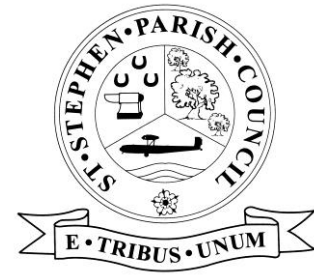


ST STEPHEN PARISH COUNCIL

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 **Thursday 2 February 2023 at 7.30pm**
at St Stephen Suite, Parish Centre, Station Rd, Bricket Wood, AL2 3PJ

Present: Councillors Mark Skelton Nicholas Tyndale David Yates

Also present: Amanda Feron, Assistant Clerk

- 2223/AC/075** To receive and accept apologies for absence
Apologies received from Cllrs Pryce, Parry and Doyle.
- 2223/AC/076** **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/077** **To approve the minutes of the Fixed Assets committee meeting held on 24 November 2022**
Resolved: Cllr Tyndale proposed approval of the Fixed Assets minutes from 24 November 2022
Seconded Cllr Yates
Votes: For, unanimous **Motion Carried**
- 2223/AC/078** **Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy**
No members of the public attended.
- 2223/AC/079** **Follow up on previous action not included in the agenda**
No updates
- 2223/AC/080** **Update on Hanstead Wood transfer and log cabin S106 fund allocation transfer**
No further updates.
- 2223/AC/081** **To review/amend the Strategic plan and agree Budget needs from 2023-26 deferred from previous meeting.**
Deferred
- 2223/AC/082** **Parish Centre**
a) **To consider and agree recommendations from Parish Centre Building Survey**
Deferred
b) **Update on the planning application for alternative access to the car park at the Parish Centre**
Planning Application 5/2022/2990 submitted, 19/12/22, decision pending.

- 2223/AC/083** **To consider and agree S106 priorities and allocation of projects linked to the Strategic Plan deferred from previous meeting.**
 Deferred.
 Cllr Tyndale suggested grouping this item with item 2223/AC/081, the committee agreed.
- 2223/AC/084** **Update on Woodbury Field works**
 Update from Assistant Clerk, the play equipment installation is scheduled to begin on March 14th and to be completed by April 14th.
 Over the last two weeks, work has been undertaken to improve the drainage at Woodbury Field, including aeration of the whole field by an external contractor and ditch clearance by Ground Staff. This was organised by a collaboration with Cadent Gas to share the traffic management.
 There are two more ditches to be cleared which will involve a road closure and traffic management.
 The committee agreed to defer decision on clearing the two further ditches for a future meeting.
- 2223/AC/085** **Update on Play Fund**
 The committee agreed to use the £20,000 to set up a rolling replacement pot for larger play area projects subject to a discussion on proposals and costings.
- 2223/AC/086** **Update on bollards at Greenwood Park**
Resolved: Cllr Tyndale proposed that the bollards be purchased from quote 1.
 Seconded Cllr Skelton
Votes: For, unanimous **Motion Carried**
- 2223/AC/087** **To consider and agree options for tree, ramp and steps at Greenwood Park**
Resolved: Cllr Skelton proposed remedial works be undertaken to make safe the wall with a view that longer term changes are part of the strategic plan
 Seconded Cllr Tyndale
Votes: For, unanimous **Motion Carried**
- 2223/AC/088** **Discuss and agree actions for tenders for option study and agree recommendation to Full Council**
 Completed
- 2223/AC/089** **Building Inspection Report Update**
 Committee agreed to carry on upcoming actions identified in the Annual Building Inspection Report.
- 2223/AC/090** **To discuss Shutter Survey Report**
 Assistant Clerk to contact Alison Ross for advice and subject to that advice to carry out the necessary work.
 Committee requested a schedule of regular legally required surveys that could trigger spending.
Action: Assistant Clerk to prepare schedule of legally required surveys for next meeting.
- 2223/AC/091** **To consider and agree options for drainage for the gardening club.**
 The committee agreed to a suggestion from the Senior Grounds Person to add gravel or road plantings at the entrance as a simple cost effective measure that may be sufficient to mitigate the standing water.
- 2223/AC/092** **To discuss and agree action for fence at Park Street**
 Deferred
- 2223/AC/093** **Clerks report-**
 a) Update on Chiswell Green Clock repair and maintenance.
 Clock has been repaired 31/1/23. Cllr Skelton requested the bulb be checked and replaced if faulty.
 b) Update on Heads of Terms.

Deferred.

c) Hearing Loop at Greenwood Park Quotes.
Deferred.

d) Sports and Social Club lease.
Deferred

e) Update on grant funding from Tarmac landfill Communities for Park St Play Area.
Deferred

The meeting closed at 8.37pm

Signed:

Date: