

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

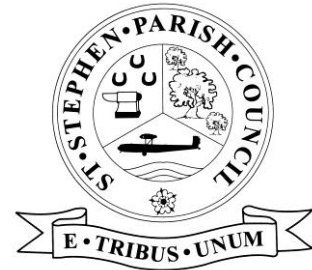
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## Minutes of the Fixed Assets Committee meeting

held on **Thursday 12 July 2022 at 7.30pm**

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

**Present:** Councillors Ajanta Hilton David Parry Bill Pryce  
Mark Skelton (Chair) Nicholas Tyndale

**Also present:** Isabel Crozier, Assistant Clerk (taking minutes)  
2 Members of the public

- 2223/AC/014 To elect a chair of the Fixed Asset Committee for this year 2022/23  
**Resolved:** Cllr Parry nominated Cllr Skelton as chair for 2022-23, seconded Cllr Hilton  
Votes in favour: unanimous **Motion Carried**
- 2223/AC/015 To receive and accept apologies for absence  
Apologies received from Cllrs David Yates and Martin Doyle
- 2223/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
- 2223/AC/017 To approve the minutes of the Fixed Assets committee meeting held on 26 May 2022  
**Resolved:** Cllr Pryce proposed that the minutes of the 26 May be approved as a true record and signed, seconded Cllr Tyndale  
Votes in favour: 4, Abstained: 1, Against 0 **Motion Carried**
- 2223/AC/018 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy  
Julie Johnson, an allotment holder at Tippendell Lane site, spoke about the draft brief for the options study under item 2223/AC/024. She highlighted concerns over parts being too prescriptive and others not being prescriptive enough.
- 2223/AC/019 To consider the options from Midway Surgery in relation to their proposed extension  
The committee were generally in support of the Surgery's plans.  
**Action:** a meeting to be arranged with representatives of Midway Surgery and for Cllrs Pryce and Skelton to attend as chairs of the relevant committees **IC**  
Check if there is a covenant on Greenwood Park **IC**
- 2223/AC/020 To consider quotes for the replacement frame for the Park Street Sign and to recommend to Full Council that up to £5,500 is allocated from reserves.  
**Resolved:** Cllr Pryce proposed that Ternex is appointed and a recommendation to go to Full Council to allocate £5,500 in this years budget, seconded Cllr Parry  
Votes in favour: unanimous **Motion Carried**
- 2223/AC/021 To consider the Street Furniture audit and works to address priorities  
£1500 has been received from Cllr Nash's Highways Locality Budget to spend on priorities for highway benches belonging to the Parish Council. The bench outside the post office on Watford Road can be repaired using spares from the bench outside Hire

One. The bench outside Hire One should be replaced with a recycled plastic bench.

**Resolved:** Cllr Pryce proposed that the bench outside Hire One be replaced with a recycled plastic bench in 'Hyde Park' style, seconded Cllr Parry

Votes in favour: unanimous

**Motion Carried**

**Action:** remind SADC about the need to repair the bench on Pound Green

**IC**

Approach PSRA about the bench on the site of the Park Street Sign as this has no owner and needs urgent repair.

**IC**

2223/AC/022

To receive a report and consider the need to reline and seal the Sport Hall Floor

The committee received a report on the state of the Sports Hall Floor.

**Resolved:** Cllr Parry proposed that a recommendation be made to Full Council to allocate £10594.20 inc VAT from this years budget and that Renovate Contracts are commission to sand, reline and seal the floor asap, seconded Cllr Hilton

Votes in favour: unanimous

**Motion Carried**

2223/AC/023

Update on Woodbury Field drainage plan and to consider the quotes for a vehicle crossover. To agree to spend up to £10,000 net as budgeted.

The drainage study is being started next week and following its production the Council will get the drainage works completed, hopefully before it gets too wet,. In addition, the Council need to decide on the first phase of the play equipment installation including preschool equipment which won't be paid for from S106 funding. It was felt that some proposals should be released on social media and the website to inform residents and start a dialogue.

**Resolved:** Cllr Parry proposed that MJS Pave are commissioned to install the vehicle crossover, seconded Cllr Pryce

Votes in favour: unanimous

**Motion Carried**

2223/AC/024

Update on Fixed Assets Strategy and to agree the brief for a consultant to produce an options study

The Committee went through the brief giving suggestions and agreeing amendments.

**Resolved:** Cllr Parry proposed that the brief, including amendments agreed at this meeting, be approved, seconded Cllr Pryce

Votes in favour: unanimous

**Motion Carried**

**Action:** Assistant Clerk and Cllr Skelton to update return dates and send brief out for tender

**IC/MS**

The meeting closed at 9.10pm

Chair:

Date: