

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

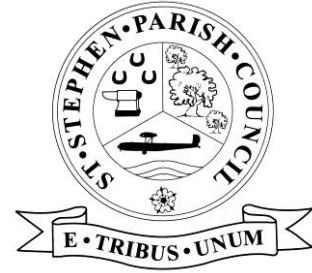
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of **Community & Leisure Committee meeting.**  
Held on **Thursday 29 February 2024 at 10.30am**  
Venue: **Parish Centre, Station Road, Bricket Wood AL2 3PJ**

## Present Councillors

David Yates

Wendy Berriman

Dorothy Kerry

Ajanta Hilton

Bill Pryce

Co-opted Committee Member: Chris Matson (PSRA)

Also present:

Amanda Feron, Assistant Clerk

Dani Medlin, Centres Manager

Joanna O'Brien, Administrative Officer

Matthew Huddleston, Senior Grounds Person

2324/CL/042 To receive and accept apologies for absence  
Apologies received from Cllr Whittaker.

2324/CL/043 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/044 To approve the minutes of the last meeting of the Community and Leisure  
Committee, held on 7 December 2023.  
**Resolved: Agreed Unanimous**

2324/CL/045 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/046 Update on previous actions not mentioned in this agenda.  
None

2324/CL/047 To agree notice board specification and to discuss and agree location for Park  
Street notice board.  
**Resolved:** That the Committee agree the notice board specification from the  
noticeboard company.

**Votes:** For, unanimous

**Motion Carried**

**Resolved:** That the Park Street notice board is moved to Park Street War Memorial and installed near to the bus stop. Precise location to be determined by the Senior Grounds Person.

**Votes:** For, unanimous

**Motion Carried**

2324/CL/048 To discuss and agree actions to request installing noticeboards at Harperbury, Lancaster Grange and Hanstead Park

**Action:** Cllr Yates to contact Hanstead Park management company and owners' association to progress.

**Action:** Cllr Hilton to contact Cllr Webb for a contact at Harperbury Park to progress.

**Action:** Assistant Clerk to contact Lancaster Grange management company to progress.

2324/CL/049 To consider and agree 5 Year Plan for Play Areas and to make a recommendation to Full Council. Report attached.

**Resolved:** That the Committee recommend to Full Council that St Stephen Parish Council agree the 5 year plan in principle.

**Votes:** For, unanimous

**Motion Carried**

2324/CL/050 To consider and agree possible future projects to use S106 or Parish funding and to make a recommendation to Full Council.

- a) St Julian's woodland trail
- b) Community orchard
- c) Blackgreen woodland trail

**Resolved:** That the Assistant Clerk liaise with Killigrew School to progress the St Julian's Woodland Trail.

**Votes:** For, unanimous

**Motion Carried**

**Resolved:** That the Committee recommend to Full Council that St Stephen Parish Council agree the projects as potential future S106 or Parish funding.

**Votes:** For, unanimous

**Motion Carried**

**Resolved:** That the Committee recommend to Full Council that in a case when an urgent decision is required that St Stephen Parish Council staff prioritise agreed S106 projects.

**Votes:** For, unanimous

**Motion Carried**

2324/CL/051 To provide update on planned events

- a) Armed Forces Day  
In progress.

- b) Community Awards/ Parish in Bloom

**Action:** Joanna O'Brien to contact Residents' Associations to progress.

- c) Remembrance Sunday
- d) Car Boot Sale, to discuss and agree format  
Dates agreed 21 April, 19 May, 16 June.  
£10 per stall cost agreed.
- e) Christmas event  
Date agreed 1 December  
**Action:** Dani Medlin to book out the Centre for the whole day.
- f) Summer event 2024, to discuss and agree format.  
Date agreed, 1 September  
**Action:** Cllrs Pryce and Yates to meet 1 March with potential sponsor
- g) Play Areas Opening event  
Date agreed 1 June  
**Action:** Joanna O'Brien to invite Crest Nicholson to attend.

2324/CL/052 Clerks Report

Request for a croquet lawn at Greenwood Park.

**Action:** Dani Medlin to follow up.

Meeting ended at 12.06pm