

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

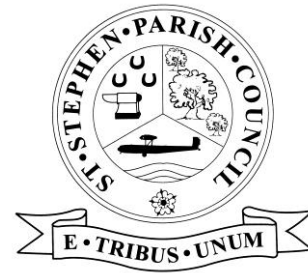
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: clerk@ststephen-pc.gov.uk

Web: www.ststephen-pc.gov.uk



Minutes of Fixed Assets Committee meeting

held on Tuesday 6 September 2022 at 7.30pm

At St Stephen Suite, Parish Centre, Station Rd, Bricket Wood, AL2 3PJ

Present: Councillors David Parry Mark Skelton
Bill Pryce Nicholas Tyndale

Also present: Sue Hake, Clerk
No members of public

- 2223/AC/025 To receive and accept apologies for absence**
Apologies received from Councillors, David Yates and Martin Doyle
- 2223/AC/026 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
No declarations of interest or dispensations received
- 2223/AC/027 To approve the minutes of the Fixed Assets committee meeting held on 12 July 2022**
Resolved: Cllr Pryce proposed approval of the Fixed Assets Committee meeting minutes from 12 July 2022, seconded Cllr Parry
Votes: For Unanimous **Motion Carried**
- 2223/AC/028 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy**
None
- 2223/AC/029 To Agree Exclusion of the press and public (In Camera) due to commercial sensitivity: Item 2223/AC/042 To discuss and agree actions for Tenders A-D for Options Study and agree recommendation to Full Council**
Resolved: Cllr Pryce proposed agreement for the exclusion of the press and public (In Camera) due to Commercial sensitivity for Item 2223/AC/042, seconded Cllr Parry
Votes: For, Unanimous **Motion Carried**
- 2223/AC/030 To discuss and agree points for Heads of Terms for Park Street Pavilion and Grounds and Woodbury Field Asset transfer** including query on Woodbury Field in reference to roof water drainage from adjacent site properties and wayleave transfer.
Resolved: Cllr Pryce proposed accepting the Heads of Terms for Park Street Pavilion and Grounds and the Woodbury Field subject to the inclusion of any existing Wayleave for the electric pilon, seconded Cllr Parry
Votes: For, Unanimous **Motion Carried**
- 2223/AC/031 To discuss and agree actions for meeting request with Midway surgery to discuss possible Heads of Terms**
Resolved: Cllr Pryce proposed arranging a preliminary meeting with Cllr Skelton with notes to be shared with the Council, seconded Cllr Skelton
Votes: For, Unanimous **Motion Carried**

- 2223/AC/032** **To discuss and agree actions to the request for a Café at Park Street Recreation ground**
Action: Meeting to be arranged for the Community and Leisure Committee, Park St Councillors and any councillors linked with establishing Greenwood Park cafe
- 2223/AC/033** **To discuss and agree actions following requests for purchase of SSPC land**
Resolved: Cllr Tyndale proposed confirming that the Parish Council currently have no plans to sell the land, seconded Cllr Pryce
Votes: For, Unanimous **Motion Carried**
- 2223/AC/034** **To discuss and agree actions relating to Lease renewals for Sports and Social Club and Gardening Club**
Resolved: Cllr Parry proposed a copy of the leases be circulated to councillors before the next Fixed Assets meeting, with the Chair of Community & Leisure Committee and Leisure to arrange a meeting to discuss future leases, seconded Cllr Pryce
Votes: For, Unanimous **Motion Carried**
- 2223/AC/035** **Update on Hanstead Wood transfer**
No further update at present
- 2223/AC/036** **To discuss options for project fund raising/grant applications**
Action: To include for discussions for Finance Committee
- 2223/AC/037** **To consider and agree S106 priorities and allocation of projects**
Resolved: Cllr Pryce proposed Cllr Parry prepares a proposal for the Woodbury Field project stating the amount to be requested from the Leisure Facilities S106 funding, seconded Cllr Parry
Votes: For, Unanimous **Motion Carried**
- 2223/AC/038** **To discuss and agree actions for Woodbury Field and VAT update**
The Clerk raised concerns about the possibility of not being able to claim all VAT back for the Woodbury Field project as the site is not VAT registered and partial exemption claim permitted would be exceeded by the value.
Councillors confirmed they did not wish this to delay progress of the project and confirmed works to progress with the cross over to access the site, dropped kerb and drainage works should be aimed to be completed as soon as possible.
- 2223/AC/039** **Update on Tarmac application for Park St Play Area**
Resolved: Cllr Pryce proposed the draft funding application be submitted to Derbyshire Environmental Trust, seconded Cllr Parry
Votes: For, Unanimous **Motion Carried**
- 2223/AC/040** **To consider Budget requirements for 2023-24**
Action: Clerk to circulate the existing Strategic Plan for discussion at the next meeting
- 2223/AC/041** **Clerks report**
- a. Clerk confirmed the Greenwood Park Sportshall floor refurbishment had been completed with excellent feedback
 - b. Clerk confirmed the need to replace bollards at the top of Greenwood Park
 - c. Clerk confirmed Woodbury Field drainage/aeration quote had been received and feedback on the type of work was favourable from a neighbouring clerk
 - d. Further works had been completed at Park Street Pavilion due to excess water from the Sports & Social club roof draining to the surrounding area and not draining
 - e. Chiswell Green clock issues with reliability and no response for a maintenance contract.
Cllr Skelton explained the clock face has been damaged and does not have a battery backup that is required with the number of power cuts in the area.
Action. Clerk to arrange for the company to be called out to make adjustments under warranty and request for a quote for the clock to have a battery backup face to be repaired.

2223/AC/042

In Camera- Discuss and agree actions for tenders A-D for option study and agree recommendation to Full Council

Resolved: Cllr Skelton proposed meetings to be arranged with contractors A, C and D and not B as they do not have sufficient experience within the UK, seconded Cllr Pryce

Votes: For: Unanimous

Motion Carried

Meeting closed at 9.43pm