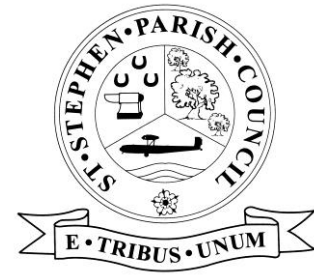


# ST STEPHEN PARISH COUNCIL

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 30 May 2023 at 7.30pm**  
at St Stephen Suite, Parish Centre, Station Road, Bricket Wood, AL2 3PJ

**Present: Councillors**

David Yates                      Nicholas Tyndale  
Mark Skelton                    Adrian Ruffhead  
Ajanta Hilton

Also present

Amanda Feron, Assistant Clerk  
Sue Hake, Clerk  
Matthew Huddleston, Senior Grounds Person  
One member of the public.

**AGENDA**

- 2324/AC/001      To elect a chair of the Fixed Asset Committee for this year 2023/2024**  
**Resolved:** Cllr Tyndale proposed, seconded Cllr Hilton to nominate Cllr Skelton as chair for the year 2023/2024.  
**Votes:** For, unanimous  
**Motion Carried**
- 2324/AC/002      To receive and accept apologies for absence**  
Apologies received from Cllr Pryce
- 2324/AC/003      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
- 2324/AC/004      To approve the minutes of the Fixed Assets committee meeting held on 21 March 2023**  
**Resolved:** Cllr Tyndale proposed, seconded Cllr Yates approval of the Fixed Assets minutes from 21 March 2023  
**Votes:** For, unanimous  
**Motion Carried**
- 2324/AC/005      Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy**  
None
- 2324/AC/006      Follow up on previous action not included in the agenda**  
a) Options and costings for S106 priorities subject to Options Study Report. Options attached.  
b) Update on Woodbury Field Phase 2 Consultation.  
**Action:** Assistant Clerk to continue to monitor car parking alongside Woodbury Field and to produce a report for the next Fixed Assets meeting.

- 2324/AC/007** To consider in principle request from Greenwood Park Tennis Club for funding to replace fencing. Request attached.  
**Action:** Senior Grounds Person to cost LED lighting and remedial work to fencing.  
**Action:** Assistant Clerk to draft reply to request from Greenwood Park Lawn Tennis Club
- 2324/AC/008** To consider quotes and agree recommendation to Full Council for legal work regarding Heads of Terms for the transfer of ownership of Woodbury Field and Park Street Recreation Ground and to agree new leases for the Social Club and Gardening Club. Report attached.  
Quote a - £4,700  
Quote b - £3,000  
Quote c - £7,350  
**Resolved:** Cllr Ruffhead proposed, seconded Cllr Hilton to recommend option b to Full Council for legal work regarding Heads of Terms for the transfer of ownership of Woodbury Field and Park Street Recreation Ground and to agree new leases for the Social Club and Gardening Club meeting.  
**Votes:** For, unanimous  

**Motion Carried**
- 2324/AC/009** To agree disposal of grounds maintenance tools and equipment.  
**List of tools and equipment attached.**  
**Action:** Senior Grounds Person to produce itemised list of grounds maintenance disposals for the next Fixed Assets meeting.
- 2324/AC/010** To consider and agree actions going forward about the fence adjacent to footpath in Park Street. Letter confirming terms attached.  
**Resolved:** Cllr Yates proposed, seconded Cllr Tyndale that in accordance with the terms of the agreement, St Stephen Parish Council will notify the field owner that it will no longer maintain the fence, the Council can remove it or if the landowner prefers leave the fence in situ and make repairs at a cost to the landowner.  
**Action:** Assistant Clerk to draft reply to the field owner.  
**Votes:** For, unanimous  

**Motion Carried**
- 2324/AC/011** To consider and agree request of Ashbourne Day Nursery to put up a replacement sign, approximately 1m<sup>2</sup> on the outside of The Parish Centre.  
**Resolved:** Cllr Hilton proposed, seconded Cllr Tyndale to agree to request from Ashbourne Day Nursery to put up a preplacement sign no larger than 1m<sup>2</sup> on the outside of the Parish Centre.  
**Votes:** For, unanimous  

**Motion Carried**
- 2324/AC/012** To consider and agree and consider undertaking an online consultation survey to support the Options Study Report.  
a) Visitor engagement  
b) Project options  
**Action:** Clerk to invite Place Services to attend next Full Council meeting to provide update on progress and further information on consultation elements.
- 2324/AC/013** **Clerks report-**  
a) Update on Chiswell Green Clock repair and maintenance.  
Maintenance schedule up to date  
b) Update on Heads of Terms.  
No update  
c) Update on grant funding from Tarmac Landfill Communities for Park St Play Area.  
Park Street Recreation Ground Play Area grant approved.

Meeting ended at 21.10pm