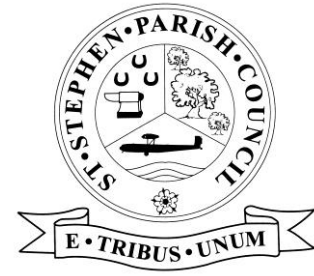


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

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Minutes of the Fixed Assets Committee meeting
held on **Thursday 26 September 2024 at 7.30pm**
at St Stephen Suite, Parish Centre, Station Road, Bricket Wood, AL2 3PJ

Present Councillors:

Mark Skelton David Yates
Adrian Ruffhead

Also present:

Amanda Feron, Assistant Clerk
Sue Clerk, Clerk
Matthew Huddleston, Senior Grounds Person

Two members of the public

- 2425/AC/027 To receive and accept apologies for absence**
Apologies received and accepted from Cllr Tyndale.
- 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
Councillor Yates declared a personal non pecuniary interest in agenda item 041(d)
- 2425AC/029 To approve the minutes of the Fixed Assets committee meeting held on 30 July 2024.**
Resolved: Cllr Ruffhead proposed, seconded Cllr Yates approval of the Fixed Assets Committee minutes from 30 July January.
Votes: For, unanimous
- 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.**
Cllr Yates to arrange meeting to progress.
- 2425/AC/032 To discuss and agree work required to the front bedding area at Greenwood Park.**
Action: Assistant Clerk email councillors to ask for confirmation of their intentions for the bed.
- 2425/AC/033 To consider installation of window and shutter at Greenwood Park. Report attached**
Resolved: Cllr Skelton proposed, seconded Cllr Yates to install a window in the Greenwood Park Office in 2025/26.
- 2425/AC/034 To discuss car parking at Greenwood Park and agree next steps.**
Deferred

- 2425/AC/035** To discuss and agree next steps to progress Parish car park resurfacing.
Action: The Clerk to send a letter to Dimensions, with a copy to MP Build reiterating the key points discussed in the August meeting and to state that St Stephen Parish Council is awaiting a formal proposal.
- 2425/AC/036** To discuss and agree next steps to progress the Place Services phase 1 report.
Deferred to next meeting as councillors have not had enough time to review draft report.
- 2425/AC/037** Maintenance update. Report attached.
Noted
- 2425/AC/038** To discuss and agree options to undertake year 1 Woodland Management Plan objective for Black Green Wood. Report attached.
Resolved: Cllr Skelton proposed, seconded Cllr Yates to recommend to Full Council that the Grounds Team carry out the work to reduce the holly in house and purchase a chipper to facilitate the project.
Votes: For 2 1 abstention
- 2425/AC/039** Consider budget requirements for 2025-26. Report attached.
Action: Assistant Clerk to write report on flooring at the Parish Centre.
- 2425/AC/040** Agree dates for annual buildings inspection.
Action: Assistant Clerk to email all councillors to request attendance of two councillors at each inspections.
- 2425/AC/041** Clerks report
- a) Update on Heads of Terms
Action: Clerk to contact District Council to request information about maintenance costs of Park Street toilets.
 - b) Update on S106 projects
Action: Assistant Clerk to contact District Council to discuss Watling Street development.
 - c) Update on legionella risk assessment
 - d) Update on tennis fence
 - e) Review Strategic Plan
Action: Clerk to liaise with the committee chairs of Fixed Assets and Community and Leisure Committees to review Strategic Plan and Terms of Reference.
 - f) Dimensions car parking at the Parish Centre.
 - g) Ashbourne Nursery new sign to be fitted at the Parish Centre.

At the close of the meeting the Chair reminded members of the public and councillors about the Public Speaking Policy and Councillors Code of Conduct.

Meeting closed at 20.55

Signed:

Date: