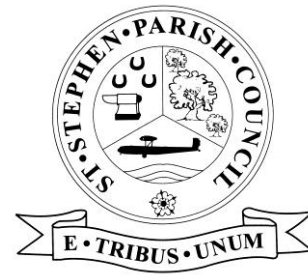


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD
ST ALBANS HERTS AL2 3PJ
Tel: 01923 681443
Email: amanda@ststephen-pc-gov.uk
Web: www.ststephen-pc.gov.uk



To: Councillors

Mark Skelton	David Yates	David Brannen
Nicholas Tyndale	Adrian Ruffhead	Nuala Webb

You are summoned to the Fixed Assets Committee meeting

To take place on **Thursday 25 September 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, 19 September 2025

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

AGENDA

- | | |
|--------------------|---|
| 2526/AC/020 | To receive and accept apologies for absence |
| 2526/AC/021 | 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 |
| 2526/AC/022 | To approve the minutes of the Fixed Assets committee meeting held on 24 July 2025. |
| 2526/AC/023 | Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy. |
| 2526/AC/024 | Follow up on previous actions not included in the agenda. |
| 2526/AC/025 | To consider and agree the preferred option for the gates, fencing and car park at the Parish Centre . Report attached. |
| 2526/AC/026 | To discuss and agree proposed schedule of accommodation for the maintenance building and compound to progress Place Services stage 2. Report attached. |
| 2526/AC/027 | To consider and agree purchase of a commercial pedestrian mower from the Grounds Machinery budget 2025/26. |
| 2526/AC/028 | To note the revised Display Energy Certificate for the Community Centre, following installation of solar panels and LED lighting. Certificate attached. |
| 2526/AC/029 | Clerk's report |

Display energy certificate (DEC)



HM Government

St Stephen Parish Council
Greenwood Park Community Centre
37 Tippendell Lane
ST. ALBANS
AL2 3HW

Operational rating

A

Certificate number: 4774-7415-0452-6098-8206

Valid until: 31 May 2035

Total useful floor area: 721 square metres

Energy performance operational rating

The building's energy performance operational rating is based on its carbon dioxide (CO₂) emissions for the last year.

It is given a score and an operational rating on a scale from A (lowest emissions) to G (highest emissions).

The typical score for a public building is 100. This typical score gives an operational rating of D.

Score	Operational rating	This building	Typical
0-25	A		
26-50	B		
51-75	C		
76-100	D		
			100
101-125	E		
126-150	F		
150+	G		

Previous operational ratings

Date	Operational rating
June 2025	
September 2019	

Total carbon dioxide (CO₂) emissions

This tells you how much carbon dioxide the building emits. It shows tonnes per year of CO₂.

Date	Electricity	Heating	Renewables
June 2025	5	0	19
September 2019	42	0	0

Assessment details

Assessor's name	Lisa Ward
Employer/Trading name	Lisa Ward Energy
Employer/Trading address	11 Alston Road, Hemel Hempstead HP1 1QU
Assessor's declaration	Not related to the occupier.
Accreditation scheme	Elmhurst Energy Systems Ltd
Issue date	3 September 2025
Nominated date	1 June 2025

This building's energy use

Energy use	Electricity	Other fuels
Annual energy use (kWh/m ² /year)	12.10	0
Typical energy use (kWh/m ² /year)	95	297.63
Energy from renewables	80.3%	0%

Item for Submission to:
St Stephen Parish Council
Fixed Asset
Date of Meeting: 25/09/2025

Agenda Item 2526/AC/026	To discuss and agree the proposed schedule of accommodation for the grounds maintenance building and compound to progress Place Services stage 2.
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1. Purpose

Erect Architecture has requested a schedule of accommodation for the proposed maintenance building and compound.

The Committee is asked to:

- **Agree** the appropriate size and specification for the new maintenance building and compound, taking into consideration current operational needs.
- **Consider** whether provision should be made for potential future expansion, to ensure the facility remains fit for purpose as requirements develop.

2. Introduction

The council has previously indicated a requirement for a new grounds maintenance building of approximately 150m² to accommodate current operational needs.

The current yard area is 240m², which is sufficient for existing operations.

However, Local Government Reorganisation (LGR) may result in the Parish taking on additional responsibilities such as cutting verges and managing bins. If these responsibilities are transferred, a larger facility may be necessary. This would include provision for up to three additional vehicle spaces along with additional equipment, storage space and staff facilities.

In addition, the yard area would need to increase beyond the existing 240m² to support larger machinery and vehicle movements.

3. Considerations

- A building of around 150m² is sufficient for existing operations.
- The current 240m² compound meets current needs but will not be sufficient if responsibilities expand.
- If LGR proceeds and new responsibilities are assigned, a larger building will be necessary incorporating:
 - Space for additional vehicles, storage, equipment

- Expanded yard to accommodate increased machinery and operational movements.
- Additional staff facilities

RECOMMENDED that the Committee consider and agree the preferred option below and make a recommendation to Full Council:

- **Option 1:** Proceed with a 150m² building, with the understanding that an extension may be required if LGR goes ahead.
- **Option 2:** Include provision for additional vehicles, storage, equipment, facilities and expanded compound space in the initial design.
- **Option 3:** Proceed with a 150m² building and 240m² compound design but request flexibility in the design to allow for future expansion if required to avoid costly redesign.

Report of	Matthew Huddleston	Date15/09/2025
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Item for Submission to:
St Stephen Parish Council
Fixed Assets Committee
Date of Meeting: 25 September 2025

Agenda Item 2526/AC/027	To consider and agree purchase of a commercial pedestrian mower from the Grounds Machinery budget 2025/26.
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1. Purpose

To consider and agree the purchase of a Wiebang TBO 77 commercial pedestrian mower for large-scale grounds maintenance from the Grounds Machinery budget 2025/25.

2. Introduction

Current mowing operations rely on pedestrian mowers for smaller areas. With changes to our mowing equipment, our existing setup is no longer adequate to ensure timely, efficient and cost-effective mowing. This report outlines the operational challenges we face and makes the case for the purchase of a Wiebang TBO 77 mower.

3. Current Situation

- **Change in ride-on mower use:** The replacement of our smaller ride-on mower with a larger tractor has improved capacity on open ground but limited access to tighter spaces. As a result, more areas now must be cut using pedestrian mowers.
- **Limited efficiency of pedestrian mowers:** Our current 53 cm mower struggles with long, wet grass and frequently blocks, slowing down progress.
- **Reduced capacity for other tasks:** Excessive time spent mowing limits the team's ability to carry out other essential grounds maintenance work.

4. Proposed Solution

The Wiebang TBO 77 mower is a commercial pedestrian mower with a wider cutting width (77cm), enhanced manoeuvrability and faster operation which will allow us to manage areas more effectively, especially in spaces where the larger tractor cannot operate.

In addition, the Wiebang TBO 77 features 4-in-1 functionality:

- Rear discharge and rear collect for standard mowing
- Side discharge for managing overgrown areas
- A high-performance mulching kit (baffle plate & blades).

This flexibility ensures the mower can adapt to varying conditions and grass lengths, making it a highly versatile piece of equipment.

5. Financial Commitments

- **RRP:** £2,298.
- **Supplier Quote:** £1,998. A regular supplier has provided a preferential quote which represents a cost saving against the standard RRP.
- **Grounds Machinery budget remaining at 17/9/25:** £4,190.23

Benefits of Acquisition

- **Increased Efficiency:** The Wiebang TBO 77 significantly reduces mowing time, allowing staff to complete work quicker and reallocate time to other essential tasks.
- **Better Coverage:** With a broader cutting deck, more ground is covered per pass, reducing the total number of passes required.
- **Improved Operator Comfort:** Easier to handle than pedestrian mowers, lowering HAV (Vibration points).
- **Cost Effectiveness:** Savings in labour hours, reduced wear on smaller mowers and increased productivity will offset costs over time.

RECOMMENDED that the Fixed Asset Committee:

Agree the purchase of a Wiebang Virtue TBO 77 mower and accept the preferential quote from our supplier as this offers a cost saving against the standard RRP.

Report of	Matthew Huddleston	Date 17/09/2025
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