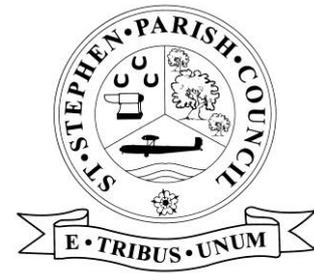


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

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Minutes of the Fixed Assets Committee meeting
Held on **Thursday 24 July 2025** at 7.30pm
at St Stephen Suite, Parish Centre, Station Road, Bricket Wood, AL2 3PJ

Present Councillors:

Mark Skelton David Yates Ajanta Hilton

Also present:

Amanda Feron, Assistant Clerk
Sue Hake, Clerk

- 2526/AC/009 To receive and accept apologies for absence**
Apologies received and accepted from Cllrs Tyndale, Brannen and Ruffhead.
- 2526/AC/010 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
- 2526/AC/011 To approve the minutes of the Fixed Assets committee meeting held on 2 July 2025.**
Resolved: Cllr Hilton proposed, seconded Cllr Yates approval of the Fixed Assets Committee minutes held on 2 July 2025.
Votes: For, unanimous
- 2526/AC/012 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy.**
No members of the public attended.
- 2526/AC/013 To receive Annual Play Inspection Reports. Reports attached.**
Reports received.
- 2526/AC/014 To discuss and agree new height barrier for Park Street. Report attached.**
Resolved: Cllr Hilton proposed, seconded Cllr Yates to recommend to the Finance Committee that the replacement of the height barrier at Park Street be included as part of planned spending in the budget for 2025/26.
Votes: For, unanimous
- 2526/AC/015 To discuss and agree using gravel grids at Greenwood Park Car park. Report attached.**
Resolved: Cllr Yates proposed, seconded Cllr Hilton to approve the installation of gravel grids in Greenwood Park car park, funded from the Greenwood Park car park budget, subject to prior contact with Segro for possible support. If no support is confirmed before installation, the Parish Council will proceed with funding.
Votes: For, unanimous
Action: Senior Groundsperson to contact Segro

- 2526/AC/016** **To consider and agree the preferred option for the fencing and gate at the Parish Centre and to make a recommendation to Full Council. Report attached.**
Resolved: Cllr Hilton proposed, seconded Cllr Yates to retain the existing security at the Parish Centre, monitor traffic and safety concerns and return to Fixed Assets for review.
Votes: For, unanimous
Action: Assistant Clerk to forward all quotes obtained for gates and fences to the Committee.
- 2526/AC/017** **To consider options for accessible entrance door to Greenwood Park Community Centre and agree next steps.**
Resolved: Cllr Yates proposed, seconded Cllr Hilton to accept quote b for the installation of an electric door operator at Greenwood Park Community Centre, to be funded from Fixed Assets reserves.
Votes: For, unanimous
- 2526/AC/018** **To agree next steps to progress Place Services stage 2.**
Action: Centres Manager to meet with Place Services to review current usage of the Community Centre and Pavilion.
Action: Clerk to send full sets of plans and building control drawings plus asbestos survey and utility bills to Place Services.
Action: Clerk to send schedule of accommodation for maintenance building and compound.
Action: To request that the Community and Leisure Committee reviews the survey data to ensure residents' views have been taken into account, are reflected in the draft proposals and to make recommendation to Full Council.
- 2526/AC/019** **Clerk's report**
a) Toilet cubicles at Greenwood Park Community Centre have been replaced. Report attached.
b) The Clerk updated the Committee on the Financial Regulations and Reserves Policy.

The meeting closed at 8.34pm

Signed:

Date: