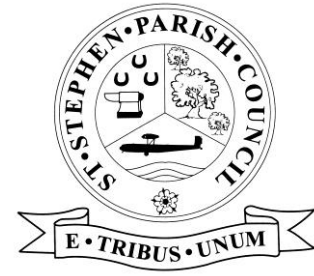


# ST STEPHEN PARISH COUNCIL

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](mailto:clerk@ststephen-pc.gov.uk)  
Web: [www.ststephen-pc.gov.uk](http://www.ststephen-pc.gov.uk)



**Minutes of Fixed Assets Committee meeting**  
held on **Thursday 27 July 2023 at 7.30pm**  
at St Stephen Suite, Parish Centre, Station Road, Bricket Wood, AL2 3PJ

**Present: Councillors**

David Yates                      Nicholas Tyndale  
Mark Skelton                     Ajanta Hilton

**Also present:**

Amanda Feron, Assistant Clerk  
Sue Hake, Clerk  
One member of the public.

**AGENDA**

**2324/AC/014      To receive and accept apologies for absence**  
Apologies received from Cllrs Pryce and Ruffhead

**2324/AC/015      Declarations of interest and dispensations**

- a) To receive declarations of interest from Councillors on items on the agenda  
Cllr Yates disclosed a non-pecuniary interest in item **2324/AC/020**.  
Cllr Skelton disclosed a non-pecuniary interest in item **2324/AC/020**.
- b) To receive written requests for dispensations for declarable interests; and
- c) To grant any requests for dispensation as appropriate

**2324/AC/016      To approve the minutes of the Fixed Assets committee meeting held on 30 May 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/017      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:

**1) Whether the three schemes from Place Services would be shared with residents or whether it would be the Council's preferred scheme only?**

Cllr Skelton, replied that at present it is our intention to present all three schemes

**2) Greenwood Park is part of Watling Chase Community Forest (WCCF) and as such is protected from development, if any development occurs will this contravene the aim of WCCF?**

Cllr Yates replied that the WCCF does not prohibit development.

**2324/AC/018      Follow up on previous action not included in the agenda**

a) Fixed asset disposal

Resolved at Full council 20 July 2023

b) Fence adjacent to footpath in Park Street.

Field tenant has offered to accept responsibility for maintaining the fence.

c) Place Services

Lewis Reynolds from Place Services attended Full Council on 22 June to present a progress report.

- 2324/AC/019** To review report on car parking at Woodbury Field play area and to consider future options for car parking at the play area.  
Report attached  
**Resolved:** Cllr Hilton proposed, seconded Cllr Yates to monitor car parking at Woodbury Field after the installation of Phase 2 improvements.  
**Votes:** For, unanimous **Motion Carried**
- 2324/AC/020** To consider request for replacement fencing at Greenwood Park Tennis Club.  
Report attached.  
**Action:** Assistant Clerk to investigate options and costs to maintain the fence.  
**Action:** Clerk to ask Councillors for a representative to liaise with the tennis club.
- 2324/AC/021** To review and agree the quotes for completion of the consultation and engagement survey. Quotes attached.  
**Resolved:** Cllr Hilton proposed, seconded Cllr Yates to accept the consultation survey quote from Breakthrough Communications and further resolve to proceed immediately.  
**Votes:** For, unanimous **Motion Carried**  
**Action:** Clerk to contact Breakthrough Communications to progress survey.
- 2324/AC/022** To form a group to progress with the consultation and engagement survey.  
Cllr Hilton agreed to lead working group to progress with the consultation and engagement survey.  
**Action:** Assistant Clerk to contact councillors and invite them to participate in the group.
- 2324/AC/023** To review the topographical survey and measured building surveys completed by C D surveys Ltd to be used by Place Services. Surveys attached.  
Noted
- 2324/AC/024** To discuss and agree next actions relating to the refusal decision for the planning application for an entrance from Smug Oak Lane into the Parish Centre car park.  
**Resolved:** Cllr Yates proposed, seconded Cllr Hilton to make amendments to plans and resubmit.  
**Votes:** For, unanimous **Motion Carried**  
**Action:** Assistant Clerk to contact David Parry for assistance with resubmitting plans
- 2324/AC/025** Clerks report-
- Update on Chiswell Green Clock repair and maintenance.  
Scheduled maintenance 25 July
  - Update on Heads of Terms  
Clerk has contacted appointed legal firm to progress.
  - Place Services  
**Action:** Clerk to confirm date of stakeholder event and timeline for community engagement survey.

Meeting ended at 20.32pm