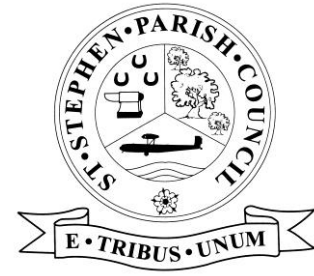


# ST STEPHEN PARISH COUNCIL

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 **Thursday 28 November 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, 22 November 2024

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

## AGENDA

- 2425/AC/042      To receive and accept apologies for absence**
- 2425/AC/043      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/044      To approve the minutes of the Fixed Assets committee meeting held on 26 September 2024.**
- 2425/AC/045      Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy.**
- 2425/AC/046      Follow up on previous action not included in the agenda.**
- 2425/AC/047      To discuss and agree work required to the front bedding area at Greenwood Park.**
- 2425/AC/048      To discuss and agree next steps to progress the Place Services phase 1 report.**
- 2425/AC/049      To discuss replacing the vinyl flooring in the Parish Centre hall, facilities, Watling Room and Oakwood Room using 2024/2025 Parish Centre repairs and maintenance budget. Report attached.**
- 2425/AC/050      To receive annual building inspection report and consider budget requirements for 2025-26. Report attached.**
- 2425/AC/051      To consider setting up a rolling accumulating budget for improved facilities at Park Street Pavilion and the Parish Centre.**

**2425/AC/052** To discuss and agree project priorities for future S106 contributions and to make a recommendation to Full Council.

**2324/AC/053** **Clerks report**

- a) Update on S106 projects
- b) Update on Heads of Terms

Item for submission to:  
St Stephen Parish Council  
Fixed Assets Committee  
Date of Meeting: 28 November 2024

Agenda item <b>2425/AC/039</b>	To discuss replacing the vinyl flooring in the Parish Centre hall, facilities, Watling Room and Oakwood Room using 2024/2025 Parish Centre repairs and maintenance budget.
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### **1. Purpose**

To consider replacing the vinyl flooring in the Parish Centre. The flooring was laid in the 1980s and is now in poor condition and does not meet the functional requirements of the Centre.

### **2. Introduction**

As part of the five-year maintenance and repair plan for the Parish Centre, a building survey was commissioned in December 2022. The survey recommended replacing the flooring in the lobby and toilets in 2024. Additionally, the annual building inspection report from 18 October 2024 noted the general poor condition of the flooring throughout the ground floor of the building, particularly in the Watling and Oakwood Rooms. The report requested that quotes be obtained for replacement flooring.

The existing flooring is worn, scuffed and stained in many areas, it is subject to heavy foot traffic and has significantly deteriorated over time detracting from the Parish Centre's overall appearance and creating a less welcoming environment. Furthermore, the flooring's age makes it increasingly difficult to clean and maintain to a satisfactory standard. In the Watling and Oakwood Rooms, there is a health and safety consideration as these rooms are hired by Ashbourne Nursery.

Replacing the vinyl flooring would improve the functionality of the space and its viability as a hireable space for our users.

### **3. Financial considerations**

The Parish Repairs and Maintenance budget 24/25 has £12,185.94 remaining as at 21 November 2024.

### **2. Proposal**

Vinyl flooring is cost effective, suitable for high traffic areas, stain resistant and hygienic. Additionally, certain types offer slip-resistant properties, enhancing safety, particularly in nursery settings.

Following research, three reputable local companies were asked to provide a quote for recommendations for appropriate vinyl flooring to meet our requirements:

- Durable-hard wearing and resistant to stains and scratches

- Low maintenance-easy to clean and maintain
- Child-friendly-suitable for use in a children's nursery

The following quotes were received:

**a) £11,380.60 business established in 2018**

**b) £11,497.10 business established in 2010**

**c) £13,050 business established in 2009**

**RECOMMENDED that the Committee:**

Agree to make a recommendation to Full Council to:

- Approve the replacement of vinyl flooring in the lobby, toilets, Watling Room and Oakwood Room.
- Accept Quote a, based on best value and overall suitability of their proposal.

Report of	Assistant Clerk	Date 21 November 2024
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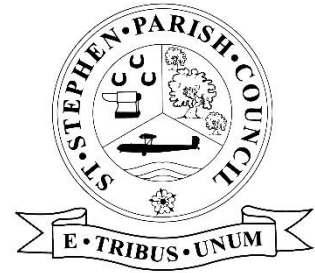
St Julian's Wood initial bench design following brief



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## Annual Building Inspection 2024

Notes:

Parish Centre, and Park Street Pavilion, 18 October 2024

### Present: 18 October 24

Cllr Eileen Whittaker

Cllr David Yates

Matt Huddleston, Senior Grounds Person

Jasim Uddin, Maintenance Man

Amanda Feron, Assistant Parish Clerk

### Parish Centre

The Parish Centre building is used continually throughout the year by staff and hirers. The upper floor consists of the Parish office rooms and the St Stephen Suite which is used for council meetings and is also hired out for meetings. The ground floor includes kitchen and toilet facilities, the Tennyson Hall, the Watling Room and the Oakwood Room. Tennyson Hall is hired out throughout the week to regular hirers and for one off events. The Watling Room and Oakwood Room are hired by Ashbourne Nursery from Monday to Friday. The Watling Room is also available for hire on days when it is not used by the nursery.

First Floor

#### Condition Update:

Ceiling at entrance to St Stephen Suite, is stained from leaks, damaged carpets.

**Action:** JU to repaint walls in St Stephen Suite and hallway.

**Action:** JU to repair/replace ceiling tiles if possible.

**Action:** AF to arrange carpet cleaning in St Stephen Suite and hallway.

**Action:** AF to cost small fridge for hirers of the St Stephen Suite

**Action:** AF to cost repair to window seal for right hand window.

#### Health and Safety

**Action:** JU to continue to monitor fire escape in St Stephen Suite and sand and replace when necessary.

**Action:** JU to continue to monitor emergency lights and signage and replace when necessary.

Ground Floor

#### Condition Update:

Cracks in walls continue to be monitored, over door to Tennyson Hall, in kitchen door to Tennyson Hall, in wall and ceiling of kitchen, over door and wall to kitchen from Tennyson Hall. Flooring is worn and very grubby in lobby and toilets.

**Action:** JU to continue to monitor cracks in kitchen and Tennyson Hall and repair and repaint when needed.

**Health and Safety**

**Action:** JU to continue to monitor stair tape at top and bottom of staircase and step and replace when necessary.

**Action:** JU to continue to monitor all fire signage in all buildings and update when necessary.

**Action:** Assistant Clerk to revisit quotes for replacing vinyl flooring in the lobby and toilets and submit report to the Fixed Assets Committee meeting in November

Kitchen

**Condition Update:**

**Action:** JU to continue to monitor cracks in kitchen and repair and repaint when needed.

**Health and safety:**

**Action:** JU to replace broken kitchen cupboard door.

Nursery Hallway

**Condition Update:**

Floor is worn and very grubby

**Health and safety**

Damage to vinyl flooring is a hazard for children.

**Action:** AF to revisit quotes for replacing vinyl flooring and submit to Fixed Assets Committee meeting in November.

Watling Room

**Condition Update:**

Floor is worn, split and very grubby.

**Action:** JU to repaint Watling Room. Colour to be chosen by nursery and agreed by Council.

**Action:** JU to add an additional light.

**Action:** AF to cost replacement flooring in Watling Room

**Action:** JU to repair and repaint window frame

**Action:** AF to order new window blinds

**Health and safety**

Damage to vinyl flooring is a hazard for children.

**Action:** AF to revisit quotes for replacing flooring and submit to Fixed Assets Committee meeting in November.

Oakwood Room

**Condition Update:**

Asbestos ceiling replaced; LED lights installed.

**Action:** JU to repaint Oakwood Room. Colour to be chosen by nursery and agreed by Council

**Health and Safety:**

Damage to vinyl flooring is a hazard for children.

**Action:** AF to revisit quotes for replacing flooring and submit to Fixed Assets Committee meeting in November.

Parish Centre

Exterior

**Condition update:**

Entrance side-One or two cracks under nursery windows, nursery windows paintwork is worn.

Moss on roof.

Road side-Roof has been repaired and front side fascia replaced. Broken render on front of building.

**Action:** JU to continue to monitor render.

**Action:** JU to investigate using resin as an option for repairing cracks.

**Action:** AF to obtain budget quotes for carrying out render repair and re-decoration of the front facade. Budget 25/26

**Action:** AF to purchase new defib sign.

Nursery

Exterior

**Health and Safety:**

Nursery staff have fitted a combination lock bolt to the gate nearest to the exit. This cannot be used as a fire escape. JU has increased the number of emergency fire exit signs.

**Action:** JU to continue to monitor and replace fire signage when necessary.

**Barn**

Interior

**Condition update:**

Barn safety light added in tractor store. Barn is extremely cold in the winter. Staff advised to monitor and take breaks if needed.

**Action:** JU to replace interior fluorescent lights with LED.

**Health and Safety:**

Tractor store exit on going health and safety concern due to the speed of the road.

Exterior

**Condition update:**

Barn painted and damaged roof tiles replace in 2024

**Parish Centre Car park**

**Condition Update:**

**Health and Safety:**

Trip hazards identified due to potholes. Serious deterioration on the condition of the car park surface has occurred since the start of the building work. Some repairs have been made by MP Build.

**Decision on car park repairs to be agreed by SSPC and MPB/Dimensions.**

**Park Street Pavilion**

Interior

**Condition Update:**

**Action:** JU to monitor interior and to continue to carry out all regular, safety checks.

**Action:** AF to investigate cost of replacing the 2 old gas boilers with one new gas or electric boiler.

Exterior

**Condition Update:**

Front of building and canopy to be repainted. Car park LED lights installed and operated by timer from dawn to dusk. Cracks in back wall. Bollards installed in car park. Car park partially updated with soakaway crates to improve drainage and access to the car park.

**Action:** JU to schedule repainting of exterior and canopy.

**Action:** JU to remove Parish noticeboard and make good.



**Action:** JU to continue to monitor cracks in exterior back wall.

**Action:** AF to add budgeting an annual amount to build up a pavilion repairs and maintenance fund item for consideration at next Fixed Assets meeting in November.

Notes:

Greenwood Park and Pavilion, 25 October 2024

Present:

Cllr Bill Pryce

Dani Medlin Centre Manager

Jasim Uddin, Maintenance Man

Amanda Feron, Assistant Parish Clerk

### **Greenwood Park Community Centre**

The Community Centre is used continually throughout the year from morning to evening by regular and one-off hirers for a large variety of activities and functions.

Interior

Sports Hall

#### **Condition Update:**

The sports hall is very heavily used, the floor has recently been relined and revarnished.

Regular scrub and polish, once a quarter to be added to budget.

Action: JU to schedule tower to reposition tiles.

#### **Health and Safety**

No issues

Male Changing rooms and toilets

#### **Condition Update:**

Changing room is dated but functional. Not accessible

Showers used infrequently- twice a month on average

#### **Health and Safety:**

Showers run for two minutes weekly as part of legionella control.

Female changing rooms and toilets

#### **Condition Update:**

The area is dated and used as storage. Not accessible.

#### **Health and Safety:**

Showers turned off as never used, to remove the risk of legionella

Kitchen

#### **Condition Update:**

**Action:** JU to change socket to illuminated switch

#### **Health and Safety:**

No issues

Lobby and Corridor

#### **Condition Update:**

Entrance mat replaced. Remedial paintwork completed. Functional trauma kit installed.

#### **Health and Safety:**

**Action:** DM to cost and need for a defib inside the community centre and investigate any grant funding available.

Building Inspection October 2024

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Lounge

**Condition Update:**

Room recently repainted.

**Health and Safety:**

No issues

Office

**Condition Update:**

New window to be installed and budgeted for in 24/25

**Health and Safety:**

**Action:** DM to replace work desk

Cleaning Cupboard

**Condition Update:**

No issues

**Health and Safety:**

No issues

Orton Hall

**Condition Update:**

Blown window to atrium window recently replaced.

**Action:** JU to continue to monitor and repaint when necessary.

**Action:** DM to cost planter/small potted tree for void.

**Health and safety:**

Atrium door is not a fire exit and is always kept locked. Fire exit door is clearly signed.

Storage Orton Side and Maintenance side

**Condition Update:**

There are a number of old chairs still in use. All chairs on Orton side now on trolleys

**Action:** DM to continue to replace via rolling replacement chair budget

**Health and safety:**

No issues.

Exterior

**Condition Update:**

New signage in place. Fascia repainted

**Action:** JU to continue to monitor and repaint yellow lines outside building

**Health and Safety**

Main front door to centre is not adequate for users with disabilities.

**Action:** AF to add as agenda item for consideration at next Fixed Assets meeting.

**Health and Safety:**

Steps outside main sports hall fire exit do not have a handrail. Two handrails are required for a flight of steps wider than 1m. This is a health and safety requirement

**Action:** MH to look at options for handrails and installation.

**Action:** DM to cost new defib for the exterior and additional defib for interior and investigate any grant funding available.

**Action:** AF to add as agenda item for next Fixed Assets meeting

Car Park Unmade

Building Inspection October 2024

**Condition update:**

Graded and rolled in September  
Car Park Upper

**Condition update:**

Gulley pots cleared

**Action:** MH to cost professional remarking and PMF marking in house.

Car Park Lower

**Condition update:**

No issues

Pathway from car park to Community Centre

**Condition update:**

Pathway is broken up in places due to tree roots.

**Action:** MH to investigate options to repair.

**Health and safety:**

Broken up pathway caused by tree roots is a trip hazard.

**Greenwood Park Pavilion**

Well used for exercise and art groups. No soundproofing on partition wall, means that noise travels from one room to the next.

Interior

**Condition Update:**

The room has two wall and one portable heaters.

**Action:** DM to purchase additional portable heater.

Health and safety

Asbestos in textured ceilings.

Kitchen

**Condition update:**

New oven and kitchen unit purchased and donated by the Tennis Club and installed by the Parish Council.

Tennis side:

**Condition Update:**

Two blown bifold windows replaced. Anti slip nosing replaced. Yellow lines on tennis steps repainted.

Exterior

**Condition Update:**

A new baby changing has been installed. The gutters have been replaced in sections to prevent sagging and leaking. At the tennis club end the paving has been repaired

**Action:** JU to continue to monitor guttering and look at installing additional downpipes if needed.

**Action:** DM to purchase new pavilion sign

Café area

**Condition update:**

Gazebo and accessible benches installed

Tennis Storage

**Condition Update:**

Water leak reported by Tennis Club.

**Action:** JU to carry out repair.

Exterior Park Lighting

**Condition Update:**

**Health and Safety-**Solar lights installed to mitigate the risk of slips, trips and falls.

Tennis Park Fencing

**Condition update:**

Fencing repairs in progress.

**Action:** MH to tighten strainers

Assistant Clerk October 2024