

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

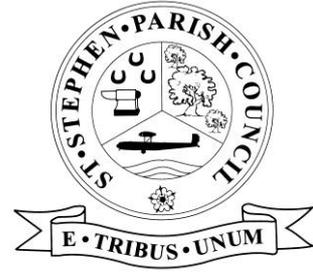
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

Web: [www.ststephen-pc.gov.uk](http://www.ststephen-pc.gov.uk)



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

## Present Councillors:

Wendy Berriman until item 60(c)    David Brannen from item 52    Ajanta Hilton  
Bill Pryce    Nuala Webb

## Also present:

Amanda Feron, Assistant Clerk  
Matthew Huddleston, Grounds Manager  
Joanna O' Brien, Financial Administrative Officer from item 60  
Four members of the public  
One member of the public from item 60

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

Apologies received and accepted from Cllr Kerry.

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
- None.

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

**Resolved:** Proposed Cllr Berriman, seconded Cllr Hilton to approve the minutes of the 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.

**Action:** Clerk to request Councillors to volunteer to man Parish Council Stand at the Park Street event on 4 May at the next Full Council meeting.

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

Event cost for 2025 noted.

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

**Action:** Assistant Clerk to contact the Residents Associations to ask whether they would like wildflowers seeds and bulbs, to be provided by the Parish Council, for planting in suitable public spaces.

- 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.  
**Resolved:** Proposed Cllr Pryce, seconded Cllr Webb to decline the request to plant a tree at The Park Street War memorial.  
**Action:** Clerk to respond to the member of the public, advising that the request has been declined and setting out the reasons for the decisions.
- 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.  
**Resolved:** Proposed Cllr Hilton, seconded Cllr Brannen to approve the request of the gardening club to add a memorial plaque to a tree planted in Greenwood Park in accordance with SSPC Commemorative benches and trees Policy.  
**Action:** Assistant Clerk to notify the gardening club of the approval of the request and provide the Commemorative Bench and Trees Policy regarding plaque size and wording.
- 2526/CL/055 To consider a request from parkrun to use Greenwood Park as a venue. Background note from parkrun attached.  
**Action:** Assistant Clerk to ask parkrun to provide more detailed information and report back to the next meeting.
- 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. Deferred to next meeting.
- 2526/CL/058 To receive update about Segro community funding. Funding criteria attached. £1500 remaining from the original £2,500 in the Segro fund to be used by November 2026.  
**Action:** Assistant Clerk to notify the Residents' Associations of the remaining Segro fund and share the funding criteria.
- 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.  
**Resolved:** Proposed Cllr Berriman, seconded Cllr Brannen to agree using Play Area reserves to be used for bonded surfacing on the play mound at Park Street Rec.
- 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.**  
Meeting to take place in the Orton Hall.  
**Action:** Cllrs Berriman and Hilton to organise refreshments and wine and cheese for event.  
**Action:** FA Officer to contact The Buzz club to speak at event.
  - b) Community Awards 14 May 2026: **Discuss options and agree actions.**  
Agreed to follow previous year's format and present awards at the annual Parish Meeting.
  - c) Armed Forces Day 28 June: **Discuss options and agree actions.**  
To follow timings and format from last year.  
**Action:** FA Officer to book first aid for event.

**Action:** FA Officer to look at purchasing a 6mx4m marquee and report back to next meeting.

**Resolved:** Proposed Cllr Pryce, seconded Cllr Berriman to agree to invite Chelsea Pensioners to the event and to request £50 from each Resident Association towards the cost of transport for the Pensioners. The remaining cost of the transport to come from the events budget

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

Agreed that the summer event will be a festival format with music, food and refreshments. Timing to be 5pm to 10pm.

**Action:** Cllr Hilton to contact Chiswell Studios to organise bands, sound and lighting.

**Action:** FA Officer to book food and drink suppliers, first aid and security.

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

Cllr Pryce to report back at next meeting.

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  
Update on allotment waiting list.

The meeting closed at 2.28pm.

Signed:

Date: