

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

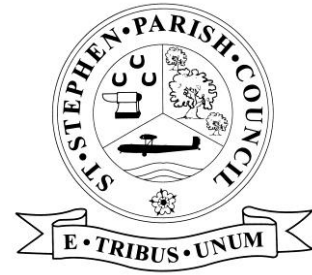
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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To: Councillors

Wendy Berriman

Bill Pryce

Ajanta Hilton

Eileen Whittaker

Dorothy Kerry

Co-opted Committee Members:

Chris Matson (PSRA)

Stephen Elkan (BWRA)

Brian Gibbard (CGRA)

Barbara Vernon

You are summoned to a **Community & Leisure Committee meeting.**

To take place on **Monday 29 July 2024 at 10.30am**

Venue: **Parish Centre, Station Road, Bricket Wood AL2 3PJ**

A Feron

Amanda Feron

Assistant Clerk, 23 July 2024

Please be aware that Members of the public may record, film, photograph or broadcast this meeting from the designated area.

AGENDA

2425/CL/017 To receive and accept apologies for absence

2425/CL/018 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

2425/CL/019 To approve the minutes of the last meeting of the Community and Leisure Committee, held on 23 May 2024.

2425/CL/020 Public Participation- to invite comment and questions from the public in accordance with the Public Speaking Policy.

2425/CL/021 Update on previous actions not mentioned in this agenda.

2425/CL/022 Confirm plans for display at the Summer Fete on 1 September.

2425/CL/023 Discuss and agree purchase or hire of marquee if needed for display at the Summer Fete on 1 September.

2425/CL/024 To discuss and agree 2025/2026 budget for Mayflower Road play area taking into consideration potential S106 and to make a recommendation to Full Council.

2425/CL/025 To discuss and agree projects for using remaining S106 funds.

2425/CL/026 To seek guidance from the appropriate HCC Officer, on ways of engaging with the concepts of the Local Nature Recovery Strategy and to develop a policy for the engagement of the Local Nature Recovery Strategy.

2425/CL/027 To discuss and agree plan for Christmas tree planting

2425/CL/028 To consider and agree new play area signage. Report attached

2425/CL/029 To consider request for catches on all Parish play area gates.

2425/CL/030 To discuss and the wording of standard letter to be issued to new plot holders. Report attached.

2425/CL/031 To revisit and agree amendments to Conditions of Allotment Tenancy and to make a recommendation to Full Council.

2425/CL/032 To consider and agree using ring-fenced play area underspend to purchase 9v9 goals for The Parish Centre.

2425/CL/033 To discuss and agree to install an outdoor water filling station in Greenwood Park. Report attached.

2425/CL/034 To provide update on planned events

- a) Armed Forces Day
- b) Community Awards/ Parish in Bloom
- c) Remembrance Sunday
- d) Car Boot Sale
- e) Christmas event
- f) Summer Fete

2425/CL/035 Clerks Report

Item for Submission to:
St Stephen Parish Council
Community and Leisure
Date of Meeting: 29 July 2024

Agenda Item 2425/CL/028	To consider and agree new play area signage.
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1. Purpose

Our play area signage is outdated, the signs are small and the play area inspection has noted that some of the signs show incorrect information.

Existing signage:



2. Next steps

Clear and noticeable play area signage is crucial for creating a safe, welcoming, and enjoyable environment for all users and serves several important purposes:

- **Safety:** One of the primary reasons for clear signage in play areas is to ensure safety. Signs communicate important safety rules and guidelines and information, such as emergency contact information, age restrictions, appropriate use of equipment and the need for adult supervision. This helps prevent accidents and injuries by ensuring that both children and adults are aware of the rules and potential hazards.
- **Promoting Positive Behaviour:** Clear signage can help promote respectful and responsible behaviour among users. This includes reminding people to keep our play areas safe and clean.
- **Branding:** Well-designed signs can enhance the overall look and feel of a play area, making it more inviting and engaging. They can also reinforce the branding of St Stephen Parish Council to help create a cohesive memorable environment throughout the Parish.

4. Financial Comments

We currently have 13 play area signs. The total cost of replacing these would be:

RECOMMENDED that the Committee:

Agree to replace the signs at play areas in this budget year

Report of	Assistant Clerk	Date: 23 July 2024
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Item for Submission to:
St Stephen Parish Council
Community and Leisure Committee
Date of Meeting: 29 July 2024

Agenda Item 2425/CL/030	To discuss and agree the wording of standard letter to be issued to new plot holders.
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1. Purpose

To discuss and agree the wording of standard letter to be issued to new plot holders.

2. Introduction

At the Community and Leisure meeting 23 May item 2425/CL/011:

To discuss and agree wording of standard letter (below) to be issued to inform new plot holders they may need to vacate the plot should extensions and changes to the facilities be made at Greenwood Park as part of the Strategic Plan and following the outcome of the Option Study.

Action: Cllr Pryce to draft wording of standard letter to be issued to inform new plot holders that they may need to vacate the plot should extensions and changes to the facilities be made at Greenwood Park as part of the Strategic Plan and following the outcome of the Option Study and agree with the Community and Leisure Committee.

3. Next steps:

To agree suggested amendment to paragraph 2 :

The plots in Greenwood Park, close to Tippendell Lane, have been the subject of rumour, conjecture, and comment for the last two years. A March 2022 petition on the change.org website claimed that it had been decided that the allotments were going to be removed, partly to create additional parking. This was an unfortunate misrepresentation of the Parish Council's early announcement that its plans to improve facilities and services to residents could affect the allotments.

RECOMMENDED that the Committee:

Agree the wording to the standard letter.

Report of	Assistant Clerk	Date: 23 July 2024
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Tippendell Lane Allotment Plots

Dear

The Allotments plots at the Parish Council sites are all well-established plots and the tenancy agreements contain the conditions under which they are hired.

The plots in Greenwood Park, close to Tippendell Lane, have been the subject of rumour, conjecture and comment for the last two years. All this was generated from some unfortunate misinformation from the Parish Council and exaggerated by ill-informed persons.

As a new plot-holder it is right that you should know and fully understand the position.

There are plans to rationalise the working arrangements of the parish office staff and grounds men, making their working practices more effective and efficient. This will mean relocating the bases, presently at Bricket Wood, to Greenwood Park.

At present arrangements at Greenwood Park will not provide the accommodation or space to do that, so the council have engaged an independent company to look at the needs and aspirations of the council and to carry out an Option Study which will show a variety of scenarios that meet those needs. The council will then select the most suitable one that best meets the needs of the parish, but this will not be done without the benefit of consultation with users and user groups.

We expect that there will be some changes to the buildings and to areas of land at the park as a result of the Option Study. As a result of those changes there will undoubtedly be some disruption to areas of activity and we recognise that what we do will not satisfy everybody.

It is therefore right that you should know that there is a possibility that there might be some changes to the allotments and that if you take on an allotment plot you might be required to vacate the plot in order to accommodate these changes. The council will, however, give you good notice of what is happening and the time scale involved.

Kind regards.

Chair, St Stephen Parish Council

Item for Submission to:
St Stephen Parish Council
Community and Leisure Committee
Date of Meeting: 29 July 2024

Agenda Item 2425/CL/033	To discuss and agree to install an outdoor water filling station in Greenwood Park.
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1. Purpose

To decide on installing a water bottle filling station at Greenwood Park to provide safe accessible drinking water for park users. This will directly meet a need and show the Council's commitment to sustainability.

2. Introduction

We do not provide outdoor water for Greenwood Park users. The two public toilets have drinking water taps. When the weather is hot, lots of children use the taps, the floor gets very wet and this incurs an additional cleaning cost to the council. In addition, the café is bombarded with request for tap water and this impacts their ability to serve customers.

3. Next Steps

It would be possible to install a lower-cost water station in this financial year.

Option 1: £2,859.00

Option 2: £570.00

Option 3: £571.00

Option 4: £1635.00

RECOMMENDED that the Committee:

Consider the installation of a water station at Greenwood Park

Report of	Assistant Clerk	Date 23 July 2024
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Option 1:



Option 4:



Option 2:



Option 3:





St Stephen Parish Council

Welcome to Woodbury Field Play Area

For children up to age 14 only

Supervision: Children must be supervised by a responsible adult at all times

Emergency: Call 999

Location: Lye Lane, Bricket Wood, AL2 3QG

What3Words: indoor.clear.voters

We value your comments

Phone: 01923 681 443

Email: clerk@ststephen-pc.gov.uk

Help us keep this play area clean and safe



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Please Read:

- Please check all details of this proof thoroughly, this is a like for like representation of what will be supplied. Please inform us of any changes.
- Any mistakes, spelling or otherwise are the responsibility of the customer when the proof has been agreed.
- Colours will be matched within reason. If you require a specific match please supply samples or colour references when placing your order.
- Artwork charges for layout and design are £45 + vat per hour
- We will take this as final approval and any changes made after this will be chargeable.

Date:

Print:

Sign:

Amanda Feron

From: Eloise Young <Eloise.Young@playinspections.co.uk>
Sent: 24 July 2024 10:24
To: Amanda Feron
Subject: Gate Catches- St Stephens Parish Council

Good morning Amanda,

Following our conversation this morning, I passed on your query regarding whether there are any legal requirements for gate catches to be present on play area gates to my Managing Director who has responded as per the below:

There are no requirements for fences or gates to be provided around a playground at all.

If a gate is provided, it is very rare that a catch will be present on the gate itself.

Please let me know if you have any further questions, and I would be happy to help.

Best Regards

Eloise Young
Administrative Assistant
the Play Inspection Company

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w: - www.playinspections.co.uk
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Record and manage your inspections digitally with the
UK's Number 1 playground inspection app!



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