

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of Fixed Assets Committee meeting

held on **Tuesday 11 October 2022 at 7.30pm**

At Watling Room, Parish Centre, Station Rd, Bricket Wood, AL2 3PJ

Present: Councillors Martin Doyle, Mark Skelton
Bill Pryce, Nicholas Tyndale David Parry from item 49

Also present: Sue Hake Clerk,
Four members of public

- 2223/AC/043 To receive and accept apologies for absence**
Apologies received from Cllrs Yates and also Parry who hopes to join meeting later
- 2223/AC/044 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
- 2223/AC/045 To approve the minutes of the Fixed Assets committee meeting held on 6 September 2022**
Resolved: Cllr Pryce proposed approval of the Fixed Asset minutes form 6 September 2022, seconded Cllr Tyndale
Votes: For 3, Abstained 1 not attended **Motion Carried**
- 2223/AC/046 Public Participation – To invite comment and questions from the public in accordance with the Public Speaking Policy**
No members of public requested to speak at this time
- 2223/AC/047 Follow up on previous actions not included in the Agenda**
a) **Action: 2223/AC/032** Following the request to have a café at Park St Recreation ground a meeting is to be arranged for the Community and Leisure Committee, Park Street councillors and any councillors linked with establishing Greenwood Park café Clerk noted this is to be discussed at rescheduled Community and Leisure meeting to be held
b) **Action: 223/AC/036** Project funding /grant applications to the discussed at the next Clerk confirmed to be discussed at rescheduled Finance Committee meeting
c) **Action: 2223/AC/037** Cllr Parry prepare a proposal for the Woodbury Field project stating the amount to be requested from the Leisure Facilities S106 funding, Deferred
Action: Senior Groundsperson to liaise with Cllr Parry in reference to increased prices
- 2223/AC/048 Update on Hanstead Wood transfer and log cabin S106 fund allocation transfer**
Action: Clerk confirmed no response as yet, to be followed up
- 2223/AC/049 Allotment report :**
a) To discuss and agree actions relating to the management of allotment plots and concerns about non cultivation on all three sites.

The Senior Groundsman reported all three allotment sites are seeing increased non cultivation with an amount of fruit and vegetables not being removed and departing allotment holders are leaving significant rubbish on the allotment plots that takes staff time to clear the sites.

Cllr Tyndale the non cultivation and cannot be dealt with before the spring and tidiness is ongoing and should be monitored

Cllr Skelton suggested the provision of allotments is under the remit of Fixed assets and the management side should be under Community and Leisure and an allotment association could be set up with further discussions to be held within Community and Leisure agreed by Cllr Pryce

The Senior Groundsperson explained data is being collated to identify number of leavers and vacant plots

Resolved Cllr Tyndale proposed a separate working party is established in the Community and Leisure seconded Cllr Pryce

Votes For Unanimous

Motion Carried

Action: Community and Leisure to appoint members of the working at the next meeting

- b) **To consider if any discount of allotment charges should be offered to new plot holders at Tippendell Lane for 2022/3**

Cllr Pryce suggested all allotment holders are informed there is no relocation planned in 2023 and so all the fees continue as normal.

Resolved: Cllr Pryce proposed the admin fee is waived in the next year and be sensitive and it is unlikely to have any relocation in the two years, seconded Cllr Parry

Votes: Unanimous

Motion Carried

2223/AC/050

To review circulated lease for Gardening Club and agree future actions

A member from the gardening club explained the previous lease signatures are no longer with us and enquired if the council will provide a long lease so that they could look at investing in completing ground improvements.

Resolved: Cllr Skelton proposed redraft a new lease to include the correct individuals on a rolling 12 month notice and the Parish Council to find a solution to resolve the flooding on the site and to seek to ensure the gardening club continues to be supported by the Parish Council to be noted within the strategic plan, seconded Cllr Parry

Votes: For, Unanimous

Motion Carried

2223/AC/051

To review circulated lease for Sports and Social Club and agree future actions

Resolved: Cllr Skelton proposed seeking legal advice with the view to identifying options, to include Debenhams Ottoway, seconded Cllr Pryce

Votes: For, Unanimous

Motion Carried

Action: Clerk to obtain two quotes

2223/AC/052

Parish Centre

- a) **To agree actions for the completion of a Parish Centre Structural survey**

Resolved Cllr Parry proposed seeking a building survey to be completed to ascertain a safety review to identify what remedial works will be required for continued use of the building for the short term, seconded Cllr Doyle

Votes: For, Unanimous

Motion Carried

Action: Clerks to obtain quotes

- b) **To consider and agree if a planning application should be made for alternative access to the Parish Car Park prior to commencement of building works on the adjacent site owned by Dimensions**

Action Cllr Parry to assist the Clerk with the completion of the planning application for alternative access to the car park at the Parish Centre

2223/AC/053

Update on Tarmac application for Park St Play Area

Clerk confirmed receipt of email to state grant application will be considered in November subject to a list of further queries

- 2223/AC/054** To review/amend the Strategic plan and agree Budget needs from 2023-26
Deferred
- 2223/AC/055** To consider and agree S106 priorities and allocation of projects linked to the Strategic Plan
Deferred
- 2223/AC/056** **Update on Woodbury Field works**
Cllr Parry informed the committee the new access gate has been installed and cross over completed and confirmed the Council agreed there would be no pedestrian access at his point and so a temporary fence will need to be introduced up to the gate posts aswell as planting of Hawthorns
Action Senior Groundsperson to install planting and temporary fencing
Action Senior Groundsperson to arrange to clear out drainage ditch adjacent to Lye Lane
Action Clerks to contact Mundon Estate to obtain agreement for ditch clearance and then to arrange for road closure for works to be completed
- 2223/AC/057** **Update on Action: 2223/AC/037** Cllr Parry - proposal (to be circulated) for the Woodbury Field project stating the amount to be requested from the Leisure Facilities S106 funding
Deferred
Action Senior Groundsperson to liaise with Cllr Parry to provide update on increased prices for play equipment
- 2223/AC/058** **Feedback on meeting held between Cllrs Pryce & Skelton with Midway surgery to discuss and agree actions for possible Heads of Terms**
Deferred as Cllr Pryce confirmed the Surgery are unable to meet before 18 November 2022
- 2223/AC/059** **Discuss and agree actions for tenders for option study and agree recommendation to Full Council**
Interviews were confirmed to have been delayed but have now taken place and an evaluation to score the companies is being completed of which the Committee will meet to discuss In Camera
Cllr Skelton confirmed the Option Study brief is on the Parish Council website and assured actions being taken are fully transparent but have not included commercially sensitive information as legally obliged.
Action Fixed Asset Committee to agree a date for the scoring evaluation to be discussed and agreed for a proposed recommendation to be reported at Full Council
- 2223/AC/060** **Clerks report-**
- a) Update on Chiswell Green Clock repair and maintenance**
Clerk confirmed this is being pursued at present to seek the repair within warranty and to obtain quote for battery backup
 - b) Update on new recycled plastic bench installations and ongoing repairs**
Senior Groundsperson confirmed works are progressing but some will need bracing
 - c) Greenwood Park bollard update**
The email received from a member of the public was noted
The Senior Groundsperson reported the bollards were installed in 2006 and are now at end of life and would like to continue with the metal hoop barriers
Action Cllr Skelton to reply to Mr Rankine and thank him for the suggestion but the council will continue with the same bollards that can be relocated at a later time
Action Senior Groundsperson to obtain quotes on hoop bollards and report back to next Fixed Asset Meeting
 - c) Update on Heads of Terms**
Action: Clerk to pursue use of independent solicitor to oversee the Heads of Terms

The meeting closed at 21.39

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