**Environment and Recreation Committee Meeting held at the John Clements Sports & Community Centre on Tuesday 23rd September 2025 at 7.30pm**

**Present:** **Cllr C Argent (Chair), Cllr J Bundy, Cllr G Gilbert and Cllr R Walker**

**In Attendance:** **The clerk, Mr Simon Crosier**

**2025/26/028 To receive apologies and approval for absence**

Apologies for absence were received from Cllr Kane, Cllr Walby, Cllr Sell, Cllr Unwin and Cllr Grey, the reasons for which was noted and unanimously **approved**.

**2025/26/029 Chair’s Remarks**

None.

**2025/26/030 Public Participation**

None.

**2025/26/031 To approve the minutes of the meeting held on 22nd July 2025**

The minutes were unanimously **approved** by council and signed by the chair.

**2025/26/032 To provide an update on the regular inspections of the allotment plots, approve boundary markings for plots and approve any actions. Cllr Gilbert to update the committee**

Cllr Gilbert stated that the new numbering system was being readied by Cllr Grey using spikes to place in the ground. Cllr Gilbert has also provided the clerk with a spreadsheet confirming details of overgrown plots. The clerk will write to the appropriate tenants as previously resolved by Council back in July.

The clerk stated that he had received a report from the tenant of plot 11B that his plot appears to have been used by an unknown plot holder. To prevent this from happening in the future it would be prudent for the Allotment Working Party to measure plots to clearly distinguish the boundaries for each one. Council unanimously **resolved** that the Allotment Working Party and the clerk should meet on a Saturday morning in October (date to be determined) with a view to carry out the measuring work and that once a date has been set that the administrator of the allotment WhatsApp group should be informed of the work so that plot holders are aware that Councillors will be on site. **Action: -** The clerk will arrange a suitable date for the measuring to be carried out with the Allotment Working Party.

**2025/26/033 To consider what action to take to improve the Pound and approve any actions**

Cllr Gilbert stated that residents in nearby premises to the Pound have offered to improve the area. Council considered the request and unanimously **resolved** that Cllr Gilbert arrange for the residents to contact the clerk to detail their proposals for the site. Once the information has been received Council will consider the request at a subsequent meeting of the Environment and Recreation Committee. **Action: -** Cllr Gilbert will carry out the action as prescribed by Council.

**2025/26/034 To consider repairs or replacement of the Parish Council noticeboard outside the PMH and approve any actions**

The clerk stated that the Parish Council noticeboard is no longer fit for purpose, and a repair or replacement should be considered. Council considered the suggestion and unanimously resolved that both noticeboards outside thePMH be replaced if the cost is under £500 and the PMH give their permission for the work to be carried out. **Action: -** The clerk willcontact thePMH to seek permission for the work to be carried out and obtain quotes for the work.

**2025/26/035 To consider employing a tree surgeon to conduct a survey of trees at Bury Lane sports field and the allotment site and approve any actions**

Cllr Argent stated that work needs doing to on various sites at the sports field and on the allotment site to tidy up trees that have got too large. Cllr Argent is happy to meet the tree surgeon on site to point out the areas that need work. Council unanimously **resolved** that the work should be carried out and asked the clerk to arrange this. **Action: -** The clerk will carry out the action as prescribed by Council.

**2025/26/036 To consider and agree arrangements for fireworks night and approve any actions**

The clerk confirmed that all necessary caveats to comply with the Parish Council’s insurance requirements had been carried out. Cllr Argent confirmed that the display would take place on Wednesday 5th November and asked the clerk to confirm the spend for last year’s display. **Action: -** The clerk will confirm the fireworks spend for the display in 2025 to Cllr Argent.

Cllr Argent also stated that the display will need advertising in good time for the event by the Parish Council. Council considered this and unanimously **resolved** that the clerk should draw up the necessary advert and add this to the Parish Council website and Facebook pages. **Action: -** The clerk will carry out the action as prescribed by Council.

Cllr Argent suggested that marshals for the event can be sourced from within the group of Councillors. Council unanimously **resolved** that the clerk contact all Councillors and ask for volunteers for the event. **Action: -** The clerk will carry out the action as prescribed by Council.

**2025/26/037 To discuss the Christmas light switch-on event and approve any actions**

Cllr Argent stated that the Christmas tree, mulled wine and mince pies are usually sourced by James Howe. Council unanimously **resolved** that the clerk should contact James Howe to see if he is happy to carry out the necessary work. **Action: -** The clerk will carry out the action as prescribed by Council.

Council considered the date for the switch-on event and would prefer Sunday 7th December. Cllr Argent stated that we need to find out if James Howe is available for this date and if not, the date would have to be moved forward a week to Sunday 30th November for the event. Council unanimously **resolved** that the clerk confirm with James Howe his availability for the event. **Action: -** The clerk will carry out the action as prescribed by Council.

Council also asked the clerk that the event should also be advertised on the Parish Council website and Facebook pages. **Action: -** The clerk will carry out the action as prescribed by Council.

Once a date has been confirmed Cllr Argent is happy to speak to the choir and invite them to attend and Cllr Bundy is happy to source a resident to switch on the lights. **Action: -** Cllrs Argent and Bundy will carry out the actions as prescribed by Council.

**2025/26/038 To consider questions from the Solicitor concerning the Cricket Club and Football Club leases, including floodlighting to remain in place and approve any actions. Cllr sell to provide an update**

The clerk confirmed there was no update available at this time. Council **resolved** that the clerk chase Cllr Sell for an update. **Action: -** The clerk will carry out the action as prescribed by Council.

**2025/26/039 To consider examples of new dog signage at the St Albans Road Recreation Ground, approve wording and approve any actions. Clerk to update Council on appropriate signage**

The clerk, prior to the meeting, had provided Councillors with examples of appropriate dog signage, including wording. Council considered the examples and unanimously **resolved** to approve signage at each entrance to St Albans Road Recreation Ground that would state ‘Keep dogs on leads’ and ‘clean up after your dog’ along with the appropriate artwork. Cllr Bundy offered to source the signage, which was **approved** by Council. Council asked the clerk to arrange for the installation of the signage once received. **Action: -** Cllr Bundy will source the signage and the clerk will then arrange for the signage to be installed at each entrance to the recreation ground.

**2025/26/040 To consider a course of action along the metal fence at the sports field to enhance privacy for the residents of housing on the Wyevale development that backs onto the sports field and approve any actions**

Council considered the issue of privacy for residents on the Wyevale development and unanimously **resolved** that no action would be taken at this stage by the Parish Council as residents have the option to increase the height of their own fences.

**2025/26/041 Cllrs Argent and Bundy to update Council on the pavilion project and approve any actions**

Cllr Bundy had circulated a resume of the work carried out on the pavilion to all Councillors prior to the meeting. The kitchen has been refurbished and the electrics, heating and hot water systems replaced. This completes the first phase of the refurbishment and has used the currently available s106 funds. Once more funds are available Council will put together a plan for the continued upgrade of the pavilion facilities.

**Cllr Walker left the meeting**

As the meeting was now inquorate, no further decisions could be lawfully conducted, and the remaining agenda would be added to the full Council meeting being held on Tuesday 30th September.

**Meeting closed at 20.49 pm**

**The date of the next Environment/Recreation committee meeting is Tuesday 18th November 2025.**

**Signed.......................................................................**

Date: 23rd September 2025