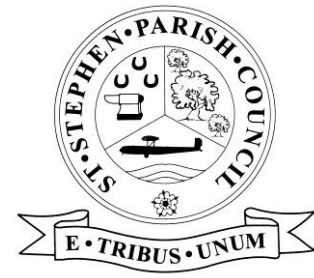


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD  
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## To: Councillors

Ajanta Hilton                      Mark Skelton  
Nicholas Tyndale                David Yates  
Adrian Ruffhead

## You are summoned to the Fixed Assets Committee meeting

To take place on **Tuesday 30 July 2024 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, 24 July 2024

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

## AGENDA

- 2425/AC/010      To agree a chair of the Fixed Assets Committee for 2024-25**
- 2425/AC/011      To receive and accept apologies for absence**
- 2425/AC/012      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
- 2425AC/013      To approve the minutes of the Fixed Assets committee meeting held on 26 March 2024.**
- 2425/AC/014      Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy**
- 2425/AC/015      Follow up on previous action not included in the agenda**
- 2425/AC/016      To receive Annual Play Inspection Report and Grounds Team Action Report. Play Reports and Grounds Team Report attached.**
- 2425/AC/017      To discuss the option of creating additional allotment plots and possible beginner plots at Watford Road allotment site or North Close. Allotment report attached.**
- 2425/AC/018      To discuss request from the tennis club to install a new cooker at Greenwood Park Pavilion.**
- 2425/AC/019      To discuss and agree submitting a planning appeal against the refusal of planning permission for the Parish Centre new entrance.**

- 2425/AC/020** To review building inspection report for the Parish Centre and to agree next steps. Report attached.
- 2425/AC/021** To consider and agree request to install window film in the Watling Room.
- 2425/AC/022** To discuss and agree projects for using remaining S106 funds.
- 2425/AC/023** To consider installation of window and shutter as soon as possible at Greenwood Park office and agree expenditure from reserves.
- 2425/AC/024** To consider the installation of electric doors at Greenwood Park Community Centre budgeted previously 2022 and agree expenditure from reserves.
- 2425/AC/025** To consider option of removing some of partition wall and relocation of all wiring on wall between the back and front office to improve working space and agree expenditure.
- 2324/AC/026** **Clerks report**
- a) Update on Heads of Terms
  - b) Update on S106 projects
  - c) Dimensions landscape and drainage plans.
  - d) Update on legionella risk assessment
  - e) Update on rodent reports at Greenwood Park
  - f) Update on Chiswell Green Clock
  - g) Update on bespoke bench designs for St Julian's Wood
  - h) Update on repairs to Pavilion patio
  - i) Update on sump clearance at Greenwood Park upper car park.
  - j) Update on tennis fence

Item for Submission to:  
St Stephen Parish Council  
Fixed Assets  
Date of Meeting: 29 July 2024

Agenda Item 2425/AC/017	To discuss the option of creating additional allotment plots and possible beginner plots at Watford Road allotment site or North Close
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**1. Purpose**

To discuss the option of creating additional allotment plots and possible beginner plots at Watford Road allotment site or North Close.

**2. Introduction**

The council maintains a waiting list for plots at all three of our sites. Priority is given in the following order:

- 1. Parish residents**
2. Parish residents who already have an allotment plot
3. Business owners who pay rates in the Parish but who do not live in the Parish.
4. People who live outside the Parish but within 1 mile of the Parish boundary as the crow flies.

**3. Current Position as at 24 July 2024.**

**Park Street Lane**

5 people on the waiting list, **4 from the Parish** 1 person is on the waiting list for other sites. 1 person is already a plot holder at the site and is interested in a specific plot only.

**Tippendell Lane**

9 people on the waiting list, **3 from the Parish**, 7 are on the waiting list for other sites. 1 person is already a plot holder at the site.

**Watford Road**

17 people on the waiting list, **4 from the Parish**, 3 people are already plot holders at the site and are interested in specific plots only.

**To sum up: 4 priority Parish residents are on waiting lists for a plot. 2 residents are on the waiting list for more than 1 site.**

Report of	Assistant Clerk	Date 24/7/2024
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## **Play area 2024 Annual Inspection Report Resulting works.**

### **Greenwood Park**

- Remove wooden bench from Blox.
- Purchase a shade sail.
- Sand rough edges on blox.
- Buy x4 sleeper for the side of the toddler slide.
- Replace cradle seats.
- Fit new rollers on green toddler item.
- Replace nut/nut caps on Sandworks x1 nut, x2 nut caps.
- Re plank picnic bench by supernova.
- Remove grounds matting in toddler area with heat.
- Repair/ replace red board on the triple rope trail by bin.
- Check Big slide in sand pit for damage.
- Replace missing bolt and nut plus caps on seesaw.

### **Mayflower**

- Look at bar on the mower climber and try and remove graffiti.
- Replace missing nut/caps from seesaw (blue seat).
- Replace seat flats on swing and clean/ grease top bar.
- Replace missing caps on roundabout x2.

### **Cherry hill**

- Sand rough post.
- Replace nut cap on digger.
- Replace nut cap on Net post.
- Fix broken slat on seat.

### **North close**

- Cut tread on top gate fence.
- Reclad seat by fence backing onto meadow.

### **Park street**

- Make new corner post.
- Red paint red gate.
- Replace straining post near front gate.
- Reclad seat in corner by the parish sign.
- Replace nut cap on roundabout x1.