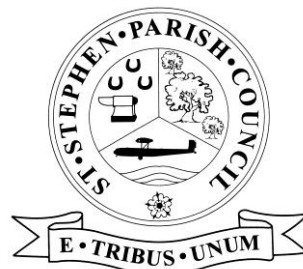


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

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## Minutes of the Buildings Committee meeting Held on Thursday 26 November 2020 at 7.30pm Via remote zoom meeting

### Present: Councillors

Wendy Berriman  
David Parry

Martin Doyle (Chair)  
Bill Pryce

Dorothy Kerry  
Nicholas Tyndale

Also Present: Cllr Mark Skelton, Sue Hake – Clerk, Isabel Crozier - Assistant Clerk, taking minutes

- 2021/BC/020** To receive and accept apologies for absence  
Apologies were received from Cllr Fisher
- 2021/BC/021** Declarations of interest and dispensations  
a) To receive declarations of interest from Councillors on items on the agenda  
b) To receive written requests for dispensations for declarable interests; and  
c) To grant any requests for dispensation as appropriate  
None declared
- 2021/BC/022** To approve the minutes of the Buildings Committee meeting held on 2 Oct 2020  
**CONFIRMED:** *Proposed Cllr Pryce, seconded Cllr Parry,*  
that the minutes be approved as a true record  
*votes in favour: 5 votes for, 0 against and 1 abstention* **Motion Carried**
- 2021/BC/023** Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy  
None
- 2021/BC/024** To consider a specification for obtaining a condition survey on Greenwood Park Community Centre and Pavilion and Park Street Pavilion. Suggestions for supplier for this and reinstatement cost assessment for all buildings.  
A draft specification was circulated to Cllrs prior to the meeting. It was agreed that this draft with appendices could be used with the addition of an excel pricing schedule and the caveat that companies are free to subcontract elements of the work.  
**ACTION:** Assistant Clerk to amend the draft specification and send out to preferred companies for quotes.
- 2021/BC/025** To provide an update on the barn condition survey  
The condition survey was circulated in advance of the meeting.  
**ACTION:** Clerk to incorporate the guttering work and drainage investigation works into the Maintenance Man's work programme.
- 2021/BC/026** To consider budget items for 2021/22  
a) Sports Hall floor sanding and court remarking  
The Sports Hall floor markings are starting to wear. The cost of sanding and remarking would be in the region of £7- 8,000 and the Council. It was felt that it would be better to obtain a grant to get a new floor laid and make other improvements at the same time.  
**ACTION:** Assistant Clerk to investigate grant funding from Sport England for a new

floor, underfloor heating, decoration, lighting improvements and possibly car park extension for the Sport Hall and other building works.

b) Bin replacement

The Council have been investing annually in a programme of bin replacement in the Parks. This year £2500 was spent on 6 bins for Greenwood Park and Park Street Rec. The café is creating a need for increased capacity across the park. This continued investment in replacing the bins and in particular increasing the opportunities for recycling is included in the draft Business Plan and it was agreed to put forward £2500 in the budget.

c) Bollard replacement at GWP

The replacement of the wooden bollards along the length of the drive with green barriers was due to continue this year but has been delayed due to lack of funds. It was agreed that £2500 should be put in the 21/22 budget for the next phase of bollard replacement.

d) Car parks

Major investment is required in the Council's car parks and the condition survey will provide details of what's needed. However, there isn't likely to be the funds available in 2021/22 to do anything other than essential maintenance. A figure should be put forward to cover essential maintenance.

**2021/BC/027**

Greenwood Park Community Centre and Pavilion

a) To consider replacing the tennis court and car park floodlights with LEDs

**ACTION:** Cllr Parry to arrange a meeting with the tennis club to discuss their needs in relation to flood lights and look at possible funding streams

b) Update on café

The café is causing a lot more waste to be produced in the park and bins are now overflowing creating litter to build up at the weekends. The café is so popular that there is often not enough space on the patio and people are standing on the grass on the edge of the cricket pitch. This is causing the grass to be churned up and making the area muddy.

**ACTION:** Staff to investigate measures to address the litter and recharge the café for additional waste. Look at options to relieve the pressure on the grass.

**2021/BC/028**

Parish Centre

a) Update on CCTV

Groundsman is revisiting quotes to reduce the number of cameras and get comparable quotes.

b) Consider work to address flooding of drive

Following the spillage of tarmac into the soakaway on the drive by highways contractors there is often a puddle at the point where the car park gate closes. This is a health and safety issue as we go into winter. The Council has had a quote of £4500 to dig out the soakaway. The Highways contractor deny responsibility and HCC says it is their contractors not them. Sue Featherstone is revisiting the complaint with HCC Highways.

**ACTION:** Cllr Parry to determine if anything can be done to improve the situation in the short term at a reasonable cost.

**2021/BC/029**

Park Street Pavilion

a) Update on barrier

The Clerk has engaged a contractor to fix the damage to the barrier and quote to install a box over the locks on the containers.

**2021/BC/030**

To consider sale of vehicles and surplus machinery

The Clerk has asked the grounds staff to consider what vehicles and machinery

they can do without and they are obtaining valuations from different sources.

**2021/BC/031**

To receive a report on progress on the Buildings Maintenance Schedule and consider budget for maintenance of buildings in 2021/22

The Clerk circulated a list of tasks for the coming months. It was felt that the budgeting should be a matter for the Finance Committee

**ACTION:** Clerk to add the items from the Barn condition survey and recirculate with the costings and priority.

Meeting closed at 8.38pm

Chairman

Date