

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of the Fixed Assets Committee meeting

held on **Thursday 25 November 2021 at 7.30pm**

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

Present: Councillors Martin Doyle (Chair) David Parry
Bill Pryce Mark Skelton
Nicholas Tyndale

Also present: Isabel Crozier, Assistant Clerk and Matt Huddleston, Senior Groundsman

- 2122/AC/015 To receive and accept apologies for absence
Apologies were received from the Clerk
- 2122/AC/016 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/017 To approve the minutes of the Fixed Assets committee meeting held on 29 July 2021
Resolved: Cllr Pryce proposed approving the minutes of the Buildings committee held on 29 July 2021, seconded Cllr Parry.
Votes in favour: 3, Abstained 1 **Motion Carried**
- 2122/AC/018 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/019 Exclusion of the press and public
To consider item 2122/AC/032 for reasons of commercial sensitivity
Resolved: Cllr Parry proposed that item 2122/AC/032 be taken in camera, seconded Cllr Tyndale.
Votes in favour: unanimous **Motion Carried**
- 2122/AC/020 Update on Fixed Assets Strategy
Cllrs Parry, Skelton and Doyle met the previous week to progress the production of a Fixed Assets Strategy. It was agreed that further work on this was required urgently to be able to feed into the budgeting process.
Action: Cllrs to develop the draft strategy to be considered and approved by Full Council, ideally at the 16 December meeting.
- 2122/AC/021 To consider an audit of street furniture
The following actions were agreed.
Action: **MH**
Grounds staff to undertake an audit of benches previously installed by the Parish on highways land throughout the parish. To liaise with SADC and HCC regarding works required that the parish cannot undertake, for eg works involving breaking ground and where works can be undertaken by the grounds staff these should be done and SADC informed, eg replacing slats.

- 2122/AC/022 Park Street Sign restoration, agree actions and budget
Action: **MH**
 It was agreed that the sign should be taken down temporarily and restored in the Barn. It should be returned to its position, retaining the same height, and treated annually by the Grounds/Maintenance staff using a scaffold tower.
- 2122/AC/023 Update on devolvement of assets: Park Street Rec/Pavilion and Woodbury Field
 None
- 2122/AC/024 Update on planned upgrades to play equipment
 A report was circulated in advance showing various quotes for Health and Safety works to play areas at Greenwood Park, Mayflower Road and Park Street Rec and the first phase of enhancement works at Park Street Rec. Unfortunately, the quotes were not comparable in all aspects as different companies have different solutions to problems and some would not quote for fixing other companies' equipment. Quotes for wetpour surfacing were comparable and one company was significantly cheaper than the others and could deliver the other requirements, also at a lower price than others. A reference for this company has been obtained.
Resolved: Cllr Parry proposed that the contract is offered to Playground Facilities Ltd and that the Council agree to spend up to a figure of £45,000 + VAT, seconded by Cllr Pryce
 Votes in favour: unanimous **Motion Carried**
- 2122/AC/025 Update on Legionella Risk Assessment works
 Two quotes have been obtained for water treatment at the council buildings as required in the Legionella Risk Assessment. A third company declined to quote.
Resolved: Cllr Parry proposed that the contract be offered to Hydro-X, seconded Cllr Pryce.
 Votes in favour: unanimous **Motion Carried**
- 2122/AC/026 Update on Chiswell Green Clock and consideration of annual service agreement
 The Clock mechanism has been replaced and is now working. The company that did this have suggested that the Council take out a service agreement with them. This would cost £350+VAT annually (for a three year agreement) and the company would attend annually to service the clock and attend if there were any faults.
Resolved: Cllr Pryce proposed that the Council sign up to the three year annual service agreement, seconded Cllr Skelton
 Votes in favour: 4, abstained 1 **Motion Carried**
- 2122/AC/027 Greenwood Park Community Centre and Pavilion
 a) Plan to address issue of cricket balls entering café area
Action: **IC**
 Assistant Clerk to enquire with Health and Safety Officer regarding our responsibility and safe distances etc. Put signage up in April to warn café users.
- b) Update to drainage plan for driveway footpath, agree actions and budget
 The grounds staff have identified that rainwater comes off the Killigrew playground and flows into the park exacerbating the problem of flash flooding on the drive and paved driveway path. It was agreed that we should create a swale and gully at the entrance to Killigrew to try to slow the flow of rain water, this would be in addition to the new soakaways previously agreed.
- c) Fencing replacement at North Close and GWP play area
 The Committee were informed that play area fencing would be replaced and could mean the removal of vegetation from around the Greenwood Park play area which would be replaced with hedge planting.
- d) Consider budget for Sports Hall floor, decoration, ceiling, heating and lighting

This would be considered as part of the larger Fixed Assets Development Plan.

- e) Cricket patio subsidence plan and budget for works in 22/23
It was agreed that this should be monitored for further movement and it would be considered as part of the larger Fixed Assets Development Plan
- f) Update on LED lights in car park and entrance/driveway
It was agreed that the bollard lights should be replaced where possible with LED fittings. Additional lighting to be considered as part of the larger Fixed Assets Development Plan
- g) Plan for new public disabled toilet
To be considered as part of the larger Fixed Assets Development Plan

2122/AC/028

Parish Centre

- a) Update on LED lights in car park
Car park lighting has been replaced for LEDs
- b) Replacement of smoke detectors at PC and GWP CC
All smoke/heat detectors are approaching 10 years old and it is recommended that they are replaced. Additional smoke detectors will be added to the storage areas and Orton Hall at the Community Centre.

2122/AC/029

Park Street Pavilion

- a) Update on barrier
No update
Action: IC
Assistant Clerk to follow up with Watling Engineers
- b) Budget for window shutters
The Committee felt that no further investment in the building should be made before the devolvement of the asset to the Parish Council was complete.
- c) Plan for replacement of flower beds between field and car park
It is estimated that it will cost £1500 to replace the two beds between the car park and the field like for like. Planting would be in addition to this cost.
Action: IC
The Assistant Clerk to investigate possible sponsorship from local businesses.
- d) Car park surface, lighting and bollards
In July the car park was regraded by the Groundsman to level out potholes in the unmade surface. There is an issue with stones being dislodged just behind the tarmac ramp because of the change in surface material and cars' traction control. Stones are thrown onto the ramp and are a hazard for pedestrians. Suggested that a section of hoggin behind the ramp would hold the stone in place. Following an insurance claim in relation to insufficient lighting, the H&S consultant will do an investigation and make recommendations regarding lighting and surface.
Action: MH/IC
Senior Groundsperson to get quotes for section of surfacing behind ramp.
Assistant Clerk to contact SADC Assets regarding putting an additional light facing the car park on to the public toilets building.

2122/AC/030

Woodbury Field

- a) Application for vehicular access
An application for advice regarding a way forward has been made to Highways. The owner of the Common land surrounding Woodbury field has indicated that he would not object to a cross over for maintenance purposes.
- b) Topographical survey
Awaiting progress on vehicle crossover feasibility.

- 2122/AC/031 To consider additional items to put forward for the Council's 2022/23 budget
To be detailed in the emerging Fixed Assets Development Strategy
- 2122/AC/032 In camera item - To consider the medium and long term development of our sites
It was agreed that the committee would produce a draft Fixed Assets Development
Strategy and take this to the Full Council meeting in December for consideration.

The meeting closed at 9.55pm

Chair:

Date: