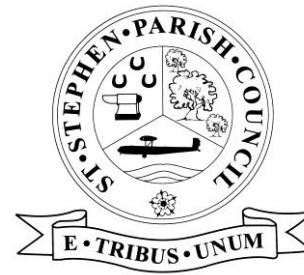


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD  
ST ALBANS HERTS AL2 3PJ  
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To:	Councillors	Ajanta Hilton	Bill Pryce	Mark Skelton
		Nicholas Tyndale	David Yates	David Brannen
		Adrian Ruffhead		

## **You are summoned to the Fixed Assets Committee meeting**

To take place on **Thursday 23 November 2023 at 7.30pm**  
at St Stephen Suite, Parish Centre, Station Road, Bricket Wood, AL2 3PJ

Members of the public and press are invited to attend and are requested to contact the Clerk prior to the day of the meeting (contact details above)

*A Feron*

Amanda Feron, Assistant Clerk, 15 November 2023

**Please be aware that members of the public may record, film, photograph or broadcast this meeting from the designated area.**

### **AGENDA**

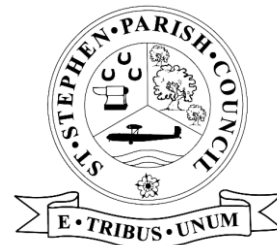
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|--------------------|---|
| <b>2324/AC/038</b> | <b>To receive and accept apologies for absence</b>  |
| <b>2324/AC/039</b> | <b>Declarations of interest and dispensations</b><br>a) To receive declarations of interest from Councillors on items on the agenda<br>b) To receive written requests for dispensations for declarable interests; and<br>c) To grant any requests for dispensation as appropriate |
| <b>2324/AC/040</b> | <b>To approve the minutes of the Fixed Assets committee meeting held on 23 September 2023</b>   |
| <b>2324/AC/041</b> | <b>Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy</b>   |
| <b>2324/AC/042</b> | <b>Follow up on previous action not included in the agenda</b>  |
| <b>2324/AC/043</b> | <b>To discuss and agree next steps to progress the woodland management plan. Report attached.</b>   |
| <b>2324/AC/044</b> | <b>To discuss and agree next steps to progress recommendation for St Julian's Wood Report attached.</b>   |
| <b>2324/AC/045</b> | <b>To clarify the role of Place Services in relation to the St Stephen Parish Council strategic plan. Deferred from previous meeting. Strategic Plan see page 9 attached.</b>   |
| <b>2324/AC/046</b> | <b>To review building inspection report for Greenwood Park and Pavilion and to agree next steps. Report attached</b>  |
| <b>2324/AC/047</b> | <b>To discuss and agree budget requirements for 2024/2025 to recommend to the next Finance Committee meeting on 5 December.</b>   |
| <b>2324/AC/048</b> | <b>To discuss possible future projects to use S106 funding.</b>   |

**2324/AC/049**

**Clerks report-**

- a) Update on Heads of Terms
- b) Update on development of land adjacent to the Parish Centre.
- c) Tools and equipment rolling replacement budget will be an item for consideration at the next Finance committee for consideration.
- d) Place Services update

# St Stephen Parish Council



## Greenwood Park Community Centre & Pavilion

### Greenwood Park Community Centre

The Community Centre is used continually throughout the year from morning to evening by regular and one-off hirers for a large variety of activities and functions.

#### Interior

##### Sports Hall

##### **Condition Update:**

The sports hall is very heavily used, floor has recently been sanded and revarnished. This is the last sand for the floor. Door frames have been painted.

**Action:** DM to cost painting of higher levels.

**Action:** DM to cost replacement heater.

##### **Health and Safety**

No issues

##### Male Changing rooms and toilets

##### **Condition Update:**

Changing room is dated but functional. Not accessible

Showers used infrequently- twice a month on average

**Action:** JU to remove ceiling emergency light and replace with wall sticker.

##### **Health and Safety:**

Showers run for two minutes weekly as part of legionella control.

##### Female changing rooms and toilets

##### **Condition Update:**

The area is dated but functional. Not accessible.

##### **Health and Safety:**

Showers turned off as never used, to remove the risk of legionella

##### Kitchen

##### **Condition Update:**

No issues

##### **Health and Safety:**

No issues

##### Lobby and Corridor

##### **Condition Update:**

Entrance mat is worn and needs to be replaced.

**Action:** DM source new mat for lobby.

**Action:** JU to undertake remedial paint work to wall where needed

##### **Health and Safety:**

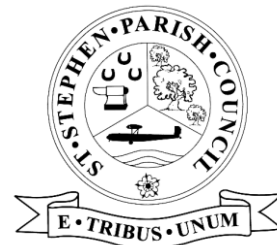
No issues

##### Lounge

##### **Condition Update:**

Blinds recently replaced.

# St Stephen Parish Council



## **Health and Safety:**

No issues

Office

## **Condition Update:**

No issues.

## **Health and Safety:**

No issues

Cleaning Cupboard

## **Condition Update:**

No issues

## **Health and Safety:**

No issues

Orton Hall

## **Condition Update:**

Blinds recently replaced

Blown window to atrium window

**Action:** DM to cost replacement window

**Action:** JU to replace glass

Floor is chipped in places

**Action:** JU to use laminate repair to undertake remedial work to floor.

## **Health and safety:**

Atrium door is not a fire exit and is always kept locked. Fire exit door is clearly signed.

Storage Orton Side and Maintenance side

## **Condition Update:**

There are a number of old chairs still in use.

**Action:** DM to continue to replace via rolling replacement chair budget

**Action:** JU to install low voltage emergency light above door in Maintenance side

## **Health and safety:**

Emergency light necessary to ensure safety when entering the storage area.

## Exterior

## **Condition Update:**

New signage in place. Fascia is worn

**Action:** JU to repaint all yellow lines outside building

**Action:** JU to repaint fire exit door

## **Health and Safety**

Main front door to centre is not adequate for users with disabilities.

**Action:** AF to add as agenda item for consideration at next Fixed Assets meeting.

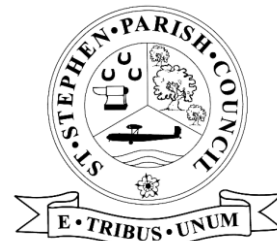
**Action:** JU to repair and or replace and paint fascia boards on down pipes and repaint fascia.

## **Health and Safety:**

Steps outside main sports hall fire exit do not have a handrail. This is a legal requirement

**Action:** DM and JU to look at options for handrail.

# St Stephen Parish Council



**Action:** JU to install handrail on left hand side of steps.

Tree next to steps and slope is much too close to community centre, overhanging branches are damaging roof and causing build-up of moss. retaining wall is cracked and will eventually fail. We have consulted with a specialist tree moving company but due to the position the tree cannot be moved.

**Action:** AF to add as agenda item for consideration at next Fixed Assets meeting.

Car Park Unmade

**Condition update:**

Graded and rolled in November

Car Park Upper

**Condition update:**

**Action:** MH to clear gulley pots of debris

**Action:** Grounds Team/JU to remark disabled car park

**Action:** MH to cost sump pumping

Car Park Lower

**Condition update:**

No issues

## Greenwood Park Pavilion

We have one room in the Pavilion that is well used by hirers.

### Interior

Well used for exercise and art groups. No soundproofing on partition wall, means that noise travels from one room to the next.

Pavilion room

**Condition Update:**

The room has two wall and two portable heaters.

**Health and Safety:**

No issues

Kitchen

**Condition update:**

Adequate. The tennis club has requested a new oven.

**Health and Safety:**

No issues

Tennis side:

**Condition Update:**

Two bifold windows are blown.

**Action:** DM to cost replacement glass

**Health and Safety:**

Step to exit through bifold doors worn and damaged.

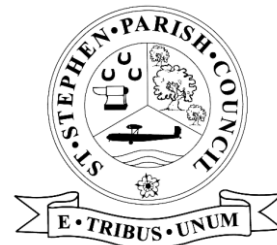
**Action:** JU to repair with anti-slip stair nosing.

**Action:** JU to repaint yellow on tennis steps

Showers and toilets in constant use.

Showers run for two minutes weekly as part of legionella control.

# St Stephen Parish Council



## Exterior

### **Condition Update:**

A new baby changing has been installed. The gutters have been replaced in sections to prevent sagging and leaking.

Facia is peeling, paintwork is worn and downpipe fascia covers are damaged.

**Action:** JU to repair and or replace and paint fascia boards on down pipes and repaint fascia.

### **Health and Safety:**

**Action:** DM to cost and purchase suitable folding grab rail.

**Action:** JU to fit grab rail.

At the tennis club end, fence slipping, paving is moving. The area has recently been cordoned off for health and safety.

Option 1 As a short term temporary measure: Grounds Team to lift slabs, take steps away, sort the levels out, concrete foundation for the steps, redo paving and continue to monitor.

Option 2 to completely rebuild area using an experienced external building contractor.

**Action:** AF to add as agenda item for consideration at next Fixed Assets meeting.

## Café area

### **Condition update:**

**Action:** Grounds Team to move benches and install gazebo

**Action:** MH to cost two accessible benches.

**Action:** Grounds Team to install benches.

## Tennis Storage

### **Condition Update:**

Leaking from down pipe has damaged the shelf.

**Action:** JU to check seal of joint and replace glue or gasket.

## Exterior Park Lighting

### **Condition Update:**

Lights are inadequate for residents and hirers walking down the lower car park at night

### **Health and Safety:**

Adequate lighting required to mitigate the risk of slips, trips and falls.

**Action:** DM to cost replacement lighting

## Tennis Park Fencing

### **Condition update:**

#### Fencing

**Action:** Grounds Team to carry out remedial work to strengthen fence.

**Action:** AF replacement options to be taken to next Fixed Assets meeting for consideration.

Item for Submission to:  
St Stephen Parish Council  
Fixed Assets Committee  
Date of Meeting: 23 November 2023

Agenda Item 2324/AC/044	<b>To discuss and agree next steps to progress recommendation for St Julian's Wood</b>
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**1. Purpose**

To discuss and agree next steps to progress recommendation for St Julian's Wood

**2. Introduction**

At Fixed Assets on 23 September, the committee asked staff to look at options and come back with more detailed plans after our scheduled meeting with The Woodland Trust.

St Julian's Wood is an ancient woodland and designated local Wildlife Site. It is an important site historically and ecologically to the Parish. Ancient woodland is an irreplaceable resource which if lost can never be recovered. Dr Astrid Biddle from The Woodland Trust visited the wood in October and her report is attached with the meeting's papers.

The Woodland Trust's' recommendations are to take steps to conserve the bluebells and to enhance and restore previous management by carrying out coppicing and other work to increase the light and encourage ground flora which will naturally dry the floor of the wood.

Bluebell Plan- In the meantime as erosion of the paths is considerable and has led to widening of the pathways and harm to the bluebell, we need to consider a post and rope system and re-routing sections of the footpath during the wetter months.

**3. Proposals**

**Initial Proposals for S106 funding (examples below)**

- Improving the education and learning in the wood-updating our interpretation boards and leaflet.
- Creating a woodland trail woodland trail with rubbing blocks, and a leaflet to increase the play value and learning opportunities for younger children and woodland trail leaflet. This idea could be developed with involvement of Killigrew School.
- Adding 3 benches to the wood to allow people to spend time in our ancient woodland.

**Secondary Proposal for S106 funding**

- Pathway improvements in St Julian's Wood. We have two aims, firstly to protect the bluebells from erosion due to the widening of the pathway during winter. Secondly allowing part or all of the pathway to be accessible to all members of the community.



#### 4. Financial and Legal Comments

Proposals to be financed by S106 Green Infrastructure funds. This fund is required to be spent by April 2024.

#### **RECOMMENDED that the Committee:**

Agrees to progress the initial proposals for St Julian's Wood using S106 funding.

Report of	Assistant Clerk	7 November 2023
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## STAVELEY NATURE RESERVE

### Brass Rubbing Trail

AGE 7+

NATURE TRAIL CLUES

- 1 I am a flower that can be found in damp grassy places. I have pale lilac or white flowers.
- 2 I am a very fast runner and can jump very high. I am a herbivore and have antlers and brown fur.
- 3 I am an insect with distinctive ragged-edged, orange, patterned wings. My under wings are smoky brown with a white 'comma' mark which gives me my name.
- 4 I am an insect with 4 wings. I am a predator and often catch my food while flying. I have green and black stripes on my long thin body.
- 5 I have webbed feet and a beak. You can usually find me swimming on the water. I have a pale crown of feathers on the top of my head although the female is plain brown.
- 6 You can often hear me tapping on trees with my beak. I make my nest inside holes in trees. I have red feathers on my head and under my tail.
- 7 I am nocturnal. I have a white, heart shaped, feathered face and large eyes that help me see in the dark to catch my prey. At night you may hear my screeching call.
- 8 I live underground. I am an omnivore and come out at night to eat roots, worms and insects. I am black and white.
- 9 I have lots of pink-lilac flowers on a stalk, which are marked with darker streaks and spots. You can find me growing on grassland.
- 10 I have webbed feet and a long tail that helps me swim through the water. I am a carnivore and eat mainly fish. I have brown fur and bristly whiskers.



Item for Submission to:  
St Stephen Parish Council  
Fixed Asset Committee  
Date of Meeting: 23 November 2023

Agenda Item <b>2324/AC/46</b>	<b>To agree the recommendation for the contract for the woodland management plan</b>
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**1. Purpose**

To consider the recommendation for a new 10 year woodland management plan to replace the current plan which expires in 2024.

**2. Introduction**

Benefits of a Woodland Management Plan:

- The plan is a document that we will use to organise and schedule work in our woodlands both short term and long term. This will strengthen efficiency and use of staff time.
- The plan will be used to plan our budget spending requirements for woodland management over the next 10 years.
- The plan is a communication and community engagement tool. It will be shared on our website to inform residents about our plans and the work we are doing to maintain our woodlands.

**3. Proposal**

The Finance Committee 26 October approved CMS as the preferred contractor to undertake a woodland management plan for the Parish. This was to be funded from the unspent woodland management plan budget from 2022/23 that went into reserves. As CMS are unable to carry out the work until 2025, we have looked at an additional option and seek the committee's approval to engage the contractor below. quote below.

**RECOMMENDED that the Committee:**

Agree and resolve to offer the contract for the Wood Management Plan to Maydencroft using the unspent woodland management plan budget from 2022/23 reserves.

Report of	Assistant Clerk	Date 15 November 2023
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