

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

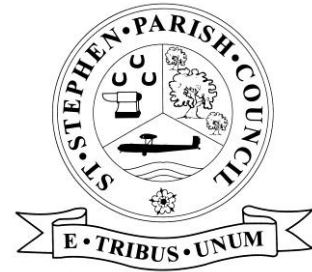
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of the Fixed Assets Committee meeting

held on **Thursday 3 February 2022 at 7.30pm**

Venue: St Stephens Suite, Parish Centre, Station Rd, Bricket Wood, AL2 2SF

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

Also present: Isabel Crozier, Assistant Clerk (taking minutes), Sue Hake, Clerk and Matt Huddleston, Senior Groundsperson

- 2122/AC/033 To receive and accept apologies for absence
Apologies were received from Cllr Pryce
- 2122/AC/034 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/035 To approve the minutes of the Fixed Assets committee meeting held on 25 Nov 2021
Resolved: Cllr Tyndale proposed approving the minutes of the Fixed Assets Committee held on 25 November 2021, seconded Cllr Doyle.
Votes in favour: 3, Abstained 1 **Motion Carried**
- 2122/AC/036 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy
None
- 2122/AC/037 Update on previous actions not mentioned later in the agenda
a) Park Street Sign restoration
The sign will be lifted out next week and spend about three weeks being restored before being replaced.
b) Street Furniture Audit
This has not been completed as the Hilux has been in the garage for two weeks.
c) Devolvement of assets
Still waiting for draft Heads of Terms from the District Council.
d) Play equipment works
This work has started but the majority of the works are waiting for delivery of new equipment.
- 2122/AC/038 Update on Fixed Assets Strategy and to agree next steps
a) Recommendation to formally adopt the Fixed Assets Strategy
The Draft Fixed Assets Strategy was circulated to the Council in advance of the meeting.
Resolved: Cllr Parry proposed that the Fixed Assets Strategy incorporating items b-d on this agenda, be adopted by the Committee, seconded by Cllr Skelton
Votes in Favour: unanimous **Motion Carried**
b) Application to move the Tippendell Lane Allotments
The proposal in the Fixed Assets Strategy that the Tippendell Allotments be relocated to North Close Open Space to allow for additional parking was discussed. It was felt that an application to dispose of the whole site be made with a view to provide a community orchard, additional parking, and possibly a maintenance depot. This would be on the

basis that the allotment holders would be offered the same amount of space at North Close Open Space with any additional plots required being created at Watford Road Allotments.

Action: Assistant Clerk to make the application for disposal of the allotment site **IC**

Action: Cllr Parry to produce a plan or statement outlining the Council's intentions. **DP**

c) Next steps to move forward with the plans for Greenwood Park Community Centre and Pavilion improvements

It was agreed that Cllr Parry should draft a brief for an independent architect to produce preliminary plans for an extension at Greenwood Park, improvements to the public toilets at GWP Pavilion, accommodation for office staff and maintenance team and additional car parking. This committee should reconvene in one month to ensure progress of this item.

Action: Cllr Parry to draft a brief from which quotes could be obtained from an architect to draw up preliminary plans. Staff, members of Fixed Assets and chairs of other committees to be consulted. Following this to incorporate input from hirers and residents associations.

DP

d) Urgent requirement for detailed, costed proposals for the Section 106 funding held by SADC which must be spent before April 2024 – approximately £150,000 for Green Infrastructure improvements and £250,000 for Leisure Facilities

Progress on the plans for Greenwood Park outlined in item 2122/AC/037 will provide the information required to make a bid for the S106 funding.

2122/AC/039

Update on Legionella Risk Assessment works

At Full Council on 20 January it was agreed to go ahead with works to remove dead ends, install TMVs etc and convert the Greenwood Park Pavilion to mains water supply only. Since then a third quote has been received. This third quote was cheaper and it was decided to go ahead with this contractor. Works will commence in the next month.

2122/AC/040

Greenwood Park Community Centre and Pavilion

a) Update to drainage plan for driveway footpath, agree actions and budget

The Senior Groundsperson explained plans to install soakaways and a swale to mitigate flash flooding in the car parks and down the driveway footpath. Much of the run off comes from the Killigrew School's playground and therefore it was felt that concentrating on works around the upper car park would help with flooding on the footpath towards Tippendell Lane. In the coming weeks a gully leading to a swale will be installed beside the school entrance where there is a patch of brambles. A large soakaway will be installed on the cricket field side of the car park hedge with a gully leading from the car park. If flooding continues to be a problem further drainage may need to be installed when the car park extension works are being done. The replacement of bollards along the drive should also be postponed.

Resolved: Cllr Parry proposed that the Council spend up to £2,500 on drainage works near the upper car park at Greenwood Park, seconded Cllr Tyndale

Votes in favour: unanimous

Motion Carried

b) Smoke and fire detection equipment contract

Different fire detection companies are giving differing opinions about what the best option is for the community centre. The Fire Risk Assessment highlighted the need for addition fire detection and existing smoke detectors all need replacing as now 10 years old. The Committee felt that it was not appropriate to invest in the wired system due to the likely internal changes to rooms and further quotes for a wireless system should be obtained. In addition, the Fire Risk Assessment recommended that a similar automatic fire alarm system is installed in the GWP Pavilion.

Action: Assistant Clerk and Maintenance Person to obtain new quotes for a wireless system incorporating the GWP Pavilion.

IC/MJU

2122/AC/041

Parish Centre

a) Impact from development works to QEQM Centre next door

The Clerk, Assistant Clerk, Senior Groundsperson and Cllr Parry met with Dimensions representatives this week to discuss the likely impact of demolition and building works on the QEQM site next door to the Parish Centre. Demolition is likely to start in March and

building works continue for 18 months. The shared access to the car park will be used by the various construction staff. Offering the demolition company use of the lower car park was discussed. Hoardings will be erected around the QEQM site and demolition will be completed from inside the site but the shared access is the only access they will have.

Action: Assistant Clerk to write to Dimensions with a suggestions for long term let agreement for the use of the lower park.

b) Consider applying for vehicular access off Smug Oak Lane to Parish Centre car park

Resolved: Cllr Parry proposed that the Council apply for a vehicular access off Smug Oak Lane into the Parish Centre car park to enable an alternative route to be used whilst the development is underway at the QEQM Centre, seconded Cllr Skelton

Votes in favour: unanimous

Motion Carried

Action: Cllr Parry to make an application to the District Council for the new access **DP**

2122/AC/042

Park Street Pavilion

a) Update on barrier

The insurers of the car that hit the barrier have confirmed that they will pay the recently obtained quote so this work has now been ordered.

b) Plan for replacement of flower beds between field and car park

It was agreed that the rotting raised beds on the field side of the car park at Park Street Rec should be removed and replaced with bollards. Signs warning users of the possibility of cricket balls being hit into the car park should be displayed.

Action: Senior Groundsperson to remove raised beds and install wooden bollards and signage

MH

c) Car park surface, lighting and bollards

Following a claim from a Social Club customer stating that they collided with the bollard in the access track off the car park, the Council staff have undertaken a review of the car park with regard lighting and hazards. It was felt that the installation of a lamppost with floodlight between the two raised beds at the back of the car park would improve visibility. The surface should again be regraded and following completion of the transfer of the asset a longer term plan to improve the car park surface can be made.

2122/AC/043

Woodbury Field

a) Application for vehicular access

Highways have confirmed that the Council can apply for a domestic crossing onto Woodbury Field and that the only acceptable position for this, due to required sightlines, would be opposite the entrance to Grassington Close. Two residents have expressed concerns about having an access point here, particularly pedestrian access as this would exacerbate the parking pressure in the road at this point.

b) Design and costs for vehicular access

The Committee agreed that the fencing could be turned in on either side of the vehicle access gate so it would prevent pedestrians easily gaining access here. A heavy duty rectangular vehicle barrier or similar would be installed. An initial estimate for the work of £7,000 has been received.

2122/AC/044

To discuss proposals for paving at the War Memorial

An offer to undertake some works in kind were received from a local development company. Cllr Pryce had discussed the possibility of them enlarging the area of paving at the war memorial and the company submitted a plan to the Council which was circulated prior to the meeting. Concerns were raised regarding the public's perception of accepting such an offer. It was felt that although the Council do not make the final decisions regarding planning applications, we are a statutory consultee, and as such the public perception is that our opinion on applications carries some weight. As a local developer the company making the offer makes a significant number of applications for development in the Parish, which we look at, and comment on, on their individual merits. Whilst the support for a Parish Council project would not in any way alter our approach to such applications, it does have the capacity to put such doubts in the public eye.

Resolved: Cllr Yates proposed that the Committee decline the offer of support from the local development company, seconded Cllr Parry

Votes in favour: 3, votes against: 0, abstained: 2

Motion Carried

2122/AC/045

Clerks report

a) Request from PSRA to adopt a new defibrillator, to be installed at How Wood shops with grant funding from SADC.

The Committee did not object to the proposal to adopt a new defibrillator at How Wood Shops if the PSRA obtain the grant to pay for the device, cabinet, the installation works and could arrange for a volunteer to check the defib on a weekly basis.

The meeting closed at 9.40pm

Chair:

Date: