

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

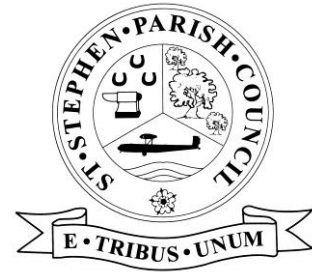
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Minutes of the Fixed Assets Committee meeting

held on **Thursday 26 May 2022 at 7.30pm**

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

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

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

- 2223/AC/001 To elect a chair of the Fixed Asset Committee for this meeting
Resolved: Cllr Pryce nominated Cllr Skelton as chair for this meeting, seconded Cllr Doyle
Votes in favour: 4, Abstained: 1, Against 0 **Motion Carried**
- 2223/AC/002 To receive and accept apologies for absence
Apologies received from Cllrs Parry and Hilton
- 2223/AC/003 Declarations of interest and dispensations
a) To receive declarations of interest from Councillors on items on the agenda
Cllr Yates declared that he potentially had an interest in items 008 and 009 due to his wife being the treasurer of the Greenwood Park Lawn Tennis Club.
b) To receive written requests for dispensations for declarable interests; and
c) To grant any requests for dispensation as appropriate
- 2223/AC/004 To approve the minutes of the Fixed Assets committee meeting held on 12 April 2022
Resolved: Cllr Pryce proposed that the minutes of the 12 April be approved as a true record, seconded Cllr Doyle
Votes in favour: 4, Abstained: 1, Against 0 **Motion Carried**
- 2223/AC/005 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy
A member of the public asked whether the Community Garden was being funded by the Council and whether it was for residents of Chiswell Green, St Stephen and the wider St Albans area.
Cllr Skelton replied to say that although the Council had given 'in principle' support for the project in terms of potentially providing a location for a community garden, the project hadn't approached the Council for funding and the Council were not involved in any of the organisation.

A member of the public asked why vacant plots at Tippendell Lane site were not being re-let.
Cllr Skelton replied to say that this was due to the uncertainty with whether the Council would be giving notice to some plot holders, the Council were seeking advice and would decide this at a future Full Council meeting.

A member of the public asked when the Council would be meeting a representative from the National Allotment Society.
The Assistant Clerk replied to say that the Council were going to wait until plans were in

place before arranging a meeting. The NAS did ask that we restrict attendance at a future site meeting to only 1 or 2 representatives from both the Council and the allotment holders.

- 2223/AC/006 Offer of funding for tree planting project from St Stephen Gardening Club
Graham Wilson, chair of the Gardening Club, attended the meeting to explain that a Club member would like to fund a planting scheme and Graham was looking for an area of land where trees or planting could enhance it. This would need to be completed this calendar year and there would be at least £1000 available. The Garden Club could organise it and it would be nice to do it in honour of the Queens Jubilee.
Action: Cllr Pryce and Senior Groundsperson to arrange to meet Mr Wilson to discuss potential projects. Tree planting in the Greenwood Park Play Area and the area at the back of Park Street Rec were both mentioned as possibilities.
- 2223/AC/007 Update on previous actions not mentioned later in the agenda
a) Devolvement of assets
SADC had said they would try and produce Heads of Terms for the end of June
b) Play equipment works
The contractors have finished up at Park Street Rec but there remains outstanding works and work to rectify elements not delivered to the required standard.
Action: Assistant Clerk to write to contractors with a snagging list and deadline for completion
c) Fire detection works contract
Works have been commissioned and the contractors are awaiting delivery of materials
Action: Assistant Clerk to book in a date for the works with contractors
d) Update on street furniture audit
The audit was shared with Highways officer and with HCC Cllr Nash to see if the priority works could be funded through Locality Budgets.
Action: Assistant Clerk to follow up with Highways.
e) Update on Park Street Sign
Cllr Pryce has written to the landowner to ask if they would like to gift the land where the Park Street Sign was located to the Council and to ask permission to reinstall the sign. The image panel from the sign has been restored and two quotes obtained for the fabrication of a new frame. These were £3,350 plus delivery and £3,836. Awaiting a further quote. Quotes to be considered at a future Finance Committee meeting.
- 2223/AC/008 Update on Fixed Assets Strategy and to agree next steps
a) Report back from meeting with allotment holders
The Committee were comfortable with the notes from the meeting held on 11 May. There was crossover with questions asked and answered at the Annual Parish Meeting on 19 May. Outstanding questions asked at the Allotment Holders meeting will be reviewed at Future Developments Task and Finish Group meetings.
b) Review of Fixed Asset Development Strategy
This document was discussed at the Future Developments Task & Finish Group and it was agreed that it continued to meet the Councils requirements in that it was sufficiently overarching and high level and didn't include specifics which hadn't been decided upon.
c) Project plan and timeline for Fixed Asset Development Strategy
This is being progressed by the Future Developments Task and Finish Group
d) Brief for consultant to produce options
This is being progressed by the Future Developments Task and Finish Group
- 2223/AC/009 Greenwood Park Community Centre and Pavilion
a) Review the waste collection charges passed onto the café and work to reduce waste
Deferred
b) Sports Hall Floor
A quote for re-sanding and marking the floor has been received at approximately £9000, however it would be likely that this would be the last sanding before a new floor would be

required. The markings that need replacing are straight lines on the badminton and volleyball courts and it was suggested that tape could be used but concern was raised that this might become a H&S issue if it is lifted.

Action: Maintenance Person to further investigate cost effective options including: painting lines and varnishing over the top, sanding only the areas needing remarking, varnishing over tape. Assistant Clerk to look at grants available eg Sport England.

c) Proposals to site an AstroTurf pitch at GWP

Senior Groundsperson met with Herts FA and St Albans City Youth. Herts FA would prefer a second team to come in on venture. Also potential grant funding available for grass pitch improvements. A further pitch survey would be required by the Senior Groundsperson in order to access funding.

d) Update on bench for John Bell's Copse
Deferred

e) Feedback on Community Garden proposal

Nothing to add to member of the public's question under item 005.

2223/AC/010

Parish Centre

a) Update on demolition of QEQM Centre

Demolition company has repaired damage to lower car park and laid spare hot lay tarmac to fill some of the potholes in the Parish Centre car park.

b) Update on application for vehicle access from Smug Oak Lane

Deferred

2223/AC/011

Park Street Pavilion

a) Update on storm damage repairs

Contractors have completed works to replace boards and felt on the roof and ceiling panels and insulation internally. The Council will claim the costs back from the insurers.

b) Update on car park lighting

Being completed with removal of flower beds.

Action: Assistant Clerk to approach the Social Club for a contribution to the costs of additional lighting in the car park.

c) Update on flower bed removal

Need to replace with 21 bollards. Taller bollards would be preferable, but timber is expensive. Could use Robinia instead of Oak approximate costs £1700. Metal posts will be more costly.

Action: Senior Groundsperson to research recycled plastic bollards.

d) Update on play area works

Senior Groundsperson and Clerk have received complaints about the condition of Park Street Play area and the length of time it was closed. When the staff explain about the phased plans to upgrade the equipment the public are in support of the plans. Better communication is required

Action: Cllrs Pryce, Skelton, Hilton and the Assistant Clerk to meet with a representative from Tarmac to arrange a site meeting to discuss a bid to their Landfill Tax grant scheme for funding future play equipment upgrades.

e) Network Rail tree works

Network Rail undertook Health & Safety tree works on the railway embankment adjacent to Park Street Rec. Mainly Ash trees affected with Die Back. They ended up using areas of Park Street Rec to process and store the timber. They need to return following nesting to remove four trees remaining on the embankment.

Action: Assistant Clerk to ask Network Rail to remove the timber from the Rec asap.

2223/AC/012

Woodbury Field

a) Application for vehicular access

HCC has approved the Council application.

Action: Assistant Clerk to arrange an agreement for access rights over the Commonland with the land owner and Senior Groundsperson to obtain three quotes for the crossover.

b) Next steps for drainage works

Four companies have quoted for a feasibility study for drainage works, two were not

considered sufficient. One company that has a confirmed reference has quoted £1873 to provide a full topographical survey, design and specification. Another company quoted £1450 for a levels survey and to provide a design and specification.

Action: Cllr Doyle to call previous client of company offering cheaper quote to check references. Assistant Clerk to contact the cheapest company to enquire about the potential for a full topographical study. Following this the Council can commission study.

c) Progress application for Section 106

50% of the funding allocated to Woodbury Field has been paid to SADC in relation to the Hanstead Park development. A change to the wording of the Section 106 agreement is still required by the developer from allocation to a Wood-clad cabin at Blackgreen Wood to Woodbury Field. The Council could access some of the Section 106 monies by applying to SADC to start to install new items of play equipment. Play equipment costs have risen and lead in times are 2-3 months for delivery.

Action: Senior Groundsperson to get designs and quotes for phased scheme.

2223/AC/013

Mayflower Play Area

a) Consultation on use of kick about area

A complaint has been received from a user of the kick about area that his children were prevented from using the area by a dog walker. There might be some Section 106 in future years to spend on improvements.

Action: Put sign at the entrance designating what people are able to do in that area and to ask users to be kind and considerate of other users.

b) Vandalism to fence

Unlikely to be vandalism – the chain link fence is perishing and needs replacing with weld mesh

Action: Senior Groundsperson to cost replacing the fence.

The meeting closed at 9.16pm

Chair:

Date: