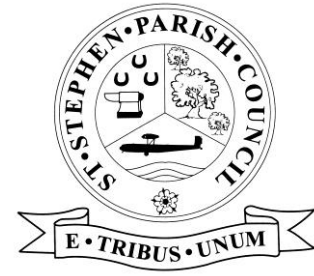


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

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**Minutes of the Fixed Assets Committee meeting**  
held on **Tuesday 30 July 2024 at 7.30pm**  
at St Stephen Suite, Parish Centre, Station Road, Bricket Wood, AL2 3PJ

**Present Councillors:**

Ajanta Hilton                      Mark Skelton  
Nicholas Tyndale                David Yates  
Adrian Ruffhead

Also present:

Amanda Feron, Assistant Clerk  
Matthew Huddleston, Senior Grounds Person

**AGENDA**

- 2425/AC/010      To agree a chair of the Fixed Assets Committee for 2024-25**  
**Resolved:** Cllr Tyndale proposed, seconded Cllr Hilton to nominate Cllr Skelton as chair for the year 2024/2025.  
**Votes:** For, unanimous
- 2425/AC/011      To receive and accept apologies for absence**  
**None**
- 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  
Councillor Yates declared a personal non pecuniary interest in agenda item 18.
- 2425/AC/013      To approve the minutes of the Fixed Assets committee meeting held on 26 March 2024.**  
**Resolved:** Cllr Tyndale proposed, seconded Cllr Ruffhead approval of the Fixed Assets Committee minutes from 25 January.  
**Votes:** For, unanimous
- 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**  
**Action:** Assistant Clerk to arrange follow up workshop with Place Services.
- 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.**

**Resolved:** To consider starter plots if there is demand in the future. No necessity for additional plots at present

**Proposed:** Cllr Hilton, seconded: Cllr Skelton

**Votes:** For unanimous

**2425/AC/018 To discuss request from the tennis club to install a new cooker at Greenwood Park Pavilion.**

**Resolved:** The Tennis Club will be permitted to install a new cooker at Greenwood Park Pavilion to be donated to Stephen parish Council or use by all pavilion hirers subject to covering associated costs.

**Proposed:** Cllr Tyndale, seconded: Cllr Hilton

**Votes:** For unanimous

**Action:** Assistant Clerk to contact the Tennis Club

**2425/AC/019 To discuss and agree submitting a planning appeal against the refusal of planning permission for the Parish Centre new entrance.**

**Resolved:** To submit a planning appeal against the refusal of planning permission for the Parish Centre new entrance.

**Proposed:** Cllr Skelton, seconded: Cllr Yates

**Votes:** For unanimous

**Action:** Cllr Yates to progress the submission of the planning appeal.

**2425/AC/020 To review building inspection report for the Parish Centre and to agree next steps. Report attached.**

**Resolved:** To accept and agree the building inspection report for the Parish Centre

**Proposed:** Cllr Skelton, seconded: Cllr Yates

**Votes:** For unanimous

**2425/AC/021 To consider and agree request to install window film in the Watling Room.**

**Resolved:** The Nursery will be permitted to install window film on the interior of the Watling Room.

**Proposed:** Cllr Skelton, seconded: Cllr Hilton

**Votes:** For unanimous

**2425/AC/022 To discuss and agree projects for using remaining S106 funds.**

**Resolved:** To recommend to Full Council the following projects for the remaining S106 funding:

Cherry Hill-hedgerow and fencing

Street furniture-benches

Water stations in play areas

**Proposed:** Cllr Skelton, seconded: Cllr Yates

**Votes:** For unanimous

**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

**2425/AC/024 To consider the installation of electric doors at Greenwood Park Community Centre budgeted previously 2022 and agree expenditure from reserves.**

**Resolved:** To not consider this item at present in light of potential future changes to the Community Centre.

**Proposed:** Cllr Skelton, seconded: Cllr Hilton

**Votes:** For unanimous

**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.**

**Resolved:** To not consider this item at present in light of potential future changes to the Community Centre.

**Proposed:** Cllr Skelton, seconded: Cllr Hilton

**Votes:** For unanimous

**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

Ceiling at Greenwood Park Pavilion to be repaired, if necessary, by competent external contractor.

The meeting closed at 9.15pm

Signed:

Date: