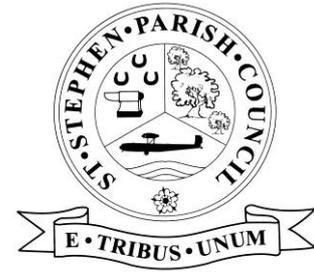


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE STATION ROAD BRICKET WOOD
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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 26 February 2026 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, 20 February 2026

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

AGENDA

- 2526/AC/045 To receive and accept apologies for absence**
- 2526/AC/046 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/047 To approve the minutes of the Fixed Assets committee meeting held on 4 December 2025.**
- 2526/AC/048 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy.**
- 2526/AC/049 Follow up on previous actions not included in the agenda.**
Drainage work on soakaways has been completed at Greenwood Park
Clerk has updated Council with terms of tennis club lease.
- 2526/AC/050 To discuss electrical supply issues at Greenwood Park and agree next steps.**
- 2526/AC/051 To discuss and agree ringfencing of funds from unspent 25/26 budgets for Park Street Repairs and Maintenance, Park Street Car Park and Park Street Pavilion Repairs and Maintenance to complete and install the Park Street height barrier and to make a recommendation to Full Council.**
- 2526/AC/052 To consider Parish Centre kitchen improvements and agree next steps. Briefing note attached.**
- 2526/AC/053 To discuss and agree actions to support progress with Place Services Stage 2 report.**
- 2526/AC/054 To consider undertaking a resident consultation regarding the future of Park Street Pavilion and to agree next steps.**

- 2526/AC/055** To consider options for Smug Oak Lane fencing and agree next steps to progress. Options attached.
- 2526/AC/056** To discuss and consider the replacement of the existing wooden bollards on the lower car park with recycled plastic bollards either as an addition to the car park tender specification or as a separate project. Costs attached.
- 2526/AC/057** **Exclusion of the press and public:**
That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and pursuant to Section 100A(4) and Schedule 12A, Paragraph 3 of the Local Government Act 1972, the public and press be excluded from the meeting for agenda item **2526/AC/058, To discuss and agree the contract for the Parish Centre car park resurfacing**, on the grounds that it involves the likely disclosure of exempt information relating to the financial and business affairs of a particular person, and is therefore commercially sensitive.
- 2526/AC/058** To discuss and agree the contract for the Parish Centre car park resurfacing. Tenders circulated.
- 2526/AC/059** **Clerk's report.**
New soakaways installed by the Grounds Team alongside the height barrier in Greenwood Park to alleviate standing water issues.

Briefing Note

Dani Medlin, Centres Manager

Fixed Assets Committee meeting 26 February 2026

2526/AC/038 Action: Centres Manager to submit briefing note to the Committee regarding kitchen comments received by hirers.

2526/AC/042 Action: Centres Manager to provide annual income from Orton Hall for meeting papers

Hall Hire Fees

SSPC Function hire fee as of 2025:
Parish Centre Tennyson Hall £29 per hour
Greenwood Park Orton Hall £37 per hour

St Lukes hall hire as at 2024 was £20 per hour
United Reform Church Hall hire £25 per hour

Orton Hall income

I have calculated Orton Hall hire income average across past 2 financial years (24/25 – 25/26) equates to approx. £50,000 nett per year.

Kitchen Comments

The only occasional remarks I remember having from hirers regarding the Parish Centre kitchen, is that it is a bit dated & looks grotty. Regular weekday hirers who have shared use of the kitchen with other occupants of the building (ie SSPC staff, nursery and St Stephen Suite hirers) have complained of lack of worktop space making sharing the kitchen difficult.

Other local venues in direct competition ie St Lukes Church, United Reform Church and Park Street Village Hall have new or recently refurbished kitchens making them more attractive to hirers.

St Lukes Church



United Reform Church



Item 2526/AC/056

Report: New Bollards and Wildflower Seed Bunds at Car Park Edge

Overview This proposal outlines the installation of new bollards and wildflower seed bunds along the edge of the car park where it meets the adjoining field. The reason for this work is that the current wooden bollards are failing and no longer provide adequate protection. It is recommended that the replacement and associated landscaping works are carried out either as an addition to the tender specification or as a separate project carried out by the Grounds team at the same time as the planned car park extension to ensure efficiency and reduce disruption.

Proposed Works Bollards will be installed at regular intervals along the car park perimeter to prevent vehicles from entering the field while maintaining pedestrian access. A full run of bollards around the entire boundary would require **36 bollards**. A more cost-effective option is to install **11 bollards** in combination with wildflower bunds.

The new bollards will be recycled plastic, in the same style as those used at Park Street Recreation Ground, ensuring consistency with existing local infrastructure while providing a more durable, low-maintenance solution.

Wildflower seed bunds will be formed alongside the bollards using low earth mounds seeded with a native wildflower mix. These will act as a soft barrier and create a more natural transition between the hardstanding and the field.

Benefits

- Replaces failing wooden bollards with a durable alternative
- Improves drainage of the field
- Improves site safety and boundary clarity
- Enhances biodiversity and supports pollinators
- Improves visual appearance with minimal ongoing maintenance
- Aligns works efficiently with the car park extension project

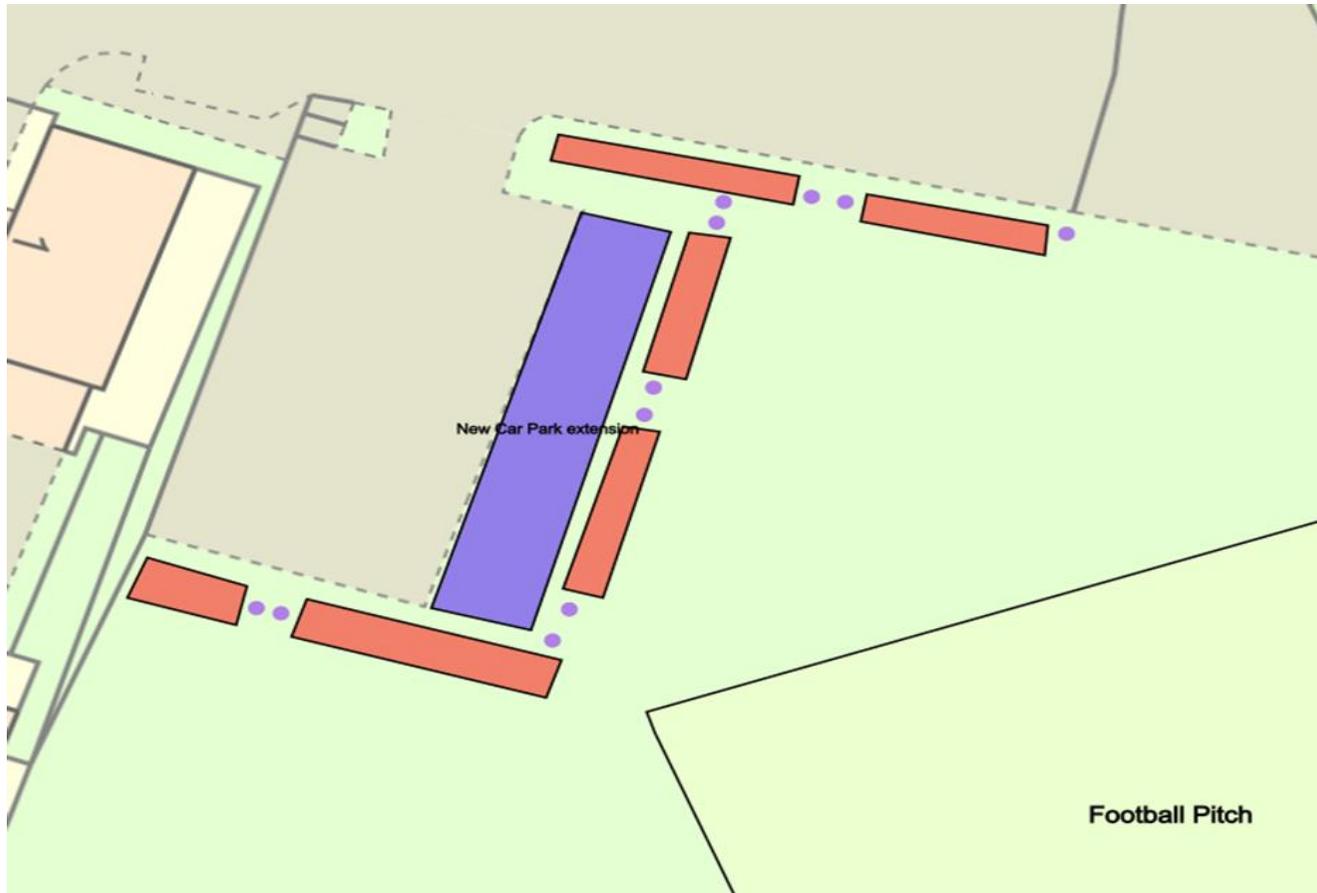
Conclusion The installation of recycled plastic bollards and wildflower bunds represents a practical and sustainable improvement. Undertaking the work alongside the car park extension will provide a cost-effective opportunity to upgrade the boundary treatment and enhance the overall quality of the site.

Park Street Rec bollards



AI generated image below of what the area could look like, would just need to move the bollards in between walkway onto field and make bunds higher.





Key:

Car park extension 

Wildflower bunds 

Bollards 

Parish Centre Fencing Options



Post and Panels Fence

Looking for a fencing solution that offers durability, versatility, and affordability? Post and panel fencing may be the ideal option for you.

This type of fence consists of precast concrete posts and panels, making it a low-maintenance and long-lasting choice.

It's versatility allows for various configurations and designs, suitable for different applications such as residential, commercial, and industrial properties.

Close Board Fence

Residential closeboard fences with concrete posts are a popular fencing option for homeowners looking for a durable and stylish solution. Closeboard fencing is made of overlapping vertical boards, providing privacy and security, while concrete posts offer added strength and stability.



Hit & Miss Fence

A hit and miss fence is a popular fencing option that offers the best of both worlds. It provides privacy while also allowing some air and light to pass through. This unique design consists of overlapping vertical boards that create gaps between them, resulting in a stylish and functional fence.



Composite Fence

A composite fence is a great option for homeowners who want a low-maintenance, sustainable, and stylish fencing solution. Composite fencing is made from a blend of recycled plastics and wood fibers, making it an eco-friendly alternative to traditional wood fencing.

Concrete over timber

Feature	Timber Posts	Concrete Posts
Initial Cost	Lower	Higher
Lifespan	10–15 years typical	25+ years
Rot Resistance	Moderate (treated only)	Excellent
Maintenance	Required	Minimal
Structural Strength	Good	Excellent
Long-Term Value	Moderate	High