

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

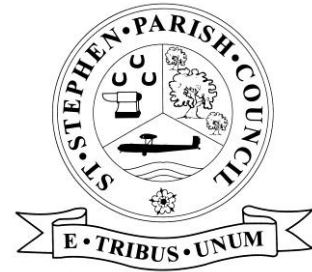
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## Minutes of the Fixed Assets Committee meeting

held on **Thursday 29 July 2021** at **7.30pm**

At St Stephen Suite, Parish Centre, Station Rd, Bricket Wood, AL2 2SF

Present: Councillors Wendy Berriman Martin Doyle,  
David Parry Bill Pryce  
Mark Skelton

Also present: Sue Hake, Clerk and Isabel Crozier, Assistant Clerk

- 2122/AC/001 To nominate the Chair of the Fixed Assets Committee  
**Resolved:** Cllr Parry proposed nominating Cllr Doyle to be Chair of the Fixed Asset Committee, seconded Cllr Pryce.  
Votes in favour: Unanimous **Motion Carried**
- 2122/AC/002 To receive and accept apologies for absence  
Apologies received from Cllr Tyndale
- 2122/AC/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 received
- 2122/AC/004 To approve the minutes of the Buildings committee meeting held on 28 January 2021 and notes of the Asset Working Party 1 April 2021  
**Resolved:** Cllr Pryce proposed approving the minutes of the Buildings committee held on 28 January 2021, seconded Cllr Parry.  
Votes in favour: 4 Abstained 1 **Motion Carried**  
**Resolved:** Cllr Parry proposed approving the minutes of the Assets Working Party held on 1 April 2021, seconded Cllr Doyle.  
Votes in favour: Unanimous **Motion Carried**
- 2122/AC/005 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy  
No members of the public attended
- 2122/AC/006 To receive feedback on the Chiswell Green Clock, agree actions and budget if required  
Cllr Skelton reported he now has the key to the clock. He has tracked down the company who have taken over the manufacturers of the clock who have agreed to replace the internal workings for a total of £1500 (£1250 plus Vat) and confirmed the Chiswell Green Residents Association have agreed to make a contribution of £500 towards the cost.  
**Resolved:** Cllr Pryce propose Cllr Skelton request the company replace the internal parts for the cost quoted to be paid from Admin fees budget, seconded Cllr Parry.  
Votes in favour: Unanimous **Motion Carried**
- 2122/AC/007 Park Street Sign restoration, agree actions and budget  
**Actions:**
- Assistant Clerk to obtain additional quotes for the restoration and possible reduction in height.

- Assistant Clerk to ask Park Street Residents Association, Sports & Social Club. garage and Overdraught pub to make contributions
- Cllr Pryce to ask Village Hall for a contribution
- Possible budget of £200 to be added to Gardens & Woodlands to maintain the sign annually.

- 2122/AC/008 Update on devolvement of assets: Park Street Rec/Pavilion and Woodbury Field  
Cllr Parry raised concerns about the lack of legal vehicular access to the Woodbury Field. The Clerk raised concerns about progressing the project and not being able to claim VAT.  
**Resolved:** Cllr Parry proposed Cllr Stella Nash and Highways be contacted to enquire about the facilitation for vehicular access to Woodbury Field, seconded Cllr Doyle.  
Votes in favour: Unanimous **Motion Carried**  
**Action:** To take recommendation to Full Council to register all Parish Council sites for VAT.
- 2122/AC/009 To consider a programme of upgrades to Play Equipment  
It was agreed the Council need to have a strategy for the long-term maintenance and replacement of play equipment. In the short term decisions need to be made on upgrading, repairing and replacing surfacing on certain items.  
Cllr Berriman suggested looking at using sand as a safety surface under the Blox.  
**Actions:**
- Cllr's Berriman and Parry to work with Assistant Clerk
  - Grounds and Maintenance personnel to create and maintain a record of each items with possible use of a tablet to support this.
  - Cllr Parry suggest Cllr Yates create a spreadsheet for monitoring all play equipment items.
- 2122/AC/010 To consider LED car park Lights quotes  
Three quotes for the replacement of car park lights at Greenwood Park and the Parish Centre were circulated.  
**Resolved:** Cllr Berriman proposed Metelec install the LED lights in the car parks, seconded Cllr Skelton.  
Votes in favour: Unanimous **Motion Carried**
- 2122/AC/011 Greenwood Park Community Centre and Pavilion
- a) Cricket patio subsidence update  
Groundsperson has made the patio and fence area safe
  - b) Fire Exit update  
The fire exit pathway from the Community Centre has now been completed by an external contractor
  - c) Path to the tennis courts update  
The tarmac path has now been completed by an external contractor
  - d) Drainage to driveway footpath  
The soakaway works are still to be actioned when staff time permits.
- 2122/AC/012 Parish Centre
- a) Update on CCTV  
The Clerk confirmed installation has been completed
- 2122/AC/013 Park Street Pavilion
- a) Update on barrier  
The Assistant Clerk confirmed no progress had been made  
**Action:** Assistant Clerk to revisit local contractor to see if they now have time to do the work

2122/AC/014 Review Strategic Plan priorities –

To consider and agree incorporating a Fixed Asset Strategy for example:

- developing a fixed assets maintenance programme
- agree a specification for a condition survey
- evaluating the viability of the Parish Centre as a community and office space in the short, medium and long term
- undertaking cost v benefit analyses associated with the provision of playgrounds, parks and sports pitches
- exploring the opportunities for expansion at Greenwood Park Community Centre
- completion of a land rental valuation
- completion of buildings valuation for insurance purposes

**Resolved:** Cllr Parry proposed a Fixed Asset Task & Finish group is established to complete a strategy to include Cllrs Parry, Pryce, Skelton and Doyle, seconded Cllr Berriman

Votes in favour: Unanimous

**Motion Carried**

The meeting closed at 9.15pm