

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443 Fax: 01923 681338

Email: clerk@ststephenparishcouncil.gov.uk

Web: www.ststephenparishcouncil.gov.uk



Present: Councillors Dorothy Kerry
David Parry Wendy Berriman

Also Present Sue Hake: Clerk

One member of the public to speak on item 1920/BC/030

Cllr Martin Doyle (Chair) arrived during item 1920/BC/029

Minutes of Buildings Committee meeting held on Thursday 6 February 2020 at 7.30pm at THE PARISH CENTRE, STATION ROAD, BRICKET WOOD, ST ALBANS, AL2 3PJ

Cllr Kerry proposed Cllr Parry chair the meeting until the chair arrive, seconded Cllr Berriman
It was resolved that Cllr Parry chair the meeting until Cllr Doyle arrives.
The meeting commenced at 7.45pm

1920/BC/026 To receive and accept apologies for absence
Cllr Pryce, Cllr Tyndale

1920/BC/027 Declarations of interest and dispensations
a) To receive declarations of interest from Councillors on items on the agenda
None
b) To receive written requests for dispensations for declarable interests;
None
c) To grant any requests for dispensation as appropriate
None

1920/BC/028 To approve the minutes of the Buildings committee meeting held on 24 October 2019
Resolved: Cllr Berriman proposed the minutes are a true and accurate record seconded Cllr Kerry
Votes in favour: Unanimous **Motion Carried**

1920/BC/029 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy

Cllr Parry invited Mr Snoad to speak about the request for permission to continue to seek costings to install a hearing loop at the Greenwood Community Centre to assist members of the community who have difficulty with hearing.
It was suggested materials could be sourced locally to mitigate cost but a suitably qualified, experienced electrician would also need to be contracted for the installation of a hearing loop that could possibly link to the existing amplifier.
Cllr Parry asked for Bookings Manager's opinion who confirmed the Lounge, Orton Hall and the Sports Hall would all benefit from having a hearing loop.
Cllr Parry raised concern that the installation should be of a standard that it does not need to be revisited and suggested seeking advice from other venues who have a hearing loop already installed.
Cllr Doyle arrived during item 029

1920/BC/030 To consider request for installation of hearing loop at Greenwood Park Community Centre
Resolved: Cllr Parry proposed U3A are permitted to liaise with the centre manager and continue to carry out further investigation for the installation of a hearing loop, seconded Cllr Kerry
Votes in favour: Unanimous **Motion Carried**

The Clerk suggested contacting SADC for information and Cllr Parry suggested the Abbey theatre for further research and the possibility of obtaining grants to assist with funding
Mr Snoad thanked the council and left the meeting at this point

- 1920/BC/031 To agree two dates for buildings inspection in April 2020
Greenwood Park 2.30PM Wednesday 15th April
Park Street 10am Tuesday 21st then on to Parish Centre
Action: forward agreed dates to Cllrs Pryce, Tyndale and Brannen
- 1920/BC/032 Greenwood Park Community Centre and Pavilion
- a) Update on partition between tennis club and cricket room
Existing door is believed to be 32mm
Metal stud with plywood
Action; Clerk to inform the Tennis Club we wish to replace the existing byfold doors with a partition of a maximum depth of 100mm to soundproof both areas on the same line
- b) Update on reconfiguring the internal layout of Community Centre with S106 funding (drawing circulated)
Cllr Parry explained the drawing and that the existing plant room layout will need external access should
Cllr Berriman enquired where the baby changing would be and it was confirmed it would be incorporated within the disabled changing room.
- c) Update on provision of disabled public toilet changing facility and unisex toilets with S106 funding (drawing circulated)
Cllr Parry explained the drawings for the Pavilion disabled changing facility would have a full hoist
Cllr Doyle and councillors thanked Cllr Parry for completing the drawings
Action Cllr Parry to contact contractors to provide quotes for the works who will be invited to tender for the work
- d) Car park surface problems and overflow option
- i. The clerk raised concerns about the need to have a long-term plan for all of the car parks and notified the committee staff believe paid parking by car park users would then contribute to the cost of surfacing and marking of spaces.
The bookings manager confirmed she would like all of the top car park to be tarmacked and have spaces marked.
Action: Bookings Manager to consult with users of the centre about paid parking
- ii. the Bookings manager explained the issues with insufficient parking for popular events and explained the staff were running a trial period of 12 weeks to utilise the area at the Watford Road allotments for overflow parking in addition to the current use.
Resolved: Cllr Kerry proposed to reinstate the car parking working group to review all of the car parks and have a proposal deadline. The group will include the Bookings Manager, a member of the Grounds team, Cllr Berriman and two additional councillors and a proposal deadline to be set, seconded Cllr Berriman
Votes in favour: Unanimous **Motion Carried**
Action: To request 2 further councillors to join the carpark working group at Full Council
- e) Update on sports hall painting quotes
The Bookings Manager explained only one company have quoted to date and noted the courts also needed to be remarked.
Action: Bookings Manager to get quotes for the court floor marking
- f) Update on LED lighting
New LED lighting has been installed in the Tennis side of the Pavilion, the Bookings Manager's office and is about to be installed in the entrance and corridor of the Community Centre.

A report circulated looking into replacing car park lighting for LED bulbs/units looked into, including costing to hire a Cherry picker as two lights are not working and a complaint has just been received from a nearby resident about the direction of illumination.

After discussion Cllr Parry suggested researching into LED Bollard lighting that may be funded through S106 sustainability funding.

Action: Maintenance Person to seek costing for Bollard lighting as alternative to high level

1920/BC/033

Parish Centre

a) Update on car park surface repair

Action: To be looked at by Car Parking working party

b) Update on LED lighting

The Clerk gave an update on the completed installations of LED lights in the offices, St Stephen Suite and the Walton room at the Parish Centre.

1920/BC/034

Park Street Pavilion

a) Update on the progress of the Asset Transfer from the District Council

A meeting has been held with an officer from the District Council about the asset transfer of Park Street and Woodbury Field. A site visit is planned to be made towards the end of February and further information to be obtained by the District officer.

Questions were raised about the integrity of the Pavilion floor at the commencement of the Lease period

It is also believed that a resolution has not yet been made by Full Council to legally proceed with an asset transfer and so this will need to be included on the March agenda for a resolution to be made.

Given the state of the Parish Council finances it would be wise to complete a feasibility study and have a completed business plan

It was suggested Carter Jonas are retained by County Council as Chartered surveyors

Resolution: Cllr Parry proposed we should have a business plan after obtaining sufficient information, seconded Cllr Berriman

Votes in favour: Unanimous

Motion Carried

b) Improvement project – possible grant application-feedback

Following feedback from the last meeting for the grant application for the Pavilion to refer more to Sport it was proving difficult to progress without a Business plan in place for the building.

Action: Agreed to defer grant funding application until a Business Plan is in place.

c) Update on car park surface

The feedback from the Grounds staff is there is sufficient surface material in the car park area that is regularly having to be moved and attempted to level the surface and have requested not to add further material and create a plan for a permanent surface.

Action: Agreed to defer new work until a Business Plan is in place

d) Update on barrier damage

There is currently an ongoing insurance claim for the reparation of damage to the height barrier at the car park entrance.

1920/BC/035

To confirm list of project priorities for S106 funding to be linked to the business plan

Actions: Cllr Parry will obtain figures for solar panels and circulate when obtained and will also look through the list to identify where we need further professional assistance.

1920/BC/036

To receive a report on progress on the Buildings Maintenance Schedule

Report circulated noting restrictions on budget availability have delayed progress.

1920/BC/037

To set dates for next Buildings Committee and Parish Assets Working Party meetings

Buildings Meeting beginning of June and then quarterly

Fixed Asset Working Party 19 February 7.30pm

Meeting closed at 10.20pm