

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

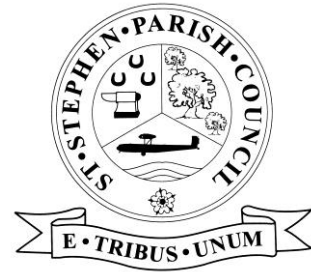
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## Buildings Committee meeting

Held on **Thursday 22 October 2020 at 7.30pm**

**Via Remote zoom meeting**

### Present: Councillors

David Brannen

Bill Pryce

Martin Doyle

David Parry

Nicholas Tyndale

Also Present: Sue Hake, Clerk Isabel Crozier, Assistant Clerk

1 member of public present

- 2021/BC/001** To elect a Chair of the Buildings Committee for 2020-21  
**Resolved:** Cllr Parry proposed Cllr Doyle remain as Chair of the Buildings Committee, seconded Cllr Brannen  
Votes in Favour: Unanimous **Motion Carried**
- 2021/BC/002** To receive and accept apologies for absence  
Apologies received from Cllrs Kerry and Berriman
- 2021/BC/003** 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 at this point
- 2021/BC/004** To approve the minutes of the Buildings committee meeting held on 06 February 2020  
Insufficient number of councillors to votes who attended-Defer to next meeting
- 2021/BC/005** Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy
- 2021/BC/015** Committee agreed to bring forward this item  
Cllr Pryce declared a pecuniary interest  
a) To consider request for the Gardening Club for a storage container  
Mr Wilson was invited to speak. He explained the Gardening Club had received a covid grant and are seeking long term permission to locate a shipping container as a rodent proof store adjacent to the hut.  
**Resolved:** Cllr Tyndale counter proposed approving the request to locate a shipping container for the duration of the clubs occupancy of the site subject to planning approval, seconded Cllr Brannen  
Votes in favour: unanimous **Motion Carried**
- Cllr Doyle joined the meeting at this point  
b) To consider measures to address flooding on Gardening Club plot  
Mr Wilson explained the site floods from the gate inwards.  
Cllr Parry suggested County are responsible for clearing the ditches.  
Cllr Pryce suggested draining the water to the ditch at the back of the site  
No resolution was made at this time for this item.

- 2021/BC/006** 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 insurance valuation.  
**Action:** Cllrs Parry, Doyle, Brannen and Fisher to meet to draw up a list of potential consultants
- 2021/BC/007** To agree two dates for buildings inspection in November 2020  
It was suggested to wait until condition survey completed.
- 2021/BC/008** To consider the findings from the Legionella risk assessment  
It was agreed to supply a copy of this report to the person completing the condition survey report to link to actions.  
The Committee requested the maintenance person ensures all legionella checks are recorded to include the time and date the checks are made.
- 2021/BC/009** To provide an update on fixed wiring testing of all buildings  
The Assistant Clerk gave an update on the completed fixed wiring testing and the actions required to obtain the satisfactory certification.
- 2021/BC/010** Greenwood Park Community Centre and Pavilion
- a) To consider replacing the tennis court and car park floodlights with LEDs  
**Action:** It was agreed Cllr Parry would complete a report on LED floodlights that could also be provided to the Tennis Club.
  - b) Update on café and consider request to site a removable 5 or 6m wide patio umbrella with removable sides  
**Resolved:** Cllr Doyle requested a picture of the patio umbrella is supplied with the specification but to agree in principle for the patio umbrella, seconded Cllr Parry  
Votes in favour: Unanimous Motion Carried  
**Action:** Assistant Clerk to request provision of a picture with the specification and circulate.
  - c) To consider pothole repair at the top of the drive  
It was agreed for the repair to be made by a contractor to fill and cold tar the pothole.
  - d) To consider the option of installing an electric gate at Greenwood Park  
It was thought with individual experience of electric gates this would potentially not be cost effective.
  - e) Update/Feedback on Hearing loop installation  
Deferred to a later meeting
  - f) Update/Feedback from users of the centre about paid parking  
Deferred to a later meeting
  - g) Update on councillors to join Carpark working group  
To put on hold at present
  - h) Update on quotes for Sports Hall Courts re-marking  
Deferred to a later meeting
- 2021/BC/011** Parish Centre
- a) Update on CCTV  
Quotes are being obtained but need to be comparable and agreed that adequate signage to notify visitors of CCTV being recorded.
  - b) Update on condition of building and car park. Consider work to address flooding of drive  
**Action:** Cllr Parry to contact Sue Featherstone to pursue repair/unblocking of drain.

**Action:** Assistant Clerk to forward all correspondence relating to chasing the unblocking of the drain to Cllr Parry.

- 2021/BC/012** Park Street Pavilion  
a) Consider security of the Park Street Recreation Ground container  
**Action:** The Clerk to make enquiries for the welding of a box around the lock on the shipping container.
- b) Update on barrier  
The Clerk confirmed liaising with the Social Club Manager and agreeing for the locking of the lower barrier subject to leaving open from Saturday morning through to Sunday evening for Sports bookings once the second lockdown comes to an end.
- 2021/BC/013** Update on Chiswell Green Clock  
The Assistant Clerk confirmed no response had been received from Chiswell Green Residents Association and was not sure if they are currently meeting.  
**Action:** Cllr Pryce will arrange for the clock to be covered with Poppies for the interim and contact the Hire centre or Kiwi Greenfingers to ascertain if they would be interested in adopting or sponsoring the clock.
- 2021/BC/014** To consider sale of assets – Expression of interest received  
**Action:** Grounds team to obtain second hand value of Vehicles, machinery and miscellaneous items that may be sold.
- 2021/BC/015** Item 2021/BC/015 previously discussed after item 005  
a) To consider request for the Gardening Club for a storage container  
b) To consider measures to address flooding on Gardening Club plot
- 2021/BC/016** To receive a report on progress on the Buildings Maintenance Schedule  
Noted:
- 2021/BC/017** To confirm list of project priorities for S106 funding to be linked to the business plan  
**Action:** Cllr Parry to obtain quotes for the suggested the solar panels at Greenwood Park Community Centre & Pavilion and to look at feasibility of air source heat pumps.
- 2021/BC/018** To consider budget for maintenance of all buildings/assets for 2021/22  
**Action:** Maintenance person to identify level of priority works & the highest level to be focused on and Clerk to circulate list of priorities.
- 2021/BC/019** To set dates for next Buildings Committee and Parish Assets Working Party meetings  
Next Buildings Committee meeting dates will be 26 November 2020 and 28 January 2021

Meeting closed at 9.59pm