

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 14 JULY 2016 at 7.30 pm

Members Present: Cllrs Bill Pryce (Chairman), Wendy Berriman, John Bell (part) and Eileen Whittaker
In attendance: No members of public
Officers in attendance: Juliet Pienaar (Clerk), Gary Field (Head Groundsman), Gill Rix (Centres Manager) and Matt Huddleston (Groundsman)

1. ELECTION OF THE CHAIRMAN

RESOLVED: Proposed: Cllr Whittaker Seconded: Cllr Berriman **Motion Carried**
That Cllr Pryce be elected Chairman.
Votes in favour: unanimous

2. APOLOGIES FOR ABSENCE

Apologies were accepted from Cllrs Mick Freeman and Dorothy Kerry. Cllr Bell had been invited to attend the Nomansland Common meeting and would arrive late.

3. DECLARATION OF INTERESTS

None declared.

4. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 3 MARCH 2016

RESOLVED: Proposed: Cllr Berriman Seconded: Cllr Whittaker **Motion Carried**
That the minutes be accepted as a true record.
Votes in favour: unanimous

5. NOTIFICATION OF OTHER BUSINESS

None notified.

6. PUBLIC PARTICIPATION

There were none.

7. PARISH AND GREENWOOD CENTRES

7.1 To progress identified priorities

a) **Parish Centre—keypad entry system**

Three quotations had been obtained in anticipation of funding.

RESOLVED: Proposed: Cllr Pryce Seconded: Cllr Whittaker **Motion Carried**
That an order be placed with Alban Locksmiths at £1200 as soon as funding available.
Votes in favour: unanimous

b) **Parish Centre—wall-mounted projector screen, Tennyson Hall**

On order.

c) **Greenwood Park—parking issues within park and local roads**

The Clerk had requested that a Car Parking Working Party be convened to review the matter.

d) **Parish Centre—ceiling-mounted projector, St Stephen Suite**

It was agreed that the project should be re-prioritised as #1 and progressed when funding permitted.

e) **Greenwood —Lounge tables**

No budget allocated. Existing tables were cumbersome and rickety. Members thought that the chairs should be replaced too. It was agreed that the Centre Manager investigate the cost of suitable replacements.

7.2 To consider sound proofing for Orton Hall and the Lounge, Greenwood Park CC

Noise emanating from activities in the sports hall was having a detrimental affect on the hire of other rooms. The Buildings Committee site inspection would be asked to consider a solution.

7.3 To consider folding, moveable tables for St Stephen Suite, Parish Centre

The tables in St Stephen Suite were used by staff, hirers and Councillors and needed to be more versatile to use the room to its potential. The estimated cost of flip top, stackable tables on castors was £2.5k. Members agreed the replacement of the tables should be a #1 priority.

RESOLVED: Proposed: Cllr Whittaker Seconded: Cllr Berriman **Motion Carried**
That a recommendation be put to Main Council for the urgent allocation of £2.5k.
That the purchase of replacement tables be approved in principle and that upon receipt of a firm quotation and allocation of funding, the new tables be ordered as soon as possible.
Votes in favour: unanimous

7.4 To consider improved chair/table storage for Tennyson and Watling rooms, Parish Centre

Hirers of Watling room required an accessible chair/table storage area, as when Orton Hall was in use the chair store was not available. Members felt that it would not be cost effective to create an outside storage room in the recess of the building with direct access into Watling room. It was therefore agreed that the Maintenance Man be tasked to design and cost a small storage cupboard within Watling room. It was further agreed that the funds remaining from the Greenwood Park storage project be used to improve the chair and table storage at the Parish Centre.

8. PARKS & AMENITIES

8.1 To consider an annual hire charge for the Football Academy

Members considered the agenda report.

RESOLVED: Proposed: Cllr Pryce Seconded: Cllr Whittaker **Motion Carried**
That based on the recommendations in the report, the increment and a 10 month payment term be approved with the first payment due in July and last in April.
Votes in favour: unanimous

Members considered the request for a 'roped-off' pitch exclusively for the Academy with a view to improving the quality of the surface. Without the provision of an exclusive pitch there was a risk that the Academy would move their custom to their partner school. Members considered the request. It was felt that exclusivity set a precedent which would be difficult to manage in the future and would involve the loss of a community facility. It was agreed that the recreational areas within the park should be accessible to all. It was suggested that, with grant funding, an exclusive pitch might be specifically created in another location, for example on part of land retained as a meadow at Greenwood Park, on the Parish Centre field or the park area at Mayflower Road. Investigations into the creation of a MUGA at Greenwood Park were ongoing.

Cllr Bell joined the meeting.

RESOLVED: Proposed: Cllr Berriman Seconded: Cllr Pryce **Motion Carried**
That the provision of an exclusive pitch is not pursued at this time.
Votes in favour: unanimous

8.2 To note the installation programme for Greenwood Park 'super net' project

The banner and information board had been arranged. The play area will be closed from 1 September for about 4 weeks. The parking bays alongside the play area will close on 12 September for one week. The project included the purchase of new litter bins (reference item 8.7). Groundsman Matt Huddleston was thanked for his negotiations with Kompan.

8.3 To consider feedback on Greenwood play area proposals and purchase of future equipment

The Clerk re-iterated that many positive comments had been received and that local residents were actively engaging with the Council about the future of the park. Members considered suggested improvements, such as replacement of the 'zip wire' (particularly popular), play tunnels, more benches and a shaded area near the play equipment. A quotation for a zip-wire was circa £7k for installation with safety surfacing. It was noted that it could

could be funded from monies saved by bringing some of the 'super net' project installation work in-house and using the £4k earmarked for the parallel bars (now funded from s106 contribution.)
A new giant swing would cost around £10.5k with safety surfacing.

RESOLVED: Proposed: Cllr Pryce Seconded: Cllr Berriman **Motion Carried**
That funds be allocated as suggested (above) to enable purchase of a zip-wire.
That, provided funds available, the zip-wire be ordered and installed as soon as possible, preferably by the contractors installing the 'super net', at the same time.
That Cllrs Whittaker and Pryce approach Murphy's regarding 'tunnel' material.
Votes in favour: unanimous

RESOLVED: Proposed: Cllr Berriman Seconded: Cllr Bell **Motion Carried**
That the Grounds team manufacture in-house 5 x flat backless benches for installation in the play area by the end of March 2017 in readiness for spring.
Votes in favour: unanimous

With regard to the creation of a toddler area, with tunnels, it was agreed that Cllrs Pryce, Berriman, Whittaker and Bell visit the site at 9am on 25 August to investigate further. At that site meeting the location of the benches will be agreed and the provision of shading will be considered. In the meantime it was agreed that Cllr Pryce make enquiries of the Residents' Associations to see whether any would be willing to sponsor a tree with a plaque for the play area. The Groundsman agreed to investigate the RoSPA requirements for play tunnels.

8.4 To consider feedback on Woodbury Field improvements and purchase of future equipment

Members considered residents' comments regarding the new play equipment and suggested future improvements. Woodbury Field suffered with wet ground most of the year. The Grounds team suggested that the play area be expanded to accommodate more play equipment and the ground built up to create a dry surface. Members asked the team to provide a sketch of the proposals and agreed that the site be included on the visit planned for 25 August to consider the suggestions. Several residents had specifically requested the replacement of the basketball backing boards which had been previously burned beyond repair. Suitable metal parts had been sourced.

RESOLVED: Proposed: Cllr Berriman Seconded: Cllr Whittaker **Motion Carried**
That the basket ball backing boards be purchased for circa £500 using funds remaining from the Woodbury Field new equipment project.
Votes in favour: unanimous

8.5 To receive the Parish Play Areas 5 year Plan

RESOLVED: Proposed: Cllr Pryce Seconded: Cllr Berriman **Motion Carried**
That the 5 Year Plan be approved.
Votes in favour: unanimous

The progress of the new play equipment installation was noted. The Committee expressed its gratitude to the Grounds team for their work toward completion of the programme.

8.6 To note progress of 'other' identified priorities

a) Greenwood Park—remove aerial runway & single point swing
Work complete.

b) Greenwood Park—wooden bridge
Work complete.

c) Mayflower Road—fencing

It was agreed that Cherry Hill fencing be replaced as priority #1 during winter 2016/17 and that the fencing along the A405 in Mayflower Road be replaced as a priority #2. The Head Groundsman agreed to leave a grassy wild area near the trees at Cherry Hill.

d) Mayflower Road—self-closing gate

Two new gates were required for the play area and a kissing gate into the park. To be purchased as budget allowed.

e) Mayflower Road—new small goal

This had been deferred for manufacture in-house over winter 2016/17.

f) Cherry Hill—new small goal

This had been deferred for manufacture in-house over winter 2016/17.

g) Woodbury Field—picnic tables

Second picnic table still to be made. Deferred pending decision on mobile youth shelter.

h) North close—replace rubber surfacing, removal of climber

Soil will be used from the Greenwood 'super net' project to save on costs. The play area will be closed from October maybe until Spring. The planned work involved removal of the concrete footings and replacement of rubber surfacing with grass safety matting. The use of turf may speed up the process. Posters will notify users of the closure and it was suggested an article go in the Parish newsletter. The soil will be stored in a temporary mound on 'phase 2'.

i) General maintenance programme 2015/16

Items noted carried over for completion in 2016/17.

The rubber surfacing at Park Street Recreation Ground play area was shrinking due to it being laid on an incorrect base layer when originally installed by the District Council. It was noted that it may require complete removal and replacement in future.

The 'typhoon' seats had been replaced and ground levels repaired. Alternative solutions were being sought to replace the rubber protectors on this item as the parts had been quoted at £800. Dogs continued to cause damage to the seats.

j) General maintenance programme 2016/17

The Grounds team were gradually working through all items listed in the Annual Inspection.

k) Greenwood Park—metal main park entrance gates

Previously agreed by the Committee as a priority #1 project for funding. The gates would be replaced with metal closing barriers without a central locking post. Members agreed to review at the site visit.

8.7 To consider proposed litter bin replacement programme

Members referred to the report. Committee had previously resolved to sell advertising space on the bins for £200 per panel for a 2 year term. Members would personally approach local businesses following an email mailshot from the office. It was estimated that 240 recycling bins would cost circa £549 each. Members asked that the email mailshot be sent out by 1 September to local businesses. Cllr Whittaker offered to prepare a draft design for the flyer. The Head Groundsman expressed reservations as to the success of recycling. It was agreed that they would be tested in Greenwood Park as there was the potential to save on the cost of waste disposal because recycled waste was cheaper to remove than general waste.

RESOLVED: Proposed: Cllr Berriman Seconded: Cllr Pryce **Motion Carried**
That six 240 recycling bins with two advertising panels be purchased for Greenwood Park play area and environs (as marked on the map provided) as part of the 'super net' project for an estimated sum of £3294.
Votes in favour: unanimous

Where possible, the bins removed would be re-used in the upper car park at Greenwood Park.

Members agreed that the priority #2 bins, as listed, be budgeted for purchase in 2017/18 and the priority #3 bins in 2018/19.

8.8 To consider proposed dog bin replacement programme

Members referred to the report.

RESOLVED: Proposed: Cllr Bell Seconded: Cllr Berriman **Motion Carried**
That the £409 in reserves be re-allocated toward the purchase of new dog bins and the balance be funded from the 'repairs/maintenance' budget.
That 10 dog bins be purchased for £865.20.
Votes in favour: unanimous

8.9 To consider current use of Mayflower recreation area

The fenced recreation area outside the play area had been originally designed for children's 'free play' and a goal post had been installed for that purpose, similar to the fenced area at Greenwood Park. However, dogs had not been barred from Mayflower and in recent years its use had been predominantly by dog owners exercising their dogs, to the extent that children no longer used it. The Head Groundsman reported that dog waste was a real problem, making it unpleasant for any other use. Committee was asked to review the purpose of the land.

Suggested alternatives included removal of the boundary fencing which required ongoing maintenance; creation of allotments as there was a shortage in the Park Street ward; using the land to create an exclusive football pitch for the Football Academy or selling it; all of which would generate income. Members agreed that the area should be retained, for the time being, as a recreational area for all. Cllr Bell offered to draft a poster to convey this to users and encourage dog owners to pick up.

9. TO REVIEW THE LIST OF FUTURE s106 OR CIL PROJECTS

It was agreed that the litter bins and group swing be included on the list.

The Chairman closed the meeting at 10pm.

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