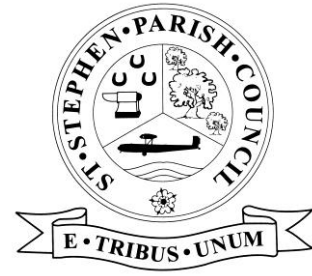


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

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Minutes of the Fixed Assets Committee meeting
held on **Thursday 28 November 2024 at 7.30pm**
at St Stephen Suite, Parish Centre, Station Road, Bricket Wood, AL2 3PJ

Present Councillors:

Nicholas Tyndale David Yates
Adrian Ruffhead

Also present:

Amanda Feron, Assistant Clerk
Two members of the public

2425/AC/042 To receive and accept apologies for absence

Apologies received and accepted from Cllrs Skelton and Hilton.

To nominate a chair for the meeting.

Resolved: Cllr yates proposed, seconded Cllr Ruffhead to nominate Cllr Tyndale to be chair for the meeting.

Votes: For, unanimous

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
- None.

2425AC/044 To approve the minutes of the Fixed Assets committee meeting held on 26 September 2024.

Following discussion, item deferred to next meeting.

2425/AC/045 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy.

A member of the public asked a question about agenda item 2425/AC/034 on the minutes of 26 September 2024.

2425/AC/046 Follow up on previous action not included in the agenda.

Clerk has contacted the District Council to request information about maintenance costs of Park Street toilets and is awaiting a response.

Clerk is liaising with committee chairs of Fixed Assets and Community and Leisure Committees to review Strategic Plan and Terms of Reference.

Assistant Clerk has contacted District Council to request information about S106 allocation and Cllrs Yates and Hilton will be meeting with District Council Planning.

2425/AC/047 To discuss and agree work required to the front bedding area at Greenwood Park.

Resolved: Cllr Ruffhead proposed, seconded Cllr Yates to agree to the proposed work plan for the front bedding area at Greenwood Park, the field side of the tennis storage, and the grassed area opposite the Pavilion and review after one year.

Votes: For, unanimous

2425/AC/048

To discuss and agree next steps to progress the Place Services phase 1 report.

Action: Clerk to liaise with Place Services and ensure the following actions are completed:

Include the previously agreed introduction.

Confirm that corrections from the previous check have been incorporated.

Use aggregate scores in the report.

Obtain clarity and explanation regarding weighting factors and ensure they reflect the priorities of the Council.

Check that all amendments have been made and ensure the report is finalised and committee members agree by email that it is ready to be recommended to Full Council.

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.

Resolved: Cllr Tyndale proposed, seconded Cllr Yates to recommend option a to Full Council to replace the vinyl flooring in the Parish Centre hall, facilities, Watling Room and Oakwood Room using the Parish Centre repairs and maintenance budget for 2024/2025.

Votes: For, unanimous

2425/AC/050

To receive annual building inspection report and consider budget requirements for 2025-26. Report attached.

Resolved: Cllr Tyndale proposed, seconded Cllr Yates that the committee recommend to the Finance Committee to consider budget requirements for 2025/26 arising from the Annual Building /inspection and allocate appropriate funding for all work.

Votes: For, unanimous

2425/AC/051

To consider setting up a rolling accumulating budget for improved facilities at Park Street Pavilion and the Parish Centre.

Resolved: Cllr Tyndale proposed, seconded Cllr Yates that the committee recommend to the Finance Committee to agree the allocation of an appropriate amount to establish a rolling accumulating budget for the improvement of facilities at Park Street Pavilion and the Parish Centre.

Votes: For, unanimous

2425/AC/052

To discuss and agree project priorities for future S106 contributions and to make a recommendation to Full Council.

Action: Assistant Clerk to contact all councillors to request suggestions for future S106 projects and to provide an explanation of S106 requirements.

2324/AC/053

Clerks report

a) Update on S106 projects

b) Update on Heads of Terms

The meeting closed at 20.27

Signed:

Date: