

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

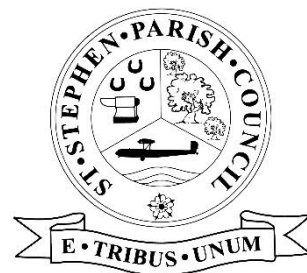
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: clerk@ststephenparishcouncil.gov.uk

Web: www.ststephenparishcouncil.gov.uk



Present: Councillors

Wendy Berriman

Bill Pryce (Chair)

Dorothy Kerry

Eileen Whittaker

David Parry

Also present:

Isabel Crozier - Assistant Clerk (taking minutes), Matt Huddleston – Groundsman, Sue Hake – Clerk, Dani Medlin – Centres Manager

Minutes of the **Leisure Committee meeting** held on **Thursday 29 April 2021** at **7.30am**

Venue: **via remote access**

2021/LC/039 To receive and accept apologies for absence

None received

2021/LC/040 Declarations of interest and dispensations

- a) **To receive declarations of interest from councillors on items on the agenda**
None.
- b) **To receive written requests for dispensations for declarable interests; and**
None.
- c) **To grant any requests for dispensation as appropriate**
None.

2021/LC/041 To approve the minutes of the meeting held 25 February 2021

APPROVED: *Proposed Cllr Parry, seconded Cllr Berriman, unanimous*

2021/LC/042 Public Participation

None

2021/LC/043 To consider a Policy on Commemorative Benches and Trees

Cllrs received a report on the present situation in regards commemorative benches, approximately 11, and trees, approximately 5 in Parish Council ownership. There followed a discussion on the aspects that a policy should cover including setting a criterion for who can apply, where the Council would site benches/trees, what bench designs/tree species and size and how long the bench/tree should remain as a memorial to that person.

ACTION: Cllrs Berriman, Kerry and Whittaker to draft the policy and bring to the next meeting for consideration.

2021/LC/044 To receive an update on the Parish allotment sites and consider forming a panel to support in monitoring and enforcement for non-cultivation

RESOVED: *Proposed Cllr Parry, seconded Cllr Berriman, unanimous* that Cllr Kerry support the Assistant Clerk in hearing appeals against non-cultivation and termination notices.

2021/LC/045 To receive the annual play area inspection reports

All cllrs received the annual play area inspection reports in advance of the

meeting. The Committee extended thanks to the Grounds staff for work to ensure the play areas were well maintained and there were no issues raised in the reports other than low or very low risk items. There was a discussion about the matting under the climbing Bloqx at Greenwood Park as the matting is silted.

AGREED: Proposed Cllr Berriman, seconded Cllr Pryce, unanimous that the Groundsman take the necessary action to rectify any urgent items raised in the report provided it is within the budget.

2021/LC/046 To consider canvassing the community on future events

This item was deferred to the next Community and Leisure Committee meeting.

2021/LC/047 To consider the siting of a share library on Parish Council land

The Committee considered a request from the Park Street Residents Association to site a book swap on Parish Council land in Park Street. The external bookcase provided in Mile House Lane was sited as a good example and it was felt that this sort of design would be much cheaper and easier to source than a telephone box. The wall of the pavilion or on top of the electricity box at the war memorial were suggested as possible sites. Cllr Pryce said that there was wood belonging to the Council and stored at Burstons that could be used for the purpose.

ACTION: Cllr Pryce to liaise with PSRA over the details for siting a book swap.

2021/LC/048 Update on restoration of Park Street Sign and agree budget

The specification for the restoration of the sign was circulated to Cllrs in advance of the meeting. The sign requires rubbing down and three coats of oil applying with a period of 2 days between coats so is likely to be expensive. Ideally the sign would be treated with two further coats of oil every year. Two quotes have been sought but have not yet been received. The height of the sign is prohibitive, and it was suggested that the sign could be temporarily removed in order to complete the restoration and then the height could be reduced before putting the sign back in place. This would make future maintenance easier.

ACTION: Cllr Pryce to ask PSRA if they would be able to contribute towards costs

2021/LC/049 Update on Library Materials for Schools

Following the decision at Full Council to contribute £75 towards library materials to each of the four primary schools in the parish, Cllr Pryce has written to the schools to ask how they would like to receive the gift.

2021/LC/050 To receive an update, consider and agree actions for Greenwood Park

a) Update on bin servicing and litter picking contract

In a move towards more mixed waste and a reduction in contract costs, three dog bins were removed that were next to other bins in the park. Contractors will be visiting on Mondays and Fridays to empty bins and pick the litter in Greenwood Park and North Close. The bin service contract begins on 4 May 2021 and runs to the end of July.

b) To consider additional waste volume requirements with regard to the Café

Up until April the café have been contributing towards our waste costs for half a 1100 litre wheelie bin. However, more recently we have had to get an additional two general waste wheelie bins much of which can be attributed to waste generated from the café. The café will now be paying the costs for one and half wheelie bin pick ups weekly. This will remain under review.

c) Memorandum of understanding for the Butterfly Bank

A draft MoU for the Butterfly Bank was circulated in advance of the

meeting. Amendments to the responsibilities for cutting the vegetation inside the fencing and removing the fencing in the long term were changed from the Council to the HMBC.

RESOLVED: *Proposed Cllr Whittaker, seconded Cllr Berriman, unanimous* that the Council adopt the Memorandum of Understanding for the Butterfly Bank

d) To consider pressure on car parks

The combination of improvement to the play area, the new café and lockdown have put increased pressure on the car parking at Greenwood Park. Although there has always been a problem when weekend football is being played. An additional 12 spaces have been created along the drive by removing the bollards on the allotment side and marking out spaces using pitch marking paint. It was agreed that a long-term strategy needed to be developed alongside improvements to the facilities at the Community Centre and pavilion. This should be considered by the Fixed Assets Committee.

e) To agree the purchase of a new set of goal posts, at £1012.09 inc VAT, and the virement of £300 from the Park Street Rec Sports Equipment Budget to the Greenwood Park Sports Equipment Budget heading to cover the cost.

This will be the last set of steel goal posts to be replaced with lighter aluminium posts. This is required to reduce the manual handling requirement when goal posts are put up and taken down.

RESOLVED: *Proposed Cllr Parry, seconded Cllr Pryce, unanimous* that the Council vire £312.09 from the Park Street Rec sport equipment budget to the Greenwood Park sports equipment budget for the purchase of goalposts.

2021/LC/051 To receive an update on Park Street Recreation Ground

a) Update on the devolvement of assets

Following writing to the CEO at SADC, Cllr Pryce has been contacted by Lyn Henny from the Estates Department.

ACTION: Cllr Pryce to arrange a site meeting with Lyn Henny in the next couple of weeks. Cllrs Pryce and Parry to attend with the Groundsman.

b) Update on the barrier replacement

No progress to report

ACTION: Assistant Clerk to forward latest quote to insurance rep.

c) To consider options to replace the raised beds

The wood of the raised beds between the car park and field is rotten and needs replacing urgently.

ACTION: The Groundsman to get quotes for sleepers required and purchase and action works if within the maintenance budget.

d) To consider options for replacement of play area equipment and works to address muddy conditions

Two designs obtained by the Groundsman for the replacement of the play area were shared with the Committee. These would cost in the region of £110,000. There is currently no S106 funding for this site and so it was felt

that funding should be obtained first and then a plan for improvements be made based on the level funding available.

ACTION: The Assistant Clerk to apply to the Derbyshire Trust, the funding body which distributes Tarmac Landfill Tax Scheme.

e) To consider complaints about noise from cricket nets

The Council has received two complaints from residents of the flats backing onto the park boundary, nearest the cricket nets. The nets are supposed to be open to the public to use but with this complaint and Covid restrictions, the Cricket Club have been storing sight screens in front of the nets preventing their use outside of booked cricket training sessions.

ACTION: the Assistant Clerk to locate original agreement for nets.

2021/LC/052 To receive an update on Woodbury Fields

a) Devolvement of assets

As at item 2021/LC/051 a)

b) Update on S106 funded improvements project

A Task and Finish Group have met. This involves a few Cllrs, BWRA reps and members of the community. An application for £75,000 has been made to the Veolia Environmental Trust and we should hear whether this has been successful in late June. Half the S106 funding earmarked to this site has been paid to the District Council. Due to interest the total will amount to £150,000. The remaining instalment is planned to be paid on the sale of the 100th dwelling.

2021/LC/053 To receive an update on North Close

No update.

2021/LC/054 To receive an update on Cherry Hill

a) Suggestion from resident that the gate be locked by volunteers

There was a discussion on this offer and the Committee concluded that it was not something that the Council wanted to pursue because of the difficulty of ensuring that the play is locked and unlocked at the times that this would be required.

ACTION: Cllr Parry to reply to resident who made the suggestion.

2021/LC/055 To receive an update on Mayflower Road

No update

The meeting closed at 9.30pm

Chairman:

Date: