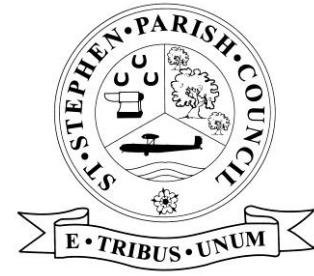


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

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## Minutes of the Fixed Assets Committee meeting

Held on **Wednesday 9 April 2025 at 7.30pm**  
at St Stephen Suite, Parish Centre, Station Road, Bricket Wood, AL2 3PJ

### Present Councillors:

Mark Skelton                      David Yates  
Nicholas Tyndale                Adrian Ruffhead

### Also present:

Dani Medlin, Centres Manager  
Amanda Feron, Assistant Clerk  
One member of the public

- 2425/AC/054      To receive and accept apologies for absence**  
None
- 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  
None
- 2425AC/056      To approve the minutes of the Fixed Assets committee meeting held on 26 September 2024 and 28 November 2024.**  
**Resolved:** Cllr Yates proposed, seconded Cllr Tyndale of the Fixed Assets Committee minutes held on 26 September 2024 and 28 November 2024.  
**Votes:** For, unanimous
- 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.**  
Cllr Yates updated the committee on submission of planning appeal for the Parish Centre. The advice received was not to proceed at this time and to consider resubmitting at a later date.  
Assistant Clerk contacted all Councillors to ask for suggestions for S106 projects.
- 2425/AC/059      To receive the buildings and maintenance update. Report attached.**  
Report received and contents noted.  
**Action:** Assistant Clerk to submit annual buildings inspection report to the Fixed Assets Committee and bring forward any additional concerns as they arise.
- 2425/AC/060      To consider and agree the fixed wiring contract for 2025 and to make a recommendation to Full Council. Report attached.**  
**Resolved:** Cllr Skelton proposed, seconded Cllr Yates that the committee recommend to the Full Council to award the contract to undertake a fixed wiring inspection and agree to accept quote a.  
**Votes:** For, unanimous

- 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**  
**Resolved:** Cllr Skelton proposed, seconded Cllr Yates that the committee recommend to Full Council to agree to accept the best value quote for the installation of the window at Greenwood Park.  
**Votes:** For, unanimous  
**Action:** Assistant Clerk to confirm spending limit for committees for planned spending and report back at next meeting.
- 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.**  
**Resolved:** Cllr Skelton proposed, seconded Cllr Tyndale that the committee recommend to Full Council to agree quote a for the tractor mounted flail.  
**Votes:** For, unanimous
- 2425/AC/063** **To review and discuss expired leases, agree next steps and make a recommendation to Full Council. Report attached.**  
**Resolved:** Cllr Skelton proposed, seconded Cllr Tyndale that the committee recommend to Full Council to set up a working group to consider the expired leases and agree next steps.  
**Votes:** For, unanimous
- 2425/AC/064** **To discuss and agree next steps following the Place Services stage 1 report.**  
**Resolved:** Cllr Skelton proposed, seconded Cllr Tyndale that the Fixed Assets Committee and staff meet with Places Services to progress in April.  
**Votes: For 3, Cllr Ruffhead abstained.**  
**Action:** Clerk to arrange meeting in April.
- 2425/AC/065** **To discuss and agree future S106 priorities and to make a recommendation to Full Council.**  
**Resolved:** Cllr Skelton proposed, seconded Cllr Tyndale to forward the following suggestions for future S106 projects to Full Council for consideration:
- Installing additional solar lighting on pathways at Greenwood Park
  - Installing solar panels at the Parish Centre
  - Rebuilding Park Street Rec Pavilion
  - Gardening club hut
  - Air conditioning for the Community Centre.
- Votes:** For, unanimous  
**Action:** Assistant Clerk to report back on any potential light pollution risks associated with the installation of additional solar lights at next meeting.
- 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.**  
**Resolved:** Cllr Skelton proposed, seconded Cllr Yates that the committee recommends to Full Council to consider the available options and determine the preferred course of action.  
**Votes:** For, unanimous  
**Actions:** Clerk to clarify the current position with regard to the following options:  
a) To confirm whether both MP Build and Dimensions will allocate funding to the Parish to assume responsibility for the car park and access road resurfacing.  
b) To obtain an estimate of the cost, net of the contributions from MP Build and Dimensions, for MP Build to complete the work.
- 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.

Cllr Yates gave an update on devolution.

Assistant Clerk gave an update on Park Street Rec and Woodbury Field.

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.

The Centres Manger updated the Committee about the condition of the Community |Centre building.

**Action:** Centres Manager to cost replacement toilet cubicles and report back to next meeting.

**Action:** Centres Manager to cost accessible entrance door and report back to next meeting.

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.

f) Email from Tennis Club asking for permission to use hitting wall on court 5 to provide information.

The meeting closed at 9.04pm