

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street



## MINUTES OF A MEETING OF THE *LEISURE COMMITTEE (2)* HELD AT THE PARISH CENTRE, STATION ROAD BRICKET WOOD, ST.ALBANS, HERTS ON 10 DECEMBER 2015 at 7.30 pm

**Members Present:** Cllrs Mick Freeman (Chair *pro tem*), John Bell and Eileen Whittaker  
**In attendance:** Three members of public  
**Officers in attendance:** Juliet Pienaar (Clerk), Gill Rix (Centres Manager)  
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 (unwell), Dorothy Kerry and Wendy Berriman.

### 2. DECLARATION OF INTERESTS

None declared.

### 3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 23 JULY 2015 AND 29 OCTOBER 2015 (EXTRA)

RESOLVED: Proposed: Cllr Bell                      Seconded: Cllr Freeman                      **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

The Chairman accepted a request to speak from David Thompson and Caroline Ciric representing Greenwood Park Lawn Tennis Club in connection with item 6.3 and to explain the proposal for item 6.6. David and Caroline raised their concern regarding the proposed hire charge for use of the cricket half of the Pavilion explaining that the GPLTC had free use of the cricket club room for many years and would like that to continue. The cost wasn't the issue as the Club only used the room twice pa for their AGM.

A request to speak from Mr Mummery regarding item 6.7 (b) was also accepted.

It was agreed that item 6.3 be brought forward for consideration.

#### 6.3 To approve the 2016 Centre, Pavilion and storage hire rates

The Hire Rates Working Party had looked closely at all hire charges and presented its recommendations for consideration. Whilst it was noted that there had been an informal agreement with the GPLTC to make free use of the cricket club pavilion room, the HRWP recommended the introduction of a charge of £5.40 p/h from 2016. The hourly charge would apply fairly for use by all groups for their meetings in both Pavilions.

RESOLVED: Proposed: Cllr Freeman                      Seconded: Cllr Whittaker                      **Motion Carried**  
That the proposed 2016 hire rates and pricing structure for the Centres, Pavilion and storage be adopted.  
*Votes in favour: 2                      Votes against: 1                      Abstentions: 0*

The Chairman agreed to bring item 6.6 forward.

#### 6.6 To consider proposed public tennis court booking option

The Chairman invited David Thompson to explain the GPLTC's proposal. An on-line booking system

would be introduced in parallel with the existing cash system at the local newsagents. Online payments would be accepted by credit/debit card. The aim was to make it easier for the public to book the public court and check availability. A new sign would also be erected on the courts and Members requested that the Council be consulted on the sign prior to placing the order. Although availability of the Kids Zone courts would be visible online it would not be possible to book online. The GPLTC encouraged young persons aged 4 to 8 to join the club for an annual club membership fee of £12. It was agreed that booking for both public courts be promoted through the newsletter.

RESOLVED: Proposed: Cllr Bell                      Seconded: Cllr Freeman                      **Motion Carried**  
That the proposed online booking system be approved and that the GPLTC consult with the Parish Council regarding the new sign.  
*Votes in favour: unanimous*

The Chairman closed the meeting and invited Mr Mummery to speak on item 6.7 (b).

Mr Mummery said the Council provided a very good facility and that he understood the need to promote its but he was concerned where intensive use inconvenienced the local community. In particular he referred to Friday evening activities that resulted in cars parked on both sides of Tippendell Lane, the slip road and Carisbrooke Road, leaving no gaps for emergency access. He suggested that the numbers attending the Centre be restricted to the available parking within Greenwood Park and that the activity finish earlier to reduce noise.

The Chairman brought item 6.7 forward for consideration.

#### **6.7 To note current parking issues**

##### **b) Complaint regarding parking in the area due to activity in the Centre**

Members were aware of the parking on local roads on Friday evenings and sympathised. It was agreed that the Car Parking Working Party would consider the issues raised by Mr Mummery. Members felt that the creation of more parking was not feasible. It was noted that the hall capacity was not being exceeded.

##### **a) Working with Killigrew and its PTA**

Members noted the report which outlined the parking issues for Greenwood Park caused by School events and hire of their premises.

RESOLVED: Proposed: Cllr Freeman                      Seconded: Cllr Bell                      **Motion Carried**  
That the parking issues be reviewed by the Car Parking Working Party.  
*Votes in favour: unanimous*

### **6. PARISH AND GREENWOOD CENTRES**

#### **6.1 To progress the identified priorities**

Items relating to the Centres were complete.

#### **6.2 To receive the Open Forum notes and feedback**

The Head Groundsman reported that new vents had been fitted to the Park Street storage container to improve ventilation therein; off-cuts of hard rubber matting had been offered to the Frogmore Cricket Club to protect the pavilion floor and a mini-pitch at Greenwood Park was being considered. The request for more storage for Centre hirers was noted, however it was agreed that priority be given to creating sufficient storage to meet the Council's needs.

Item 6.3 was considered earlier.

#### **6.4 To consider a one-off sacrifice of the Centres advertising space to promote the 2016 Festival**

It was agreed that advertising space in the local Residents' magazines be used to promote parish events as well as the Centres, to enhance communication with residents.

RESOLVED: Proposed: Cllr Whittaker                      Seconded: Cllr Freeman                      **Motion Carried**  
That the advertising space be used as appropriate to promote the Council.  
*Votes in favour: unanimous*

## **6.5 To ratify the installation of a wifi connection in Greenwood Park Pavilion**

RESOLVED: Proposed: Cllr Bell                      Seconded: Cllr Freeman                      **Motion Carried**  
That wifi be installed as proposed.  
*Votes in favour: unanimous*

Item 6.7 was discussed earlier.

## **6.8 To agree the 2016/17 priorities and budget requirements**

RESOLVED: Proposed: Cllr Freeman                      Seconded: Cllr Whittaker                      **Motion Carried**  
That the remaining sums from completed projects of £2077 be re-allocated toward creating additional storage/shelving at Greenwood Park CC.  
That 2016/17 priorities be:  
#1 keypad entry system for the Parish Centre  
#2 ceiling mounted projector in St Stephen Suite, Parish Centre  
*Votes in favour: unanimous*

## **7. PARKS & AMENITIES**

### **7.1 To progress the Greenwood Park 'super net' project**

There had been no recent progress. Cllr Freeman offered to assist Cllrs Kerry and Pryce. Members agreed to aim toward meeting with the District Councillors at the end of January 2016.

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

Advancement of year 2 Rolling Replacement funds had been agreed and items ordered with anticipated delivery 15 January 2016. Installation would be before the end of July 2016.

### **7.3 To progress identified priorities**

Members referred to the Earmarked Reserves.

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

Project complete.

#### **b) Greenwood Park—remove aerial runway & single point swing**

To be removed by April 2016.

#### **c) Greenwood Park—wooden bridge**

The remaining timber bridge was being monitored. Professional advice confirmed that second-hand timber could not be used for play equipment.

#### **d) Mayflower Road—fencing**

Half of the fencing running along the A405 boundary would be replaced over winter months 15/16.

#### **e) Mayflower Road—self-closing gate**

The 6ft gate would be trialled at Cherry Hill first.

#### **f) Mayflower Road—new small goal**

This would be manufactured in-house over winter 2015/16.

#### **g) Cherry Hill—6ft self-closing gate**

To be fitted during winter period 2015/16.

#### **h) Cherry Hill—new small goal**

This would be manufactured in-house over winter 2015/16.

#### **i) Woodbury Field—picnic tables**

Second picnic table not yet installed.

#### **j) 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.

**k) General maintenance programme 2015/16**

The repair schedule as set out in the agenda report was noted.

**7.4 To approve the 2016 Grounds hire rates**

The charges proposed by the Hire Rates Working Party were considered.

RESOLVED: Proposed: Cllr Freeman                      Seconded: Cllr Bell                      **Motion Carried**  
That the Grounds Hire Rates 2016 be approved.  
*Votes in favour: unanimous*

**7.5 To consider participation in the portable youth shelter trial programme**

Members referred to the District Council's engagement process. Two locations were considered suitable, namely Woodbury Field and Park Street Recreation Ground.

RESOLVED: Proposed: Cllr Bell                      Seconded: Cllr Freeman                      **Motion Carried**  
That the Parish participate in the portable youth shelter programme.  
*Votes in favour: unanimous*

**7.6 To consider the 2016 Green Flag applications**

Members were keen to retain Green Flag status for Greenwood Park and obtain it for Park Street Recreation Ground. It was agreed that the application for Park Street be held in abeyance whilst suggested improvements are carried out and that an application be submitted for Greenwood Park provided that Cllr Pryce was still able to offer his assistance.

**7.7 To receive an update on the sponsored recycling bins**

To date a small donation had been received. The suggestion that the sponsorship opportunities be revisited to offer advertising space on bins instead was deferred to the next meeting.

**7.8 To receive a report on possible funding streams**

An updated report had been delayed due to Council events.

**7.9 To agree the 2016/17 priorities and budget requirements**

RESOLVED: Proposed: Cllr Freeman                      Seconded: Cllr Bell                      **Motion Carried**  
That 2016/17 priorities be:  
#1 new metal entrance gates for Greenwood Park without a central locking post  
*Votes in favour: unanimous*

The Chairman closed the meeting at 9.25 pm.

If you require this document in an alternative format please contact the Parish Office to discuss your requirements.

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