

# 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](mailto:clerk@ststephen-pc.gov.uk)

Web: [www.ststephen-pc.gov.uk](http://www.ststephen-pc.gov.uk)



Minutes of the **Community & Leisure Committee meeting.**  
Held on **Thursday 23 May 2024 at 7.30pm**  
Venue: **Parish Centre, Station Road, Bricket Wood AL2 3PJ**

Present Councillors:

Bill Pryce                      Eileen Whittaker      Ajanta Hilton

Also present:

Amanda Feron, Assistant Clerk

Zoe Snell, Strategic Adventures Ltd

2 members of the public

- 2425/CL/01 To agree a chair of the Community and Leisure Committee for 2024-25.  
**Resolved:** Councillor Pryce to be of Chair of the Committee and Leisure Committee for 2024 to 2025.  
**Votes: For, unanimous** **Motion Carried**
- 2425/CL/02 To receive and accept apologies for absence  
Apologies received from Cllr Berriman and Chris Matson.
- 2425/CL/03 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/04 To approve the minutes of the last meeting of the Community and Leisure Committee, held on 29 February 2024.  
**Resolved:** The minutes were confirmed and signed
- 2425/CL/05 Public Participation- to invite comment and questions from the public in accordance with the Public Speaking Policy.  
A member of the public representing St Albans Croquet Club expressed an interest in moving the club to Greenwood Park from its current site in Clarence Park in order to have two croquet lawns.  
  
A member of the public spoke about structures on allotments installed without permission.
- 2425/CL/06 To discuss and agree format and specification for community consultation for Mayflower Road Play Area improvements.

**Resolved:** That the community consultation for Mayflower Road play area improvements follow the format used at Woodbury Field consisting of an online consultation survey and a consultation workshop to take place in October 2024.

**Votes: For, unanimous**

**Motion Carried**

2425/CL/07 Zoe Snell from Strategic Adventures Ltd to present a proposal for Adventure Golf at Greenwood Park.

An introductory presentation was delivered to the committee.

2425/CL/08 Update on previous actions not mentioned in this agenda.

The Council has agreed a site for a Parish noticeboard in Harperbury Park,

2425/CL/09 To consider and agree the Terms of Reference for the Community and Leisure Committee and to make a recommendation to Full Council. Terms of Reference attached.

**Resolved:** That the Committee recommend to Full Council to accept the amendments to the Terms of Reference for the Community and Leisure Committee.

**Votes: For, unanimous**

**Motion Carried**

2425/CL/010 Review and update Strategic Plan specific to the Community and Leisure Committee for subsequent approval by Full Council. Strategic Plan attached.

**Resolved:** That the Committee recommend to Full Council to accept the amendments to the Strategic Plan specific to the Community and Leisure Committee.

**Votes: For, unanimous**

**Motion Carried**

2425/CL/011 To discuss and agree wording of standard letter 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.

2425/CL/012 To consider and agree response to structures on allotment plots installed without permission and make a recommendation to Full Council to amend the Allotment Conditions of Tenancy.

**Resolved:** That the Committee recommend to Full Council to accept the amendment to clarify the Conditions of Allotment Tenancy.

**Votes: For, unanimous**

**Motion Carried**

2425/CL/013 To discuss and agree Annual Parish meeting format for 2025

**Action:** Assistant Clerk to organise and publicise Annual Parish meeting in Tennyson Hall on 15 May 2025 from 7.00pm - 9.00pm. To invite representatives from all three residents' associations other community groups, primary schools and a guest speaker. To organise the presentation of Community awards, Parish in Bloom awards and Books for Schools. All councillors to attend

**Action:** Cllr Pryce to book refreshments from Bricket Wood Station Tea room

**Resolved:** That the Committee recommend to Full Council to schedule the Annual parish meeting on the day before the Annual Council meeting and make amendments to the meeting format.

**Votes: For, unanimous**

**Motion Carried**

2425/CL/014 To receive Annual Play Inspection Report and Grounds Team Action Report.  
Play Reports and Grounds Team Report attached.  
**Reports received.** The Committee expressed its thanks to the Grounds Team for their hard work and diligence.

2425/CL/015 To provide update on planned events

- a) Armed Forces Day  
Progressing well.
- b) Community Awards/ Parish in Bloom  
Project to be started in June
- c) Remembrance Sunday  
**Action:** Cllr Pryce to work with JOB to handover organisation of Remembrance Sunday.
- d) Car Boot Sale  
The two sales have worked well. Cllr Whittaker reported that people were supporting the event. The Committee expressed its thanks to JOB for her hard work.
- e) Christmas event
- f) Summer Fete

2425/CL/016 Clerks Report  
Update from Grounds Team about action in progress following reports of rodents in Greenwood Park.

The meeting closed at 9.15pm

Signed:

Date: