

# *Sandridge Parish Council*



Mr. Simon Thwaites  
Parish Clerk

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2nd September 2025

**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 8<sup>th</sup> September 2025** at **Marshalswick Community Centre**. All members are encouraged to visit the Woodland Park in their own time prior to the meeting.

Emma Hostler  
Deputy Clerk

## **A G E N D A**

- 1. To receive and accept apologies for absence**
- 2. Disclosures of interest and requests for dispensations**
- 3. To approve the minutes of the meeting held on Monday 16<sup>th</sup> June 2025.**
- 4. Matters of Report**
  - The Project, Amenities and Community Engagement Officer (PACE), with help from the Clerk and Councillor Twidell, has removed excess vegetation from the pond and topped

it up with water on a number of occasions throughout the summer.

- Councillors Wells and Twidell have continued to assist with mowing and cut back of excess vegetation on the paths and at access points.
- Interpretation board enhancements are on-going.
- The Parish Council has received official notice of the Green Flag award for 2025/26. A new flag will be installed once received.
- The meadow grass is likely to be cut during the final week in August.
- Bridleway and entrance clearance will be undertaken in the autumn/winter.
- The decision was taken at the July meeting of the Full Council not to hold a summer event on the Woodland Park in 2026. This was in recognition of the work involved in organising the event, and a lack of volunteers willing to get involved.
- There remain 2 public member spaces to be filled on the Committee.
- Whilst Councillor Thomas has been topping up the ground around the hedgerow saplings with the remaining woodchip, a pile still remains on the meadow grass for general use by residents.
- The office received a report via the parish website portal of a sighting of a Jersey Tiger Moth which is resurging in numbers.

## **5. Installation of a Storage Facility on the Woodland Park**

Please see attached a report and proposal from Councillor Wells. This was previously emailed to all members of the Committee on 1<sup>st</sup> July and presented to Full Council at the 9<sup>th</sup> July meeting. The request for funding of £2,202 for the purchase and installation of a storage facility to house the parish mower was approved by Full Council but is subject to final agreement from the JFWP Committee.

## **6. Audit of Benches on the Woodland Park**

As requested at the last committee meeting, the PACE officer has completed an audit of all benches on the Woodland Park and the results plotted on a map are attached. Members are asked to review this information and in light of it decide whether to make any adjustment to the current policy of no further memorial bench installations on the Woodland Park.

## **7. Installation of a Pond on the Woodland Park**

Please see attached a report with proposals from Councillor Thomas. This includes specification and cost options provided by a contractor. It is;

### **Proposed**

That the Committee agree one of the above specifications with associated costs for proceeding with the pond installation. It is also;

### **Proposed**

The Committee to submit a request to SPC Full Council to make up the shortfall in project funding. The amount will be determined by the specification option selected above.

## 8. JFWP Facebook Group

Following a suggestion from Councillor Twidell, the Committee is asked to discuss and approve a JFWP Facebook Page. NB a Facebook Page only allows the owner or approved editors to post. Comments (by the public) can either be allowed or not and can be deleted. This Facebook Page will allow the committee to share information such as: the meadow grass maintenance practices; updates on the pond building; posts about wildlife sightings; or to promote and publicise volunteering activities.

Examples of other local Facebook Pages include:

- Open Door St Albans Charity  
<https://www.facebook.com/share/1CWNyHzDBw/?mibextid=wwXlfr>
- St Albans Action for Homeless  
<https://www.facebook.com/share/1FPaa9v98A/?mibextid=wwXlfr>
- St Albans Community Pantry  
<https://www.facebook.com/share/1EjkDjCUBT/?mibextid=wwXlfr>

It is;

### **Proposed**

The committee is asked to discuss a JFWP Facebook Page and how this should be managed by the committee.

## 9. Draft JFWP Committee Budget 2026-27

Please see attached a draft budget for 2026-27 which is based on the agreed 5-year management plans 2024-2028. The Committee is asked to review the budget and make any adjustments considered necessary to either the programme of activity proposed or associated costs. Once agreed, this will be submitted to the Finance Committee for agreement at the October meeting, before final approval by Full Council. It is;

### **Recommended**

That the Committee approve the draft budget for 2026-27.

## 10. Expenditure 2025-26

Expenditure to date is just £1,655 against an annual budget of £15,000. This includes tree thinning, hedge trimming and repairs to both the mower and trailer. Most of the general maintenance works on the Woodland Park will take place during the autumn and winter months.

## **DATE OF THE NEXT MEETING**

The next meeting of the JFWP Management Committee will take place at 7.30pm on 26<sup>th</sup> January 2026 at Marshalswick Community Centre.