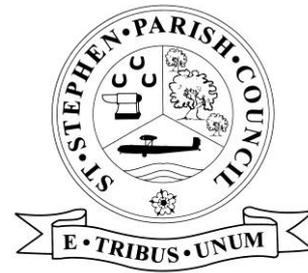


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

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**Minutes of Fixed Assets Committee meeting**  
held on **Thursday 28 September 2023 at 7.30pm**  
at St Stephen Suite, Parish Centre, Station Road, Bricket Wood, AL2 3PJ

**Present Councillors:**

Ajanta Hilton  
Nicholas Tyndale  
David Yates

**Also present:**

Amanda Feron, Assistant Clerk  
David Parry  
Four members of the public

- 2324/AC/026 To nominate a Chair for the meeting.**  
**Resolved:** Cllr Hilton proposed, Cllr Tyndale, seconded to nominate Cllr Yates to chair the meeting.  
**Votes:** For, unanimous **Motion Carried**
- 2324/AC/027 To receive and accept apologies for absence**  
Apologies received from Cllrs Pryce, Brannen and Skelton.
- 2324/AC/028 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/029 To approve the minutes of the Fixed Assets committee meeting held on 27 July 2023**  
**Resolved:** Cllr Hilton proposed, seconded Cllr Tyndale approval of the Fixed Assets minutes from 27 July 2023  
**Votes:** For, unanimous **Motion Carried**
- 2324/AC/030 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy**

**A member of the public asked the committee about questions submitted via email on 27 September 2023.**

Cllr Yates acknowledged receipt of the questions, stated that more time will be needed to provide a reply and that a written reply will be sent in due course.

**A member of the public queried the clarity of item 2324/AC/021 on the minutes of the Fixed Assets Committee on 27 July 2023 and in particular asked for clarification of Breakthrough Communications:**

Cllr Yates acknowledged the query and replied that Breakthrough Communications was the name of the company chosen by the Committee to undertake the consultation and engagement survey on behalf of the Parish Council.

**A member of the public reported that there is a light at the entrance to Greenwood Park Community**

**Centre that is on during the day.**

Cllr Yates thanked the member of the public and said that he would inform the Clerk.

- 2324/AC/031** Follow up on previous action not included in the agenda  
None
- 2324/AC/032** To receive and agree the recommendation for the solar panels at Greenwood Park Community Centre. Report attached  
**Resolved:** Cllr Yates proposed, seconded Cllr Hilton to go to tender for the contract to install solar panels at Greenwood Park Community Centre.  
**Votes:** For, unanimous **Motion Carried**
- 2324/AC/033** To discuss and agree actions to progress recommendation for St Julian's Wood woodland path. Report attached.  
The committee agreed in principle to progress the installation of an accessible woodland path in part or all of St Julian's Wood.  
**Action:** Assistant Clerk and Senior Grounds Person to submit further detailed options for consideration at next Fixed Assets Meeting.
- 2324/AC/034** To consider and agree the installation of a temporary gazebo by the Lazy Llama Café at Greenwood Park requested by customers and previously considered and agreed in principle at Community and Leisure Committee. Gazebo location options attached.  
**Resolved:** Cllr Tyndale proposed, seconded Cllr Hilton to approve the request of the Llama Café to install a temporary gazebo at the agreed location.  
**Votes:** For, unanimous **Motion Carried**
- 2324/AC/035** To discuss revised planning statement for an entrance from Smug Oak Lane into the Parish Centre car park. Statement attached  
**Action:** Assistant Clerk to contact David Parry and resubmit planning document with additional information and covering letter.
- 2324/AC/036** To clarify the role of Place Services in relation to the St Stephen Parish Council strategic plan.  
Deferred
- 2324/AC/037** Clerks report-
- a) Update on Heads of Terms
  - b) RAAC investigations at Parish buildings.  
The Assistant Clerk reported that preliminary visual investigations have not discovered RAAC in any of our buildings.
  - c) Update on development of land adjacent to the Parish Centre and associated parking and materials storage.  
The Assistant Clerk reported that building work has started and new safety signs have been put up at the entrance to the car park and in the car park.

The meeting closed at 8.21pm