

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

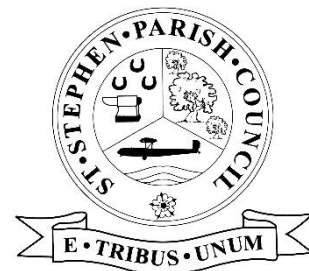
THE PARISH CENTRE STATION ROAD BRICKET WOOD

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Present: Councillors

Wendy Berriman

Bill Pryce (Chair)

Beccy Spriggs

Eileen Whittaker

Also present:

Isabel Crozier - Assistant Clerk, (taking minutes), Matt Huddleston - Groundsman

1 Member of the Public (left during 1920/LC/052)

Minutes of the **Leisure Committee meeting** held on **Thursday 05 March 2020** at **7.30am**

Venue: **The Parish Centre, Station Road, Bricket Wood, AL2 3PJ**

1920/LC/048 To receive and accept apologies for absence

Apologies received from Cllr Dorothy Kerry. Apologies also received from the Centres Manager.

1920/LC/049 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/050 To approve the minutes of the meeting held 05 December 2019

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

1920/LC/051 Public Participation

None

1920/LC/052 To receive the Annual Play Inspection Report (circulated) and to consider how budgeted play area rolling replacement funds for 2020/21 should be spent

The Annual Play Area Inspection Report was positive in that all findings were either Low or Very Low Risk. The committee commented that this was testament to the Grounds Team. The committee felt that rolling replacement budget should be used to replace items that were urgent and where possible it should be retained in case an urgent need arises. This budget could also be used to provide the Contributing Third Party payment to unlock Landfill tax funding streams. The Groundsman highlighted the need to replace the grass matting (Safagrass) from under the Supernova at Greenwood Park. This gets very high usage and has been repaired three times over the last ten years. The Groundsman has obtained three quotes for replacing the required area with Wetpour and recommended going with the company that offered a 5-year guarantee.

RESOLVED: *Proposed Cllr Berriman, seconded Cllr Whittaker, unanimous* that £6800 be spent from the playground rolling replacement budget, available from April, on Wetpour for under the Supernova at Greenwood Park. That spending from the repairs and maintenance budget be made to replace Safagrass surface under the big swings, on a contractor to reinstate the eroded soil from

beside the embankment slide and to purchase a replacement shade sail at Greenwood Park.

ACTION: Groundsman to arrange for the above works to take place in the new financial year.

Groundsman to raise the height and replace the swing seats at Greenwood Park and to tighten the Cableway to ensure enough clearance from the ground.

Groundsman to cost a plan to replace the embankment slide and install 'natural' steps or equipment to prevent erosion down the side, to be implemented in a future year.

1920/LC/053 To consider reducing the number of Parish Council Noticeboards

The Committee considered feedback from the Residents Associations about rationalising the parish noticeboards. There are currently 22 noticeboards which the committee felt was excessive. They identified the most used boards to be retained and refurbished and the others to be removed.

Noticeboard Location	Remove/Retain
Chiswell Green (5)	
Opposite Hire One Shop (Main)	Retain
Outside Post Office	Retain
Side wall of Greenwood Park Community Centre	Retain
Upper Car Park at Greenwood Park	Remove
Front Gate Greenwood Park	Remove
Bricket Wood (6)	
Oakwood Road shops (Main)	Retain
Old Watford Road Shops (Main)	Retain
School Lane, at the top near The Old Fox	Remove
Bucknalls Lane (the other side of BRE) off A405, by traffic lights	Remove
Hunters Ride / Juniper Avenue	Remove
Station Road opposite the Parish Centre	Retain
Park Street 9	
How Wood Shops (Main)	Retain (lift height of board)
Shops at Park Street/ Watling Street (Main)	Retain
Playground far end of Mayflower Road	Remove
Penn Road / Tippendell Lane	Remove
Burston Drive / Park Street Lane	Retain
Moor Mill Lane/ A5183	Remove
Mount Drive/ Watling Street	Remove
Park Street Recreation Ground by path/play area	Retain
Park Street Pavilion	Remove

RESOLVED: *Proposed Cllr Pryce, seconded Cllr Berriman, unanimous* that three noticeboards be retained in Bricket Wood and three in Chiswell Green and four be retained in Park Street and refurbish where necessary. Other external noticeboards, as outlined above, are to be removed.

ACTION: Grounds team to remove noticeboards listed above and refurbish remaining boards, lifting the height of the one on Penn Road opposite the shops. Admin Officer to produce a large standard poster showing the calendar of Parish events to be installed on all noticeboards in same position.

A specification to be produced for the Noticeboards Manager to follow when servicing boards. Include our events calendar and posters to be put up on community boards at Meadow Close, Frogmore Home Park and in St Lukes Church Hall as part of Noticeboard Managers round.

Cllr Pryce to notify Residents Associations of decision and approach management companies of Harperbury Park, Hanstead Park and Lancaster Gate about posting notices in there developments, either using existing boards or installing a new parish board.

1920/LC/054 Update on security of compound at the Parish Centre and to consider options for installing CCTV and improving security

On 13 Feb there was a break-in to the compound at the Parish Centre. About 120 litres of diesel was siphoned from the fuel tanks of the forklift and the tractor. They also tampered with the electrics of the forklift causing an engineer to be required to fix it and damage to fuel pipe of the tractor meant a replacement was required at a cost of £98. The intruders were attempting to gain entry into the shipping container which houses the diesel tank. On 25 Feb again there was a break-in, and they were successful in accessing the diesel tank and container. They stole 2000 litres of diesel and some jerry cans and damaged the door on the shipping container. On the 4 March again it appeared that someone had accessed the compound, by climbing over the fence, and drained the fuel from the tank on the forklift.

A calculation of the annual costs of fuel for running the Parish vehicles shows that to buy diesel in bulk would provide an average saving of about £1,000 per annum compared to using a fuel card and filling up the vehicles at the local petrol stations. Using fuel cards will also have an implication on staff time, particularly when refuelling the tractor – needing to remove and reattach the mower deck. However, in order to secure the diesel in the compound extra security measures, such as the installation of an alarm on the container and CCTV would be required. A quote for the additional alarm point has come in at £1600 and a further £1500 for CCTV.

RESOLVED: *Proposed Cllr Pryce, seconded Cllr Berriman, unanimous* the Council do not store large volumes of fuel on the premises for the time being. Use the fuel card for a trial 6-month period.

ACTION: Admin Assistant to investigate options for alternative fuel cards to get best value.

1920/LC/055 To receive an update and consider and agree actions for Greenwood Park

a) To consider the production of a new management plan

The Committee agreed to progress to a consultation on a draft Briefing Document (circulated) once finalised.

ACTION: Assistant Clerk to progress with a consultation to stakeholders on a draft management plan to cover the next 5 years for Greenwood Park and North Close.

b) To consider funding for phase 2 bin replacement

Funds to replace 3 bins at Greenwood Park and 3 at Park Street Recreation Ground have been budgeted for in the new financial year

ACTION: make more use of social media eg reporting damage to bins and fly tipping etc to raise awareness of what we do and what we have to contend with.

c) To receive an update on bollard replacement

The next phase of bollard replacement up the drive to the community centre will take place in the new financial year. This should take us to the second allotment gate, running up the field side of the drive.

d) To allow Hertfordshire County Council to run a contract to resurface and alter furniture on the National Cycle Route 6 through the park, subject to funding

The committee received a report on the proposed resurfacing on the National Cycle Route 6 through the Park. This would involve Hertfordshire County Council running a contract to re-dress the surfaced path and replace the kissing gate at Watford Road entrance with bollards. HCC is seeking the funding required from LTP4. It has been confirmed that adoption of the path by HCC was not completed and responsibility for its maintenance lies with the Parish Council.

ACTION: Assistant Clerk to investigate if adoption by HCC can be undertaken.

e) Update on Café

The Council agreed to offer a three-year contract to the preferred provider and they are progressing getting planning permission to site a 20ft converted shipping container on the patio outside the Community Centre. Planning permission could take 8 weeks and then they would order the bespoke container which may take a further 16 weeks to fit and install.

f) Update on Watford Road Allotments Car Park

In order to relieve pressure on the Community Centre car park during busy weekend periods the gate at the Watford Road Allotments car park has been left open for the past month. Previously, this car park has been opened on a weekday morning and locked in the evening and left locked at weekends with allotment holders all being given a key. So far only one concerned park user has contacted the office stating that litter was left in the car park and was removed over the weekend by park users. We will continue with the trial.

g) Update on arrangements for storage of nets and flags for weekend football

A new procedure to provide football teams with nets and corner flags for weekend football games has been devised in order to reduce the need for staff weekend overtime. Storage boxes and tubes have been installed beside the cricket container at GWP and behind the Pavilion at PSR. Teams have been instructed to obtain and return the nets and flags from these unlocked boxes and tubes. This has only been in place for two weekends but they seem to be working well. Pitch inspections by Parish staff are untaken on the Friday and it is the responsibility of the teams to inspect the pitches prior to play.

h) To consider a plan to alleviate flooding of the footpath alongside the drive to the community centre

In times of heavy rain, water is running and pooling on the paved path which runs alongside the drive up to the Community Centre. It flows from the upper car park.

ACTION: Groundsman to plan and cost the digging of soakaways beside the path to prevent pooling.

1920/LC/056 To receive an update on Park Street Recreation Ground

a) Devolvement of assets

Cllrs met with Lyn Henney from SADC assets team who is coming back with terms.

b) Update on Cricket

Frogmore Cricket Club have had a reduction in numbers and as a result will only be running one team this season. There will be a saving in staff overtime but this will cut income by half.

ACTION: Admin Assistant to advertise available pitch on Herts Cricket Board website

c) Update on arrangements for storage of nets and flags for weekend football

As per item 1920/LC/0055 g)

1920/LC/057 To receive an update on Woodbury Field

a) Devolvement of assets

As per item 1920/LC/056 a)

b) To provide an update on a proposal to improve recreation facilities with S106 funding and to consider a consultation process

RESOLVED: *Proposed Cllr Berriman, seconded Cllr Pryce, unanimous* that the Council apply to the Veolia Trust for Landfill Tax funding towards drainage and play equipment upgrades at Woodbury Field and use up to £7,500 from the play equipment rolling replacement budget as the required 10% third party contribution, in the absence of alternative sources of funding.

ACTION: Assistant Clerk to plan a consultation to establish priorities for S106 moneys allocated to Woodbury Field.

1920/LC/058 To receive a report for North Close

a) Update on management plan production

As per item 1920/LC/055 a)

1920/LC/059 To receive a report on Cherry Hill

a) To consider submitting a proposal to SADC for s106 green infrastructure funding for replacing the fence and planting a hedge alongside Footpath 39

RESOLVED: *Proposed Cllr Whittaker, seconded Cllr Spriggs, unanimous* that the Council submit a proposal to SADC s106 green infrastructure funding for replacing the fence and planting a hedge alongside Footpath 39

ACTION: Assistant Clerk to obtain three quotes and add them to draft proposal, email to Leisure Committee for approval in advance and submit to SADC.

1920/LC/060 To receive a report on Mayflower Road

None

The meeting closed at 9.35pm

Chairman:

Date: