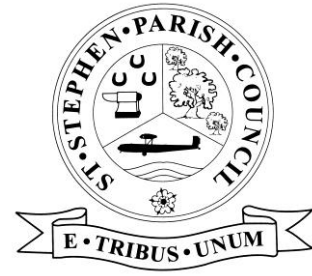


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

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**Minutes of Fixed Assets Committee meeting**  
held on **Thursday 23 November 2023 at 7.30pm**  
at St Stephen Suite, Parish Centre, Station Road, Bricket Wood, AL2 3PJ

## Present Councillors:

Mark Skelton  
Bill Pryce  
Nicholas Tyndale  
David Brannen  
Adrian Ruffhead

## Also present:

Amanda Feron, Assistant Clerk  
Sue Hake, Clerk  
Two members of the public

- 2324/AC/038**     **To receive and accept apologies for absence**  
Apologies received from Cllrs Yates and Hilton.
- 2324/AC/039**     **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  
No declarations of interest or dispensations received
- 2324/AC/040**     **To approve the minutes of the Fixed Assets committee meeting held on 23 September 2023**  
**Resolved:** Minutes approved by attending councillor.
- 2324/AC/041**     **Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy**  
A Member of the public commented on the woodland path at St Julian's Wood.
- 2324/AC/042**     **Follow up on previous action not included in the agenda**  
Update on progress with the new access at St Stephen Parish Centre.
- 2324/AC/043**     **To discuss and agree next steps to progress the woodland management plan.**  
**Report attached.**  
**Resolved:** Cllr Skelton proposed, seconded Cllr Tyndale that the contract for the Woodland Management plan be agree.  
**Votes:** For, four  
          Abstain, one  
**Motion carried**
- 2324/AC/044**     **To discuss and agree next steps to progress recommendation for St Julian's Wood**  
**Report attached.**  
**Resolved:** Proposed Cllr Skelton, seconded Cllr Tyndale that St Stephen Parish Council use any remaining S106 Green infrastructure funds in order of priority on:  
solar lights along Greenwood Park driveway, pathway maintenance, interpretation boards, woodland trail, rubbing boards and bench at St Julian's Wood.

**2324/AC/045** 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.

**2324/AC/046** To review building inspection report for Greenwood Park and Pavilion and to agree next steps. Report attached

**Resolved:** Cllr Tyndale proposed, seconded Cllr Pryce that the annual building inspection report and agreed associated works for Greenwood Park Community Centre and Pavilion be accepted.

**Votes:** For, unanimous

**Motion carried**

**2324/AC/047** To discuss and agree budget requirements for 2024/2025 to recommend to the next Finance Committee meeting on 5 December.

Action: Clerk to explore options for resurfacing of Parish centre car park

**2324/AC/048** To discuss possible future projects to use S106 funding.

Options discussed:

Teenage play provision at Park Street Recreation Ground

Update play equipment in North close

Solar toilet at Watford Road allotment site.

Greenwood Park fitness area

Mayflower Road play area update and consultation

Greenwood Park slide

Greenwood Park goal ends and basketball hoop

Cherry Hill fence play area.

**2324/AC/049** Clerks report-

a) Update on Heads of Terms

b) Update on development of land adjacent to the Parish Centre.

The committee noted the significant deterioration of the car park surface since the start of the work.

c) Tools and equipment rolling replacement budget will be an item for consideration at the next Finance committee for consideration.

d) Place Services update

e) Two councillors are required to score and make a shortlist of bids for the solar tender

**Action:** Assistant Clerk to contact all councillors to ask for availability.

Meeting closed at 21.02 pm

Signed

Date