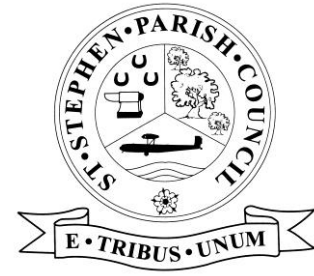


# ST STEPHEN PARISH COUNCIL

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                      Mark Skelton  
Nicholas Tyndale                David Yates  
Adrian Ruffhead

**You are summoned to the Fixed Assets Committee meeting**  
To take place on **Thursday 26 September 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, 19 September 2024

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

## AGENDA

- 2425/AC/027      To receive and accept apologies for absence**
- 2425/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
- 2425/AC/029      To approve the minutes of the Fixed Assets committee meeting held on 30 July 2024.**
- 2425/AC/030      Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy.**
- 2425/AC/031      Follow up on previous action not included in the agenda.**
- 2425/AC/032      To discuss and agree work required to the front bedding area at Greenwood Park.**
- 2425/AC/033      To consider installation of window and shutter at Greenwood Park. Report attached**
- 2425/AC/034      To discuss car parking at Greenwood Park and agree next steps.**
- 2425/AC/035      To discuss and agree next steps to progress Parish car park resurfacing.**
- 2425/AC/036      To discuss and agree next steps to progress the Place Services phase 1 report.**
- 2425/AC/037      Maintenance update. Report attached.**
- 2425/AC/038      To discuss and agree options to undertake year 1 Woodland Management Plan objective for Black Green Wood. Report attached.**

**2425/AC/039 Consider budget requirements for 2025-26. Report attached.**

**2425/AC/040 Agree dates for annual buildings inspection.**

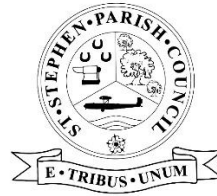
**2324/AC/041 Clerks report**

- a) Update on Heads of Terms
- b) Update on S106 projects
- c) Update on legionella risk assessment
- d) Update on tennis fence
- e) Review Strategic Plan
- f) Dimensions car parking at the Parish Centre



## **St Stephen Parish Council**

### **Building Maintenance Schedule December 2023 to November 2024**



**St Stephen Parish Council**

**Buildings Maintenance Schedule following Building Inspection 10<sup>th</sup>  
and 24<sup>th</sup> November 2023**

Task	Responsibility	Priority	Estimated Costs over and above staff time	Target Date
<b>Parish Centre - exterior</b>				
To look at repairing/replacing fascia boards.	JU/external	5	Completed	Part of Rumball Sedgwick Building Survey 2023
To put up Christmas lights after 10 <sup>th</sup> November and remove by 6 January	JU/MH	2	Completed	
To monitor potholes and repair as necessary along with MP Build.	JU/MH	1		On going
Fire Evacuation Assembly Point review	JU	1	To remain in place	
<b>Parish Centre – interior</b>				
Kitchen: Clean grout and replace silicone sealant behind sink	JU	3	completed and continue to check status	Monitor ongoing on a quarterly basis
Kitchen: Repair and repaint crack in wall	JU	2	Completed	End of May
Fire door sticker for kitchen door kitchen side required		1	Completed	
Accessible toilet: Repair stiff sink tap	JU	3	Completed	Monitor ongoing on a quarterly basis

Accessible toilet: Repair w/c flush handle.	JU	3	Completed	
Tennyson Hall: Repair and repaint crack in wall	JU	5	Completed	
JU to check all fire door signage in all buildings and update if necessary.	JU	1	Completed	
Watling room: Replace catches on windows	JU	3	Completed	
Watling room: Repaint nursery windows		5	Completed	
Exterior: Repaint nursery fence		5	Completed	
Tennyson hall walls repaint			Completed	August 24
<b>Parish Centre Barn</b>				
To change fluorescent lights to LED	JU	5	On going then budget allows	
Repaint car park side of barn		5	Completed	
Adjust the storage for new hirer			Completed	July 24
<b>Park Street Pavilion</b>				
<b>Greenwood Park Community Centre – interior and exterior</b>				
Orton Hall Repaint fire exit door	JU	4	Completed	
Male Changing rooms- to remove ceiling emergency light and replace with wall sticker.	JU	4	Completed	
Lobby and Corridor undertake remedial paintwork	JU	3	Completed	
Install handrail on left hand side of steps	JU	1	On Hold (place services)	
Install two posts that can be lowered to allow hirers to use the slope if needed.	JU	5	Completed with a barrier as slope to steep to allow access	
Wall in corridor damp plaster board damage	JU		Completed	
Painting of all rooms			Completed	August 24

Servicing of urinals			Completed	June 24
Replace to glass to blown atrium window	JU	4	Completed	
Maintenance side storage install low voltage emergency light above door	JU	3	Completed	
Exterior: Repaint all yellow lines outside building	JU	4	Completed	
Exterior: Repaint fire exit door	JU	4		
Exterior: Repair and or replace and paint fascia boards on down pipes and repaint fascia.	JU	4		
Fire Evacuation Assembly Point review	JU	5	To remain in place due to proximity of Pavilion	
<b>Greenwood Park – Pavilion</b>				
To monitor paving for trip hazards 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	JU/MB/MH	2	Completed	
Step to exit through bifold doors worn and damaged repair with anti-slip stair nosing.	JU	2	Completed	
Repaint yellow on tennis steps	JU	2	Completed	To complete by end of June 24
Fit grab rail to baby changing toilet	JU	4	Jasim to review with DM	By End of September 24
Tennis storage: down pipe is leaking, check seal of joint and replace glue or gasket	JU	1	Completed	
Replace Cooker and resize cupboard and make good	JU		Completed	September 24

**Priority levels**

1. Urgent/December 2023/January 2024
2. High/January/February 2024

3. Medium/February /March 2024
4. Moderate/March/April 2024
5. Low/April/May/June/July 2024



ST STEPHEN PARISH COUNCIL CENTRE, Station Road, Bricket Wood, St Albans AL2 3PJ										
Recommended repair and improvement works		Item	Works	When	Budget Cost					
Date;	Dec-22				Year 1 - 2023	Year 2 - 2024	Year 3 - 2025	Year 4 - 2026	Year 5 - 2027	Notes
<b>Notes;</b>			<u>EXTERNAL</u>							
See separate report on the property. This list is for works of repair and maintenance to keep the building in sound order for the coming years and also to allow for some upgrades to facilities to improve use and rental conditions.		1	Asbestos survey and analysis.	Now	£750.00					
Items listed are not specifications. Work plans and schedules will have to be drawn up for costing by contractors. The costs provided are estimates and not tendered figures. Costs will depend upon fittings/finishes chosen.		2	Two storey pitched roof, clear moss and review rear pitch tile damage.	Now	£750.00				£3,000.00	
Figures shown are EXCLUSIVE of VAT and professional fees to inspect, specify works, tender and oversee on site. Figures at todays costs, no allowance for inflation.		3	Renew two storey pitched roof ridge tiles.	Year 2		<del>£5,000.00</del>				
Items listed are of a reasonable extent and cost. General day to day minor repairs and servicing is excluded.		4	Render repairs, brick crack repairs.	Now	£3,000.00			£3,000.00		no monitor
MONITOR the cracking externally and advise if there are any significant changes.		5	Render redecoration.	After render repair	£6,000.00					no monitor
Fire precaution possible works to first floor doors and corridor excluded until Fire Safety Audit review.		6	Fascia section replacement, repair and then redecorate all fascias.	Now	£5,000.00					no monitor
		7	Redecorate stained timber rear windows.	Now	£700.00				£700.00	JU
		8	Decorate metal means of escape stairs and escape door.	Year 3			£850.00			
		9	New GRP nosings to hall entrance lobby.	Now	£500.00					JU
		10	Allow for timber panel fence repairs.	Year 3			£700.00			
		11	Bed and point the concrete copings to the entrance wall.	Now	£250.00					JU
		12	Make-good damaged areas of tarmac to entrance driveway.	Next year		<del>£1,500.00</del>			£1,500.00	
		13	Allowance to keep carpark tarmac safe and functional.	Each year	£1,000.00	<del>£1,000.00</del>	£1,000.00	£1,000.00	£1,000.00	
			<u>INTERNAL</u>							



			14	Renew or paint main hall ceiling fibre tiles.	Year 1 or 2		£1,200.00						Repaint approx £300
			15	Redecorate walls and ceilings internally. In stages, say GF then FF or corridor/toilets then rooms.	Years 3 and 4			£3,000.00	£4,000.00				
			16	Replace vinyl sheet floor finish in entrance hall and three toilets, including step nosing.	year 2 or 3		£2,000.00						Approx cost to refloor hall, toilets,nurser y rooms £10,000
			17	Periodic check and wash of underground drainage.	Each year	£400.00	£400.00	£400.00	£400.00	£400.00			retained for blockage
			18	Periodic upgrade works for electrical installation. Allowance for replacement items.	Each year	£500.00	£500.00	£500.00	£500.00	£500.00			
			19	Fire precautions.	Now	excluded							
				<b>TOTAL BUDGET COSTS</b>		<b>£18,850.00</b>	<b>£11,600.00</b>	<b>£6,450.00</b>	<b>£8,900.00</b>	<b>£7,100.00</b>			
				Excludes fees and VAT									
				Remaining budget as at September 19			<b>£11,287.00</b>						

Item for Submission to:  
St Stephen Parish Council  
Fixed Assets Committee  
Date of Meeting: 26 September 2024

Agenda Item 2425/AC/033	To consider installation of window and shutter at Greenwood Park.
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**1. Purpose**

Action arising from Fixed Assets meeting 30 July 2024:

**2425/AC/023 To consider installation of window and shutter as soon as possible at Greenwood Park office and agree expenditure from reserves.**

**Action: Assistant Clerk to cost options for installing window to be considered at the next Fixed Assets meeting**

**2. Proposal**

Installation of a window to match existing in Greenwood Park office, including making good office wall and purchase and installation of galvanised shutter. A budget estimate has been obtained of between £3,000 to £3,500.

**3. Financial Comments**

The combined repairs and maintenance budget for Greenwood Park and Greenwood Park Pavilion has approximately this amount remaining. While it would be possible to proceed with the installation, this would deplete the entire budget.

**RECOMMENDED that the Committee:** allocate funds for this project in the 2025/26 budget.

Report of	Assistant Clerk	Date 19 September 2024
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Item for Submission to:  
St Stephen Parish Council  
Fixed Assets Committee  
Date of Meeting: 26 September 2024

Agenda Item 2425/AC/039	To discuss and agree options to undertake year 1 Woodland Management Plan objective for Black Green Wood. Report attached.
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**1. Purpose**

The year 1 objective for Black Green Wood is to undertake extensive holly clearance throughout the site. This is a significant project and will require careful planning.

**2. Proposals**

Option 1

Outsource the work to a reputable contractor. Budget quotes are £2,000 per day for equipment and operator for approx. 8 to 10 days. Total cost: £16,000 to £20,000. Staff will be needed to assist.

Option 2

Carry out the work in house and purchase a chipper to facilitate the project. Total cost: £17,500.

The work could be completed over the winter and scheduled around routine tasks. Purchasing a chipper would offer long-term benefits to the Council, improving the efficiency of its work and the maintenance of its resources.

**4. Budget considerations**

A new chipper is planned for 2028. To purchase a chipper in 2024/25, the budget allocated this year for the flail would need to be redirected. The flail purchase would then have to be rescheduled and budgeted for in 2025/26.

**RECOMMENDED that the Committee:** recommend to Full Council to purchase a chipper in 2024/25 and budget for a flail in 2025/26.

Report of	Assistant Clerk	Date 20 September 2024
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