STOTFOLD TOWN COUNCIL
Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
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16 July 2026

Members of Stotfold Town Council:

Cllr D Matthews (Chair), Cllr S Hayes, Cllr J Bendell, Cllr M Cooper, Cllr J Hyde, Cllr J Talbot, Cllr N Venneear, Cllr A Bellis.

You are hereby summoned to attend the **Buildings Management Committee** meeting to be held at the **Greenacre Centre, Valerian Way, Stotfold, SG5 4HG** in the **Community Room** on **Wednesday 22 July** at **7.00pm** for the purpose of transacting business detailed in the agenda.

E Payne
Town Clerk

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 be recorded for minute taking purposes, and will be deleted after Minutes are approved.

Members of the public are invited to observe the meeting and may 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).

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

AGENDA

1. APOLOGIES FOR ABSENCE
For Decision

To receive and accept apologies for absence from committee members.

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 Members' declarations of interest in items on the agenda.
b. To consider any requests for dispensations.

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.

4. MINUTES OF PREVIOUS MEETING
For Decision

To approve the minutes of the Buildings Management Committee meeting held on 27 May 2026 as a true record of the meeting.

#minutes

5. REPORTS TO COMMITTEE

5.1. Installation of Additional Benches at Greenacre Centre
For Decision

Members to receive a report from the Public Realm Officer and consider the recommendations within the report.

#benches

5.2. Children's Centre Request for Additional Day
For Decision

Members to receive a report from the Deputy Clerk and consider the recommendations within the report.

#GAC

5.3. Cafe Corporate Packages
For Decision

Members to receive a report from the Town Clerk and consider the recommendations within the report.

#cafe

5.4. Legionella Agreement with Stotfold FC
For Decision

Members to receive a report from the Town Clerk and consider the recommendations within the report.

#legionella

5.5. Football Club Lease
For Decision

Members to receive a report from the Town Clerk and consider the recommendations within the report.

#footballclub

5.6. Football Club Insurance Recharge
For Decision

Members to receive a report from the Town Clerk and consider the recommendations within the report.

#insurance

6. REPORTS FOR INFORMATION

6.1. Clerk's Report
For Information

To receive and note the contents of the Clerk's report.

#tracker

6.2. Meeting with Stotfold Football Club
For Information

Members to receive notes from the meeting held with the Football Club on 9th June 2026

6.3. Delegated Decisions
For Information

To note the Town Clerk's delegated decisions.

#DD

6.4. Work Programme
For Information

To receive this Committee's Work Programme

#WP

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

For Information

8. DATE OF NEXT MEETING

23 September 2026

MINUTES OF THE MEETING OF BUILDING MANAGEMENT COMMITTEE HELD IN GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 27 MAY 2026 AT 19:00

Present:
Cllr Danny Matthews (Chair), Cllr Steve Hayes, Cllr Andy Bellis, Cllr Jane Hyde, Cllr Mary Cooper, Cllr John Talbot,

Apologies:
Cllr Nigel Venneear
Cllr Janice Bendell
Cllr Jon Smith (ex-officio)

Also Present:
Emma Payne – Town Clerk
Susan Riley – Deputy Clerk
Resident x 1

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1. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Bendall and Venneear

Decision: **It was RESOLVED to accept apologies**

Due to the resident attending to discuss an agenda item, Members requested to move the agenda item.

Decision: **It was RESOLVED to move agenda item 7.2 up the agenda.**

The café proposal was for additional rear seating against the back wall of the Greenacre Centre, initially described as 3 small table sets with 2 seats each, with a total capacity of 8 at most. Members discussed the physical dimensions of the seating strip, which was said to be 700 wide from the wall. Members accepted that the furniture might technically fit when pushed up against the wall but doubted it would remain there once people were seated.

The discussion focused on access, storage, food-safety constraints and liability. Members were concerned that chairs would drift into the pedestrian route, obstructing wheelchairs, buggies and mobility scooters, and that the council had already invested in path improvements following earlier access complaints. It was also noted that outdoor furniture could not be stored in a food-preparation area, though an alternative was suggested: inside the café seating area or in front of the counter.

Further concern was raised about the safety standard of the proposed furniture, especially the glass-topped tables, and about the risk to the council if the furniture were to cause injury to anyone.

The resident left the meeting at 19:12 at the committee's request to continue discussions.

A separate but related request for external branding received stronger support. Members considered a sign between the downpipes to help identify the café area more clearly, while recognising that the kitchen extraction system was still being worked through. Officers advised that the preferred extraction route remained through the roof, but if that proved impractical, a wall route might be needed. The committee was told this remained a work in progress and that an update was expected at the next Buildings meeting. Members concluded that the sign could still proceed now and be adjusted later if necessary.

The committee then returned to seating alternatives. Suggestions included fixed seating rather than loose chairs, further benches opposite the path, and the possibility of using Section 106 funding if available. Members noted that any solution marked solely for café customers would be difficult to enforce in practice and likely to provoke confrontation. The current furniture proposal was therefore judged unsuitable, but the committee expressed willingness to consider a council-led alternative in a future budget year. During that discussion, indicative figures of roughly £ 4,000 for 2 additional benches with hard-standing were mentioned.

The outcome was a split **decision:** the committee supported the additional signage immediately but declined to approve the seating proposal in its current form due to access, health and safety, storage, and liability concerns. Members then asked for fresh costings to be brought back covering 2 benches, installation and any CCTV adjustment that might improve coverage of the area.

Decision: **It was RESOLVED to give the café owner permission to install a 600 x 600 café sign, which was approved, with the understanding that its position could be adjusted later if required by the extraction scheme, if required.**

Decision: **It was RESOLVED not to approve the table and chairs in their current form. Officers were instructed to bring a report to the next meeting outlining the costs of purchasing and installing two additional benches for community use.**

Task: **Bring back quotations for 2 benches and installation @Susan Riley**
Task: **Quotations for CCTV adjustment for the rear seating area. @Susan Riley**

2. ELECTION OF VICE CHAIR

Cllr Steve Hayes was proposed for the position of committee Vice Chair; the nomination was seconded. With no other nominations presented, Councillor Hayes was elected as Vice Chair by a vote of confidence from the members.

Decision: **It was RESOLVED to elect Councillor Steve Hayes as Vice Chair**

3. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr John Talbot declared an interest in agenda item 7.1. Cllr Talbot will be asked to leave the room during this agenda item.

4. PUBLIC SECTION

There were no members of the public present to speak at this time.

5. MINUTES OF PREVIOUS MEETING

The minutes of the Buildings Management Committee meeting on 15 April 2026 were reviewed. One amendment had been received prior to the meeting, and the minutes were presented as correct.

Decision: **It was RESOLVED that the minutes of the Building Management Committee meeting held on 15 April 2026 were a true record of the meeting.**

6. CLERK'S REPORT AND ACTION TRACKER

Members confirmed that they had reviewed the Clerk's report and action tracker. Members were informed that Officers had attended a meeting with the Football Club earlier that day. The inspection was described as positive, with most compliance matters in place and only a small number of landlord-inspection recommendations still to be followed up in writing.

The committee discussed the ongoing kitchen works at the Memorial Hall. Concerns were raised about the adequacy of the approved quotation, the apparent absence of some finishing work, missing skirting, the removal of the water heater, the route of the water supply, the condition of older sockets, and whether the under-counter fridge would be safely isolated. Officers advised that the remaining painting and wall work were still to be completed, that the water heater was to be reinstated in its original position, and that an electrician was due on 11 June to replace sockets and install a new one.

Members also asked about the original kitchen design and the decision not to replace the wall units. Officers clarified that routine crockery and similar items would remain in the kitchen, while consumables such as tea, coffee and biscuits would be held separately in the secure back storage room, for regular hirers. The discussion concluded with agreement that the works should be allowed to finish before a full snag list is checked against what was specified and what may still require remedy.

Decision: **Members NOTED the Clerk's Report and Action Tracker**

7. REPORTS TO COMMITTEE

7.1. Stotfold Good Neighbour Scheme Request

Cllr Jon Talbot left the room 19:42

Members considered the request from the Stotfold Good Neighbour Scheme for six months free hall hire. The main point of tension was whether the committee should prioritise community benefit or the lost revenue to the building. Members noted that the report quantified the request at 7.6 per cent of the income budget.

The committee gave significant weight to the scheme's local value, including its established standing in the town and the breadth of support it provides to residents.

Members argued that the service delivered to the community outweighed the short-term income loss, particularly as the Friday afternoon slot was not described as one with unmet demand from other hirers. There was also concern that refusing the request would simply push the scheme towards competing for other limited local grant funding.

Although alternative approaches were explored, including a shorter three-month concession and parallel support in seeking other funding, the committee ultimately preferred to honour the full request. Members also agreed that support should not end at the room booking itself and that future funding options should be explored alongside the concession period.

Decision: **It was RESOLVED to grant the Good Neighbour Scheme 6 months free hire of the Memorial Hall, with Officers supporting the group to apply for additional funding.**

Task: **Support the Stotfold Good Neighbour Scheme in exploring future funding options alongside the approved free-hire period. @Zoe Putwain**

7.2. Cafe Benches and Additional Signage Request

This item was moved to up the agenda.

7.3. Five-Year Buildings Maintenance Programme

Members reviewed the draft five-year buildings maintenance programme. Questions were raised about whether the tractor store entry referred to the unit at Hitchin Road changing rooms or The Barn. Officers confirmed it was Hitchen Road.

Members discussed PAT testing and the difference between legal obligation, practical safety management and industry practice. Members distinguished between genuinely portable equipment and fixed items, noting that wall-mounted heaters and permanently connected equipment are still included in the testing regimes. The broad conclusion was that the programme should continue to be used as a practical budgeting and planning tool, with officers refining details where needed.

Decision: **It was RESOLVED to accept the 5-Year Building Maintenance Programme 2025–2030.**

a) **Note that a forward budget will be compiled from the programme and presented to the Governance and Resources Committee on 10 June 2026 to feed into the Medium to Long Term Financial Plan.**
b) **Note that the programme is a live document and will be brought back to the Committee at least annually for review.**

7.4. Strategic Plan Review

The strategic plan was reviewed. Members understood that most of the content at this stage was for noting rather than immediate determination, and officers confirmed that the audit work was already out and would return to the July meeting for a decision.

Decision: **It was RESOLVED to**

a) **Note the strategic priorities and actions for which this Committee is the responsible or joint committee, and the progress reported.**

b) **Agree that hire income for the Greenacre Centre is reported to this Committee from the September 2026 meeting, using hire income received in 2025/26 as the baseline against which the 2026/27 outcome is measured.**

c) **Confirm, on adoption of the five-year maintenance programme under the relevant agenda item, that the programme is published and reviewed annually.**

d) **Note that the Energy Audit and Carbon Footprint Assessment is in progress following the January 2026 decision.**

e) **Request a short officer report on Section 106 opportunities for new or upgraded community facilities, timed for the 2027/28 budget cycle.**

f) **Note the dependency of the Memorial Hall refurbishment on the Simpson Centre capital receipt and ask to be kept informed of the disposal timeline.**

7.5. Overview and Scrutiny Committee

Members considered the overview and scrutiny report positively and described it as containing useful ideas, particularly regarding potential income from buildings and related services.

The substantive debate centred on whether officers should be authorised to pursue the practical ideas identified. Members referred to marketing the venue more actively for business meetings and training use, using the improved audio-visual equipment and air conditioning to make the offer more attractive, and potentially creating additional linked income for the café through refreshments or lunches. Improved hirer feedback was also welcomed as a worthwhile line of work. The committee’s direction was to let officers proceed with the strands that had been identified for officer action rather than choosing only one.

Decision: **It was RESOLVED to:**

a) **Note the recommendations of the Overview and Scrutiny Committee of 22 April 2026 (minute 004/26).**

b) **Endorse the five-year maintenance programme work stream and confirms that the draft programme is brought to a future meeting for approval.**

c) **Authorise officers to explore a corporate refreshment package with the on-site cafe at the Greenacre Centre.**

d) **Authorise officers to commission feasibility work on increasing solar income at the Greenacre Centre by 50% and on battery storage, and to investigate electric vehicle charging points at the Greenacre Centre, with costed options reported back to this committee.**

f) **Authorise officers to develop a marketing strategy for the Memorial Hall and Greenacre Centre, including improved hirer feedback, and to bring it back to this Committee for approval**

Task: **Progress the officer-led improvement and income-generation options arising from the overview and scrutiny report. @Emma Payne**

8. REPORTS FOR INFORMATION

8.1. Delegated Decisions

Members used the opportunity to revisit a recurring drainage problem affecting the toilets at the Greenacre Centre. It was recalled that remedial work had been carried out previously because the pipe had reportedly entered the manhole at the wrong angle, causing waste to strike the side and drop in a way that encouraged blockage. Members remained sceptical that the earlier correction had fully resolved the issue, noting that the problem had persisted intermittently from very early in the building's life and still appeared to recur around three times a year.

The discussion ruled out the most obvious misuse explanations. Members pointed out that each lady's cubicle had a sanitary bin and that the accessible changing unit also had nappy disposal provision, so the continuing issue was more likely to be structural than behavioural. The matter was left as an operational concern to keep under review rather than escalated into a new formal resolution, although Officers will investigate further.

Decision: **Members NOTED the delegated decisions**.

8.2. Work Programme

Members reviewed the work programme. No substantive queries or amendments were raised by members at this time.

Decision: **Members NOTED the Work Programme.**

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

Members were advised that a review of the council's insurance schedule had identified approximately £426,000 of non-territorial assets currently insured under the council's general policy which appeared more appropriately attributable to the football club. Examples included irrigation equipment, acoustic fencing and floodlighting assets. It was noted that the football club building had recently been revalued at £5.26 million and that the football club insurance premium had already increased by approximately 60%.

Members discussed the principle of transferring the relevant assets to the football club insurance arrangements but expressed concern about the financial impact of implementing the full change immediately. A phased approach was considered preferable, subject to clarification of the additional premium costs involved. Members also noted that the council currently recharges approximately £5,000 of insurance costs between the football club and Mossman Centre, and that the football club was also experiencing increased utility costs.

The committee also received an update regarding higher-than-expected electricity consumption at the Simpson Centre. Officers reported that all non-essential circuits had been isolated where possible and that attempts had been made to install a new 3-phase smart meter, although a further contractor visit was required due to equipment issues. Whilst electricity costs had reduced, members remained concerned that usage remained excessive for a largely vacant building. Members suggested that, if necessary, all circuits other than those required for the alarm system should be isolated whilst investigations continued

10. DATE OF NEXT MEETING

The next meeting: 22 July 2026.

Meeting closed: 20:19

SIGNED BY CHAIR: ……………………………………………..

MINUTES APPROVED (date): ………………………………………

STOTFOLD TOWN COUNCIL

COMMITTEE:	**BUILDINGS MANAGEMENT COMMITTEE**
MEETING DATE:	**22 JULY 2026**
REPORTING OFFICER:	**SUSAN RILEY – DEPUTY CLERK**
REPORT TITLE:	**ADDITIONAL BUMPS & BABIES DROP-IN SESSION REQUEST**
DECISION TYPE:	**DECISION**

1. BACKGROUND

1.1 The Shefford and Stotfold Children's Centre currently uses the Community Room at the Greenacre Centre once a week to deliver a Bumps to Babies Drop-In session. The session runs from 9:15am to 11:00am, with the room booked from 8:30am to 11:30am to allow for set-up and pack-down.

1.2 The group is well attended by residents and continues to grow month on month. It provides support on feeding and weaning, access to self-weighing scales for babies, and professional advice on babies' development and any parental concerns.

2. INTRODUCTION

2.1 The Children's Centre currently uses the room free of charge every Wednesday. As the group has become increasingly popular, the Children's Centre has requested a second weekly session, also free of charge, using the Community Room on Mondays from 8:30am to 11:30am.

2.2 There are currently no bookings on Monday morning.

2.3 The request is for additional free-of-charge use of a council facility to support a well-used community service for parents and babies. The proposed additional session would increase access to a service that is already established, popular and meeting a local need.

3. FURTHER INFORMATION

3.1 The proposed additional booking would not require any change to the room's availability on Mondays, as the space is currently not booked.

3.2 The estimated loss of income from granting the additional free session is £66.60 per session.

3.3 Making the total free hire loss of income each week as £133.20, should the request for the second session be approved.

4. FINANCIAL IMPLICATIONS

4.1 If approved, the Council would forego £133.20 per week in income. This should be considered against the wider community benefit of enabling an additional early year's support session.

5. TIMESCALE

5.1 If approved, the second weekly session could begin from 1st August 2026, subject to confirmation with the Children's Centre and completion of any necessary booking arrangements.

6. OPTIONS

6.1 Members are asked to:

a) Approve the use of the Community Room at the Greenacre Centre for a second weekly Bumps to Babies Drop-In session on Mondays, free of charge
b) Decline the request
c) Approve the request, subject to review after an agreed trial period

6.2 **Officer Recommendation**: Option A due to the social value delivered by offering the drop-in session.

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	This request supports community wellbeing, early years support and inclusive access to local services. That is likely to align well with the Council's community-focused priorities.
Risk management	The main risk is loss of income through free use of the facility. This can be mitigated by reviewing the arrangement after a trial period and ensuring the booking does not displace higher-value hire demand.
Legal	*N/A*
Resources/Stakeholders	The proposal may benefit residents, the Children's Centre and local families. It will require minimal additional officer time if the booking process is straightforward.
Contracts/Procurements	*N/A*
Crime and Disorder	*N/A*
Biodiversity and environment	*N/A*
Equalities	The session would support families with young children and may improve access to advice and support for residents who may otherwise face barriers to such services.
Residents Impact Assessment	Likely positive. The additional session would increase access to a popular and valued community support offer
Sustainability/Climate Impact	Positive or neutral. A local service delivered within an existing council building reduces the need for travel to more distant provision
Data Protection and Privacy	If attendee details or safeguarding-related information are collected, the Children's Centre and Council must ensure the appropriate handling of personal data and compliance with data protection requirements.

STOTFOLD TOWN COUNCIL

COMMITTEE:	**BUILDING MANAGEMENT COMMITTEE**
MEETING DATE:	**22 JULY 2026**
REPORTING OFFICER:	**EMMA PAYNE, TOWN CLERK**
REPORT TITLE:	**CAFE CORPORATE PACKAGE – GREENACRE CENTRE**
DECISION TYPE:	**FOR INFORMATION**

1. BACKGROUND

1.1 On 27 May, this committee considered the recommendations of the Overview and Scrutiny Committee. Among its recommendations to the Building Management Committee, was explore a corporate package for refreshments with the on-site cafe at the Greenacre Centre. This formed part of a wider set of recommendations aimed at maximising the use and revenue of the Council's buildings.

1.2 The aim is to position the Greenacre Centre as an attractive venue for business meetings, training, and similar bookings, by pairing room hire with a catering offer.

2. INTRODUCTION

2.1 Officers have approached the cafe tenant. Food will be prepared by the cafe tenant in their own premises and supplied to hirers using the Greenacre Centre. Catering will not be prepared within the Council's hire rooms.

2.2 Charging will be a direct recharge from the cafe tenant to the hirer. The Council will not handle the catering transaction and will not generate revenue from it. The Council's role is to promote and facilitate the offer, not to contract for the catering.

3. FURTHER INFORMATION

3.1 The café tenant has confirmed the corporate package. Hirers may order a hot drink, sandwich, and cake at £7.00 per person. Any additional drinks are then available at reduced prices: all teas at £2.00, all coffees at £3.00, and soft drinks at £1.50. Food is prepared by the café tenant in their own premises and supplied to hirers, and is billed directly by the tenant to the hirer.

3.2 The cafe tenant has indicated the following in respect of minimum numbers, lead time, and dietary provision:

- 0 minimum numbers
- Ordering lead time – 2 days minimum
- allergen and dietary information to be confirmed with the café tenant at the time of ordering.

3.3 Because the catering is supplied and invoiced directly by the cafe tenant, responsibility for food quality, allergen management, and the fulfilment of any individual order rests with the tenant. Any matter arising from a catering booking is properly between the hirer and the cafe tenant. This protects the Council from being drawn into a dispute over a service it does not provide.

3.4 Once the provision and pricing are confirmed, the package will be incorporated into hire information for the Greenacre Centre and reflected in the marketing strategy for Greenacre Centre, which the Overview and Scrutiny Committee also recommended.

4. FINANCIAL IMPLICATIONS

4.1 There is no direct financial implication for the Council. Catering is recharged directly by the cafe tenant to the hirer. The Council neither receives income from nor incurs cost for the catering itself.

4.2 An indirect benefit may arise if the availability of a catering offer increases room hire bookings at the Greenacre Centre. Any such income would be received under existing hire charges and budget lines.

5. TIMESCALE

5.1 The package is expected to be available to hirers from 1 September 2026. Promotion of the package will be aligned with the wider marketing strategy for the Greenacre Centre and Memorial Hall.

6. RECOMMENDATION

Members are asked to note the progress made in developing corporate refreshments package with the on-site cafe tenant at the Greenacre Centre.

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan: The package supports the strategic aim of maximising the use and financial sustainability of the Council's buildings.

Risk Management: The direct recharge model keeps responsibility for the catering with the cafe tenant, limiting the Council's exposure to service or liability disputes.

Legal: The Council facilitates but does not contract for the catering. No lease variation is required, as food is prepared off-site and not within the demised or hire premises.

Resources/Stakeholders: Officer time is required to promote the package and update hire information. The key stakeholder is the cafe tenant.

Contracts/Procurements: No procurement is required. The catering contract is between the hirer and the cafe tenant.

Crime and Disorder: No implications identified.

Biodiversity and Environment: No implications identified.

Equalities: Dietary and allergen provision within the package will support equality of access for hirers and their guests.

Residents Impact Assessment: An improved venue offer benefits residents and local organisations using the Greenacre Centre.

Sustainability/Climate Impact: No implications identified.

Data Protection and Privacy: Any booking and dietary information is held and processed by the cafe tenant as the catering provider.

STOTFOLD TOWN COUNCIL

COMMITTEE:	**BUILDING MANAGEMENT COMMITTEE**
MEETING DATE:	**22 JULY 2026**
REPORTING OFFICER:	**EMMA PAYNE, TOWN CLERK**
REPORT TITLE:	**LEGIONELLA CONTROL MANAGEMENT AGREEMENT**
DECISION TYPE:	**FOR DECISION**

1. BACKGROUND

1.1 The Council has devised Legionella Control Management Agreement to assist the tenants of its buildings with their responsibilities for water safety. The Agreement sets out the respective roles, responsibilities, and control measures required to manage Legionella risk in line with the Health and Safety at Work etc. Act 1974, the Control of Substances Hazardous to Health Regulations 2002, and the HSE Approved Code of Practice L8.

1.2 Under the Agreement the Town Clerk is appointed as the Council's Duty Holder for water safety. Each tenant appoints a named Responsible Person for the operational control of Legionella risk within their demised premises. The tenant bears the cost of its own water hygiene contractor, monitoring, remedial works, and record keeping.

1.3 A meeting was held between the Council and Stotfold Football Club on 9 June 2026, at which several property and compliance matters were discussed. The notes of that meeting are reported separately to this Committee.

1.4 Stotfold Football Club has not yet signed the Agreement. The Club's request to remove clause 8.2 is the reason it has not done so.

2. INTRODUCTION

2.1 At the meeting of 9 June 2026, Stotfold Football Club asked that clause 8.2 be removed from the Agreement before the Club signs it.

2.2 Clause 8.2 provides that the Council, as the Duty Holder, has the right to charge the tenant a reasonable administrative fee to cover staff costs, to be billed quarterly in advance.

2.3 Because it is intended that this agreement is used across its tenanted buildings, a change made in response to the Club's request would sensibly apply to all tenants rather than to the Club alone. This report therefore asks Members to decide whether clause 8.2 should be removed from the standard Agreement across the tenanted buildings, and to advise the Town Clerk on the course of action to take with Stotfold Football Club.

3. FURTHER INFORMATION

3.1 Clause 8.2 is the only provision in the Agreement that allows the Council to recover its own costs. Every other cost under the Agreement already rests with the tenant, including the appointment of a competent contractor, monitoring and testing, remedial works, schematic drawings, and updating the risk assessment.

3.2 The administrative fee under clause 8.2 is intended to cover the Council's staff time in discharging the Duty Holder role. This includes oversight of tenant compliance, periodic audit and verification of records, site inspections where reasonably required, and reporting to Committee.

3.3 No administrative fee has been charged to any tenant under clause 8.2. The clause confers a right to charge; it does not oblige the Council to do so.

3.4 In considering the request, Members may wish to weigh the following. Retaining clause 8.2 preserves the Council's ability to recover staff costs should the oversight burden grow, for example where a tenant's compliance requires repeated intervention. Removing clause 8.2

acknowledges that no fee is currently charged and offers tenants certainty that none will be, which may support constructive landlord and tenant relationships and, in the immediate case, secure the Club's signature to the Agreement.

3.5 Applying the decision across all tenanted buildings keeps the Council's agreements consistent. The same standard Agreement is used with other tenants, including at the Mossman Centre. Removing clause 8.2 from one tenant's Agreement alone would create a difference in terms that the Council could be asked to justify. A single decision applied to the standard Agreement avoids that inconsistency.

3.6 Whichever course is chosen, the removal or retention of clause 8.2 does not alter the statutory health and safety duties of either party and does not affect the allocation of operational and contractor costs, which remain with the tenant.

4. FINANCIAL IMPLICATIONS

4.1 No administrative fee is charged to any tenant under clause 8.2, so removing the clause has no immediate effect on income received.

4.2 Removing the clause would remove the Council's ability to recover staff costs from tenants in future without a fresh agreement.

4.3 The Council's staff time spent on Duty Holder oversight is met from existing staffing budgets.

5. TIMESCALE

5.1 Following the Committee's decision, the Town Clerk will advise Stotfold Football Club of the outcome and, where removal is agreed, issue the revised standard Agreement to the Club and to other tenants for signature.

5.2 Any Agreement with Stotfold Football Club should be signed by a person authorised to bind the Club.

6. RECOMMENDATION

Members are asked to:

a) Consider the request from Stotfold Football Club to remove clause 8.2 from the Legionella Control Management Agreement.

b) Decide whether clause 8.2 should be removed from the standard Agreement used across the tenanted buildings, having regard to the matters set out in paragraphs 3.4 to 3.6, and record the reasons for the decision.

c) Advise the Town Clerk on the course of action to take with Stotfold Football Club considering that decision.

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan: Effective management of the Council's buildings and tenant relationships supports the strategic aim of maintaining safe, well-run assets.

Risk Management: Clause 8.2 is a cost-recovery right. Its removal does not affect Legionella risk management, which is governed by the operational provisions of the Agreement and by statute. Retaining it preserves a financial lever should oversight costs rise.

Legal: Statutory health and safety duties are unaffected by this amendment. Any revised Agreement must be signed by a person authorised to bind Stotfold Football Club. Members should record the reasons for their decision.

Resources/Stakeholders: The Council incurs staff time in discharging the Duty Holder role. The tenants of the Council's buildings are the stakeholders, with Stotfold Football Club the immediate one.

Contracts/Procurements: The matter concerns the terms of the Council's standard tenancy-related agreement. No procurement is required.

Crime and Disorder: No implications identified.

Biodiversity and Environment: No implications identified.

Equalities: No implications identified.

Residents Impact Assessment: Sound management of Legionella risk at Council premises protects users of those premises, including residents.

Sustainability/Climate Impact: No implications identified.

Data Protection and Privacy: Compliance records are retained in line with the Council's privacy notice and data protection law.

LEGIONELLA CONTROL MANAGEMENT AGREEMENT

Between

Stotfold Town Council (“the Council”)
and
[Tenant Organisation Name] (“the Tenant”)

1. Purpose

1.1 This Agreement sets out the respective roles, responsibilities, and control measures required to ensure compliance with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- HSE Approved Code of Practice L8 - Legionnaires’ disease: The control of legionella bacteria in water systems

in respect of the management of Legionella risk within the Tenant’s demised premises located at:

[Premises Name / Address]

1.2 This agreement is entered into with the Tenant on the understanding that they have appointed an independent, competent contractor to undertake the Monitoring regime as outlined in 4.

1.3 This agreement will run for 24 months unless a clause 5, 6 or 7 are triggered.

1.4 For the avoidance of doubt, nothing within this Agreement transfers or removes statutory duties under health and safety legislation. Duty holder responsibilities shall be determined in accordance with HSE Approved Code of Practice L8, having regard to the extent of control exercised by each party. Both parties acknowledge that they may hold concurrent duties.

2. Appointment of Responsible Person (Council)

2.1 The Council confirms that:

The **Town Clerk** is hereby appointed as the Council’s **Duty Holder (Water)** for the purposes of overseeing Legionella risk management within Council-owned premises.

2.2 The Responsible Person shall:

- Oversee implementation of Legionella risk control measures
- Monitor compliance by tenants occupying Council premises
- Ensure appropriate reporting to Council Committees
- Escalate matters of non-compliance where required

- Undertake periodic audit and verification of tenant compliance, including review of records and, where reasonably required, site inspections

2.3 The Responsible Person shall not be responsible for operational delivery of Legionella control measures within the Tenant's demised premises. However, this does not remove the Council's duty to take reasonable steps to ensure risks are being properly managed.

3. Appointment of Responsible Person (Tenant)

3.1 The Tenant shall appoint a named individual to act as:

Responsible Person - Legionella Management for the purposes of operational control of Legionella risk within their leased area.

3.2 The Tenant shall provide to the Council within 14 days of signing this Agreement:

- A signed Appointment Letter for the Responsible Person
- A copy of the Responsible Person's training certificate confirming completion of:

IOSH Legionella management – keeping water systems safe

as the minimum standard of competency

3.3 The Tenant confirms that they have sufficient control over the premises and adequate resources to discharge their duties under this Agreement.

3.4 The Tenant shall ensure that the appointed Duty Holder has sufficient authority, competence, and time to manage Legionella risks effectively.

4. Monitoring and Testing Requirements

4.1 The Tenant shall appoint, at their expense, a competent and suitably accredited water hygiene contractor to undertake monitoring and testing within their demised premises. Such contractor must be demonstrably competent and, where applicable:

- Be a member of the Legionella Control Association (LCA) or equivalent; and/or
- Hold relevant UKAS accreditation (e.g. ISO 17025 for sampling)
- All monitoring shall be undertaken in accordance with the control scheme and current HSE guidance (including HSG274 where applicable).

4.2 Evidence of appointment shall be provided to the Council upon request.

4.3 The Tenant shall maintain and provide to the Council evidence of the contractor undertaking the following:

- Records of quarterly monitoring undertaken as part of the Legionella control programme
- Records of any sampling or remedial works undertaken
- Updated schematic drawings where applicable (at tenants' expense).
- Update the legionella risk assessment as required (at tenants' expense).

4.4 The tenant shall provide to the Council evidence that they have undertaken the following:

- Records of weekly flushing of outlets undertaken in house
- Records of monthly temperature monitoring

4.5 The tenant will be responsible for any expenditure relating to Water regime remedial works, including works identified through risk assessment, monitoring, or audit.

4.6 All records shall be retained for inspection for a minimum period of five years and shall be held in line with the Town Council's privacy notice and in line with GDPR regulations. Records provided to the council every 3 months. The Council reserves the right to request records at any time and not solely at quarterly intervals.

5. Notification of Incidents

5.1 The Tenant shall notify the Council immediately of:

- Any positive Legionella sampling result (within 24 hours or next working day).
- Any suspected case of Legionnaires' disease associated with the premises (within 24 hours or next working day).
- Any failure of control measures identified during routine monitoring (within 24 hours or next working day).

5.2 The Tenant shall also notify the Council of any significant changes to the water system, usage patterns, or building occupancy that may affect Legionella risk.

6. Failure of Control Measures

Where there is evidence of significant or repeated failure to manage Legionella risk, including two confirmed Legionella outbreaks within the tenant's demised premises within a rolling twelve-month period, the Council reserves the right to:

- Require immediate corrective action
- Commission independent audits at the Tenant's expense
- Intervene to undertake necessary control measures (with costs recovered from the Tenant)
- Restrict use of water systems or facilities where there is a risk to health
- Act in accordance with lease terms

The Council shall not withdraw from its oversight role where risks remain present.

7. Change in Personnel

Should:

- The Council's Duty Holder leave the employment of the Council; or
- The Tenant's appointed Responsible Person leave the organisation of the Tenant

this Agreement shall be deemed null and void until such time as a replacement appointment has been made and formally notified in writing to the other party. (The council reserves the right to not renew such agreement in the future). Any appointment should be advised to the Town Council within 14 days of either position leaving the organisation.

8. General

8.1 Nothing within this Agreement removes or diminishes the statutory responsibilities of either party under relevant health and safety legislation.

8.2 The Town Council, as the Duty Holder, has the right to charge the tenant a reasonable administrative fee to cover staff costs, to be billed quarterly in advance.

8.3 The Tenant shall cooperate fully with the Council in relation to any audit, inspection, or investigation.

8.4 The Council does not warrant or guarantee the Tenant's compliance and accepts no liability for failures in the Tenant's operational management of Legionella risk, except where required by law.

Signed for and on behalf of:

Stotfold Town Council

Name:
Position: Town Clerk
Signature:
Date:

[Tenant Organisation Name]

Name:
Position:
Signature:
Date:

STOTFOLD TOWN COUNCIL

COMMITTEE:	**BUILDING MANAGEMENT COMMITTEE**
MEETING DATE:	**22 JULY 2026**
REPORTING OFFICER:	**EMMA PAYNE, TOWN CLERK**
REPORT TITLE:	**DELEGATION OF AUTHORITY FOR CONSENT TO COMMERCIAL LICENCES AT TENANTED BUILDINGS**
DECISION TYPE:	**FOR DECISION**

1. BACKGROUND

1.1 The Council holds a head lease from Central Bedfordshire Council for the football ground and surrounding land. The Council in turn grants a sub-lease to Stotfold Football Club for the clubhouse building, which is a built asset within this Committee's remit.

1.2 The head-lease and sub-lease is being renegotiated to allow Stotfold Football Club to hire the clubhouse out for wider commercial activities. The renegotiation includes a clause governing the consent the Council must give before the club grants a licence to a commercial organisation.

1.3 Originally, the Football Club wanted to grant a licence and then tell the Town Council. Our solicitor advised against this, and the matter was discussed at the meeting held on 9 June 2026. The agreed position is that the club will seek the Council's consent before granting such a licence, and that consent will not be unreasonably withheld. The Council requires sight of the proposed licensee and the proposed use before consent is given, so that it can decline a use that is unlawful or otherwise unacceptable.

1.4 Stotfold Football Club has asked for certainty on how quickly the Council will respond to a request for consent. The Council's solicitor has advised against writing a fixed time limit into the lease, and has recommended instead a separate local arrangement, in the form of a letter, setting out the Council's service standard. A draft of that letter accompanies this report.

2. INTRODUCTION

2.1 A service standard is only deliverable if the Officer giving consent can act without waiting for a meeting of this Committee. The Council's Scheme of Delegation does not presently give the Town Clerk authority to grant or withhold consent to commercial licences under a tenant's lease.

2.2 Under the Scheme of Delegation, responsibility for leases relating to buildings within this Committee's remit, and their review, sits with the Building Management Committee. Consent given under such a lease therefore falls to the Committee unless it is delegated to an Officer.

2.3 Without a delegation, each request for consent could require a decision of this Committee. The Committee meets on a cycle that cannot guarantee a response within a short service standard. A delegation to the Town Clerk resolves this, while reserving genuinely contentious requests for Members.

3. FURTHER INFORMATION

3.1 The same commercial-letting ambition could, in the future, arise in other Council tenanted buildings. Framing the delegation to cover commercial licence consents across all tenanted buildings within this Committee's remit avoids returning to Committee each time another tenant seeks the same freedom.

3.2 It is recommended that the delegation is granted to the Town Clerk in consultation with the Chair of the Building Management Committee. This mirrors the consultation pattern the Council already uses for urgent decisions and keeps a Member close to each decision.

3.3 The delegation would be exercised against clear criteria. The Town Clerk would assess the identity of the proposed licensee, the nature of the proposed activity, and whether the use is lawful and consistent with the Council's interests as landlord and head lessee. Consent would not be unreasonably withheld.

3.4 Every decision taken under the delegation would be reported to the next meeting of this Committee under the delegated decisions report, as required by the Scheme of Delegation. This preserves transparency and the audit trail.

3.5 Because the Scheme of Delegation can be amended only by Full Council, this Committee cannot itself alter the Scheme. The Committee can resolve to grant the delegation and recommend to Full Council that the Scheme of Delegation is updated to record it. Until Full Council adopts the amendment, the delegation operates as a decision of this Committee under its delegated powers over the leases within its remit.

4. FINANCIAL IMPLICATIONS

4.1 There is no cost to the Council arising from the delegation itself.

4.2 The Council is meeting the legal fees for the lease amendment, estimated at approximately £8,000. Budget code: 61/613 Legal Fees. Budget 2026/27 £7,500

5. TIMESCALE

5.1 If the Committee grants the delegation on 22 July 2026, it takes effect immediately as a decision of this Committee. The accompanying letter to Stotfold Football Club can then be issued.

5.2 The recommendation to amend the Scheme of Delegation would be referred to the next available meeting of Full Council for adoption.

6. RECOMMENDATION

Members are recommended to:

a) Delegate to the Town Clerk, in consultation with the Chair of the Building Management Committee, authority to grant or withhold consent to commercial licences under the leases of tenanted buildings within this Committee's remit, against the criteria set out at paragraph 3.3, with consent not to be unreasonably withheld and each decision reported to the next meeting of this Committee under the delegated decisions report.

b) Recommend to Full Council that the Scheme of Delegation is updated to record the delegated authority at recommendation a).

c) Approve the issue of the accompanying letter to Stotfold Football Club confirming the Council's service standard for responding to requests for consent.

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan: The delegation supports the Council's aim of generating income from its built assets while retaining proper oversight as landlord.
Risk Management: The delegation reduces the risk that consent is delayed by the meeting cycle. Reserving contentious requests for Members manages the risk of an inappropriate use being permitted.
Legal: The power to delegate derives from the Local Government Act 1972, section 101. The Scheme of Delegation may be amended only by Full Council.
Resources/Stakeholders: The Town Clerk and the Chair of the Building Management Committee are the named decision makers. Stotfold Football Club is the immediate stakeholder.
Contracts/Procurements: No implications identified.
Crime and Disorder: The consent criteria allow the Council to decline a proposed use that is unlawful.
Biodiversity and Environment: No implications identified.
Equalities: No implications identified.
Residents Impact Assessment: Commercial use of the clubhouse may increase activity at the site. Each request is assessed on its facts.
Sustainability/Climate Impact: No implications identified.
Data Protection and Privacy: Requests for consent will identify a proposed licensee. Any personal data will be handled in accordance with the Council's Information and Data Protection Policy.

Proposed Letter to Stotfold Football Club

Sub-lease of the clubhouse: consent to commercial licences

I am writing further to the renegotiation of the sub-lease between Stotfold Town Council and Stotfold Football Club.

The lease provides that, where the club wishes to grant a licence permitting commercial use of the premises, the club will first seek the Council's consent, and that consent will not be unreasonably withheld. This letter sets out, separately from the lease, how the Council will handle those requests in practice. It is intended to give the club confidence about timescales. It does not vary the lease and does not create a binding contractual time limit.

Our commitment to you

When you send us a complete written request for consent, we will give you our decision within ten working days.

A request is complete when it tells us:

- the identity of the proposed licensee;
- the nature of the activity or event;
- the proposed dates and duration; and
- any other information we reasonably need to assess the request (e.g. risk assessment, public liability insurance).

If we need further information, we will tell you promptly, and the ten working days will run from the point we receive it.

Where we may need longer

Occasionally a request raises issues we cannot resolve within ten working days, for example where the proposed use is contentious or carries legal, safeguarding, or reputational implications. In those cases, we will tell you as soon as we can, explain why, and give you a realistic timescale. We will not use this to delay routine requests.

Who decides

The Council has delegated authority for these decisions to the Town Clerk, in consultation with the Chair of the Building Management Committee. This means routine requests do not need to wait for a committee meeting.

Reviewing this arrangement

Either party may review or withdraw this arrangement by giving written notice. The terms of the lease will continue to apply regardless.

We value our relationship with the club and want commercial lettings to work well for you. This arrangement is offered in that spirit.

STOTFOLD TOWN COUNCIL

COMMITTEE:	**BUILDING MANAGEMENT COMMITTEE**
MEETING DATE:	**22 JULY 2026**
REPORTING OFFICER:	**EMMA PAYNE, TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER**
REPORT TITLE:	**FOOTBALL CLUB INSURANCE RECHARGE**
DECISION TYPE:	**FOR DECISION**

1. BACKGROUND

1.1 The Council holds the insurance policy for the Stotfold Football Club building and recharges the premium to the Club, which pays in instalments. This is a condition of the lease.

1.2 Since 2022, the recharge has been £809.12 (2022/23), £896.27 (2023/24) and £941.08 (2024/25). It rose to £1,515.14 in 2025/26 following the revaluation of all Council buildings for rebuild purposes.

1.3 For 2026/27 the recharge is £4,152.42. This is an increase of £2,637.28, or 174%, on the previous year. The increase arises because the Town Clerk asked the insurer to confirm an accurate recharge figure for the building. The previous figures did not reflect the true cost of insuring the building, and the Council had been recovering less than the actual premium. The 2026/27 figure now represents the correct cost.

2. INTRODUCTION

2.1 An increase of this size in a single year would place a significant burden on the Club. Officers propose phasing the increase, so it is introduced in equal annual steps rather than all at once.

2.2 Separately, a review of the insurance schedule has identified three assets at the site that carry no premises address and are not currently recharged to the Club. These are the irrigation system, the boundary, acoustic and pitch perimeter fences, and the two football stands together with four floodlights. It is the Council's intention to transfer these items to the Club's recharge on a phased basis, beginning with the irrigation system, then the fences, and finally the stands and floodlights.

2.3 The insurer has confirmed the 2026/27 premiums for these items as £113.95 for the irrigation system, £367.56 for the fences and £551.35 for the stands and floodlights, a combined £1,032.86.

3. FURTHER INFORMATION

3.1 The two phasing options below combine the catch-up on the building premium with the transfer of the three additional items, one item added each year in the order set out above. Each item is recharged in full from the year it transfers.

3.2 The figures assume the building premium and the item premiums rise by 5 per cent a year. This rate is taken from the Council's own whole-Council insurance premiums, which rose by 5.4 per cent and 4.6 per cent in the two years before the recent revaluation. It is a prudent estimate of ordinary annual inflation. The recharge reaches full recovery in

2030/31 at £6,302.74. The five-year total is higher than the three-year total only because it ends three years later, with three more years of inflation included.

Option A: phased over three years

Year	Building recharge (£)	Irrigation (£)	Fences (£)	Stands and floodlights (£)	Total recharged (£)
2026/27	2,394.23	37.98	0.00	0.00	917.08
2027/28	3,411.74	79.77	257.29	0.00	3,748.80
2028/29	4,578.04	125.63	405.23	607.86	5,716.77

The recharge reaches full recovery in 2028/29 at £5,716.77.

Option B: phased over five years

Year	Building recharge (£)	Irrigation (£)	Fences (£)	Stands and floodlights (£)	Total recharged (£)
2026/27	2,042.60	22.79	£0.00	0.00	2,065.39
2027/28	2,653.10	47.86	154.38	0.00	2,855.33
2028/29	3,352.88	75.38	243.14	364.72	4,036.12
2029/30	4,148.58	105.53	340.40	510.61	5,105.12
2030/31	5,047.29	138.51	446.77	670.17	6,302.74

3.3 Members should note that the buildings will be revalued in 2030/31. The last revaluation increased the whole-Council premium by more than 60 per cent in a single year. The figures above do not include any revaluation step, so the actual premium in 2030/31 is likely to be materially higher than shown.

3.4 Option A completes in 2028/29, two years before the revaluation, giving the Club a period of stability before the next increase. Option B completes in 2030/31, the same year as the revaluation, so the Club would reach full recovery and meet a revaluation increase in the same year.

3.5 The Town Council have just renewed it’s insurance (June 2026) and will endeavour to enter a three year agreement, once the current claims are resolved.

4. FINANCIAL IMPLICATIONS

4.1 Budget code: Insurance 61/611. Budget 2026/27 £16,000. Expenditure YTD £18,721.

4.2 Phasing means the Council recovers less than the full premium in the early years and meets the shortfall itself. This is a cost to the precept. Under Option A the building element alone is under-recovered by £2,016.31 in 2026/27 and £1,020.96 in 2027/28. Under Option B the building element is under-recovered across all five years, by a larger total, because recovery is spread more thinly.

4.3 Once phasing is complete, the recharge returns to full cost recovery and the lease obligation is met in full, subject to annual inflation and the 2030/31 revaluation.

5. TIMESCALE

5.1 If agreed, the chosen phasing would apply from the 2026/27 recharge and run for either three or five years as set out above. Officers would notify the Club in writing of the agreed schedule.

6. RECOMMENDATION

Members are recommended to:

Decision 1: Whether to phase the recharge increase.

a) Option 1: That the increase in the Football Club insurance recharge, and the transfer of the additional schedule items, be phased in equal annual steps as set out in this report.

b) Option 2: That the full recharge be applied in 2026/27 without phasing.

Decision 2: If phasing is agreed, the length of the phasing period.

a) Option 1: That the recharge be phased over three years, as set out in Option A, completing in 2028/29 ahead of the 2030/31 revaluation.

b) Option 2: That the recharge be phased over five years, as set out in Option B, completing in 2030/31.

Decision 3: Transfer of the additional schedule items.

a) Option 1: That the irrigation system, fences, and stands and floodlights be transferred to the Club's recharge in the order and timing set out in this report.

b) Option 2: That the transfer of the additional items be deferred pending further review of the lease demise and the Club's repairing obligations.

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan: Supports the protection and proper management of Council assets and the Council's relationship with a key community sports tenant.

Risk Management: Phasing reduces the risk of the Club defaulting on a single large increase. Phasing also carries a cost to the precept, which Members should weigh in deciding the length of the period.

Legal: Recharging the building premium is a condition of the lease. Transferring the additional items depends on whether they fall within the Club's demise and repairing obligations; this should be confirmed before transfer takes effect.

Resources/Stakeholders: The Football Club is the principal stakeholder and should be notified of the agreed schedule in writing.

Contracts/Procurements: No procurement implications. The insurance policy is held by the Council under existing arrangements.

Crime and Disorder: No implications identified.

Biodiversity and Environment: No implications identified.

Equalities: No implications identified. No Equality Impact Assessment is considered necessary.

Residents Impact Assessment: Sustaining the Football Club at this site supports community sport and recreation for residents.

Sustainability/Climate Impact: No implications identified.

Data Protection and Privacy: No implications identified.

STOTFOLD TOWN COUNCIL

COMMITTEE:	**BUILDING MANAGEMENT COMMITTEE**
MEETING DATE:	**22 JULY 2026**
REPORTING OFFICER:	**SUSAN RILEY - DEPUTY CLERK** **EMMA PAYNE, TOWN CLERK**
REPORT TITLE:	**BUILDING MANAGEMENT CLERK'S REPORT**

1. Simpson Centre Street Lights

Following the discovery that the streetlights in the vicinity of the Simpson Centre are fed from the building's electricity supply, the Public Realm team are proposing leaving the lights on the path from Hitchin Road to the building (3) and the two in the car park (2, 3) on. Once the site is sold, the lighting will then be the responsibility of the new owners, and the lights will be turned off until the supply can be transferred to the new owners.

2. Greenacre Centre CCTV

At the May meeting of the Buildings Management Committee, Members requested that Officers investigate the feasibility of repositioning the CCTV camera located at the rear of the Greenacre Centre to provide coverage of the area where two new benches are proposed to be installed.

Officers have since reviewed the existing CCTV coverage and can confirm that the proposed bench location is already within the camera's field of view. As a result, no alterations to the existing CCTV system are required.

3. Greenacre Centre Fire Doors

The annual fire door servicing at the Greenacre Centre was completed in June. Minor repairs were identified to the café kitchen fire door and the library office fire door. These remedial works have now been completed, ensuring the fire doors remain fully compliant and operational.

4. Fire Extinguishers

During the recent fire safety servicing across the Council's buildings, a number of fire extinguishers at the Greenacre Centre, Memorial Hall and Simpson Centre were identified as requiring replacement. The replacement extinguishers have been ordered and are scheduled for installation in late July/early August, ensuring all fire safety equipment remains compliant and fit for purpose.

5. PAT Testing

PAT testing has been completed at the Greenacre Centre, Memorial Hall and The Barn. All portable electrical appliances were inspected and tested to ensure they are safe for continued use. Any items identified as defective during testing have been removed from service and appropriately disposed of, ensuring only safe, compliant equipment remains in use across the Council's buildings**.**

6. Memorial Hall Lighting and Painting

The lights for the Memorial Hall have been delivered, and installation is scheduled from 27th July to 7th August. The main hall and kitchen ceiling will be painted in the second week of the closure.

The hall will be closed from 27th July to 7th August.

7. Arlesey Road Toilets

Arlesey Road Public Toilets remain closed while Officers continue to investigate a suspected water leak. Over a three-month period, the site recorded water usage of 60 cubic metres, significantly higher than expected. For comparison, the Greenacre Centre used 41 cubic metres during the same period.

A contractor attended site and spent a full day inspecting the toilet facilities, water supply and surrounding pipework. No evidence of a leak was identified within the building or the adjacent car park. The Public Realm Officer is continuing to investigate the cause of the excessive water usage, and Members will receive a further update at the next Committee meeting.

MEETING BETWEEN DIRECTORS OF SFC AND STC – 9/6/2026

1. Football Club Lease negotiations

- SFC wanted to grant licences and then advice STC. Advice from STC solicitor was that Council consent would not be unreasonably withheld.
- Concerns about potential delays in response if the Town Clerk was on holiday/absent. Explained that Deputy Clerk deputises in the Town Clerk's absence. A time frame of 10 working days was agreed and will be conveyed to both parties' solicitors.
- STC advised that the legal fees for this are likely to be more than £6,000 which are being covered by STC. This includes the amendments to the lease between CBC/STC and STC/SFC, as well as surveyor's fees. CBC's costs have yet to be advised.

2. Insurance – Unallocated ground assets

- The 2026/27 Zurich schedule (policy YLL-2720442673) lists the ground in two places. Premises 8, Stotfold Football Club, carries a Buildings Sum Insured of £5,523,000 under Part A. Separately, under Part C All Risks, several football ground assets sit as Additional Items with no premises address, so they are not currently tagged to Premises 8.
- The items that should be allocated to the Club:
    - Football stands (x 2) and floodlights x4: £227,694.25
    - Fences (wooden boundary, acoustic and pitch perimeter): £151,796.17
    - Irrigation system: £47,056.82
- These three items total £426,547.24. They are football ground assets sitting in Part C with no premises address, so they are not currently tagged to Premises 8.
- The premiums for each element (all premiums include Insurance Premium Tax) are:
    - Stotfold Football Club £4,152.42
    - Football Stands and Floodlights £551.35
    - Irrigation System £113.95
    - Fences £367.56

- SFC to investigate whether these are assets are insured via other policies.
- STC have provided copy of insurance schedule to SFC.
- STC to implement a transfer of the assets from 2027/28 in consultation with the club.

3. Martyn's Law

SFC confirmed FA are advising on Martyn's Law.

4. SAG for Fireworks

- STC sought reassurance that the application had been made to SAG in good time. SFC advised that the person responsible for making the application hadn't reported any issues.

- **<u>Supporting Documents may include:</u>**
  Event Management Plan
  Health & Safety Risk Assessments
  Site/Route Plans
  Insurance Certificates
- **<u>SAG Application Deadlines</u>**
  Notice periods for events (in line with national guidelines):
  Events up to 1,000 people: 3 months' notice
  Events of 1,000–5,000 people: 6 months' notice
  Events over 5,000 people: 9–12 months' notice

- SFC were reminded that it would be a requirement of STC (from June 2026) that all events on town council owned/controlled land/premises require SAG approval.

5. Legionella Agreement

- SFC wants clause relating to recharge of officer time removed from agreement 8.2 that the duty holder has the right to charge the tenant a reasonable admin fee to cover staff costs.
- STC will refer this back to the next Buildings Management Committee.

6. Stotfest – Saturday 27 June

- SFC advised that the club house was limited access for the England game which was kicking off at 10pm.
- STC to provide parking permits for SFC bar staff to park in the car park.

7. Building Compliance

- STC had undertaken landlord inspections on 27 May. Paperwork had been present and notes from the inspection had been passed to SFC for any actions.

8. Date of Next Meeting

January 2027

Delegated Decisions

26.189	06/05/2026	Building Management	Charlie Allan	85/815	GVC	adaptions to path, bench install and posts install	1	£6,687.50	£6,687.50	Susan Riley
26.201	11/05/2026	Building Management	Charlie Allan	55/512	jerome griggs	put in a new PIR and Socket	1	£235.00	£235.00	Susan Riley
26.209	18/05/2026	Building Management	Manvir Kooner	55/512	Stephen Riley Window Cleaner	Window Cleaning Greenacre	1	£170.00	£170.00	Emma Payne
26.227	03/06/2026	Building Management	Charlie Allan	52/512	tjg plumbing	to fix the toilet in the memotial hall	1	£250.00	£250.00	Emma Payne
26.234	10/06/2026	Building Management	CANCELLED							
26.238	10/06/2026	Building Management	Charlie Allan	S106 mem hall revamp	gilbert and gregson	to install water heater ron the wall and run new compliant pipe work	1	£375.00	£375.00	Emma Payne
26.239	10/06/2026	Building Management	Charlie Allan	S106 mem hall revamp	gilbert and gregson	to paint and decorate mem hall kitchen	1	£1,132.00	£1,132.00	Susan Riley
26.243	12/06/2026	Building Management	Charlie Allan	emr 9027	SHLG	solar window film for windows in GAC	1	£1,555.00	£1,555.00	Emma Payne
26.244	15/06/2026	Building Management	Charlie Allan		res fire	fire door repiars for GAC	1	£330.44	£330.43	Susan Riley
26.245	16/06/2026	Building Management	Charlie Allan	55/512	res fire	fire doors inspection and maintenance	1	£280.00	£280.00	Susan Riley
26.249	18/06/2026	Building Management	Charlie Allan		Drain doctor	to unblock womens cubicle in the GAC	1	£275.00	£275.00	Susan Riley
26.252	22/06/2026	Building Management	Manvir Kooner	55/512	Stephen Riley Window Cleaning	Window Cleaning Greenacre	1	£170.00	£170.00	Emma Payne
26.257	06/07/2026	Building Management	Charlie Allan	27/241	c and d farms	rent for barn july to september	1	£2,250.00	£2,250.00	Susan Riley
26.274	14/07/2026	Building Management	Manvir Kooner	52/512	RES Fire & Security	Fire Door Labour	1	£2,032.00	£2,032.00	Susan Riley

BUILDINGS MANAGEMENT COMMITTEE - WORK PROGRAMME 2026-27

Meeting Date	Agenda Publication Date	Agenda Item	Description	Officer Responsible	Report Deadline
23/09/2026	17/09/2026	Q1 Income and Expenditure Report	To consider this committee's income and expenditure report	Town Clerk	14/09/2026
		Building Management Committee Budget 2027-28	To consider this committee's budget for 2027-28	Town Clerk	
		Fees and Charges	To consider fees and charges for town council properties 2027-28	Town Clerk	
		Greenacre centre, Solar Power Upgrades	To consider additional EV panels at the Greenacre Centre	Projects Officer	
		Greenacre Centre & Memorial Hall Marketing	To consider additional marketing for Greenacre Centre and Memorial Hall	Town Clerk	
		Energy Efficiency Audit	To receive quotes for an energy efficiency audit	Town Clerk	
		Drainage at Greenacre Centre	To consider quotes for works to improve drainage issues at the Greenacre Centre	Deputy Clerk	
25/11/2026	19/11/2026	Q2 Income and Expenditure Report	To consider this committee's income and expenditure report	Town Clerk	16/11/2026