

Sandridge Parish Council



JERSEY FARM WOODLAND PARK MANAGEMENT COMMITTEE

Met at 7.30pm at Marshalswick Community
Centre on Monday 8th September 2025

PRESENT:

Parish Councillors – Maurice Wells, Jenny
Roberts, Carol Chalkley, Adam Twidell
(Chair), Anne Thomas
District Councillor – Michael Jones
Public Members – Frances Leonard, John
Forward, Carol Higgins

OFFICERS:

Emma Hostler - Deputy Clerk
Rebecca Pannese – Project, Amenities and
Community Engagement (PACE) Officer

OTHER ATTENDEES:

There was none

ABSENT:

Parish Councillor Mike White
Public Member Jamie Burrows

The meeting was chaired by Councillor Wells.

726. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from District Councillor Raj Visram, Public Member Johanna Houlahan and Warden Mark Carter.

727. DISCLOSURES OF INTEREST AND REQUESTS FOR DISPENSATION

There was none.

728. TO APPROVE THE MINUTES OF 16TH JUNE 2025

The minutes of the meeting held on Monday 16th June 2025, having previously been circulated, were taken as a correct record and it was, unanimously;

RESOLVED

That the minutes of the meeting held on Monday 16th June be approved and signed by the Chair as a correct record.

729. 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. Members are keen for a representative to attend the award ceremony should the Parish Council receive an award next year.
 - The meadow grass is due to be cut imminently.
 - 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. Councillors Thomas and Wells are meeting to monitor the condition of the new hedgerow saplings on 19th September.
 - The office received a report via the parish website portal of a sighting of a Jersey Tiger Moth which is resurging in numbers. Councillor Thomas updated members on the results of the recent Big Butterfly Count, reporting on sightings of 16 varieties on the Woodland Park, and suggested organising butterfly walk events next summer.

Councillor Twidell joined the meeting at this point.

730. INSTALLATION OF A STORAGE FACILITY ON THE WOODLAND PARK

A written proposal from Councillor Wells on the installation of a storage facility on the Woodland Park was previously circulated to all Members. This report has already been presented to Full Council on 9th July and spend of £2,202 for the purchase of the facility approved, subject to agreement from the Jersey Farm Woodland Park Committee. Questions were asked, and answers given, following which it was proposed by Councillor Wells, and seconded by Cllr Michael Jones, and unanimously;

RESOLVED

To proceed with the installation of a storage facility on the Jersey Farm Woodland Park.

731. AUDIT OF BENCHES ON WOODLAND PARK

As requested at the last meeting, the PACE Officer completed an audit of all benches on the Woodland Park and the results circulated to all Members. This established that of the 31 benches currently situated on the park, just 3 did not display a memorial plaque, but the PACE Officer could not find the original contact details for benefactors of 18 of those with a memorial plaque. Frances Leonard provided a written report summarising memorial bench policies for other local councils, and a copy of the St Albans District Council memorial bench policy in full. Discussion ensued as to whether the Parish Council requires a new memorial bench policy, and if efforts should be made to establish whether existing memorials still have connections with local residents. Until further contact details of previous benefactors have been found it was agreed to continue with the current policy of not installing any further memorial benches on the Woodland Park. Frances Leonard will also draft a new memorial bench policy for consideration at a future meeting.

732. INSTALLATION OF A POND ON THE WOODLAND PARK

Councillor Thomas provided a written report updating on the status of the pond installation project and containing two proposals: to approve the basis on which to proceed including associated costs provided by a contractor; and agreement to approach Full Council for funding to make up the shortfall in the project budget which will be determined once confirmation is received following applications to third party grant providers. Cllr Thomas and Officers advised on options to proceed, which centred around whether to install underground pipes to channel water into the pond immediately or after a period of

monitoring, and the extent of piping. Discussion ensued following which, a proposal was made by Councillor Thomas, seconded by Carol Higgins, and it was;

RESOLVED

To proceed with installation of the pond with a reduced number of underground pipes to channel water at a total cost of £24,807.90 excluding VAT to be undertaken within the 2025/6 financial year. It was further;

RESOLVED

To request additional funding from Sandridge Parish Council to make up the budget shortfall which will be an amount between £7,557.90 and £14,057.90 depending first on the response to applications made to external grant providers.

733. JERSEY FARM WOODLAND PARK FACEBOOK PAGE

Following a proposal from Councillor Twidell, the Committee discussed the merits of creating a dedicated Facebook Page for sharing information about the Woodland Park. Councillor Twidell will proceed as administrator and will seek to recruit others from the Committee, or wider volunteer group, to the same role. It was;

RESOLVED

To establish a Jersey Farm Woodland Park Facebook Page.

734. DRAFT JERSEY FARM WOODLAND PARK JOINT MANAGEMENT COMMITTEE BUDGET 2026/27

The Deputy Clerk presented a draft budget for the financial year 2026/27 based on the approved 5 Year Plan. Adjustments have been made to the original plan to incorporate additional activities since underway and general increase in costs. The budget included a £10,000 allocation for pond drainage which will now be removed following the decision taken earlier in the meeting (see minutes 732). Requests were made to increase allocations for tree works (£3,000) and general vegetation management (£2,000). Following this it was, unanimously;

RESOLVED

To approve the request to Sandridge Parish Council for an annual budget of £14,450 for the Jersey Farm Woodland Park Joint Management Committee for 2026-27.

735. EXPENDITURE 2025/26

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

736. MATTERS ARISING AND SUGGESTIONS FOR THE NEXT MEETING

There was none.

DATE OF THE NEXT MEETING

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

There being no further business the meeting closed at 9.15pm.

Chair

Date