

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street



MINUTES OF A MEETING OF THE *LEISURE COMMITTEE* (3) HELD AT THE PARISH CENTRE, STATION ROAD BRICKET WOOD, ST.ALBANS, HERTS ON 3 MARCH 2016 at 7.30 pm

Members Present: Cllrs Mick Freeman (Chair *pro tem*), Wendy Berriman,
Dorothy Kerry and Eileen Whittaker

In attendance: One member of public

Officers in attendance: Juliet Pienaar (Clerk), Gary Field (Head Groundsman)

RESOLVED: Proposed: Cllr Freeman Seconded: Cllr Bell **Motion Carried**
That Cllr Freeman chair the meeting in the absence of the Chairman.
Votes in favour: unanimous

1. APOLOGIES FOR ABSENCE

Apologies were accepted from Cllrs Bill Pryce, John Bell and Gill Rix (Centres Manager).

2. DECLARATION OF INTERESTS

None declared.

3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 10 DECEMBER 2015

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

4. NOTIFICATION OF OTHER BUSINESS

None notified.

5. PUBLIC PARTICIPATION

There were none.

6.1 To progress identified priorities

a) **Greenwood—storage/shelving for Council use**
Project complete.

b) **Parish Centre—keypad entry system**
Power connection on order. Quotations being obtained.

c) **Parish Centre—wall-mounted projector screen**
On order for Tennyson Hall.

d) **Greenwood Park—parking issues within park and local roads**
The Car Parking Working Party was monitoring the success of the actions implemented which, to date, seemed to be working. No further complaints had been received. It was agreed that the car park would always be closed for safety reasons when repairs needed to be carried out.

e) **Parish Centre—ceiling-mounted projector**
No budget allocated.

f) **Greenwood—lounge tables**
No budget allocated. Seeking suitable second-hand furniture.

6.2 To receive the tennis court public notices

Members referred to the proposed signage.

RESOLVED: Proposed: Cllr Whittaker Seconded: Cllr Kerry **Motion Carried**
That the signs be approved with the Parish logo be included.
Votes in favour: unanimous

6.3 To consider a request to waive damage charges

Members referred to the notes. Damage costs were always passed on to the hirer where there was a clear connection between the damage and hirer. The Nursery was the sole user of Oakwood Room.

RESOLVED: Proposed: Cllr Berriman Seconded: Cllr Freeman **Motion Carried**
That the damage fees are not waived.
Votes in favour: unanimous

7. PARKS & AMENITIES

7.1 To receive a progress report on the Greenwood Park 'super net' project

Cllr Pryce had agreed to write the invitation to the presentation on 6 April. Cllrs Kerry and Pryce had met to prepare the slide presentation. Invitations would go out to the District Councillors and representatives of the Residents' Associations.

7.2 To receive a progress report on the rejuvenation of satellite play areas

The six items of equipment had been delivered ready for installation by the Grounds team. Equipment for Woodbury Field would be given priority as soon as the ground conditions underfoot permitted. Signs would go up in each of the play areas affected.

7.3 To progress the portable youth shelter trial programme

Members referred to the draft timeline for Woodbury Field.

RESOLVED: Proposed: Cllr Kerry Seconded: Cllr Freeman **Motion Carried**
That a Shelter Working Party be formed to progress the project.
That Cllrs Freeman and Kerry be appointed to the Working Party, along with a member of the Grounds team, Clerk, SADC Officer and the local Police Officer.
That invitation to join the meeting be extended to Cllrs Brannen and Berriman.
Votes in favour: unanimous

7.4 To progress other identified priorities

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

To be removed by April 2016.

b) Greenwood Park—wooden bridge

The annual inspection had noted decay in the wooden slats and in the hand rail. It was installed at the same time as the other wooden items already scheduled for removal. There was concern that the wooden structure was rotten within.

RESOLVED: Proposed: Cllr Freeman Seconded: Cllr Kerry **Motion Carried**
That the wooden bridge be removed at the same time as items noted 7.4 (a).
Votes in favour: unanimous

c) Mayflower Road—fencing

Tree work necessary to enable the replacement of fencing running along the A405 boundary had been rescheduled for winter months 16/17. Cherry Hill fencing was considered a higher priority.

d) Mayflower Road—self-closing gate

The gate in Cherry hill had been successful. The new gate would be ordered April 2016.

e) Mayflower Road—new small goal

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

f) Cherry Hill—6ft self-closing gate

Work complete and gate successful.

g) Cherry Hill—new small goal

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

h) Woodbury Field—picnic tables

Second picnic table still to be made.

i) North close—replacement of rubber surfacing and removal of climber apparatus

Awaiting outcome of Greenwood 'super net' project to make use of soil to save on costs.

j) General maintenance programme 2015/16

The repair schedule was noted. Repairs to Cherry Hill roundabout had not yet been completed.

k) General maintenance programme 2016/17

The list of items noted in the Annual Inspection had just been received.

l) Greenwood Park—metal main park entrance gates

Waiting for Council to allocate funds.

7.5 To set the cricket hire rates for 2016

Members referred to the report. It was noted that the standard provided was good and that maintenance was labour intensive.

RESOLVED: Proposed: Cllr Kerry Seconded: Cllr Freeman **Motion Carried**
That the match fees be increased by 2.5%.
That the fees for the changing rooms remain unchanged—0%
Votes in favour: unanimous

7.6 To set the football hire rates for 2016

Members referred to the report.

RESOLVED: Proposed: Cllr Kerry Seconded: Cllr Berriman **Motion Carried**
That the match fees be increased by 2.5%.
That the fees for the changing rooms remain unchanged—0%
Votes in favour: unanimous

7.7 To note the 2016 Green Flag application

Members referred to the reports. An application had been submitted for Greenwood Park with the help of Cllr Pryce. The recommendations for Park Street Recreation Ground would be considered before the next application.

7.8 To receive the annual play inspection reports

The reports were received and noted.

7.9 To receive an update on the sponsored recycling bins

It was agreed that the play areas were prime sites and that a trial project should be run in Greenwood Park. Advertising should be targeted at parents and young families. This project would not be progressed until after the Festival event. Members agreed to try a personal approach following an email mailshot.

RESOLVED: Proposed: Cllr Berriman Seconded: Cllr Whittaker **Motion Carried**
That advertising space for a period of 2 years be sold at £200 per panel to enable the purchase of a new bin for Greenwood Park play area.
Votes in favour: unanimous

7.10 To receive a report on possible funding streams

An updated report had been delayed due to Council events.

8. LIST OF FUTURE PROJECTS TO BE FUNDED FROM S106 OR CIL

The Clerk recommended that Council commence preparation of a detailed list of future projects which could be funded by CIL or S106. Projects should be priced and prioritised. A report would go to Main Council into which all committees and working parties could feed in.

The Chairman closed the meeting at 9.10pm.

If you require this document in an alternative format please contact the Parish Office to discuss your requirements.
The Parish Office may be contacted by telephone, email, fax or post.

Telephone: 01923 681443 Fax: 01923 681338
Email: clerk@ststephenparishcouncil.gov.uk

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