

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street



## MINUTES OF A MEETING OF THE *LEISURE COMMITTEE (1)* HELD AT THE PARISH CENTRE, STATION ROAD BRICKET WOOD, ST.ALBANS, HERTS ON 31 JULY 2014 at 7.30 pm

**Members Present:** Cllrs Bill Pryce (Chair), Wendy Berriman, Mick Freeman, Oonah Jones and Dorothy Kerry  
**In attendance:** Sam Pink, Tennis Coach and David Thompson, Greenwood Park Lawn Tennis Club  
**Officers in attendance:** Juliet Pienaar (Clerk), Gill Rix (Centre Manager)  
Matt Huddleston (Groundsman)

### 1. TO ELECT A CHAIRMAN

RESOLVED: Proposed: Cllr Freeman                      Seconded: Cllr Jones                      **Motion Carried**  
That Cllr Pryce be elected Chair.  
*Votes in favour: unanimous*

### 2. APOLOGIES FOR ABSENCE

Apologies were accepted from Cllrs John Bell and Eileen Whittaker, as well as Head Groundsman, Gary Field.

### 3. DECLARATION OF INTERESTS

None declared.

### 4. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 3 APRIL 2014

RESOLVED: Proposed: Cllr Freeman                      Seconded: Cllr Berriman                      **Motion Carried**  
That the minutes be accepted as a true record.  
*Votes in favour: 4                      Votes against: 0                      Abstentions: 1*

### 5. NOTIFICATION OF OTHER BUSINESS

None notified.

### 5. PUBLIC PARTICIPATION

The meeting was closed for public participation. Sam Pink, Tennis Coach and David Thompson, Greenwood Park Lawn Tennis Club were invited to speak regarding item 8.2.

David explained that following the presentation from Herts Sports Partnership arranged by Cllr Pryce, the Tennis club had been working on its long term aim of enhancing its involvement with the local community through various coaching schemes eg. cardio tennis and schools, as well as 'pay and play' tennis for non-members. The Club needed to raise funds to re-surface the Kids Zone court, however, as the repairs had to be completed before winter, the work had been booked to start on 7th September and funded by the Tennis club.

Sam said that the cardio tennis had been popular with an average of 7 attendees, whilst the beginners class had attracted an average of 3 attendees. The coaching sessions with Killigrew School had been very successful. Following a review of the trial period it was felt that the cardio sessions could be managed on the club courts without the need to use the public court.

The Open Day which was held on the same day as the Festival attracted quite a few new members. Hire of the public court generated income of circa £1k pa, however maintenance costs exceeded the rental income. It was recognised that the booking system using the local shop was not ideal but without staff on site there was no alternative. People still used the public court without paying.

After winter all the court surfaces would be of a good standard and focus would move to improving the clubhouse. The Club needed more space and hoped to work with the Parish Council to access the £75k 'inspired facilities' grant funding available.

The Club was asked to put its proposals for improvements to the Buildings Committee for consideration. Members agreed that the Tennis Club was an asset to Greenwood Park.

## 8.2 To receive a report on the trial cardio/fitness tennis

The report from Sam and David was considered. A summary of the Community Coaching Trial was circulated by David, together with a clear chart showing how the public courts were used. The public court was no longer required for the cardio sessions. The reasoning behind the public court booking system was understood and noted.

## 7. PARISH AND GREENWOOD CENTRES

### 7.1 To progress the identified priorities for 2014/15:

Members referred to the updated Earmarked Reserves summary.

#### a) Defibrillator

£745 had been received to date of the £1020 pledged and more donations were expected. It was agreed that the football, cricket and tennis clubs be invited to contribute toward the defibrillator.

RESOLVED: Proposed: Cllr Freeman                      Seconded: Cllr Kerry                      **Motion Carried**  
That the defibrillator be purchased before all donations are received and the shortfall, if any, be met from funds re-allocated from Woodbury Field tennis reserves.  
*Votes in favour: unanimous*

#### b) Table Tennis table

RESOLVED: Proposed: Cllr Pryce                      Seconded: Cllr Freeman                      **Motion Carried**  
That a new table tennis table be purchased.  
*Votes in favour: unanimous*

#### c) Water boiler

The purchase of a water boiler with a 60-100 cup instant draw-off to replace the use of urns would probably be delayed until the atrium extension project was completed. It was agreed that a quotation be obtained for an under-counter system.

### 7.2 To consider an administration charge for cancellation of discounted bookings

Members agreed that a deposit should be held from all organisations hiring the Centres, including regular users.

RESOLVED: Proposed: Cllr Pryce                      Seconded: Cllr Freeman                      **Motion Carried**  
That every booking requires a 25% deposit which is to be retained if the hire is cancelled.  
*Votes in favour: 4                      Votes against: 1                      Abstentions: 0*

### 7.3 To consider a recommendation from the Buildings Committee to replace the curtains with blinds in Tennyson Hall

It was estimated that black-out roller blinds would cost around £600.

RESOLVED: Proposed: Cllr Berriman                      Seconded: Cllr Freeman                      **Motion Carried**  
That £500 earmarked for Woodbury Field tennis be re-allocated toward the purchase of blinds, together with the £167 remaining within reserves from the St Stephen Suite blinds.  
*Votes in favour: unanimous*

## 8. PARKS & AMENITIES

### 8.1 To progress the identified projects for 2014/15:

Members referred to the updated Earmarked Reserves summary.

#### a) Concrete slab (alternative staff entrance into Greenwood Park)

Members considered the quotation. It was suggested that the Fair be asked to make a financial contribution toward the cost. The Groundsman was asked to obtain two more quotations for consideration at the next meeting.

**b) Parallel bars for Greenwood Park**

It was suggested that whilst the parallel bars would be a good addition to the park, the aerial runway was in need of repair. Many items of equipment at Greenwood Park were showing signs of wear and tear. It was suggested that Members visit the park to look at the items needing repair/replacement. It was agreed that Cllrs Berriman and Freeman would visit all the play areas with Gary and Matt to look carefully at the play equipment and report back to Committee. The Clerk was asked to speak to the District Council about accessing S106 funding and it was suggested that the Administration Officer investigate grant funding opportunities.

**c) Mayflower Road fencing**

The next section of fencing was scheduled for replacement during Autumn/Winter.

**d) Woodbury Field tennis provision**

Members agreed that the project be shelved and in accordance with this the funding set aside re-allocated (reference item 7.1a and 7.3).

**e) Woodbury Field picnic tables**

It was agreed that Cllrs Berriman and Freeman agree suitable locations when visiting the play area.

**f) Park Street new/replacement equipment**

The Groundsman reported that the wetpour safety surfacing was shrinking again creating a trip hazard. Arrangements had been made with a contractor to visit the site to quote for repair. It was agreed that the equipment would be considered by Cllrs Berriman and Freeman when visiting the play area.

**g) Park signs**

As there was no available wood at present it was agreed that this project be put on hold.

Item 8.2 was considered at the beginning of the meeting.

**8.3 To consider the on-going repair costs for the cricket sight screens**

Members were concerned that the cost of repairs was unsustainable and agreed that an alternative solution be sought. The Clerk was asked to write to the Clubs to ask for their suggestions.

**8.4 To consider the travelling cricket ball at Park Street Cricket Ground**

Cllrs Jones, Freeman and Pryce had met with the cricket club to consider the reports and discuss a feasible solution. Arrangements had been made with the Eastern Cricket Board/IOG Regional Adviser to assist with the risk assessment. As local residents were already aware that cricket matches were taking place it was not considered necessary to advise them of match times or erect signage. The Clerk was asked to inform those residents who had experienced problems of the Council's actions.

**8.5 To consider the use of the parks by 'dog walker' businesses**

Members considered whether 'dog walking' businesses should be charged for using public amenity to carry out a business activity, as are other business users of the parks.

RESOLVED: Proposed: Cllr Pryce                      Seconded: Cllr Freeman                      **Motion Carried**  
That a business using the parks to train or walk dogs will be permitted to do so on payment of an annual licence fee of £500.  
*Votes in favour: unanimous*

**8.6 To consider recycling bins in the parks**

Members agreed that waste bins with dual compartments for both dry mixed recyclable materials and general waste be installed in the parks to encourage recycling and reduce the cost of waste removal.

RESOLVED: Proposed: Cllr Pryce                      Seconded: Cllr Berriman                      **Motion Carried**  
That the large groups using the council facilities and large local organisations be invited to sponsor a dual waste bin  
*Votes in favour: unanimous*

### **8.7 To consider artificial turf facilities**

It was suggested that potential cost savings and income generation through the installation of artificial turf facilities be investigated and agreed that initially Cllrs Freeman and Berriman consider possible suitable locations when visiting the parks.

The Chairman closed the meeting at 10.05 pm.

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NOTE: These minutes are to be considered as 'draft' until the Committee has approved them.