate income and, in turn, provide sustainability for the club. In relation to the head lease, it may also be appropriate to seek a change of wording in Section 1 Interpretation, Permitted Use, which appears to allow use for "local community sports and leisure activities, local community fund raising activities and non-commercial uses ancillary thereto (which for the avoidance of doubt include local fetes)". It should be made clear that SFC only seeks to grant licences to third parties without giving exclusive possession of any part or parts of the club's property. Accordingly, there is no risk to SFC of any third party being entitled to claim a proprietary interest in the property.

**Justification for the proposal:**

This proposal is made based on the difficulties faced by SFC in attracting permanent staff or volunteers, due to stringent food hygiene regulations, the uncertainty around footfall, irregular working hours and the number of hours required. To allow SFC to support the provision of services for the club, for example, independent food vans on match days, and also our essential fundraising events, for example, fireworks, tournaments and end of season presentations. As mentioned, it will provide greater sustainability for the club. It will also allow us to maximise the full potential of the facility to provide services not only for the club but also the wider community.

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** BUILDINGS MANAGEMENT  
**DATE:** 26 MARCH 2025  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** FIRE RISK ASSESSMENT – SIMPSON CENTRE

### 1. SUMMARY

- 1.1 At the meeting of this Committee held on 25 September 2024, Members approved the commissioning of a Fire Safety Risk Assessment for the Simpson Centre. This report notes that this has been undertaken.

[22.01.2025 STO1602 fire risk assessment.pdf](#)

### 2. RECOMMENDATION

- 2.1 Members are asked to note the report.

### 3. BACKGROUND

- 3.1 The Fire Safety Risk Assessment was undertaken on 22.01.2025. There are a variety of areas of concern, should the library and café remained on site. However, with their imminent relocation/closure, there are no actions to be undertaken on the back of this report.

### 4. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Fire safety risk
Legals	Regulatory Reform (Fire Safety) Order 2005 and Fire Safety Act 2021
Resources/Stakeholders	Officers, Tenants, Residents
Contracts/Financials	Budget in situ
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** BUILDINGS MANAGEMENT  
**DATE:** 26 MARCH 2025  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** BUILDINGS VALUATION

### 1. SUMMARY

1.1 As part of the Town Council's responsibility to make sure that their assets are adequately insured, a revaluation of all the built assets have been undertaken.

### 2. RECOMMENDATION

2.1 Members are asked to note the report.

### 3. BACKGROUND

3.1 The valuations were undertaken using the BCIS system and was based on a rebuilding cost based on square metres and including allowances for professional fees and demolition plus VAT. The figure generated in a reinstatement value

	<b>Previous Insured Values</b>	<b>2025</b>	<b>% increase</b>
<b>Simpson Centre</b>			
Box of Cakes		£619,000	
Library		£1,260,000	
	<u>£1,494,425</u>	<u>£1,879,000</u>	25.73%
Memorial Hall	£1,266,390	£2,800,000	121.10%
Greenacre Centre	£4,353,282	£5,920,000	35.99%
Mossman Centre	£763,875	£1,840,000	140.88%
Hitchin Road Rec Storage and Changing Rooms	£166,949	£524,000	213.87%
Chapel & Toilet	£792,451	£760,000	-4.10%
Football Club	£1,738,465	£5,260,000	202.57%
Brook Street Toilets	£213,575	£130,000	-39.13%
Total Assets to be Insured	<u><b>£10,789,412</b></u>	<u><b>£19,113,000</b></u>	

3.2 The insurance renewal will be undertaken by the Governance & Resources Committee.

#### 4. FINANCIAL

There is a budget for insurance renewal.

#### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Risk of underinsurance
Legals	Practitioners Guide
Resources/Stakeholders	Officers
Contracts/Financials	Budget in situ
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A



**MINUTES OF THE MEETING OF LIBRARY TASK AND FINISH GROUP HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 22 JANUARY 2025 AT 18:45**

**Present:**

Cllr Steve Buck, Cllr Steve Hayes, Cllr Nigel Venneear, Cllr Janice Bendell

**Also Present:**

E Payne, Town Clerk

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**1. Appointment of Chair of Task & Finish Group**

Cllr Buck was nominated as Chair of the Task and Finish Group by Cllr Bendell, seconded by Cllr Venneear.

**DECISION: It was RESOLVED that Cllr Buck is the Chair of the Library Task and Finish Group.**

**2. Notes from Library Site Meeting 9 January 2025**

The notes from the library site meeting held on 9 January 2025 were received.

**2.1. Kitchen Layout**

During the site meeting, the kitchen layout had been discussed. Now that the original tenant is not taking up the lease, it was more practical to allow the new tenant to plan the kitchen how they wanted.

**DECISION: It was RESOLVED that the café kitchen would not be installed and that the contribution, agreed by the Building Management Committee would be used to fit out the kitchen.**

**2.2. Cafe Counter**

Members were advised that the cafe counter within the library needs to be installed as part of Building Regulations. Members considered that all the works agreed within the curtilage of the library including the café counter should be installed as agreed.

**DECISION: Café counter to be installed as part of the library fit out.**

**2.3. Emergency Lighting**

Members raised concerns that there was insufficient transparency and a disparity between the quotes received. A further quotation will be sought.

**DECISION: Defer this item to the next meeting.**

**2.4. Shutter Connection to Intruder Alarm**

Quotes had not been received. This item is to be deferred to the next meeting.

**DECISION: Defer this item to the next meeting.**



**3. Other Items for Information Only**

- 3.1 Kite tables ordered for the council chamber. This was agreed at the Buildings Management Committee.
- 3.2 Waiting for update from CBC on colour of furniture in Maple Room and Clerks room

**4. Date of Next Meeting**

To be confirmed.

The meeting closed at 18:58

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

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



**MINUTES OF THE MEETING OF LIBRARY TASK AND FINISH GROUP HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAYS, STOTFOLD SG5 4HG ON FRIDAY 31 JANUARY 2025 AT 10:30**

**Present:**

Cllr Steve Buck, Cllr Steve Hayes, Cllr Janice Bendell, Cllr Nigel Venneear

**Also Present:**

Emma Payne, Town Clerk

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**1. Apologies**

All members were present.

**2. Minutes of Previous Meeting**

The minutes of the previous meeting had been circulated.

**DECISION:** It was **RESOLVED** to adopt the minutes of the meeting as a true record of the meeting.

**3. Notes from Library Site Meeting - 23 January 2025**

A verbal update was made. See the notes below on the air conditioning units.

**3.1. Emergency Lighting**

Quotes has been circulated. Members noted that there was one more quote to be received.

**DECISION:** It was **RESOLVED** that the Chair of the Committee and the Clerk have delegated powers to decide on the emergency lighting quote and report to a future meeting.

**3.2. Shutter Connection to Intruder Alarm**

Members received the quote for the connection of the shutters to the intruder alarm and they were advised that due to the complexity of the project, there was only one quote.

**DECISION:** It was **RESOLVED** to accept the quotation of £5,563.75 to connect the shutters to the intruder alarm

**3.3. Air Conditioning Units**

Air con units have been relocated so they don't sit under the windows as stipulated in the drawings. A bespoke cage is being sought to cover them to protect against vandalism but will allow access. It has to be bespoke to prevent incursion onto the pavement, which is well used by parents taking children to school.

Concerns were raised about the location of the BMS condensers, and this would have been part of the original planning application.



Due to the condenser's location, we may need to consider a planting scheme on the edge of the grass to mitigate the effect of wind across the site.

**Action: PR committee to look at planting in this area.**

### 3.4. PIR Sensors Toilets

Members noted the installation of additional PIR sensors in the toilets at a cost of £535.

### 3.5. Doors into the Library

Members were advised that these doors form part of the escape route and should be accessible as an emergency exit. Any locking mechanism needs to be linked to the fire alarm.

### 3.6. Office Door

Due to the installation of access control, the keypad to access the office needs to be removed. This door is a fire door and has been compromised due to the addition of this additional lock. Members are asked to consider replacing this door with a new door, if one of the existing doors is not feasible to be reused.

There had been comments made that the contractor has disposed of some of the doors and if this is the case then they should be responsible for replacing it.

**Action:**

- a) **Town Clerk to ascertain if an existing door can be reused.**
- b) **If the door can't be reused then seek a replacement door from the contractor.**

### 3.7. Remarking GAC Car Park

The design and access statement for the planning application stated a disabled car parking space in the rear car park. There isn't currently one. The library staff have two dedicated car parking spaces and the cafe another space.

If the car park is remarked then the front car park could also be included, along with potentially remarking the Brook Street disabled space.

Members were asked to refer this Buildings Management Committee for consideration.

**ACTION: Town Clerk to add the remarking of the car park to the agenda for the next Building Management Committee.**

## 4. Other Items for Information Only

### 4.1 Library Signage and Branding

- CBC were on site 30 January looking at their branding.
- There will be signs at the front of the building under 'Greenacre Centre' saying 'Stotfold Library'



- There will be then signage on the emergency exit lobby at the front of the building with an arrow pointing to the library and showing the car park.
- There will be further signage at the back of the building including information about opening times.
- The corridor entrance will be painted in the CBC purple as part of the 'entrance to the library' theme along with graphics.
- Other graphics include one for books and coffee cups around the café area.
- Visuals will be supplied before any decision is taken.

**4.2 Furniture in Maple Room & Clerk's Office**

- Still waiting for CBC to arrange a meeting to talk about the furniture.
- It's been suggested by staff that instead of the desk and chair furniture originally planned for the new Maple Room, a meeting table with existing chairs, sufficient for 6 people could be visible. This could be the kite tables planned for the council chamber which could be then used in both rooms.
- Investigating AV equipment for the Maple Room to make it more flexible and attractive to hire. This is going to BM committee.

**ACTION:      Seek quotes for new tables in the Maple Room to make it a more flexible space.**

**5.      Date of Next Meeting**

To be determined.

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

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



**MINUTES OF THE MEETING OF LIBRARY TASK AND FINISH GROUP HELD IN THE STOTFOLD COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 19 MARCH 2025 AT 18:30**

**Present:**

Cllr Steve Buck, Cllr Steve Hayes, Cllr Janice Bendell

**Also Present:**

Emma Payne

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**1. Apologies for Absence**

All present.

**2. Minutes of Previous Meeting**

Minutes of the previous meeting held on 31 January 2025 were approved.

**DECISION:** It was **RESOLVED** to accept the minutes of the meeting held on 31 January 2025 as a true record of the meeting.

**3. Matters arising from the Previous Minutes**

**3.1. Shutter Connection to Intruder Alarm**

Cllr Buck explained the issues relating to the connection of the shutters to the intruder alarm which is not feasible without considerably expense as the two shutter systems had been installed by two separate companies and the amount of infrastructure that needed to be put in place meant it wasn't feasible.

**4. Update on Current Project**

**4.1. Emergency Lighting**

Members noted the works to commission the emergency lighting.

**DECISION:** It was **RESOLVED** to approve the delegated decision of the Chair of the Task and Finish Group and the Clerk to commission the emergency lighting with Griggs Electrical at a cost of £14,900.90

**4.2. Panic Alarm for Clerk's Office**

Members received a quote for the installation of a panic alarm in the two newly formed rooms.

**DECISION:** It was **RESOLVED** to accept the quote from Halo Security to install panic alarms in the Maple Room and Town Clerk's Office at a cost of £820 plus VAT



**4.3. Timescales for Remainder of Works**

Members were advised of the timescales for the remainder of the works and the preferred opening date which is currently confidential.

**4.4 Financial**

Members noted the breakdown of the finances incurred to date and more information would be sought on several items for greater clarification before the invoice is paid.

**ACTION:** Town Clerk to provide greater detail in the breakdown of costs for a future meeting.

**5. Other Items for Information Only**

Members were advised that there are several items that have not been undertaken to date including the installation of a hot water tank in the café kitchen. Members were recommended that this should be removed from the schedule of works to be undertaken by the CBC contractor and commissioned by the Town Council.

**ACTION:** Town Clerk to obtain quotes for this work.

**6. Date of Next Meeting**

To be confirmed

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

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

Decision Date	Responsible Committee	Contractor/Service Provider	Reason/Authority	Financial Implication	Consultation (if any)	Outcome/Action
15/01/2025	Buildings Management	CL Grindal Services	Repairs to toilets at Memorial Hall	£372.99		Contractor instructed
22/01/2025	Buildings Management	Woods Precision	Replacement drain cover Memorial Hall	£250.00	N/A	Contractor instructed
07/02/2025	Buildings Management	Chubb Fire & Service	Service Agreement Fire Alarm	£165.54		Contractor instructed
07/02/2025	Buildings Management	Danfo	Service Agreement for Brook Street Toilets	£365.17		Contractor instructed
12/02/2025	Buildings Management	AFM	Replacement filters & repairs to BMS	£849.83		Contractor instructed
24/02/2025	Buildings Management	Shutter Repair & Maintenance Co	Repairs to shutters at GAC	£240.00		Contractor instructed
25/02/2025	Buildings Management	Ocean Creative	Graphics for lecturn	£255.00		Contractor instructed
05/03/2025	Buildings Management	Shutter Repair & Maintenance Co	Install new key switch	£150.00		Contractor instructed

**FUTURE MEETINGS**

	Roccroft School - Use of Greenacre Centre	To review the use of the GAC as an emergency hub post renovations including Roccroft School ref Clerk's report from Nov 2024.	Town Clerk
	Building Hirer Agreement	To review the building hire agreement form and procedure.	Facilities Officer & Town Clerk
	Relocation of Town Rangers	To consider a location for the Town Ranger base	Public Realm Manager

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