

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

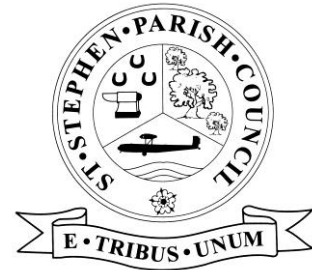
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: clerk@ststephen-pc.gov.uk

Web: www.ststephen-pc.gov.uk



Minutes of the Fixed Assets Committee meeting

held on **Tuesday 12 April 2022 at 7.30pm**

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

Present: Councillors Martin Doyle (Chair) Ajanta Hilton David Parry
Bill Pryce Mark Skelton David Yates

Also present: Isabel Crozier, Assistant Clerk (taking minutes), Sue Hake, Clerk and Matt Huddleston, Senior Groundsperson
3 Members of the public

- 2122/AC/057 To receive and accept apologies for absence
Apologies were received from Cllr Tyndale
- 2122/AC/058 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/059 To approve the minutes of the Fixed Assets Committee meeting held on 3 March 2022
Resolved: Cllr Parry proposed approving the minutes of the Fixed Assets Committee held on 3 March, seconded Cllr Skelton.
Votes in favour: 5, Abstained 1 **Motion Carried**
- 2122/AC/060 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy
None
- 2122/AC/061 Update on previous actions not mentioned later in the agenda
a) Devolvement of assets
SADC have now said that they hope to get the Heads of Terms produced for the end of April 2022
b) Play equipment works
The contract works have been delayed but works have started at Park Street Rec and Mayflower Road. The Council were given one days' notice of them starting at Park Street Rec
ACTION Assistant Clerk to ensure a sign giving notice of the works is put up in future **IC**
c) Plumbing works in all buildings
These are complete barring a few minor work at the Greenwood Pavilion
d) Fire detection works contract
This contract has been placed and now awaiting the delivery of equipment which could take 6 weeks, aiming for works to be undertaken at the end of May
e) Application for vehicular access off Smug Oak Lane to Parish Centre car park
No progress
ACTION: Cllr Parry to make an application to SADC. **DP**
- 2122/AC/062 Update on Fixed Assets Strategy and to agree next steps
a) Application to move the Tippendell Lane Allotments
The planning meeting for allotment holders on 24 March had to be abandoned due to a

power cut. Following advice from the SADC monitoring officer the meeting has been rescheduled to after the elections, the new date is the 11 May. The application to the Secretary of State will not be submitted until after this meeting and notice to quit will not be issued until at least October 22, giving existing allotment holders 2 growing seasons on the site.

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

There was a discussion on whether it should be Full Council or Fixed Assets that formulates the details of the Development Plan and the brief for consultants to undertake the planning stage.

Resolved: Cllr Doyle proposed that there be a Fixed Assets Committee meeting specifically to consider details for the Fixed Assets Development Plan, to be held on a date to be decided after the 11 May, seconded Cllr Hilton

Votes in favour: 4, Abstained: 1, Against 1

Motion Carried

2122/AC/063

Greenwood Park Community Centre and Pavilion

a) Consider options for café's need for kitchen

The Café at Greenwood Park currently uses the Community Centre kitchen two days per week for baking, however, since coming out of Covid restriction this is not working due to other hirers needing access and space in the kitchen. The Cafe had approached the Council about siting a catering kitchen housed in a shipping container at Greenwood Park, however, subsequently to idea of the Café hiring the Park Street Pavilion and making the required upgrades to the oven has been proposed. The committee felt that the use of the pavilion kitchen was a viable option in the short term as long as it didn't cost the Council money or disadvantage users.

b) Request to review the waste collection charges passed onto the café

The Café at Greenwood Park are charged for a contribution towards waste disposal costs. This was increased last year and the Café have requested that this be reviewed as their waste reduced significantly over the winter.

ACTION: Assistant Clerk to check waste bills to see if there has been a reduction over the winter and bring a report to a future meeting. **IC**

Assistant Clerk to ask the café if they could do more to promote the use of reusable cups and to order vinyl stickers to put on the bins to ask the public crush their cups **IC**

c) To consider proposals for an all-weather AstroTurf pitch and football pitch improvements

Notes from a meeting with the Centres Manager, Senior Groundsperson and a representative from St Albans City Youth Football Club (SACY) were circulated to the committee. SACY is keen to support the Council to provide an Astroturf Pitch at Greenwood Park. SACY is the main hirer of football pitches at Greenwood and Park Street and is proposing investing a third of the costs for the pitch. Potentially a grant could provide a third and the Council would have to find another third. The Committee were positive about the proposal and suggested that it could go at Park Street Rec or in Bricket Wood if land were to become available.

ACTION: Senior Groundsperson to meet with the rep from the Herts FA to progress. **MH**

d) To consider the siting of a bench at the John Bell Copse

ACTION: Senior Groundsperson to repurpose a bench or construct a new bench from Parish Oak and install on the edge of John Bell's Copse **MH**

e) Injury to dog in St Julian's Wood

Following an injury to a dog at St Julian's Wood the owner raised concerns about the chestnut paling fencing around the wood. Broken glass was subsequently found in the area of the injury and is the most likely cause. The Senior Groundsperson confirmed that the woodland is checked weekly. The Committee felt that the fencing was not a hazard and was still serving an important role, to restrict access at designated paths only, and so the fencing should not be removed.

2122/AC/064

Parish Centre

a) Damage to car park from demolition of QEQMC next-door
when unloading heavy machinery in the lower car park the contractors working on

demolishing the QEQMC have damaged a large patch of the surface. They have agreed to rectify this following completing the demolition work.

- 2122/AC/065 Park Street Pavilion
a) Update on storm damage repairs
Awaiting approval from insurance company. In the meantime the Maintenance Person will replace ceiling tiles and make it usable for cricket resuming.
b) Update on car park lighting
The new lamppost has been purchased. Needs to be installed.
c) Update on flower bed removal
No progress, to be completed by end July.
d) Update on Cricket nets
The Cricket Club have said that there is nothing they can do to the nets to reduce the noise and we could try installing insulation to poles if the council think it would help. The Committee felt that this would not make a difference. The Senior Groundsperson is working to thicken the hedge to try to reduce the carriage of the sound from the use of nets.
- 2122/AC/066 Woodbury Field
a) Application for vehicular access
Highways are still considering the application and it could be a further 6 weeks.
b) Quotes and next steps for drainage works
Two estimates were circulated and a third company did not quote. Both estimates recommend a feasibility and design plan for the drainage is produced at a cost of £2000.
Resolved: Cllr Doyle proposed that the Council commission the drainage plan, seconded Cllr Yates
Votes in favour: unanimous **Motion Carried**
- 2122/AC/067 To note the annual play area inspection reports
Noted. The two items that were moderate risk were part of the play areas contract and have since been rectified.
- 2122/AC/068 To consider quotes and agree a contractor to undertake bi-annual Legionella Risk Assessment of Parish Buildings.
Resolved: Cllr Parry proposed that, provided Cllr Brannen scrutinises the quote and agrees, the Council should commission the Legionella Risk Assessment from Glisten Water, seconded Cllr Skelton
Votes in favour: unanimous **Motion Carried**
ACTION: Assistant Clerk to share quote with Cllr Brannen **IC**
- 2122/AC/069 To consider restoration or alternatives to Park Street Sign
A report on the condition of the sign and options for restoration was circulated to the Committee. The committee felt that the image and name plaques should be restored and a new wooden frame be constructed. It has come to light that the land that the sign stood on is in private ownership and previously the Council believed it was on Highways land.
ACTION: Assistant Clerk to get quotes for a new frame **IC**
Cllr Pryce to contact the land owner and ask permission to site the sign in the same position it has stood since 2000. **BP**
- 2122/AC/070 To consider the street furniture audit
A report outline the location and condition of benches sited on Highways land by the Parish Council was circulated. Two of benches are in very poor condition and should be decommissioned asap.
ACTION: Assistant Clerk to approach Cllr Nash to see if her locality budget could pay to replace one or more of the benches. Approach Highways to see if they could arrange urgent removal of the two worst benches. **IC**
- 2122/AC/071 To consider the allocation of the play area rolling replacement

The Committee felt that the priority for this years play area budget was Woodbury Field. Toddler equipment could be bought using this budget as the S106 couldn't be used for that. The Senior Groundsperson highlighted the need to replace the crab slide at Greenwood Park when further S106 becomes available.

- 2122/AC/072 To agree use of wood and location for a book swap cabinet at the War Memorial and plan for future maintenance
A carpenter has offered to build a cabinet for a book swap to be sited on the electricity cabinet at the war memorial.
Resolved: Cllr Pryce proposed that the Council donate timber and provide the location for a book swap cabinet for the Park Street Residents Association to manage, seconded Cllr Parry
Votes in favour: unanimous **Motion Carried**

The meeting closed at 9.35pm

Chair:

Date: