

Sandridge Parish Council



Mr. Simon Thwaites
Parish Clerk

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25th June 2024

To: Members of the Jersey Farm Woodland Park Management Committee

The Jersey Farm Woodland Park Management Committee meeting will take place at 7.30pm on **Monday 1st July 2024** at **Marshalswick Community Centre**.

Emma Hostler
Deputy Clerk

A G E N D A

- 1. To elect a Chair**
- 2. To elect a Vice Chair**
- 3. Reaffirmation of Public Members**
- 4. To receive and accept apologies for absence**
- 5. Disclosures of interest and requests for dispensations**
- 6. To approve the minutes of the meeting held on Monday 25th March 2024.**

7. Approval of Terms of Reference

It is a statutory requirement to review the Committee Terms of Reference annually. Members are asked to review the enclosed document prior to the meeting. It is;

Proposed

To review and approve the Jersey Farm Woodland Park Management Committee Terms of Reference for 2024-25.

8. Matters of Report

- The Parish Council Summer Festival on the Woodland Park which took place on Saturday 1st June was considered a success. A combination of games activities, stall holders, a dog show, and musical stage acts provided entertainment for visitors throughout the day. Feedback has been very complimentary.
- On the evening of 6th June Sandridge Parish Council supported a beacon lighting ceremony on the Woodland Park, organised by local Cadet and Scout groups, as part of a national commemoration of the D-Day landings. The Deputy Lieutenant of Hertfordshire also attended.
- The meadow grass opposite Woodland House was cut by John O'Conner in preparation for the summer event – this included cutting the area to the rear of the hedging to make provision for car parking.
- Cllr Wells installed cycle parking for up to 8 bikes on the Woodland Park at the entrance from Sandringham Crescent opposite Woodland House. These were well used at recent events on the park – some 20 bikes were attached at one point during the summer event!
- Parkrun switched from the winter to the summer course on Saturday 11th May.
- New battery-powered tools have been purchased to facilitate volunteers wishing to provide hands-on help with the upkeep of the park particularly during the vegetation growing season. These include a strimmer, a brush cutter, a pole saw, extension poles, batteries, a rake and a trolley for transportation.
- Additional wildflowers (snowdrops, bluebells, primulas, violets and wood anemone rhizomes) have been planted by volunteers.
- The final stage of resurfacing of the perimeter path adjacent to Sandringham Crescent to St Helier Road is completed.
- The Clerk has reported that SADC is hoping to complete the devolution of the Woodland Park and the Sandringham Crescent Open Space within 2024/25.

9. Report Seeking Agreement for a Rights of Way Modification Application

Members are asked to consider the attached report and recommendation from Cllr Ternouth concerning a rights of way modification application for the route which runs from Bridleway 53 to Footpath 27.

10. The Soakaway FP27/St Helier Road

The Parish Council agreed at the April meeting to provide funding from reserves to bring the soakaway at the foot of the pathway leading from FP 27 to St Helier Road, which is currently silted up, back into operation. However, the two contractors who have viewed the site to date, have questioned whether the soakaway is a viable solution for the water run off in the medium to long term. The Clerk is liaising with these companies as to potential long-term solutions, including the option of diverting the water at a higher point up the path.

11. An Avenue of Trees – A Report and Proposal from Cllr Wells

At the January meeting of the Committee Cllr Wells presented a proposal to plant an avenue of trees on the Woodland Park, subject to further research regarding location, species of tree, quantity and cost. This is now provided in the attached report with proposal, which includes tree recommendations from an associate, as well as suggested locations for each tree (using what 3-word references) and estimate costs.

12. Proposal to Fund a Digger for the Hedgerow Installation

At the March meeting it was agreed to plant a native hedgerow along the edge of the meadow adjacent to FP 27 using the help of volunteers. Rabbit guards and canes have already been purchased in preparation for the planting and are currently in storage. Since then, and with the onset of warmer weather, it has become apparent how difficult the task of planting up to 1800 whips by hand will be and the Committee is asked to consider whether it would be appropriate to hire a digger. A quote has been provided of £1,150 + vat for machinery and operator. This would be subject to ensuring there are no safety concerns regarding underground utility supplies. It is;

Proposed

To fund the hire of a digger and operator to prepare the ground for planting 1800 whips.

13. Proposal for the Installation of Ponds on the Woodland Park by Anne Thomas and Mark Carter

Public Member Anne Thomas and Mark Carter have prepared a proposal for the installation of new ponds on the Woodland Park, which is attached. It is;

Proposed

To investigate potential locations, specification and costings to increase pond capacity within the Woodland Park and return to the Committee in September with a

more detailed report.

14. Memorial Benches

Members are asked to formally note that the installation of memorial benches on the Woodland Park is now at capacity and the Parish Amenities and Community Engagement Officer (PACE) is not able to fulfil any further requests. The Committee may wish to suggest alternative memorial schemes, this may reference item 11 above, or agree that the Woodland Park is no longer able to offer a means of memorial for local residents.

15. Management Plan 2025-26

Members are asked to review the draft management plan and associated costs for 2025-26. The Finance Committee will be meeting on 23rd September to consider Full Council budget proposals for 2025-26 and therefore a budget request on behalf of the Committee will need to be submitted in advance of this. The current draft budget is estimated at £7,525 which is a significant reduction on the current year's budget largely due to an absence of footpath works. Members may wish to consider whether there are any additional works they wish to include in the plan, for example footpath repairs or provision for items 11 or 13 above.

16. Current Expenditure and Management Plan 2024-25

Members are informed that final outturn for the JFWP Management Committee expenditure for 2023/24 is £19,765 of a £20,335 budget. Current expenditure for the year 2024-25 is £1,080 which includes the purchase of the bike stands and power tools.

The Committee may also wish to review progress against the activities included in the plan with updates from Mark Carter or individual Members as appropriate.

17. Matters Arising Since the Circulation of the Agenda

18. Suggestions for the Next Meeting

DATE OF THE NEXT MEETING

The next meeting of the JFWP Management Committee will take place at 7.30pm on 16th September at Marshalswick Community Centre.