

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

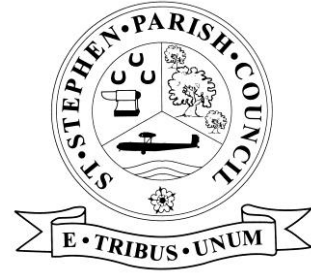
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: clerk@ststephen-pc.gov.uk

Web: www.ststephen-pc.gov.uk



Minutes of **Community & Leisure Committee meeting.**
Held on **Thursday 7 September 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)

Also present: Amanda Feron, Assistant Clerk
Matthew Huddleston, Senior Grounds Person

2324/CL/019 To receive and accept apologies for absence
Apologies received from Cllr Hilton.

2324/CL/020 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 received

2324/CL/021 To approve the minutes of the last meeting of the Community and Leisure
Committee, held on 20 June 2023.

Resolved: Proposed Cllr Pryce, seconded Cllr Berriman that the minutes from the meeting held
on 20 June 2023 be agreed and signed as a true record.

Votes: For, unanimous

Motion Carried

2324/CL/022 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/023 To agree to the Community Garden installing an accessible path in the Community
Garden. Report attached.

Resolved: Cllr. Pryce proposed seconded Cllr. Berriman that the Committee approve the
application by the Community Garden to install an accessible path in the community garden.

Votes: For, unanimous

Motion Carried

2324/CL/024 To discuss and recommend to Full Council that the Council propose using the S106 Leisure Facilities fund for Woodbury Field Phase 2 Areas 3, 4, 5, additional seating, fencing and bike rack. Draft proposal attached.

Resolved: Cllr. Pryce proposed seconded Cllr. Kerry that the Committee recommend to Full Council that S106 Leisure Facilities funding is used for Woodbury Field Phase 2, areas 3, 4, 5 and additional seating, fencing and bike rack.

Votes: For, unanimous

Motion Carried

2324/CL/025 To discuss and make a recommendation to Full Council to allocate funds to complete Park Street Recreation Ground final phase play area improvements. Report attached.

Resolved: Cllr. Pryce proposed, seconded Cllr. Berriman that the Committee recommend to Full Council that the Council allocate funds to complete Park Street Recreation Ground play area improvements

Votes: For, unanimous

Motion Carried

2324/CL/026 To consider and agree to the request from the Llama Cafe to install a temporary gazebo or similar structure to provide a small, covered seating area on the grass near the café, following requests from customers. Example attached.

Action: Senior Grounds Person and Bookings Manager to provide report with additional information and details for consideration at next Full Council meeting.

2324/CL/027 To consider replacing the existing Parish Boards. Report attached.

Resolved: Proposed Cllr. Pryce, Seconded Cllr. Kerry that the committee recommend to Full Council that all 10 parish notice boards are replaced and up to 5 additional boards purchased, to be budgeted for in the next financial year.

Votes: For, unanimous

Motion Carried

Action: Assistant Clerk and Senior Grounds Person to circulate list of existing boards.

2324/CL/028 To discuss the Armed Forces Covenant and agree any action going forward. Examples attached.

Action: Assistant Clerk to prepare draft Armed Forces Covenant and submit for consideration at the next Community and Leisure Committee meeting

2324/CL/029 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 from previous meeting.

Action: Cllr. Pryce to prepare draft amendment to Terms of Reference for Community and Leisure Committee and submit for consideration at the next Community and Leisure Committee meeting.

2324/CL/030 To provide update on planned events

- a) Armed Forces Day
- b) Community Awards

Assistant Clerk reported that Community Awards information and invitations for nominations have been circulated to local schools, residents' associations, religious and community group.

Action: Assistant Clerk send information and invitations for nominations to additional community groups suggested by councillors.

- c) Remembrance Sunday
- d) Car Boot Sale

Action: Cllr. Pryce to collect codex boards for Car Boot Sale banner

Action: Senior Grounds person to unlock lower gate in preparation for the Car Boot sale.

Action: Assistant Clerk to agree amount of fees collected with a Cllr and store safely.

- e) Christmas Market

The Committee was concerned about the number of people available to organise, prepare and run the event.

Action: Cllr. Pryce to send email to all councillors to ask for volunteer support at the Christmas Market

Action: Cllr. Pryce to email David Parry and ask if he is available to help.

Action: Clerk to add Christmas Market volunteer support as item for consideration at next Full Council and to consider and agree whether to hold a Christmas Market.

- f) Spring/summer Festival

Action: Councillors agreed to bring suggestions and ideas for a spring/summer festival to the next Community and Leisure Committee meeting.

2324/CL/031 Clerks Report

Discussion of Mayflower Road Play Area following complaint from resident of verbal abuse by dog owner.

Action: Senior Grounds Person and Assistant Clerk to review signage at Mayflower Road play area and submit report to the next Community and Leisure Committee meeting with recommendations for any further actions.

The meeting closed at 21.30pm

Chair

Date