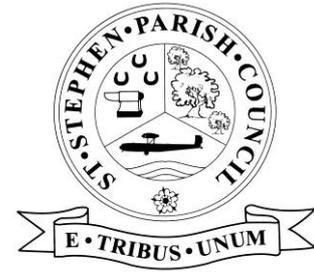


ST STEPHEN PARISH COUNCIL

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



Minutes of the Fixed Assets Committee meeting
Held on **Thursday 25 September 2025 at 7.30pm**
at St Stephen Suite, Parish Centre, Station Road, Bricket Wood, AL2 3PJ

Present Councillors:

Mark Skelton David Yates Adrian Ruffhead

Also present:

Amanda Feron, Assistant Clerk
Sue Hake, Clerk
Matthew Huddleston, Grounds Manager
2 members of the public

- 2526/AC/020 To receive and accept apologies for absence**
Apologies received and accepted from Cllrs Tyndale and Brannen.
- 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
None
- 2526/AC/022 To approve the minutes of the Fixed Assets committee meeting held on 24 July 2025.**
Resolved: Agreed to confirm the minutes of the 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.**
A member of the public asked a question about the strategic plan. The Clerk referred the member of the public to the next Full Council meeting.
- 2526/AC/024 Follow up on previous actions not included in the agenda.**
None
- 2526/AC/025 To consider and agree the preferred option for the gates, fencing and car park at the Parish Centre . Report attached.**
Resolved: To accept Option 1 and to add an extension, CP2, to the tender for the car park resurfacing.
Action: Assistant Clerk, to provide detailed costings for an electric five bar gate with automated entry system.
- 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.**
Resolved: Agreed to proceed on the basis of the current size requirements, subject to a layout review in consultation with Place Services.

- 2526/AC/027** **To consider and agree purchase of a commercial pedestrian mower from the Grounds Machinery budget 2025/26.**
Resolved: Agreed to purchase mower.
- 2526/AC/028** **To note the revised Display Energy Certificate for the Community Centre, following installation of solar panels and LED lighting. Certificate attached.**
Noted
- 2526/AC/029** **Clerk's report**
No updates

The meeting closed at 8.20pm

Signed:

Date: