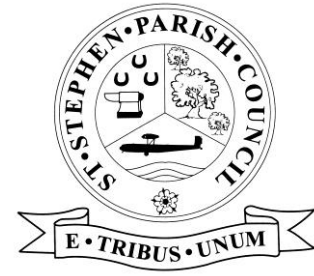


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD
ST ALBANS HERTS AL2 3PJ
Tel: 01923 681443
Email: amanda@ststephen-pc.gov.uk
Web: www.ststephen-pc.gov.uk



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

- 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.
- 2425AC/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: