



**MINUTES OF THE MEETING OF BUILDING MANAGEMENT COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER, GREEANCRE CENTRE, VALERIAN WAY,
STOTFOLD SG5 4HG ON WEDNESDAY 26 MARCH 2025 AT 19:00**

Present:

Cllr S Hayes (Chair), Cllr D Matthews (Vice Chair), Cllr M Cooper, Cllr J Hyde, Cllr B Saunders,
Cllr N Venneear.

Also Present:

Cllr S Buck (ex officio)
E Payne, Town Clerk
S Riley, Public Realm Manager
1 Member of the Public

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bendell and Talbot. Cllr Dhaliwal was absent.

DECISION: It was **RESOLVED** to accept the apologies.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Saunders declared an interest in item 6.6 as a member of Stotfold Football Club.

3. PUBLIC SECTION (MAX. 15 MINUTES)

There was a member of the public who was invited to address the meeting on item 6.6.

4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the meeting held on **8 January 2025**. Members were advised that Cllr Saunders had been omitted from the minutes circulated with the agenda pack and that the minutes to be signed had been updated to include his attendance.

DECISION: It was **RESOLVED** to accept the minutes of the meeting held on 8 January 2025 as a true record of the meeting.

5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION

Members received the Clerk's report. In addition, the Town Clerk advised the meeting that they had been advised by the cleaning contractor that, with effect from 1 April 2025, the cleaning contract will be increased by 9.8%.

DECISION: It was **RESOLVED** to note the report.

ACTION: Town Clerk to report to the next meeting on the increase in the Cleaning Contract.



6. REPORTS TO COMMITTEE

6.1. Memorial Hall Feasibility Study

Members received a report on the feasibility study for the Memorial Hall. Members felt that the options provided by the initial study whilst informative were not comprehensive enough to make an informed decision on any future works. They considered that further studies should be commissioned to include a separate hall to the side of the building, which could use as a distinct entity or opened up to make a larger facility; and the third option being a new build. Once these have been completed then the costings work can be commissioned from Contractor A.

DECISION: It was RESOLVED to defer any decision until further feasibility studies have been commissioned.

DECISION: It was RESOLVED that when feasibility studies received, Ellenbrook Consulting will undertake cost estimates at £1,995 per case estimate.

ACTION: Town Clerk to commission two further feasibility studies.

ACTION: Town Clerk to commission cost estimates.

6.2. Audio Visual Equipment - Greenacre Centre

Members received quotations for audio visual equipment to be installed in the newly split Maple Room and the reception area.

DECISION: It was RESOLVED to accept Quotation 4 from Rossco Ltd at a cost of £7,623.20 excluding VAT to install AV equipment in the Maple Room and reception area.

ACTION: AV installation to be commissioned.

6.3. Car Park Relining

Members received quotations for remarking disabled bays at the Greenacre Centre car park, Brook Street car park and installing a new disabled bay at the Mossman Centre. Cllr Saunders informed the meeting that the Mossman Committee would be willing to contribute £132.98 towards the cost of the disabled bay. Members were advised that there would need to be some additional marking in the Greenacre Car Park to accommodate the two dedicated library car parking spaces

DECISION: It was RESOLVED to accept Quote A from Line-Mark.com at a cost of £995.00 for relining works as outlined in the report with a contribution of £132.98 from the Mossman Centre Committee towards the costs.

ACTION: Car park relining works to be commissioned.

ACTION: Contribution of £132.98 from the Mossman Centre Committee to be invoiced.

6.4. Renaming Room at The Greenacre Centre

Members received a report on renaming the council chamber at the Greenacre Centre. The purpose is to encourage its future hire by groups like fitness or businesses.

Commented [EP1]: @Colin Rogers please put the contractor's name here



DECISION: It was RESOLVED to rename the Council Chamber the 'Community Hall' with effect from 1 April 2025.

ACTION: Community Hall signage to be arranged.

6.5. Mossman Centre LED Lights

Following a request from the Mossman Centre Committee to consider the provision of LED lights in the building, Members considered quotations for this work to be undertaken. Cllr Saunders advised the meeting that the Mossman Centre Committee would contribute £1,500 towards the cost of the work.

DECISION: It was RESOLVED to accept Quote C from Fleming Electrical Services at a cost of £4,280 with a contribution from the Mossman Centre Committee of £1,500 towards the cost.

ACTION: Contractor to be instructed.

ACTION: Contribution of £1500 from the Mossman Centre Committee to be invoiced.

6.6. Stotfold Football Club - Legal Fees

Members were updated following a recent meeting held between the football club, CBC's appointed surveyor and the Town Council. At this point, Mr Matthai, representing the Football Club was invited to address the meeting.

DECISION: It was RESOLVED that the Town Council will contribute £3,000 from the legal fee budget towards the costs of updating the Football Club sub and head lease.

ACTION: The Town Clerk to instruct the Council's solicitors.

6.7. Fire Safety Risk Assessment - Simpson Centre

Members received the latest fire risk assessment for the Simpson Centre.

DECISION: It was RESOLVED to note the report.

6.8. Building Revaluations

Members received a report outlining the recent building revaluations ahead of the insurance renewal.

DECISION: It was RESOLVED to note the report.

6.9. Library Task and Finish Group

Members received the notes from this group's meetings held on 22 January, 31 January and 19 March 2025.

DECISION: It was RESOLVED to note the decisions of the meetings.

7. DELEGATED DECISIONS

Members received a report on the delegated decisions undertaken by the Town Clerk.



DECISION: It was **RESOLVED** to note the report.

8. WORK PROGRAMME

Members received this committee's Work Programme.

DECISION: It was **RESOLVED** to note the Work Programme.

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

There were no items.

10. DATE OF NEXT MEETING

The date of the next meeting to be advised once the calendar of meetings is ratified by Full Council on 7 May 2025.

SIGNED BY CHAIR:

MINUTES APPROVED (date):