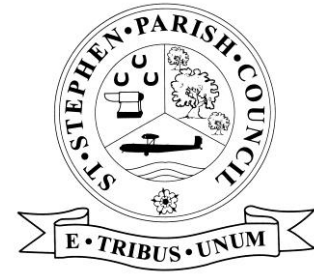


ST STEPHEN PARISH COUNCIL

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Minutes of **Community & Leisure Committee meeting**
Held on **Tuesday 20 June at 7.30pm**
Venue: **Parish Centre, Station Road, Bricket Wood AL2 3PJ**

Present: Councillors

Ajanta Hilton Dorothy Kerry
Bill Pryce Eileen Whittaker

Co-opted Committee Members:

Chris Matson (PSRA)
Brian Gibbard (CGRA)

Also present:

Amanda Feron, Assistant Clerk
Matthew Huddleston, Senior Grounds Person

2324/CL/001 To agree a chair of the Community and Leisure Committee for 2023-24

Resolved: Cllr Kerry proposed, seconded Cllr Hilton to nominate Cllr Pryce to be chair of the Community and Leisure Committee for 2023-24.

Votes: For, unanimous

Motion Carried

2324/CL/002 To receive and accept apologies for absence
Apologies received and accepted from Cllr Berriman.

2324/CL/003 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

2324/CL/004 To approve the minutes of the last meeting of the Community and Leisure Committee, held on 7 March 2023.

Resolved: Proposed Cllr Whittaker, seconded Cllr Kerry that the minutes from the meeting held on 7 March 2023 be agreed and signed as a true record.

Votes: For, unanimous

Motion Carried

2324/CL/005 Public Participation- To invite comment and questions from the public in accordance with the Public Speaking Policy.
No member of the public attended.

2324/CL/006 Following her presentation at the Events Working Party meeting on 25 May 2023, to discuss and consider giving permission for Natalia Millman to undertake her art project at Blackgreen Green Wood in 2023/24.

Action: Chair to draft response to Natalia Millman

Action: Assistant Clerk to draft Parish Council Art Policy.

2324/CL/007 To consider Breakthrough Communications for consultation support and social media training. Paper attached.

Resolved: Proposed Cllr Kerry, seconded Cllr Whittaker that the committee agree in principle to using Breakthrough Communications for consultation support and social media training if deemed necessary by Council staff in the future.

Votes: For, unanimous

Motion Carried

2324/CL/008 Update on previous actions not mentioned in this agenda.

To discuss potential amendments to Terms of Reference for Community and Leisure Committee and shared responsibility with Fixed Assets Committee for items such as allotments, Woodbury Field and Park Street Recreation Ground.

Deferred to next previous meeting.

2324/CL/009 To receive a report from the events working group, to include feedback from the Coronation Event.

Councillor Hilton reported that the event had been successful and that despite the inclement weather the feedback from the community and from the food and music providers was very positive. The Grounds Team were a real help in setting up and supporting the preparations and the help of Denise Parsons and volunteers was invaluable.

Councillor Hilton commented on the benefit of the event being free. Councillor Whittaker asked for a final cost of the event.

Action: Assistant Clerk to report back to next meeting with a final cost for the event.

2324/CL/010 To provide update on planned events

a) Armed Forces Day

Action: Grounds Team to open gate barrier to Parish Centre field.

Action: Grounds Team to prepare flagpole for raising flag.

b) Community Awards

Nominations to be received by Friday 29th September. Four awards agreed: individual, youth, business and group to be presented at the Christmas Market on Sunday 26th November.

Action: Assistant Clerk to contact Residents' Associations, schools, scouts, guides and community groups at the beginning of September to promote the awards and ask for nominations.

c) Remembrance Sunday

To be discussed at the next Community and Leisure Committee meeting.

d) Car Boot Sale

To be discussed at the next Community and Leisure Committee meeting.

e) Christmas Market

To be discussed at the next Community and Leisure Committee meeting.

f) Spring/summer Festival

Discussion of ideas including possible theme of Bringing the Three Villages together. Preferred date to be June/July.

Action: Assistant Clerk to add participation and involvement of councillors in council events as an item for discussion at Full Council meeting on 20th July.

2324/CL/011 Update on Woodbury Field Consultation. To review the consultation responses and make recommendation to Full Council for implementing Phase 2 Woodbury Field using S106 monies. Paper attached.

Resolved: Proposed Cllr Pryce, seconded Cllr Kerry to recommend, supported by public consultation, to Full Council that S106 monies are used to implement Phase 2 Woodbury Field.

Votes: For, unanimous

Motion Carried

Action: Assistant Clerk to contact Phil Bruce-Green to confirm deadline for starting work.

2323/CL/012 To receive update from Cllr Pryce about the planned memorial to the airman of London Colney Aerodrome, part of which lies with St Stephen Parish Council boundaries.

Action: Cllr Pryce to contact Ken Barker and report back to the committee.

2324/CL/013 To agree guidelines and standards to manage non-cultivation. Task and Finish Group. Report and draft guidelines attached.

Resolved: Proposed Cllr Kerry, seconded Cllr Hilton that the non-cultivation guidelines be added to the new allotment tenants pack and sent to all existing tenants.

To be implemented from the start of the next allotment year in October 2023.

Votes: For, unanimous

Motion Carried

2324/CL/014 To discuss and consider a flag policy for St Stephen Parish Council. Guidance attached.

No policy considered necessary. St Stephen Parish Council to rely on government guidelines.

Action: Assistant Clerk to purchase new St George's Day Flag.

2324/CL/015 To review the purposes of the Armed Forces Covenant and establish suitable wording to support the adoption of the Armed Forces Covenant. Guidance attached.

Action: Assistant Clerk to report back with Armed Forces Covenant examples from other parish Councils.

2324/CL/016 To discuss the Parish in Bloom event. Report attached.

Action: Assistant Clerk to contact Chair of Bricket Wood Residents' Association

Action: Assistant Clerk to email Chris Matson, PSRA, for information

2324/CL/017 To consider requirements to have working parties reporting to the Community and Leisure Committee. Spreadsheet of Council Committees attached.

Resolved: Proposed Cllr Pryce, seconded Cllr Kerry that the Youth Projects, communications and Annual Events working parties report to the Community and Leisure Committee.

Votes: For, unanimous

Motion Carried

2324/CL/018 Clerks Report

- a) Agreement in principle to the donation of Parish old oak posts to the Community Garden to be used for raised beds.
- b) Community Awards Policy
- c) Park Street Recreation Ground Final Phase tender currently in progress
- d) Oak Processionary Moth has been identified on trees in the nursey, we have reported it and contacted a company to remove.

e) Parish notice boards

Action: Assistant Clerk to investigate costs and report back.

The meeting closed at 21.57pm

Chair

Date:

DRAFT