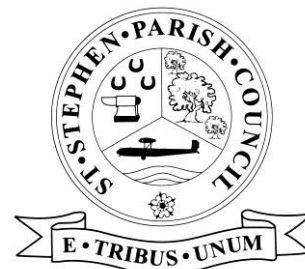


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

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Present: Councillors

Wendy Berriman
Dorothy Kerry
Bill Pryce

David Brannen
David Parry (Temporary Chair)
Nicholas Tyndale

Minutes of Buildings Committee meeting Held on Thursday 28 January 2021 at 7.30pm

Also present: Cllr Mark Skelton, Sue Hake – Clerk, Dani Medlin – Centres Manager, Isabel Crozier – Assistant Clerk

- 2021/BC/032 To receive and accept apologies for absence
Apologies were received from Cllr Doyle
- 2021/BC/033 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
- 2021/BC/034 To approve the minutes of the Buildings committee meeting held on 6 February 2020 and 26 November 2020
CONFIRMED: Cllr Kerry proposed, Cllr Berriman seconded that the minutes of the meeting held 6 February 2020 be approved
Votes in favour: 4, against: 0, abstention: 1
CONFIRMED: Cllr Pryce proposed, Cllr Tyndale seconded that the minutes of the meeting held 26 November 2020 be approved
Votes in favour: unanimous **Motion Carried**
- 2021/BC/035 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy
None

Cllr Brannen joined the meeting at this point

- 2021/BC/036 To receive feedback on the tender for obtaining a condition survey, feasibility studies for making improvements and reinstatement costs assessment and to agree next steps.
The Assistant Clerk with assistance from Cllr Skelton put together a package of information and invitation to tender for an appraisal of the Council's building stock. DK extended thanks to the Assistant Clerk for work on this. The Invitation to tender was sent out to five selected consultants before Christmas. Only one response was received by the deadline, one declined and one incomplete response was received after the deadline. The complete response was over what has been budgeted and therefore it was felt that the specification could be paired down and further quotes sought.
ACTION: Cllr Skelton and the Assistant Clerk to revisit the specification and obtain further comparable quotes and to work with companies that have quoted to establish exactly what they are offering.. Keep Cllr Parry involved in process.

2021/BC/037

Greenwood Park Community Centre and Pavilion

- a) Update on investigations into replacing the tennis court and car park floodlights with LEDs

RESOLVED: Cllr Parry proposed, Cllr Brannen seconded that all the car park lights be changed to LEDs as soon as possible

Votes in favour: unanimous

Motion Carried

- b) Update on café

An arrangement with the café has been made whereby they are hiring the Community Centre kitchen for 3 or 4 sessions per week for baking.

- c) Feedback on funding research for replacing Sports Hall Floor
Sports England are concentrating all their funding on Covid relief at present.

- d) TV replacement in lounge

The current TV in the lounge belongs to the barman. The Chiswell Green U3A use the TV regularly and would like to donate a new smart TV to the Council but want to confirm that our staff will install it at no cost to them, and that it would not be covered under the insurance as the excess cost was likely to exceed the value of the TV. The U3A confirmed that it would be available to use by other hirers.

RESOLVED: Cllr Parry proposed, Cllr Kerry seconded that the Council accept the kind offer of the donation of a new TV for the lounge and accept the conditions outlined above.

Votes in favour: unanimous

Motion Carried

- e) Cricket patio subsidence

Two contractors were asked to quote to replace the retaining wall for the Cricket patio and to relay the paving. One declined as he felt that there was a need for a structural engineer to produce a design first. The other contractor did quote for installing a concrete wall with drainage. The Council felt that it would be wise to get a structural engineer to produce a design and obtain new quotes based on this.

ACTION: Assistant Clerk to commission a structure engineer to produce a design and to request the area be cordoned off by the Grounds Team.

- f) Drainage to driveway footpath

The paved path alongside the driveway is getting waterlogged and muddy. Quotes have been obtained from three contractors to lift the slabs and raise the level of the end of the path nearest the height barrier, angling it slightly so water will shed to the side. It was agreed that the Council should go with the lowest quote and get the work done as well as work to increase drainage alongside the path. The path will have to be temporarily closed and pedestrians diverted to use the grass or driveway whilst works are being completed.

- g) Path to the tennis courts

The Council has been approached by users of the courts to ask if we would consider creating a surfaced path to the public court gate from the driveway path. The Tennis Club have said that they may be able to contribute to the costs. It was agreed that this was not a priority at this time.

2021/BC/038

Parish Centre

- a) Update on CCTV

Following the Council's agreement to spend up to £2000 for security cameras to be installed concentrating on the Barn, the Clerk has obtained two similar quotes.

RESOLVED: Cllr Parry proposed, Cllr Pryce seconded that the Clerk has delegated authority to go ahead with the work as a matter of urgency to install a 3 or 4 camera system at the Parish Centre location to include coverage on the Barn/Compound

Votes in favour: unanimous

Motion Carried

- b) Consider quotes to address flooding of drive and drainage from Barn
Two quotes have been obtained, a third contracted failed to quote, for work to link the barn sink drain and wash bay to the sewer pipe in the lawn and to link the blocked drain/soakaway at the driveway entrance to the nearby surface water drain.

RESOLVED: Cllr Parry proposed, Cllr Pryce seconded that the Council proceed with the lower quote

Votes in favour: unanimous

Motion Carried

- c) Consider quotes for roof repairs to the Parish Centre and Barn
Three quotes have been obtained work works to fix a leak at the front of the parish Centre, re-site three rows of slipped tiles at the rear and to replace broken tiles and repair the gutter on the Barn

RESOLVED: Cllr Parry proposed, Cllr Pryce seconded that the Council proceed with the quote from the same company as agreed for the drains and take a recommendation to Full Council to approve a Virement to cover the costs of both the drainage works and roof repairs for the Parish Centre

Votes in favour: Unanimous

Motion Carried

2021/BC/039

Park Street Pavilion

- a) Update on barrier

A quote has been agreed by the insurance company to get a replacement top section and refurbish the posts. The work should be completed shortly.

Meeting Closed: 21.17

Chairman:

(Cllr David Parry)

Date: