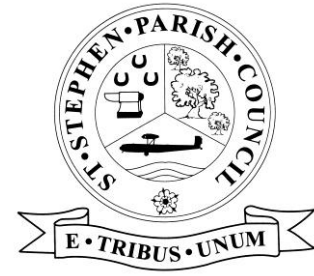


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD
ST ALBANS HERTS AL2 3PJ
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To: Councillors

Mark Skelton

Nicholas Tyndale

David Yates

Adrian Ruffhead

You are summoned to the Fixed Assets Committee meeting

To take place on **Wednesday 9 April 2025** 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, 3 April 2025

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

AGENDA

- 2425/AC/054 To receive and accept apologies for absence**
- 2425/AC/055 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
- 2425AC/056 To approve the minutes of the Fixed Assets committee meeting held on 26 September 2024 and 28 November 2024.**
- 2425/AC/057 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy.**
- 2425/AC/058 Follow up on previous action not included in the agenda.**
- 2425/AC/059 To receive the buildings and maintenance update. Report attached.**
- 2425/AC/060 To consider and agree the fixed wiring contract for 2025 and to make a recommendation to Full Council. Report attached.**
- 2425/AC/061 To agree the contractor to install a window and shutter in the Greenwood Park Office and to make a recommendation to Full Council. Report attached**
- 2425/AC/062 Recommendation to agree quote a, for purchase of a tractor mounted flail and to make a recommendation to Full Council. Report attached.**
- 2425/AC/063 To review and discuss expired leases, agree next steps and make a recommendation to Full Council. Report attached.**
- 2425/AC/064 To discuss and agree next steps following the Place Services stage 1 report.**

- 2425/AC/065** To discuss and agree future S106 priorities and to make a recommendation to Full Council.
- 2324/AC/066** To discuss and agree SSPC managing the resurfacing of the Parish Centre car parks and access road to minimise inconvenience to hirers.
- 2324/AC/067** **Clerks report**
- a) Update on S106 projects
Bench to be installed in May, water bottle filling stations, one has been installed, one to be installed in April.
 - b) Update on asset transfer.
 - c) Update on the general appearance of Greenwood Park Community Centre:
Condition of women's toilets, the frames of the cubicles are falling apart.
Conditions of men's toilets, the floor near below the urinals is badly worn.
The sports hall floor requires specialist cleaning every two months cost £150.
Relining the floor will need to be done within the next 6 months at a cost of £1500
Lack of electric doors is still impacting people with mobility problems making it difficult for them to access the Centre.
 - d) Power issue at Greenwood Park Community Centre
 - e) Electricity at parish centre-one of the phases failed outside the Parish Centre. UK Power repaired the fault and repairs to the heaters in the Tennyson Hall and work to rebalance the phases was undertaken inside the Parish Centre.

Item for Submission to:
St Stephen Parish Council
Fixed Assets
Date of Meeting: 9 April 2025

Agenda Item 2425/AC/059	To receive buildings and maintenance update report
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Completed Maintenance Tasks January to March 2025

Weekly Testing:

- Water safety checks conducted.
- Fire safety checks completed.

Parish Centre:

- **St Stephen Suite:** Worked with the contractor on window glass replacement; also replaced rubber gasket. Painted the room and repaired the fire escape door.
- **Watling Room:** Painted the room and installed new blinds.
- **Oakwood Room:** Painted the room.
- **Tennyson Hall:** Repaired socket, fixed fuse spur on heaters and investigated heating issues. Called an electrician to repair system after a phase outage.
- **Hall, stairs and landing:** Painted all walls.
- **Filing room:** Installed a sliding bolt on the door due to repeated breakages.

Greenwood Park:

- **Community Centre:** Investigated power outages due to an 80-amp fuse blowing twice and resolved the issue.
Installed a new defibrillator box on the front wall.
- **Sports Hall:** Serviced all heaters and removed two faulty units contributing to power issues.
- **Pavilion:** Installed a new water fountain.
Removed and stored all Christmas decorations.
Following an incident where a child fell on the tennis steps, designed and implement safety solution and purchased and installed additional railings.
Waterproofed the ceiling in the tennis storage area.

Park Street Recreation Ground:

- Spent one day planting trees with a local school.

All Sites:

- Installed new LED strip lights with PIR sensors to ensure automatic shutoff when unoccupied.

Additional Tasks Completed:

- Obtained a quote for the budgeted window replacement in the staff office at Greenwood Park.
- Completed two mandatory online health and safety training courses.

Scheduled Tasks for Next Quarter:

- **Park Street Recreation Ground:** Install a new water fountain.
- **Annual fire extinguisher testing:** Work with engineer to inspect extinguishers across all sites. .
- **Greenwood Park Sports Hall:** Install a new heater upon delivery.
- **Legionella Report:** Review with Assistant Clerk and action findings across all sites.
- **Parish Centre:** Begin implementing maintenance tasks outlined in the report by Rumball Sedgwick for the new financial year.
- **Fixed wiring:** Assess quotes for fixed wiring contractor with Assistant Clerk.

Report of	Jasim Uddin	Date 2 April 2025
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Item for Submission to:
St Stephen Parish Council
Fixed Assets Committee
Date of Meeting: 9 April 2025

Agenda Item 2425/AC/060	To consider and agree the fixed wiring contract for 2025 and to make a recommendation to Full Council.
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1. Purpose

To discuss and agree the contract for undertaking a fixed wiring inspection at all Parish buildings.

2. Introduction

Fixed wiring is inspected every five years as part of health and safety compliance.

3. Next Steps

We have obtained 3 quotes for undertaking the work that are from reputable suppliers:

Quote a £3,995 plus VAT

Quote b £3,228 plus VAT

Quote c £4,000 plus VAT

RECOMMENDED that the Committee:

Recommend to Full Council to award the contract to undertake a fixed wiring inspection and agree to accept quote a. This company conducted the last inspection and has experience of working with the set up at our sites.

Report of	Assistant Clerk	Date 31March 2025
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Item for Submission to:
St Stephen Parish Council
Fixed Assets Committee
Date of Meeting: 9 April 2025

Agenda Item 2425/AC/062	Recommendation to agree quote a, for purchase of a tractor mounted flail and to make a recommendation to Full Council.
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- 1. Purpose**
To confirm the purchase of a new flail as part of the rolling replacement plan. This is planned spending budgeted for in 2025/26.
- 2. Introduction**
Our existing side arm flail, which is 30 years old, is currently broken and unusable. Due to its age and condition, repairs are not a viable option.
- 3. Next Steps**
We have obtained 3 quotes for replacement flails that are from reputable suppliers and meet our needs:
Quote a £15,774 plus VAT
Quote b £18,500 plus VAT
Quote c £17,250.00 plus VAT

RECOMMENDED that the Committee:

Recommend to Full Council to confirm the purchase of a new flail and agree quote a.

Report of	Assistant Clerk	Date 19 March 2025
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