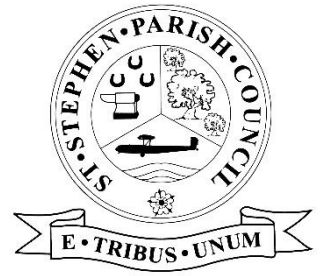


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

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Present

Cllr John Bell

Cllr Wendy Berriman

Cllr Dorothy Kerry

Cllr Eileen Whittaker

Cllr Bill Pryce (Chair)

Also present:

Staff members: Isabel Crozier - Assistant Clerk, (taking minutes)

Dani Medlin - Centres Manager, Matt Huddleston – Groundsman, Sue Hake - Clerk

Cllr David Yates

2 Members of the Public

Minutes of the **Leisure Committee meeting** held on **Tuesday 28 May 2019** at **7.30am**
Venue: **The Parish Centre, Station Road, Bricket Wood, AL2 3PJ**

1920/LC/001 To elect a Chairman for the year 2019/20

RESOLVED: *Proposed Cllr Bell, seconded Cllr Berriman, unanimous*
that Cllr Pryce continue to serve as Chair for the coming year.

1920/LC/002 To receive and accept apologies for absence
None

1920/LC/003 Declarations of interest and dispensations

- a) To receive declarations of interest from councillors on items on the agenda
None.
- b) To receive written requests for dispensations for declarable interests; and
None.
- c) To grant any requests for dispensation as appropriate
None.

1920/LC/004 To approve the minutes of the meeting 7 March 2019

APPROVED: *Proposed Cllr Berriman, seconded Cllr Kerry, unanimous*

1920/LC/005 Public Participation
None

1920/LC/006 To review and adopt the Terms of Reference

Agreed slight amends of current Terms of Reference

ACTION: to refer to Full Council, the need for a 6th Member to be nominated to serve on the Leisure Committee

1920/LC/007 To consider having a stall at the Fete on 2nd June 2019 with displays and to canvas opinion on potential future projects and to sign up volunteers

It was agreed that the Parish Council should have a stall.

ACTION: Assistant Clerk to produce display material and green spaces survey and arrange to have a stall at the Festival on Sunday 2 June

1920/LC/008 To consider measures to improve the control of dogs on our green spaces
It was agreed that the Council would try using signage as a deterrent to professional dog walkers and to encourage all dog walkers to keep their dogs under control

ACTION: Centres Manager to circulate a draft poster and get approval via email for the production of some inexpensive plastic signs.

1920/LC009 To receive an update and consider and agree actions for Greenwood Park

a) PA system – The U3A had identified a suitable replacement CD player at a cost of £420. Cllr Yates offered the Parish Council a used CD player at no cost.

ACTION: Cllr Yates to arrange with the Centres Manager to install a CD player

b) Phase 2 bin replacement – the Committee received a report on the replacement of 8 bins around the Community Centre and upper car park. The best value quote would mean this work would cost £1718. The Committee agreed to defer the decision to go ahead with the bin replacement pending a review of the budgets available.

c) Play area upgrade

New toddler play equipment has been purchased. The Council requested that this be installed at GWP play area before the summer holidays

d) Play area weekly maintenance

The Groundsman highlighted the difficulty that they have undertaking maintenance in the play area as users don't like it to be closed and will climb over locked gates and ignore signage. The grounds staff's suggestion was to have a regular Wednesday morning when the play area would be advertised as closed in case maintenance was required. Councillors felt that this was more inconvenience to users than was necessary and they agreed that grounds staff could start early and close the play area when required on a Wednesday morning between 8am and 10.30am. This would not need to be advertised as a regular closure as at 8am the grounds staff will start before any users are in there. In addition, it would not always be necessary depending on growth of the grass.

e) Café Update

The electrical hook up for the mobile catering unit is being installed this week. The Café provider has agreed to cover the cost of this work. The Greenwood Café will arrive onsite on Friday 31 May and will be trading at the Festival on the Sunday. Following that the Café will be opening Fridays, Saturdays and Sundays.

ACTION: Assistant Clerk to draw up an agreement for the Café to trade at Greenwood Park.

f) Replacement of goal posts - agreement to vire budget from PSR in current year

There is a rolling replacement programme to replace the old heavy steel goal posts with aluminium goals. The next set due is at Greenwood Park and these will cost just over the budgeted amount for GWP Playing Field Equipment. Three quotes have been obtained and the cheapest are £810, which would require a virement from the PSR budget of £110.

RESOLVED: *Proposed Cllr Bell, seconded Cllr Berriman, unanimous* that, following confirmation of budget requirements, the Clerk vires £110 from PSR

Playing Field Equipment to GWP Playing Field Equipment budget heading and the new set of 7ft goal posts are purchased for £810.

g) Tennis Club Update

The tennis club has a contract to treat the algae on the court surface and wall and treat the weeds at the base of the fences. The Groundsman has noticed that the grass outside the door in the fence to the public court as been killed with weed killer in patches and in the shape of tyre marks. This has been raised with the tennis club who are addressing it with their contractor.

ACTION: Groundsman to cost up the reseeding of the grass patches and, if it is significant, pass this cost onto the tennis club.

h) Butterfly Bank

The new area of chalk has been installed in the meadow near to the Watford Road entrance to the park. This has had some kidney vetch plug plants planted and more planting by Butterfly Conservation volunteers is planned on Sunday.

Malcolm Hull from Butterfly Conservation thanked the Council for their support of the project. There will be an ongoing need to water the plants and the Grounds staff are looking into the cost of extending the water supply from the allotments or cost of time involved in using a bowser to water the plants.

ACTION: Assistant Clerk to query if there is any grant funding available to pay for extending the water pipe to enable watering by hose.

1920/LC/010 To receive an update on Park Street Recreation Ground

a) Devolvement of assets

Still awaiting an update from SADC

ACTION: Cllr Pryce to follow up with Richard Shwe at SADC

b) Play Area

The grounds staff have noticed that some bolts have been unscrewed from play equipment and been found elsewhere in the Park. This is to be monitored through weekly play equipment checks. The removal of the picnic bench seems to have reduced antisocial behaviour in this area.

c) Frogmore Cricket

The Frogmore Cricket Club (FCC) has approached the Council to ask if the FCC would be allowed to roll the practice wickets. The FCC suggested hiring or purchasing a roller and storing it on the Park. The Council felt that it would be a better use of resources for the wicket to be rolled using the SSPC roller and the grounds staff could roll the practice wickets on request and record their time spent doing so which could be invoiced at the end of the season.

RESOLVED: *Proposed Cllr Berriman, seconded Cllr Bell, unanimous* that the Council offer to roll the practice wickets at the request of FCC and charge for the staff time at £37/hour.

1920/LC/011 To receive an update on Woodbury Field

a) Devolvement of assets – as above, see item 1920/LC/010 a)

b) Section106 money for play area

A draft proposal for improvements funded by Section 106 was circulated in advance of the meeting. The committee agreed that this needed future work.

Positive feedback was received following the article about potential new play and sports facilities. Some respondents felt that car parking would be essential. It was raised that the Section 106 agreement for Hanstead Park would need to be altered

as it still referred to the funds going towards a log cabin at Black Green Wood, although the SADC website now shows this allocation going towards Woodbury Field.

ACTION: Assistant Clerk to clarify what's written in the S106 agreement and speak to SADC officers to confirm allocation shown on the SADC website. Assistant Clerk to work with Committee members and staff to improve the proposal document.

1920/LC/012 To receive a report for North Close

a) Play Area

Over the half term holiday a contractor instructed by Hertfordshire County Council on behalf of Killigrew School reduced the size of the poplar trees which boarder the play area. No noticed had been given and the play area had to be closed for safety. The contractors felled large limbs into the play area, damaging a bench and matting around equipment.

ACTION: the Clerk to send photos of damage to Killigrew to follow up with contractors

1920/LC/013 To receive a report on Cherry Hill

a) Play Area

The springers have been replaced. The grounds staff have stripped the soil off of the matting under the swing as this was highlighted as an issue in the annual play equipment inspection. The soil has been left in a mound in the play area in front of the new springer which is in the shape of a digger. The idea being that children can imagine them moving the soil with the digger.

1920/LC/014 To receive a report on Mayflower Road

a) Play Area

The new multi springer has been installed to replace the old see-saw

1920/LC/015 Advertising, effective use of our Green Spaces

ACTION: Centres Manager to revamp facilities hire poster and obtain new photos for the website of centres being used in various ways

The meeting closed at 9.52 pm

Chairman

Date