

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

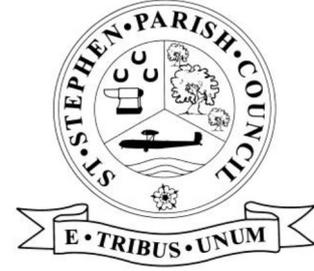
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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To Councillors:

Wendy Berriman
Dorothy Kerry

David Brannen
Bill Pryce

Ajanta Hilton
Nuala Webb

Co-opted Committee Member Chris Matson (PSRA)

You are summoned to a **Community & Leisure Committee meeting**.
To take place on **Tuesday 10 February 2026 at 1pm**
Venue: **Parish Centre, Station Road, Bricket Wood AL2 3PJ**

A Feron

Amanda Feron
Assistant Clerk, 4 February 2026

AGENDA

2526/CL/046 To receive and accept apologies for absence.

2526/CL/047 Declarations of interest and dispensations

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for declarable interests; and
- c) To grant any requests for dispensation as appropriate

2526/CL/048 To approve the minutes of the last meeting of the Community and Leisure Committee, held on 11 November 2025.

2526/CL/049 Public Participation- to invite comment and questions from the public in accordance with the Public Speaking Policy.

2526/CL/050 Update on previous actions not mentioned in this agenda:
Update on Events Working party to consider having a Council stall at the Park Street Jubilee event on 4 May.

2526/CL/051 To review event costs for 2025. Events costs attached.

2526/CL/052 To consider the provision of flowers within the Parish and agree whether to progress.

2526/CL/053 To consider a request from a member of the public to plant a tree at the Park Street War Memorial and make a recommendation to Full Council. Request attached.

2526/CL/054 To consider the request of the gardening club to add a memorial plaque to a tree planted in Greenwood Park. Request attached.

2526/CL/055 To consider a request from parkrun to use Greenwood Park as a venue. Background note from parkrun attached.

2526/CL/056 To note preparations for the Community tree planting day at Greenwood Park on 14 February.

2526/CL/057 To discuss and agree Woodbury Field ice cream cart, contract period, conditions and location and make a recommendation to Full Council. Correspondence attached.

2526/CL/058 To receive update about Segro community funding. Funding criteria attached.

2526/CL/059 To consider and agree using Play Area reserves to be used for bonded surfacing on the play mound in Park Street Rec play area. Report attached.

2526/CL/060 To agree actions, staffing requirements and dates for events for the coming year. Events schedule for 2026:

a) Annual Parish meeting 14 May 2026 : **Discuss options and agree actions.**

b) Community Awards 14 May 2026: **Discuss options and agree actions.**

c) Armed Forces Day 28 June: **Discuss options and agree actions.**

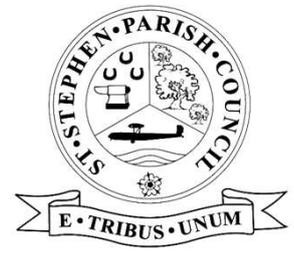
d) Summer Event 30 August : **Discuss options and agree actions.**

e) Barge/Bus Trip for residents of the Parish: **Update**

f) Remembrance Sunday 8 November: Options and actions to be discussed at next meeting

g) Christmas Event 6 December: Options and actions to be discussed at next meeting.

2526/CL/061 Clerks Report



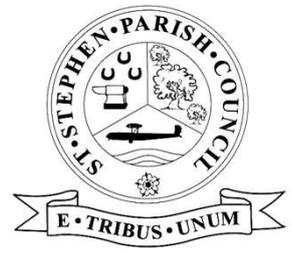
Community and Leisure Committee meeting 10 February 2026

2526/CL/053 To consider a request from a member of the public to plant a tree at the Park Street War Memorial and make a recommendation to Full Council.

Re the tree for the War Memorial, I was thinking that the PSFS may be able help with funding where required and although the trees would be free, would the Parish Council pay for the planting? Who would I need to get permission from to plant a tree and would an oak be allowed? It would also be lovely to add a seat when the tree has grown bigger. I was thinking of talking to our committee and adding a piece in the next Newsletter asking our members if they think this would be a good idea. In the meantime, I don't mind liaising with the Woodland Trust to see what they say.

The tree is also important as the memorial is very special to me. I'm not sure if you know but I have been working on a book (by me, not the PSFS) about the 300+ names on the St Stephens War Memorial and hope to publish the results so these men can be remembered and others can learn about their lives before, during and where applicable, after the First and Second World Wars, the Falklands and the Gulf War. (The memorial is a little unusual in that it has a list of men who served in and returned from WWI). If you have anything in the Parish Office that may be helpful for my research please let me know.

Edited for GDPR



Community and Leisure Committee meeting 10 February 2026

2526/CL/054 To consider the request of the gardening club to add a memorial plaque to a tree planted in Greenwood Park.

A couple of years ago the Gardening Club donated some trees to the Parish and these were planted along the boundary of the children's play area in Greenwood Park. A long-standing member of the club committee died before Christmas and the committee would like to erect a small plaque (on a stake) in front of one of the trees in his memory. He was the most active member of our committee and very popular with the membership at large and will be a great loss to us all.

We believe this would be a fitting tribute to him and on behalf of the committee request permission for us to carry out this request.

Should you have any queries or require me to attend any meeting where this is on the agenda please contact me.

Thank you,

St Stephens Gardening Club

Edited for GDPR

Item for Submission to:
St Stephen Parish Council
Community and Leisure Committee
Date of Meeting: 10/02/2026

Agenda Item 059	Report: Park Street Recreation Ground – Mound Surfacing
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1. Purpose

Request approval from Full Council to move funds from the Play Area Reserve and authorise expenditure as soon as possible for a bonded surfacing to the mound within the play area Park Street Recreation Ground.

2. Introduction

The grassed mound within the toddler play area at Park Street Recreation Ground is experiencing significant wear as a result of very high levels of use and will be identified in the annual inspection report. The soil surface has deteriorated to the extent that it is no longer possible to retain the soil effectively. Continued use in its current condition results in ongoing maintenance issues and an increased risk of further surface degradation.

3. Current Issues

- Constant use of the mound
- Loss of soil and inability to keep the surface stable
- Increased maintenance requirements
- Risk of further deterioration to the dome tube if works are delayed
- Explode concrete from slide foundations

See appendix A

Proposed Works

It is proposed that the mound is resurfaced using bonded surfacing (The same as the surrounding surfacing), which will:

- Provide a durable, long-term solution
- Reduce ongoing maintenance costs
- Improve safety and usability for young children
- Withstand high footfall

4. Quotes Received

Three quotes have been obtained for the bonded surfacing works:

1. **Contractor A** – £3972
2. **Contractor B** – £5047
3. **Contractor C** – £3674

All quotes include preparation, installation of bonded surfacing, and completion within a short timeframe and exclude Vat.

RECOMMENDED that the Committee: Community and Leisure Committee

It is recommended that Community and Leisure Committee asks that the full Council transfer the funds from the Play Area Reserve and awards the work to the lowest-priced contractor that meets the required specification, allowing the works to be completed as soon as possible to prevent further deterioration of the mound.

Report of	Matthew Huddleston	03/02/2026
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Appendix A



Background Note

Junior parkrun in Greenwood Park

January 2026

[Junior parkrun](#) is a free, fun, friendly, weekly, community event organised by volunteers of all ages for children aged 4 to 14. Over 400 events across the UK take place every Sunday throughout the year at 9am. The events focus on fun, participation, and building confidence rather than competition. Events are entirely volunteer-led, fully insured, and supported by robust safeguarding and risk-management procedures.

The event would make positive use of the park for a short period once a week, with no permanent infrastructure and minimal impact on other park users. All equipment is temporary and removed immediately after each event, and we work closely with landowners to ensure the park is respected and well cared for.

Each event is organised by volunteers from within the local community and the run itself is extremely inclusive. Many sports can be daunting or possibly just a bit scary. With parkrun, it's hugely welcoming to everyone of all backgrounds, genders, paces etc, And it's free so there is no financial barrier.

Parkrun loves to reward participation and colourful wristbands are awarded when children reach 21, 50, 100 and 250 parkruns.

19 junior parkruns take place in parks across Hertfordshire and many happily share locations with other activities. By 9.30am all participants will have finished.

Events attract on average 40-50 participants each week and people are encouraged to car share and walk. Many families have 2 or 3 children taking part each week.

No dogs are allowed unless they are an assistance dog.

Greenwood Park is particularly attractive as it is easily accessible from Croxley Green and London Colney as well as St Albans.

We believe a junior parkrun would bring significant benefits to the local community. It would encourage children and families to engage in regular physical activity, support physical and mental wellbeing, and help establish healthy habits from an early age. The event also fosters community spirit by bringing together families, volunteers, and residents in a positive, inclusive environment.

Date: 07/01/2026
Time: 14:32:15

St Stephen Parish Council

Nominal Departmental Analysis (Detailed)

N/C From	7624	Tran Date From	01/04/2025	Tran No From	
N/C To	7624	Tran Date To	31/12/2050	Tran No To	
Dept Number	1	Dept Name	Central Admin		
N/C	7624	Name	Admin Exp - Parish Events		
Tran Number	Type	Date	Details		
18642	PI	14/04/2025	Cream craft card for certificates		£4.02
18651	PI	15/04/2025	Picture frames for certificates x 3 for Community Awards		£9.16
18657	PI	17/04/2025	Gas lighters for lighting of the beacon		£3.99
18661	PI	17/04/2025	Instant Light Charcoal, 4x1kg, Pack of 1		£12.91
18663	PI	17/04/2025	Paraffin Liquid Fuel for Garden Oil Lamps		£14.24
18668	PI	21/04/2025	100 Burnex Wax Fire Lighters for Wood Burners for VE Day		£13.67
18672	PI	24/04/2025	Burston gift cards - Mr Howard and Parish in Bloom		£190.00
18678	PI	30/04/2025	Plastic wine glasses for AGM		£12.66
18751	PI	30/04/2025	Plastic drink cups for AGM		£6.89
18752	PI	30/04/2025	Frames for certificates for AGM x 3		£9.16
18869	PI	22/05/2025	3 x outdoor banners for Annual Parish Meeting		£216.00
19014	PI	06/05/2025	Amazon gift card for Youth Award (Community Awards)		£30.00
19016	VP	07/05/2025	CC M&S Gift Voucher Community Awards		£30.00
19017	VP	08/05/2025	Refreshments for Annual Parish Meeting		£8.95
20299	PI	11/08/2025	Vinyl letters for SSS Award Boards		£116.46
21086	PI	21/10/2025	Vinyl letters for SSS Award Boards		£6.90
			Annual Parish meeting		£685.01
19355	PI	30/06/2025	Band & PA equipment for AFD 29/06/25		£250.00
19365	PI	31/05/2025	Lone Piper for Armed Forces Day 29th June 25		£100.00
19465	PI	03/07/2025	TEN Licence for AFD 29/06/25		£21.00
19472	PI	25/06/2025	Chair & table hire for AFD 30/06/25 plus delivery/collection		£776.89
19552	PI	29/06/2025	2x Paramedic - Armed Forces Day 29/06/25 - 1130-1600		£300.00
19752	PI	20/07/2025	AFD Expenses 29/06/25 approved by Cllr Pryce		£89.00
			Armed Forces Day		£1,536.89
20632	PI	02/10/2025	Pipe band fee for Remembrance Sunday parade 09/11/25		£350.00
20807	PI	22/09/2025	50 x large poppies		£177.08
20809	PI	22/09/2025	20 x large poppies		£70.83
20923	PI	23/10/2025	Medical cover x 2 respondents - Remembrance Service		£375.00
20931	PI	24/10/2025	2 advance warning signs - Remembrance Sunday road closure		£220.00
21070	PI	10/11/2025	Road closure implementation for Remembrance Sunday		£550.00
21071	PI	12/11/2025	250 x Remembrance Day Program		£178.00
21084	PI	18/11/2025	ElvisSmelvis/Chiswell Studios - sound for Remembrance parade		£250.00
21327	PI	06/11/2025	Giant Double Step for Remembrance Parade		£30.47
21329	PI	05/11/2025	Poppy Appeal Remembrance Wreath 2025		£25.00
			Remembrance Day		£2,226.38
21340	PI	09/12/2025	Musicians & PA equipment for the Christmas Market GWP		£250.00
21363	PI	04/12/2025	Icicle lights, protective sheets & AA batteries - B&Q		£72.31
21450	PI	17/12/2025	BP W. Berriman - Mince pies for Christmas Market on 7 Dec 25		£32.99
21505	PI	02/12/2025	Disposable cups with lids x 100 for Christmas Market		£12.04
21516	VP	07/12/2025	Co-op Milk for Xmas Market		£3.70
21517	VP	07/12/2025	Drinks for brownies elves for Christmas Market		£10.42
21518	VP	07/12/2025	Milk, tea & coffee for Christmas Market		£13.15
19830	PI	23/07/2025	Sweets for Santa's presents on 7th Dec 25		£21.01
20600	PI	15/09/2025	100Pcs Christmas Candy Bags Paper x 2 for Santa's presents		£6.64
20606	PI	25/09/2025	200 Gold Milk Chocolate Coins for Santa's presents		£33.24
21519	PI	28/11/2025	4 x outdoor banners for Christams Market		£256.00
21049	PI	03/10/2025	72 Pack 5cm Flameless Candles Battery Operated		£17.71
21088	PI	12/08/2025	Santa hire for GWP Christmas Market on 7th Dec 25		£327.00
21304	PI	26/11/2025	Glitter Christmas Red Foil Curtain Red Tinsel for Grotto		£14.71
21312	PI	20/11/2025	Elf costumes for Christmas Market		£61.75
21321	PI	21/11/2025	Elf costumes for Christmas Market - older kids		£29.94
			Christmas Market		£1,162.61
20769	PI	10/10/2025	50 ice creams for Mayflower Road Play Area opening		£83.33
21041	PI	05/10/2025	Milk Chocolate Buttons - 60 Bags for Mayflower opening		£25.99
21047	PI	02/10/2025	Haribbo mini bags for Mayflower opening - 44 bags		£8.04
			Mayflower Play Area		£117.36
21293	PI	25/11/2025	50 x large poppies		£177.08
21294	PI	25/11/2025	20 x large poppies		£70.83
			Purchased for Remembrance 2026		£247.91
			TOTAL:		£5,976.16