

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

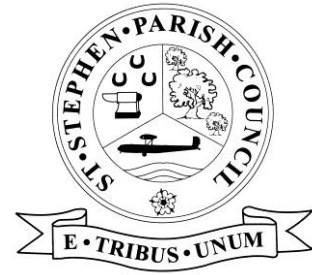
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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## To Councillors:

Wendy Berriman  
Dorothy Kerry

David Brannen  
Bill Pryce

Ajanta Hilton  
Nuala Webb

## Co-opted Committee Members

Chris Matson (PSRA)

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

To take place on **Tuesday 16 September 2025 at 7.30pm**

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

*A Feron*

Amanda Feron

Assistant Clerk, 10 September 2025

## **AGENDA**

2526/CL/024 To receive and accept apologies for absence

2526/CL/025 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

2526/CL/026 To approve the minutes of the last meeting of the Community and Leisure Committee, held on 22 July 2025.

2526/CL/027 Public Participation- to invite comment and questions from the public in accordance with the Public Speaking Policy.

2526/CL/028 Update on previous actions not mentioned in this agenda.

2526/CL/029 To consider allowing a resident with an existing gate licence to move the position of the gate. Report Attached

2526/CL/030 To consider additional plots at Park Street Lane. Report attached

2526/CL/031 To consider and agree Year 2 tree safety and woodland works, funded from the Trees and Woodland budget, with any extra costs to be met from the Trees and Woodland Reserves. Report attached.

2526/CL/032 To consider and agree format and specification for North Close play area improvement project.

2526/CL/033 To consider holding an opening event at Mayflower Road Play Area at the end of

September and, if agreed, to determine the event format and approve associated budget

2526/CL/034 To agree actions, staffing requirements and dates for events for the coming year

- a) Armed Forces Day
- b) Community Awards/ Parish in Bloom
- c) Remembrance Sunday
- d) Christmas Event
- e) Annual Parish Meeting 2026
- f) Barge/Bus Trip for residents of the Parish

2526/CL/035 Clerks Report

Item for Submission to:  
St Stephen Parish Council  
Community and Leisure  
Date of Meeting: 16 September 2025

Agenda Item2526/CL/029	To consider allowing a resident with an existing gate licence to move the position of the gate. Report Attached
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**1. Purpose**

A resident has requested permission to relocate their existing gate into Greenwood Park from the end of their property to the front. The purpose of this relocation would be to enable their neighbour to also access the park through the new gate.

**2. Introduction**

Council officers previously advised the resident that, in principle, it would not object to a gate relocation, provided that:

- The gate opens directly onto the park footpath.
- The access is safe, practical, and does not adversely affect trees, shrubs or ground conditions.

**3. Current Position**

The proposed new location has been inspected. Key considerations are:

- There is a noticeable change in ground level between the property boundary (Barry Close) and the park footpath.
- Approximately 2 metres of undergrowth and uneven ground separate the proposed gate location from the footpath.
- Safe access would therefore require substantial landscaping, clearance and levelling works.



#### **4. Financial considerations**

- Creating a safe access point would involve significant construction and clearance works.
- These works are not economically viable in the circumstances and would set a precedent for other gate relocations requiring similar interventions.
- The Parish has a duty of care to ensure that all access points into Greenwood Park are safe for residents and visitors.

#### **RECOMMENDED that the Committee:**

refuses the application to relocate the gate into Greenwood Park, in this case, as the proposed location does not provide safe or practical access and would require disproportionate works to make it suitable.

Report of	Assistant Clerk	Date 5 September
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Item for Submission to:  
St Stephen Parish Council  
Community and Leisure  
Date of Meeting: 16 September 2025

Agenda Item 2526/CL/030	To consider additional plots at Park Street Lane
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**1. Purpose**

Community and Leisure Meeting 22 July  
Item 2526/CL/018

**Action:** Grounds Manager to look at the site and assess feasibility of creating additional half-sized plots.

**2. Feasibility Assessment**

The site lies adjacent to the railway line and is overshadowed by trees owned by the train company, creating shade which significantly reduces the amount of usable land.

- A standard half plot measures 125 sqm.
- It is estimated that 2 to 3 half plots could be created in the least shaded area.

**Works required and estimated costs:**

- Install water supply from adjacent site **£800**
- Fencing, plus external contractor **£300**
- Hedging **£400**
- Gate **£300**
- Water trough **£250**
- Grounds team labour (3 days to dig over and prepare plots) included in operational costs

**Total estimated cost: £2,050**

Future costs: ongoing maintenance and administration

**3. Current Position**

There are 6 people on the waiting list for a plot at Park Street Lane, 4 of which are on the waiting lists for all sites.

**4. Financial implications**

The current annual charge for a half plot is £19 per year.

Income generated:

2 half plots: **£38**

3 half plots: **£57.**

**RECOMMENDED that the Committee:**

does not proceed with the creation of additional plots at Park Street Lane, as the cost is disproportionate to the benefit. Instead, it is recommended to:

- Continue to monitor demand through the waiting list.
- If demand is not manageable, consider creating additional plots at the Watford Road site, which offers greater opportunity for expansion at lower relative cost.

Report of	Grounds Manager and Assistant Clerk	Date 19 August 2025
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Item for Submission to:  
St Stephen Parish Council  
Committee and Leisure  
Date of Meeting: 16/09/2025

Agenda Item 2526/CL/031	To consider and agree Year 2 tree safety and woodland works, funded from the Trees and Woodland budget, with any extra costs to be met from the Trees and Woodland Reserves.
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## 1. Purpose

This report outlines the tree safety and woodland management works scheduled for Year 2 of the Woodland Management Plan. It covers actions arising from the Level 1 Tree Safety Survey (June) as well as broader management objectives.

## 2. Introduction

In 2024, the Council commissioned a 10-year Woodland Management Plan. We are now preparing to deliver the Year 2 works, which focus on two areas within Greenwood Park: See appendix A

- **Area 1 – St Juliens Wood (2a):** 0.5 ha of coppicing and regeneration felling, laying of bordering trees, and selective thinning of the remaining woodland.
- **Area 2 – Compartment (2c):** Coppicing of the tree line between Pitch 1 and Killigrew School.

In addition, tree safety works identified in the Level 1 Tree Survey (June 2025, Bartlett Consulting) must be completed across all sites.

The final element of this year's programme is hedge laying along the A414 boundary, with approximately 90m scheduled for completion this season.

All works are to be carried out between October and March, outside the nesting bird season.

## 3. Proposals

- **Woodland Management Plan 2a:** This work requires a company with extensive experience in woodland management.
- **Woodland Management Plan 2c:** This could be undertaken by an arboriculture company; however, they must have the capacity to process the large number of trees to be removed.
- **Tree Survey Works:** Ground staff will complete as much as possible in line with their certifications, but additional work will still need to be carried out by an arboriculture company.
- **Hedge Laying:** This requires a contractor with proven expertise and a track record of successful hedge laying.

#### **4. Financial and Legal Comments**

##### **2a**

Company A	£12,480
Company B	£ 9,850
Company C	£14,250

##### **2C**

Company A	£10,000
Company B	£
Company C	£9,650

##### **Tree Survey**

Company A	£13,660
Company B	£
Company C	£16,510

##### **Hedge laying**

Company C	£
Company D	£2,550

The works would be financed through the Trees and Woodland Budget, with any shortfall met from the Trees and Woodland Reserve.

#### **5. Carbon implications**

Where possible, tree waste will be retained onsite to return nutrients to the woodland ecosystem. Timber arising from the works will be sold for re-use elsewhere, and woodland chip will be directed to biomass boilers, providing a renewable energy source and further reducing carbon impacts. Hedge laying will also strengthen boundary habitats, improving long-term carbon storage potential.

Overall, the works are expected to deliver a net carbon benefit in the medium to long term through woodland renewal, habitat improvement, and sustainable use of woodland by-products.

#### **RECOMMENDED that the**

My recommendation is the work be given out the be to split the work out.

2A going to Quote B

2C going to Quote C

Tree Survey going to Quote C

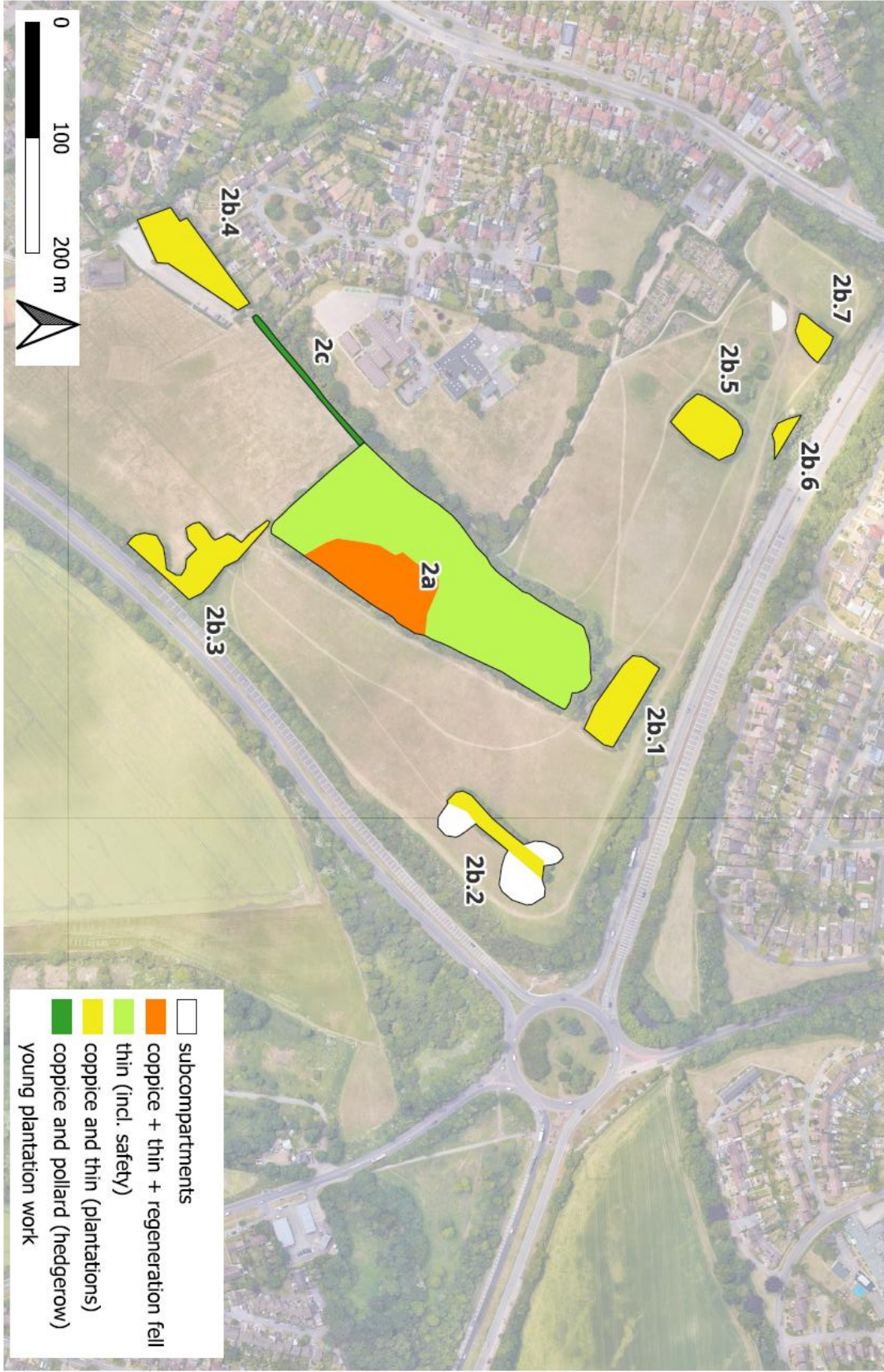
Hedge laying going to Quote D

Report of	Matthew Huddleston	04/09/2025
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**Map 5 - St Julian's Wood - Management**

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## Quote A