

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

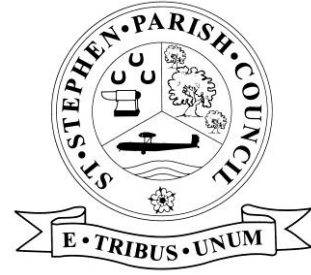
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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

Present Councillors:

Wendy Berriman

Dorothy Kerry

Bill Pryce

Eileen Whittaker

Also present:

Dani Medlin, Centres Manager

Matthew Huddleston, Senior Grounds Person

Joanna O'Brien, Administrative Officer

Amanda Feron, Assistant Clerk

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

Apologies received and accepted from Cllrs Hilton, Kerry and from Chris Matson, PSRA

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

None

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

Resolved: The minutes were confirmed and signed

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

No members of the public attended

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

None

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

Resolved: That the use a 6x6m marquee and hire 10 display boards to mount a display of future plans from Friday 28 August to Monday 2 September. The display to comprise of play area plan, woodland management plan (with QR codes to link to the plan on the website) and Place Services consultation. In addition, 3 banners to promote the event and 2 logo sail banners to be purchased.

Votes: For, unanimous

Motion Carried

Action: Assistant Clerk to email all councillors and ask them to complete form indicating hours they are available to attend over the period of the display.

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

Resolved: That the Council hire a marquee for use at the Summer Fete on 1 September.

Votes: For, unanimous

Motion Carried

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.

Resolved: That the Committee recommend to Full Council to update Mayflower Road play area using 2025/2026 budget.

Votes: For, unanimous

Motion Carried

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

Resolved: That the Committee recommend to Full Council to agree the following projects for using remaining S106 funds in order of priority and subject to project approval from SADC:

Steet furniture-benches

Cherry Hill fence and hedging

Votes: For, unanimous

Motion Carried

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.

Referred: to the Planning and Environment Committee for consideration, as it was deemed the most suitable committee to address this item.

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

Action: Senior Grounds Person to cost purchase of 5 to 10 trees and to assess locations for planting.

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

Resolved: That the Committee recommend to Full Council to replace the existing play area signage with new A3 landscape signs.

Votes: For, unanimous

Motion Carried

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

Resolved: The Committee considered the request from a member of the public to install catches on all play area gates and after considering various risk factors have decided not to proceed at this time.

Votes: For, unanimous

Motion Carried

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

Resolved: The Committee resolved to approve the wording of the standard letter to be issued to new plot holders.

Votes: For, unanimous

Motion Carried

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

Resolved: That the Committee recommend to Full Council to agree the revised amendments to the Conditions of Allotment Tenancy.

Votes: For, unanimous

Motion Carried

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

Resolved: That the Committee agree to use ring-fenced play area underspend to purchase goals for The Parish Centre.

Votes: For, unanimous

Motion Carried

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

Resolved: That the Committee recommend to Full Council to agree to install an outdoor water filling station in Greenwood Park.

Votes: For, unanimous

Motion Carried

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

The Committee expressed a preference for selecting the date for next year's event independently, rather than basing it on the date of Armed Forces Day.

2425/CL/035 Clerks Report

The meeting closed at 12.25pm

Signed:

Date: