

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

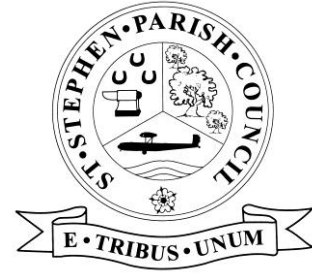
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Minutes of the **Community & Leisure Committee meeting.**  
Held on **Tuesday 25 February at 3.30pm**  
Venue: **Parish Centre, Station Road, Bricket Wood AL2 3PJ**

Present Councillors:

Wendy Berriman

Ajanta Hilton

Dorothy Kerry

Bill Pryce

David Yates

Also present:

Matthew Huddleston, Grounds Manager

Amanda Feron, Assistant Clerk

2425/CL/056 To receive and accept apologies for absence  
Apologies received and accepted from Cllr Whittaker and Chris Matson.

2425/CL/057 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/058 To approve the minutes of the last meeting of the Community and Leisure Committee, held on 5 December 2024.

**Resolved:** Proposed Cllr Hilton, seconded Cllr Pryce that the minutes of the meeting held on 5 December 2024 be agreed and signed as a true record.

**Votes: For, unanimous**

**Motion Carried**

2425/CL/059 Public Participation- to invite comment and questions from the public in accordance with the Public Speaking Policy.  
None

2425/CL/060 Update on previous actions not mentioned in this agenda.  
Update on item 2425/CL/042-committee members to investigate local provision for elderly in the parish:

**Action:** Cllr Hilton to investigate options for coach trips and liaise with FA Officer.

**Action:** Cllr Pryce to investigate options for a barge trip with Waterways Experiences.

**Action:** Assistant Clerk to add activities in the Parish for elderly residents to the website.

Update on 2425/CL/043-investigate options for local scout and guide groups to assist with woodland plan.

All groups contacted and keen to be involved. We will need to contact them at the planning stage for specific projects.

2425/CL/061 To discuss design options, costs and timescales for Mayflower Road play area and

agree next steps. Report attached.

**Resolved:** Proposed Cllr Hilton, seconded Cllr Kerry to recommend to the Finance Committee that playground reserves be used to cover any shortfall in project cost.

**Votes: For, unanimous**

**Motion Carried**

**Resolved:** Proposed Cllr Pryce, seconded Cllr Berriman to recommend to Full Council to suspend standing orders for the purchase of new play equipment for Mayflower Road play area because of the specialist item not available from other suppliers.

**Votes: For, unanimous**

**Motion Carried**

**Action:** Assistant Clerk to conduct a validation exercise, seeking comments on the design and reporting back.

**Action:** Grounds Manager to liaise with supplier and request 3d vision board of design.

2425/CL/062 Discuss and agree suitable thank you for Mr Howard (Oakwood Road flower bed volunteer).

**Action:** Assistant Clerk to buy card and Burston's voucher for £100. Card and voucher to be presented at the Annual Parish Meeting.

**Action:** FA Officer to invite Mr Howard to the Annual Parish meeting.

2425/CL/063 To review, update and agree Conditions for Siting Sheds. Conditions attached.

**Resolved:** Proposed Cllr Pryce, seconded Cllr Hilton that the Conditions for Siting Sheds remain unchanged.

**Votes: For, unanimous**

**Motion Carried**

2425/CL/064 To review, update and agree Commemorative Policy. Report and policy attached.

**Resolved:** Proposed Cllr Hilton, seconded Cllr Pryce that the Commemorative Policy be updated designating the Glasdon Lowther bench as the standard for all commemorative benches in the Parish and to recommend to Full Council to adopted the updated policy.

**Votes: For, unanimous**

**Motion Carried**

2425/CL/065 To review evaluation of Greenwood Park slide and agree next steps. Reviews attached.

**Resolved:** Proposed Cllr Pryce, seconded Cllr Berriman that the Greenwood Slide is reopened with a statement on SSPC Facebook and website explaining that following two safety reviews and an independent play inspection report, the slide has been deemed safe. A sign is to be installed next to slide stating: Please use responsibly, keep your arms and legs inside. If the cost of Option A modifications is less than £10,000, they will be incorporated.

**Votes: For, unanimous**

**Motion Carried**

2425/CL/066 To discuss the Green Flag award for Greenwood Park following request from Full Council September 2024 item 2425/058.

**Resolved:** Proposed Cllr Hilton, seconded Cllr Pryce that the Council does not apply for the Green Flag Award due to cost and limited benefit.

**Votes: For, unanimous**

**Motion Carried**

2425/CL/067 To discuss and agree future projects for S106 contributions

**Resolved:** Proposed Cllr Pryce, seconded Cllr Kerry that the committee recommend to Full Council the following projects for future S106 contributions for Greenwood Park Community Centre: air conditioning units for the sports hall, lighting for the sports hall, hearing loop for the Centre.

**Votes: For, unanimous**

**Motion Carried**

2425/CL/069 To provide update on planned events and to agree dates of events in 2025

- a) Armed Forces Day 29 June  
VE is to be acknowledged at the Annual Parish meeting and at Armed Forces Day.
- b) Community Awards/ Parish in Bloom  
Community awards to be presented at the Annual Parish meeting. No Parish in Bloom this year.  
**Action:** FA Officer to organise and publicise awards.
- c) Remembrance Sunday 9 November  
Details to be confirmed nearer the date.
- d) Christmas Event 7 December  
Details to be confirmed nearer the date.
- e) Summer Fete  
No Summer Fete this year.
- f) Annual Parish Meeting 8 May.  
**Action:** FA Officer to organise, coordinate and publicise Annual Parish meeting, purchase VE day flag, organise beacon, purchase 3 banners and invite local community groups and residents to attend.  
**Action:** Cllrs Pryce and Berriman to organise wine and cheese.  
**Action:** Cllr Yates to invite speakers.  
**Action:** Cllr Pryce to investigate VE Day speaker  
**Action:** Assistant Clerk to reschedule the Planning and Environment meeting on 8 May.  
**Action:** Assistant Clerk to organise and coordinate a display highlighting projects and achievements for 2023/2024.  
**Action:** Centres Manager to reschedule the regular hirer booking in Tennyson Hall.

2425/CL/070 Clerks Report

- a) Update on S106-water bottle filling stations.  
Water stations awaiting installation.
- b) Update on S106 St Julian's bench.  
Bench due for delivery in April.
- c) Update on Park Street tree work.  
Initial phase completed. Planting with Park Street Primary School in March
- d) Ice cream cart Woodbury Field  
**Action:** Clerk to write to applicant and explain how our tender process for the ice cream concessions works. Signpost to business advice at SADC  
**Action:** Clerk to investigate the need for an ice concession at Woodbury and draft report for next committee meeting.

The meeting closed at 17.31pm

Signed:

Date: