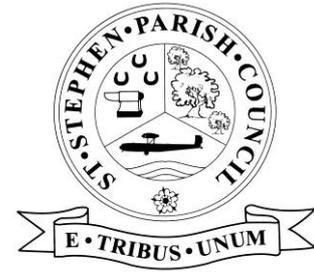


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

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Minutes of the Fixed Assets Committee meeting
Held on **Thursday 4 December 2025** at 7.30pm
at St Stephen Suite, Parish Centre, Station Road, Bricket Wood, AL2 3PJ

Present Councillors:

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

Also present:

Amanda Feron, Assistant Clerk
Dani Medlin, Centres Manager
Matthew Huddleston, Grounds Manager

- 2526/AC/030 To receive and accept apologies for absence**
None
- 2526/AC/031 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/032 To approve the minutes of the Fixed Assets committee meeting held on 25 September 2025.**
Resolved: Agreed to confirm the minutes of the meeting held on 25 September 2025
- 2526/AC/033 Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy.**
None
- 2526/AC/034 Follow up on previous actions not included in the agenda.**
None
- 2526/AC/035 To discuss and agree fixed wiring remedial works contract. Report attached.**
Resolved: Agreed to award the contract for the Fixed Wiring remedial works to quote B.
- 2526/AC/036 To discuss and consider installing two additional CCTV cameras at Greenwood Park Community Centre. See report attached.**
Resolved: Agreed to install two additional CCTV cameras at Greenwood Park Community Centre in 2026/27 budget year.
Action: Assistant Clerk to include the associated costs in the draft budget 2026/27.
- 2526/AC/037 To discuss the drainage survey report and agree next steps in regard to drainage issues identified. Report attached.**
Resolved: Agreed to carry out the necessary jetting work to Greenwood Park drainage system within this budget year.

Action: Assistant Clerk to present options for the repositioning of the soakaway for consideration in one year's time.

- 2526/AC/038 To receive the annual building inspection report and consider budget requirements for 2026-27. Report attached.**
Resolved: Agreed to receive the annual building inspection report and include budget allocation for new flooring in the Parish Centre kitchen, Greenwood Park Toilets and to add to draft budget cost of replacement kitchen at the Parish Centre subject to further consideration following input from Centres Manager.
Action: Centres Manager to submit briefing note to the Committee regarding kitchen comments received by hirers.
- 2526/AC/039 To discuss and consider costings for gates with automated entry systems at the Parish Centre agree next steps. Report attached.**
Resolved: Agreed to accept option 1 quote and install a pair of automatic metal five bar swing gates at the front entrance of the Parish Centre.
- 2526/AC/040 To review and agree the 2026/27 draft budget allocations for Fixed Assets and make a recommendation to Full Council.**
Resolved: That the Committee agree the proposed Fixed Asset budget items for 2026/27 and make a recommendation to Full Council.
Action: Grounds Manager to submit fencing options for Smug Oak Lane boundary.
Action: Grounds Manager to update the Trees and Woodlands draft budget and submit a briefing note on the Trees and Woodland Reserves to the Finance Committee.
Action: Clerk to provide to Full Council percentage difference between Fixed Assets budget items in 2025/26 and 2026/27 budgets.
- 2526/AC/041 To discuss Tennis Club proposal for padel courts at Greenwood Park and consider if the Council would like to include a padel court in the improvements to Greenwood Park.**
The Committee agreed to not consider additional sporting needs at this point.
Action: Clerk to confirm terms of lease with the tennis club.
- 2526/AC/042 To discuss and agree follow up to Place Services update meeting.**
Action: Clerk to schedule Councillor briefing session on 13 January, inviting all Councillors to review updates from Place Services and Root and Erect.
Action: Centres Manager to provide annual income from Orton Hall for meeting papers
- 2526/AC/043 To receive an update for progress of Assets transfers and to discuss and prioritise the list of asset transfers from SADC.**
Councillor Yates, Chair of St Stephen Parish Council gave an update to the Committee on asset transfers from SADC to SSPC.
Action: Clerk to send Freedom of Information request to Hertfordshire County Council to request a list of assets owned in the Parish.
- 2526/AC/044 Clerk's report**
Update on:
- Power issues at Greenwood Park Community Centre
 - Flooring issues at the Parish Centre
 - Contract for refuse at all sites.

The meeting closed at 9.21pm

Signed:

Date: