

# London Colney Parish Council

To: All Councillors

2 December 2020

You are hereby summoned to attend the Council Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **WEDNESDAY 9 DECEMBER 2020** at **7.00PM**

<https://zoom.us/j/98333447489?pwd=SkZlcEF5TkI6UFhKb3A0cE1vMTZyZz09>

Meeting ID: 983 3344 7489

Passcode: 737290

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Meeting ID: 983 3344 7489

Passcode: 737290



**Emma Payne**  
**Clerk to the Council**

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## AGENDA

**1. APOLOGIES**

To receive and accept apologies for absence.

**2. MEMBERS DECLARATION OF INTERESTS**

To receive members declarations of interest in items on the agenda. Members are reminded that they may not participate in any discussion or vote on a matter in which they have declared an interest under Appendix A of the Code of Conduct. Members may not vote on a matter in which they have declared an interest under Appendix B and may only speak on the matter if members of the public are permitted to do so. Members are only required to declare the nature of any interest not already entered the members' register or notified to the Monitoring Officer.

**3. MINUTES**

To approve the minutes of the meeting held 4 November 2020

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**4. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

**5. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)**

**6. COMMUNITY SAFETY REPORT**

<b>7.</b>	<b>QUESTION TIME</b>	
	The Chairman will suspend Standing Orders for a period of 15 minutes to receive any questions or observations from members of the public on matters affecting the parish. Any motions arising from the matters raised cannot be considered at this meeting and will be referred to a future meeting or Committee of the Council.	
<b>8.</b>	<b>OFFICER'S REPORTS</b>	
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<b>13.</b>	<b>REPORTS FROM COUNCILLORS ON OTHER AUTHORITIES</b>	
<b>14.</b>	<b>REPORTS OF EXTERNAL MEETINGS ATTENDED</b>	
14.1	SADALC – 9 November 2020	
<b>15.</b>	<b>CORRESPONDENCE</b>	
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15.2	Notification of Sale under ss 95-98 Localism Act 2011 London Colney Leisure World, Recreation Centre, Perham Way, London Colney AL2 1LB	26
15.3	New Electoral arrangements for St Albans & City District Council – Final Recommendations	29
15.4	Council Tax 2021/22 – Parish Precepts	71
<b>15.</b>	<b>DATE OF NEXT MEETING</b>	
	6 January 2021	

## **LONDON COLNEY PARISH COUNCIL**

### **MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 4 NOVEMBER 2020, HELD VIRTUALLY AT 7PM**

**PRESENT:** Councillors K Gardner (Chair), D Gordon, T Lillico, M MacMillan, S Pearl, L Winstone

**IN ATTENDANCE:** E Payne, Clerk

#### **62/20. APOLOGIES**

Apologies were received from Cllr Pakenham (SADC meeting), Cllr Mortuza (family) and Cllr Mahony (health).

#### **63/20. MEMBERS DECLARATIONS OF INTEREST**

None received.

#### **64/20. MINUTES**

The minutes of the meeting held on 7 October 2020 were received and approved as a true record of the meeting.

#### **65/20. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

65/20.1 Community Safety Report – Member were advised by the Clerk that she had no response from Europarks regarding the illegal car meets at the Sainsbury Car Park.

65/20.2 At the September meeting, Members had expressed concerns about residents at a house in the High Street, at the junction with Kings Road, parking on the grass verge. The grounds staff had installed bollards on the grass verge and the resident had moved them. Cllr Gardner had reported it to Parking Enforcement and Open Spaces who had confirmed that SADC were responsible for the maintenance of the land and that the resident did not have permission to park. The Grounds Maintenance Manager had reported the missing railing adjacent to the pedestrian crossing to Herts Highways as a matter of health and safety. Members suggested that the resident could be contacted about the situation and whether they had a right to cross the pavement to gain access to their property. Cllr Gardner reported that SADC had advised her that the resident did not have the right. The Clerk reported that a parking enforcement officer had been seen on site ticketing a vehicle.

#### **66/20. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)**

The Chair reported that she is grateful that the council can commemorate Remembrance Sunday, albeit it in a reduced format.

#### **67/20. COMMUNITY SAFETY REPORT**

67/20.1 Members were advised that Sgt Williamson was not able to attend the meeting.

67/20.2 There is a priority setting forum meeting scheduled for December and if any Member has an issue they would like to raise, please contact one of the District Councillors. Cllr MacMillan commented that he had been pleased to see speed checks being undertaken on the Barnet Road.

**68/20. QUESTION TIME**

There were no members of the public in attendance.

**69/20. OFFICER'S REPORTS**

**69/20.1 Grounds Maintenance Manager's Report**

Members received the Grounds Maintenance Manager's report. Members requested an update on the clock repairs to the next Finance & General Purposes Meeting.

**70/20.2 Community & Events Officer's Report**

Members received this report, and the contents were noted. Members requested to see a copy of the Christmas biscuit list. The Clerk advised that this would be circulated after the cut-off date had been met.

**71/20 STANDING ORDERS**

Members received a report to accompany version 11 of the Council's standing orders which explained the query raised at the last meeting about non-Members voting. It was **RESOLVED** to:

*Adopt V11 of Standing Orders*

**72/20 FINANCE**

**72/20.2 To approve the expenditure for period 1-30 October 2020**

Members received the report. There were no comments. It was **RESOLVED** to:

*Approve the expenditure for 1-30 October 2020*

**73/20. MINUTES**

**73/20.1 Finance & General Purposes Committee – 1 October 2020**

Members received the minutes of this committee and there were no recommendations.

**73/20.2 Planning Committee – 14 October 2020**

Members received the minutes of this committee and there were no recommendations.

**73/20.3 Extra Human Resources Committee – 14 October 2020**

Members received the minutes of this committee and there were no recommendations.

**73/20.4 Planning Committee – 15 October 2020**

Members received the minutes of this committee and there were no recommendations.

**74/20 REPORTS FROM COUNCILLORS ON OTHER AUTHORITIES**

74/20.1 Cllr Gordon reported on an adult care meeting that she had attended on how adult care services were coping with the pandemic. She had also received a phone call from a developer regarding the Perham Way site. There would be a detailed planning application made shortly and the site would include 8 units for adult social care and 11 units of social housing which would be administered by a housing association.

59/20.2 Cllr Gardner reported on her attendance at Standard Committee, where she is the vice chairman. There has been an increase in complaints about the waste service but complaints about the grounds maintenance contract have gone down.

**75/20      REPORTS ON EXTERNAL MEETINGS ATTENDED**

Cllr Gordon reported on her attendance at the Tyttenhanger Tarmac meeting.

**76/20      CONFIDENTIAL ITEMS**

To resolve the exclude the Press and public from the meeting for the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960

**79/20.1      Hertsmere BC**

Members were advised that Urban & Civic have been appointed to undertake community engagement on behalf of Hertsmere BC and they have approached London Colney and Colney Heath Parish Councils to hold a meeting regarding Bowmans Green Cross. Members asked for the Clerk to ascertain if a District Council planning officer could attend the meeting. Cllr MacMillan and the Clerk will attend on behalf of London Colney. It was **RESOLVED** that:

***A meeting with Urban and Civic will be arranged and reported to a future meeting***

**80/20.      DATE OF NEXT MEETING**

Wednesday 7 December 2020. The meeting closed at 8.20pm.

Signed ..... Date .....

## Grounds and Maintenance Report – 9 Dec 2020

**General comments:**

*It has been a difficult month with a member of staff down for a week.*

*The wet weather has made the fields very wet so we are a little behind on works we would have liked to get done with the tractor.*

Site	Routine Maintenance	Comments	Additional works this Month
Morris Playing Field	All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe if required. Hedges cut back as required Grass cut as and when required	Very wet month however everything looking good.	Remove and replace tennis nets  Install temporary anti motor bike barrier
Shenley Lane Playing Field	Trim Trail and play equipment checked on a weekly basis, path blown free of debris. All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe if required. Grass cut as and when required. Hedges cut back as required.	Very wet month however everything looking good	Clear tree fallen debris
Walsingham Way Playing Field	All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe if required. Hedges cut back as required. Grass cut as and when required.	Site in good order	Clear broken glass

Napsbury Sports Ground	Cricket square is cut on a weekly basis. Hedges cut back as required. Cleaned on a weekly basis. Cleaning inspection carried out. Smoke alarm check. All playing fields cut as and when required. Football pitches marked out	Site looking good	Clear fallen Oak Tree
Shenley Lane Allotments	Cut hedges. Paper pick. Cut Grass Top of grass paths.	Very wet month however everything looking good	
Glebe Allotments.	Cut hedges. Paper pick. Top of grass paths.	Very wet month however everything looking good.	
Chester Gibbons Green	Prune Shrubs Beds Empty litter and dog bins Maintain Clock. Scarify Grass Cut Grass	Site looking good	Receive and prepare Christmas tree and install
High Street Flower Beds	Keep weed free Removed any dead plants. Try to keep topped up with bark.	Beds are looking good	
Riverside & Village Green.	Keep swims free from debris. Litter pick. Empty dog and litter bins. Regular tree inspections. Tree pruning. Keep river flowing. Keep car park clear. Keep drains free from debris. Cut all grass as and when required. Rat bait	This site is looking good for this time of year	Reinstate river bank in a number of areas. Repair Large pot holes in church carpark Remove fallen debris from large popular tree Clear two fallen trees Plant Memorial tree

War Memorial	Keep site clean and tidy. Weed free.	Site looking good	Prepare Memorial for Remembrance Sunday service
Coopers Wood.	Litter pick. Empty Dog bin Minor tree works Keep main path clear	Site looking good	Remove trees hanging over resident's garage.
Dudley Wood	Keep path clear		
Community Centre & Grounds	Litter and Dog bins Play area inspections Litter pick complete area. Salt Spreading Hedge cutting Tree pruning. Cut all grass as and when required. Machine repairs	Grounds Site is looking good.	Remove and reuse Metal Cabinet Decoration of Margaret Hopkins Suite
General Works Not Grounds	Broken pull cord large hedge cutter	Replace heating matrix on small van	Make lifting pulleys





## Events Officer Report December 2020

### Previous Events

- **Remembrance Sunday** – This year the event was live streamed for residents to view, with minimum numbers in attendance at the war memorial for the service. Organisations laid their wreaths in timed slots. Several favourable comments were received via social media, thanking the council for making the service available on line.

### Future Events

- **Christmas Biscuits for over 70's** – Nomination forms from residents have now been processed. We have approx. 200 nominations. Distribution will start from Friday 4<sup>th</sup> December. JJ Burgess (sponsor) and Conamar builders (surgery builders) are distributing the biscuits this year.
- **Christmas Lights Switch On** – Christmas Lights will be turned on at the start of December. A Christmas Message short video is being created to go out to residents via the website and social media channels.

### Newsletter

December London Colney News will be distributed to houses from 9<sup>th</sup> December (takes 3-4 days)

Next year's London Colney News timetable:

Edition	Copy Deadline	Editorial Meeting	Deadline for Printers	Returned to LCPC	Distribution
Mar-21	5th February	15th February	22nd February	1st March	3rd March
Jun-21	7th May	17th May	24th May	1st June	3rd June
Sep-21	6th August	16th August	23rd August	31st August	1st September
Dec-21	5th November	15th November	22nd November	29th November	1st December

## Co-op Current Account

## List of Payments made between 31/10/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2020	Southern Electric / SSE Gas	021120	356.66		ELEC 020920-011020
02/11/2020	Southern Electric / SSE Gas	021120 DD	113.69		ELEC 2360620-230920
02/11/2020	TV LICENCE	DD	13.20		TV LICENCE
03/11/2020	Southern Electric / SSE Gas	031120	-321.11		ELEC 230620-011020
03/11/2020	HOLLIE FINDELL	BP	18.85		H FINDELL - GNS J MURPHY
03/11/2020	SANDRA WELLSTEAD	BP	29.23		SANDRA WELLSTEAD- GNS FLORENCE
03/11/2020	HOLLIE FINDELL	BP	28.20		HOLLIE FINDELL-GNS M SWAN
04/11/2020	Spaldings Ltd	SI2614346	16.20		CLUTCH DRUM
04/11/2020	Dulux Decorator Centre	SI15189201	128.96		MH SUITE - DEC EQUIPMENT
04/11/2020	Direct 365 Ltd	0001136867	193.19		100820-090821 fem hygieneunits
04/11/2020	HCC - Herts Fullstop	041120	239.91		VARIOUS
04/11/2020	Print Shop St Albans	00012588	438.00		DELIVERY OF LC NEWS SEPT 2020
04/11/2020	Westminster Compliance LLP	20811	2,080.00		COMPLIANCE WORK 3RD PMT
04/11/2020	DPS Tree Services	208	2,100.00		TREE WORKS
04/11/2020	HTC Fastenings Limited	680758	4.94		BOLTS ETC
04/11/2020	Selco Builders	7604082951	15.22		cistern handle/ rawplug frame
04/11/2020	Blitz Motor Factors	STS178292	17.04		u clamps to secure bins
04/11/2020	Blitz Motor Factors	STS179270	34.94		20 LTRS RED ANTI FREEZE
04/11/2020	HTC Fastenings Limited	680757	137.52		PADLOCKS X 2
04/11/2020	HTC Fastenings Limited	680759	235.93		WORKSHOP PPE & CABLE TIES
04/11/2020	Screwfix	D/CARD	49.98		Screwfix-FENCING STAKES
05/11/2020	RBS Rialtas Business Solutions	REFUND	-607.20		P/Ledger Electronic Payment
05/11/2020	Castle Water Ltd	5332435056	41.34		Purchase Ledger DDR Payment
05/11/2020	Southern Electric / SSE Gas	051120	-411.50		ADJ ELEC PLANT RM
06/11/2020	MARKS & SPENCER	D/CARD	156.00		MARKS & SPENCER-XMAS BISCUITS
09/11/2020	Castle Water Ltd	007434061	35.00		Purchase Ledger DDR Payment
09/11/2020	Southern Electric / SSE Gas	091120	454.28		ELEC PAV 230620-011020
10/11/2020	CP Associates	036/20-21	4.00		OCT 2020 HR CONSULTANCY
10/11/2020	HOLLIE FINDELL	BP	54.33		HOLLIE FINDELL-GNS J MURPHY
10/11/2020	SANDRA WELLSTEAD	BP	29.79		SANDRA WELLSTEAD-GNS FLORENCE
10/11/2020	HOLLIE FINDELL	BP	7.10		HOLLIE FINDELL-M SWAN
10/11/2020	CP Associates	REVERSAL	-4.00		P/Ledger Electronic Payment
10/11/2020	CP Associates	CORRECTION	24.00		P/Ledger Electronic Payment
10/11/2020	HOLLIE FINDELL	BP	0.30		H FINDELL ADJ £7.10 S/BE £7.40
11/11/2020	The Piper Experience	0355	260.00		PIPER- REMEBRANCE SUN 081120
11/11/2020	ALLSTAR BUSINESS SOLUTIONS	111120	102.43		311020 FUEL
13/11/2020	SANDRA WELLSTEAD	BP	21.20		SANDRA WELLSTEAD-GNS FLORENCE
16/11/2020	Hertscom IT Ltd	161120	618.00		IT MONTHLY COSTS
16/11/2020	Corona Energy - Electricity	161120	678.71		ELEC NAPS PAV
16/11/2020	HOLLIE FINDELL	BP	33.00		HOLLIE FINDELL- GNS J MURPHY
16/11/2020	HMRC	BP	2,762.53		HMRC - TAX/PAYE
18/11/2020	HMRC	BP	2,762.53		HMRC - TAX/PAYE
18/11/2020	PCSOFTWARECO.COM	D/CARD	36.85		PCSOFTWARECO.COM PDF SOTFWARE
19/11/2020	WORLDPAY	191120	39.69		011020-311020 TRANACTION CHGES
20/11/2020	Blitz Motor Factors	179085	61.58		BN07 WSY - HEATER RADIATOR
20/11/2020	Castle Water Ltd	201120	10.90		LCCC WATER
20/11/2020	Selco Builders	7604082549	30.95		VARIOUS PLIMBING ITEMS
20/11/2020	HOLLIE FINDELL	BP	15.20		HOLLIE FINDELL- GNS M SWAN

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## Co-op Current Account

## List of Payments made between 31/10/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/11/2020	LYNDSEY WHITE	BP	13.34		LYNDSEY WHITE-GNS L HILL
20/11/2020	HOLLIE FINDELL	BP	30.30		HOLLIE FINDELL-GNS J MURHY
20/11/2020	Barnet Welding Supplies	18340	113.94		P/Ledger Electronic Payment
20/11/2020	Glasdon UK Limited	ON 3046184	862.08		P/Ledger Electronic Payment
20/11/2020	Lamps & Tubes Illuminations Lt	BAL STATEM	5,430.00		P/Ledger Electronic Payment
20/11/2020	St Albans District Assoc of Lo	10-11-20	50.00		P/Ledger Electronic Payment
20/11/2020	HOLLIE FINDELL	BP	0.01		H FINDELL ADJ 13.34 S/BE 13.35
20/11/2020	FINDELL/WHITE CORRECTION	BP	0.00		FINDELL/WHITE CORRECTION
23/11/2020	Southern Electric / SSE Gas	231120	465.91		GAS LCCC
25/11/2020	ALLSTAR BUSINESS SOLUTIONS	251120	53.11		121120 DIESEL
26/11/2020	SANDRA WELLSTEAD	BP	30.97		SANDRA WELLSTEAD-GNS FLORENCE
26/11/2020	HERTS CC	BP	2,337.32		HERTS CC - PENSIONS
30/11/2020	Castle Water Ltd	301120	47.04		Purchase Ledger DDR Payment
30/11/2020	Castle Water Ltd	301120 2	54.72		Purchase Ledger DDR Payment
30/11/2020	Veolia	301120 DD	374.47		011020-311020 TRADE REFUSE
30/11/2020	Onecom Services Ltd	DD 301120	27.10		WORKSHOP PHONE
30/11/2020	HOLLIE FINDELL	BP	14.55		HOLLIE FINDELL-J MURPHY
30/11/2020	HOLLIE FINDELL	BP	26.15		HOLLIE FINDELL-GNS M SWAN
30/11/2020	SALARIES NOV 2020	27112020	11,010.35		SALARIES NOV 2020
30/11/2020	CITIZENS ADVICE	BP	500.00		CITIZENS ADVICE - LCPC GRANT
<b>Total Payments</b>			<b>34,588.92</b>		

**LONDON COLNEY PARISH COUNCIL  
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE  
TUESDAY 3<sup>rd</sup> NOVEMBER 2020, 7.00PM – VIRTUAL MEETING**

**PRESENT:** Cllr McMillan (Chair), Gardner, Pakenham, Pearl and Winstone

**IN ATTENDANCE:** E Payne, Clerk  
A Wingate-Martin, Events Officer

**1. APOLOGIES**

All present

**2. DECLARATION OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 8<sup>th</sup> September 2020 were approved as a true record of the meeting.

**4. MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**

There were no matters arising.

**5. FORTHCOMING EVENTS 2020**

**5.1 REMEMBRANCE SUNDAY – 8<sup>th</sup> NOVEMBER 2020**

Members received a verbal report on the service schedule and attendance information, including wreath laying prior to service for local organisations. The service is to be live streamed via YouTube link shared on social and Website. The vicar would be the only person microphoned for recording. The names of the fallen to be read by Vicar and Cllr MacMillan). New Government guidance allows for the National Anthem to be sung. Those attending service have had formal invite with COVID safe procedures. An order of service will be circulated to members.

**5.2 CHRISTMAS LIGHTS SWITCH ON**

A video message would be recorded for residents, showing the lights and a message from the Chair of the parish council.

**6. BUDGET 2021/22**

Members received a draft 2021/22 budget for events. Members were advised that:

- a) Picnic in the Park needed to be priced at £15 per family of 4 with individual tickets sold at £4pp to cover costs provided that 700 tickets are sold
- b) Members were asked to consider charging for seated exercise. Members considered that residents already paid for the class through the council tax. It was agreed to investigate charging for non-residents and giving them priority booking. Members asked officers to revisit selling branded water bottles to offset the cost of seated exercise classes.

It was **RESOLVED** to recommend to Finance & General Purposes Committee that:

***The draft budget is recommended for approval***

**7. CHRISTMAS LIGHTS**

Members received a verbal report. The cost of additional lights at 2 additional parades of shops instead of the two failed columns was over the contract cost. Members were advised that there would be a reduction in the contract cost as two fewer columns decorations were being installed.

**8. PROGRAMME OF EVENTS FOR 2021**

Members received a proposed 2021 event planner. Additional consideration to be given in future meeting for:

- For delivering something for the re-scheduled Olympics in 2021
- Member requested Officers include the return of Lunch Club Special Lunches from April if the return of Lunch club is feasible
- Location of Larks in the Park dependent on available open space at the community centre once the surgery has opened.

**9. COMMUNITY GARDEN AT THE COMMUNITY CENTRE**

Cllr Gardner suggested a community garden project, which could be installed between the overflow car park and library building, with beds for vegetables and sunflowers, which local schools could be involved in. It was suggested the surgery contractors could be contacted to help implement the project. Concerns over cost of materials and officer time to maintain were raised. Cllr Gardner was asked to provide further information for the next meeting.

**10. NEXT MEETING**

12<sup>th</sup> January 2021

The meeting closed at 8.18pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **LONDON COLNEY PARISH COUNCIL**

### **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 3 NOVEMBER 2020, 6.00PM VIRTUALLY**

**PRESENT:** Councillors M MacMillan (Chair), K Gardner, D Gordon, T Lillico, H Pakenham and L Winstone

**IN ATTENDANCE:** Cllr Jacqui Taylor, Housing, Inclusion and Protection Portfolio Holder  
E Payne, Clerk

#### **1. APOLOGIES**

No apologies were received.

#### **2. DECLARATION OF INTEREST**

Cllr Lillico declared a personal, non-pecuniary interest in item 3.1 as he lives within proximity of the development.

Cllrs Gardner & Pakenham declared an interest as Members of SADC Plans South Committee

#### **3. PLANNING CONSULTATIONS**

- 3.1 5/2020/1910 - Change of use of site from hostel for homeless people (Sui Generis) to residential (Class C3) to create 44 new dwellings for temporary housing and private rent, including additional bin and cycle storage for residents at Ridgeview Lodge Barnet Road London Colney Hertfordshire

Cllr Taylor was invited to address the meeting and she explained how the project would add additional social housing to the District Council's housing portfolio including permanent social housing and temporary accommodation so the District Council does not have to rely on B&B use.

There are restrictions in the lease from Sainsbury's, the owners of the site and these need to be resolved before any development can progress. There are three blocks on the site and there are shared facilities which are unacceptable. There will be some market rent properties to increase supply and will be aimed at local people with assured short hold tenancy.

Members expressed concerns that the development would affect existing residents of the site. They also discussed the ongoing needs of some of the potential residents and how they would be managed the Housing Department of the District Council.

Members considered that there would appear to be a lack of amenity space within the development and would refer to Item 12, 127 (c) of the NPPF states that developments should: *create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users...*

Members also wanted reassurances from the District Council that the development would be sustainable and environmentally friendly, in line with the District Council's strategy on climate change.

The location of the site, near a service road to retail park, means that there is no pavement adjacent to the road. Any tenant without a car would need to walk along a busy road, used by buses and vehicles delivering to the retail park, without safe walking provision. Social housing tenants tend to have less car ownership and whilst London Colney is well serviced by bus routes, Members are keen to ensure that there is sufficient parking within the scheme.

It was **RESOLVED** to:

***Support the development.***

**4. DATE OF NEXT MEETING**

To be confirmed.

Meeting closed at 1855

Signed ..... Date .....

## **LONDON COLNEY PARISH COUNCIL**

### **MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD VIRTUALLY ON TUESDAY 10 NOVEMBER 2020, 7.00PM**

**PRESENT:** Councillors H Pakenham (Chair), K Gardner (substituting for N Mahony), L Winstone  
Mrs Barker

**IN ATTENDANCE:** E Payne, Clerk

#### **1. APOLOGIES**

Apologies were received from Cllr Mahony, who was substituted for by Cllr Gardner. Cllr Mortuza was absent. Apologies were received from Mr Osborne.

#### **2. DECLARATION OF INTEREST**

Mrs Barker declared a personal interest in item 7 as an allotment tenant.

#### **3. MINUTES**

The minutes of the meeting held on 1 September 2020 were approved as a true record of the meeting.

#### **4. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

##### **4.1 Dog Fouling on Parish Council Controlled Land**

Members were advised that a small evidence base had been submitted by Napsbury Park Residents Association (NPRA) which had been passed to SADC for evaluation. NPRA had asked the Clerk if the window to gather evidence could be reopened. The Clerk was not willing to extend the deadline without input from the District Council and she is waiting for a response before progressing.

##### **4.2 Eco Audits**

Members were advised that with the lack of income during 2019/20 it may not be justifiable to undertake an expensive eco audit, especially if the recommendations that arise from it may not be feasible, and may be expensive considering the age of the buildings that the parish council own.

Members considered that not undertaking an eco-audit would send the wrong message to residents that the parish council didn't care about the environment. The Clerk was asked to find alternative ways where the parish council can make changes to its operation to facilitate environmentally friendly practices. The District Council's Sustainability and Climate Crisis Strategy makes specific mention of working with parish/town councils. The Clerk was asked to investigate whether support is available from eco charities who could offer less formal support than an eco-consultant and possibly identify green funding sources.

##### **4.3 Tree Survey**

Members were advised the Clerk that with the financial constraints that the council were facing it was not practical to progress this item. Members asked the Clerk to contact the insurers and ascertain what the council's liability would be if we did not undertake further investigation and a claim was to be made against the council.



## 5. LOWBELL LANE LAKE PROJECT

Members received notes from the working party meeting held on 27 October 2020 and the contents were noted. Members were advised that with the latest lockdown the site visit scheduled for 17 November was not able to be progressed. Cllrs Pakenham and Winstone can make a site visit provided there are only 2 people in attendance.

## 6. RIGHTS OF WAY

Members received notes from this meeting held on 15 October 2020. Members were concerned that the paths around the Pastoral Centre did feature more prominently on the list of areas to be actioned. Members reported that there have been incidents where the present tenants of the site have threatened residents with trespass for using paths on the site.

## 7. ALLOTMENTS

Members received a report on the status of the allotments. Members noted the development of quarter plots to alleviate the waiting list situation. It was **RESOLVED** to recommend to Finance & General Purposes Committee that:

***The rent for quarter allotment plots is set at £15 or £10 for concessions.***

Mrs. Barker declared a personal interest in item 7 as an allotment tenant.

## 8. TREE POLICY

Members received a proposed updated tree policy for adoption. Members were advised that the new policy included an inspection regime for trees after adverse weather conditions and a section on trees within Conservation areas. It was **RESOLVED** to:

***Adopt the tree policy***

## 9. MEMORIAL BENCH APPLICATION

Members received an application to install a memorial bench at Morris Recreation Ground and it was **RESOLVED** to:

***Approve the memorial bench application***

## 10. FLOWER BED SPONSORSHIP

Members were advised that the maintenance of the flower beds between Little Nightingales Nursery and The Bull Public House had been taken over by local companies based in London Colney who were paying for the annual maintenance. Members were asked if they would consider sponsorship of other sites where there are flower beds located. Members agreed with the proposal in principle, depending on where the beds are located and what type of signage was installed indicating who were sponsoring the area. The Clerk will report to the next meeting with some more details.

## 11. DATE OF NEXT MEETING

Tuesday 9 February 2021

The meeting closed at 1955.

Signed .....

Date .....

**LONDON COLNEY PARISH COUNCIL**

**MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING  
11 NOVEMBER 2020, 1300  
HELD VIRTUALLY**

**PRESENT:** Councillors D Gordon (Chair), T Lillico, H Pakenham

**IN ATTENDANCE:** E Payne, Clerk  
A Wingate Martin, Neighbourhood Plan Officer

**1. APOLOGIES**

All members were present.

**2. DECLARATIONS OF INTERESTS**

There were no declarations of interest received.

**3. CONFIDENTIAL ITEMS**

To resolve the exclude the Press and public from the meeting for the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960

**3.1 NEIGHBOURHOOD PLAN CONSULTANT**

Members had previously held a series of interviews between three potential Neighbourhood Plan consultants on 5 November 2020. A series of references had been supplied from parish councils who had used these consultants for their Neighbourhood Plans and these, along with an analysis of costs were considered at the meeting. It was **RESOLVED** to:

***Appoint Troy Planning as Neighbourhood Plan Consultants subject to further clarification on the cost structure.***

**4. NEXT MEETING DATE**

To be confirmed.

The meeting closed at 1330 hours.

Signed: ..... Date: .....

**COLNEY PARISH COUNCIL  
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING  
THURSDAY 12 NOVEMBER 2020, 7PM  
HELD VIRTUALLY**

**PRESENT:** Councillors K Gardner (Chair), H Pakenham (arrived 1915) , M MacMillan & L Winstone

**IN ATTENDANCE:** E Payne, Clerk

***Cllr Pakenham did not chair the meeting as she was not able to join due to technical issues. The meeting was Chaired by Cllr Gardner (ex officio)***

**1. APOLOGIES**

There were no apologies. Absent was Cllr Mahony

**2. DECLARATIONS OF INTEREST**

Cllr Pakenham declared a personal interest as she has a relation who is employed by the parish council. She took no part in agenda item 6.4

**3. MINUTES FROM THE PREVIOUS MEETING**

The minutes of the previous meeting held on 14 October 2020 were adopted as a true record of the meeting.

**4. MATTERS ARISING**

There were no matters arising.

**5. STAFFING MATTERS (NON-CONFIDENTIAL)**

**5.1 Home Working Policy**

This item will be discussed at a future meeting.

***7.15pm Cllr Pakenham joined the meeting***

**5.2 Christmas Office Opening**

Members received a report on the opening of the office during the Christmas period and its contents was noted.

**6. CONFIDENTIAL ITEMS**

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960

**6.1 Kitchen Reorganisation**

Members received a report on the kitchen reorganisation, and it **RESOLVED** to:

- a) Overturn the decision to undertake consultancy on redundancy in the light of the extension of the furlough programme to 31 March 2021***
- b) Extend to furlough period for the Cooks to 31 March 2021 in line with the report.***

## 6.2 Furlough Report

Members received a report on the furlough programme. It was **RESOLVED** to:

- a) *Ratify the delegate decision by the Chair of the committee, with the Clerk, to furlough the Bar Manager, Cleaner, Weekend and Weekday caretakers until 2 December 2020*
- b) *Any further furlough decision is delegated to the Chair of the Committee in consultation with the Clerk*
- c) *Approve the Bar Manager is furloughed until 31 March 2021 or earlier depending on hires*
- d) *Staff will be furlough at 80% salary with no top up.*

It was **RESOLVED** to:

***Bring forward item 6.4 to this point of the meeting***

## 6.3 Budget 2021-22

Members received the staff budget for 2021-22. Members were concerned about the level of expenditure on staff salaries considering the lack of income streams. Members were asked to consider undertaking a staff review to look at the staff structure and other factors. Members asked the Clerk to draft a paper on this item to present at the next meeting. Members also asked the Clerk to identify savings within the staff budget for an extra HR meeting to be called in December 2020.

## 6.4 Bar Manager

***Cllr Pakenham declared an interest in this item and left the meeting.***

Members received a report on the Bar Manager's contract of employment. Members had previously agreed to furlough the Bar Manager until 31 March 2021 (see 6.2 above). Members considered the report and noted the recommendation but felt that as the Bar Manager is currently furloughed that the recommendation should be deferred until the end of the furlough scheme. It was **RESOLVED** to:

***Award an ex-gratia payment to the Bar Manager***

## 7. DATE OF NEXT MEETING

To be confirmed.

The meeting closed at 2005

Signed: ..... Date: .....

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING MONDAY 16 NOVEMBER 2020, AT 5.30PM, HELD VIRTUALLY

**PRESENT:** Councillors D Gordon (Chair), T Lillico, M MacMillan (arrived at 1740) and H Pakenham

**IN ATTENDANCE:** E Payne (Clerk)

#### 1. APOLOGIES

All members were present.

#### 2. DECLARATIONS OF INTERESTS

Cllr Gordon & Cllr Pakenham declared a personal interest in item 6.2 as they have a relative who is a member of staff.

#### 3. MINUTES

The minutes of the previous meeting held on 1 October 2020 were approved as a true record of the meeting.

#### 4. MATTERS ARISING

There were no matters arising.

#### 5. REPORTS TO COMMITTEE

##### 5.1 Morris Recreation Ground Pavilion User Questionnaire

Members received a questionnaire to be distributed to users of the sports pavilion at Morris Recreation Ground. Members noted that not all users used all the facilities and it was suggested that there was a time frame to receive responses. The Clerk will distribute to all users electronically which will make collating responses easier.

##### 5.2 Margaret Hopkins Suite

This item was not discussed.

***Post meeting note: The quotes of £1500 received for the redecoration of the offices was more than the £500 budget delegated to the Clerk. Ground staff have therefore been undertaking the decoration and it will be finished by the beginning of December and will then be marketed.***

##### 5.3 Millennium Clock

Members received a report on the repairs to the Millennium Clock. Members noted the bespoke nature of the mechanism and it was suggested that if a repair of the existing mechanism could not be undertaken, then a completely new mechanism should be installed. The Clerk will keep the meeting informed of developments.

***1740 – Cllr MacMillan joined the meeting***

##### 5.4 Replacement Boiler Cupboard Door at Caledon Community Centre

Members received a report on the repairs to the boiler cupboard door at the Community Centre. It was **RESOLVED** to:

***Appoint Contractor A to undertake the replacement of the boiler cupboard door.***

## **5.5 Grant Application from Citizen's Advice St Albans District**

Members received a grant application from Citizens Advice St Albans District for a grant of £2000. Members considered that the grant application supported the employment of a worker to undertake outreach and that as this was not happening due to Covid 19 restrictions, the application should not be approved. Funding has also been secured from Central Government and other sources to support their new way of working. Cllr Gordon recommended that a grant application could be made to her Locality Fund for support. It was **RESOLVED** to:

***Awards Citizens Advice St Albans District a grant of £500 under Local Government Act 1972, S142***

## **5.6 Projected Income & Expenditure for 2019/20**

Members received a report outlining projected income and expenditure for 2019/20 and it was noted.

## **6. BUDGET 2021/22**

### **6.1 Review of Charges**

Members received a schedule of all charges. Members considered that there was scope to regularise some of the charges and that this task should be delegated to the Chair of the committee in consultation with the Clerk for ratification at the next Committee meeting. It was **RESOLVED** to:

***Increase the allotment rent by 5%.***

### **6.2 Review of budget for 2021/22 including proposed savings**

Members received a budget for 2021/22 including proposed savings. Members overruled the decision made of the HR committee meeting held on 12 November 2020 to identify savings of £10,000 from the salary budget and the Clerk was asked to identify savings of £18.5K from the salary budget without impacting on services. This would cover the difference between income and expenditure proposed for the budget in 2021/22 which stands at £18,496. Other savings to be included were the temporary closure of the paddling pool in 2021/22 with savings on cleaning and maintenance.

## **7. CONFIDENTIAL ITEMS**

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960

### **7.1 LAND AT CALEDON COMMUNITY CENTRE INCLUDING NEW PATH**

Members received a report which advised that a licence been issued to the relevant party, and the Clerk informed the meeting that the matter had been referred to HCC for their advice. Members were asked to consider if they wished to keep the temporary path that had been installed along the perimeter of the new car park. It was **RESOLVED** to:

***Include the new path in the licence***

### **7.2 LONDON COLNEY VILLAGE CLUB**

Members received a report on this item and the contents were noted. The Clerk will keep Members informed of developments.

### **7.3 PARISH COUNCIL ASSETS**

Members received a report on this item and asked the Clerk to obtain quotations to replace the asset and identify funding streams. This item would be considered at the meeting to be held in March 2021.

**8. DATE OF NEXT MEETING**

17 December at 5.30pm

The meeting closed at 1845 hours.

Signed: ..... Date: .....

DRAFT

Item 12 – Firework Motion from Cllr Dreda Gordon

‘Whilst fireworks can bring much enjoyment to some people, they can cause significant problems and fear for other people and animals. They can be a source of fear and distress for many animals (including pet animals, farm livestock and wildlife). Animals affected not only suffer psychological distress but can also cause themselves injuries – sometimes very serious ones – as they attempt to run away or hide from the noise’

In response to these concerns raised by the RSPCA and also local residents, This Council resolves to use only ‘quiet fireworks’ or lasers in any displays organised by the Parish Council.



**From:** Michael Brewster  
**Date:** 27 November 2020 at 13:54:55 GMT  
**Subject:** Cycling space and our Covid-19 recovery

I am writing to you to highlight the urgent need to create safe space for walking and cycling. In the short term in the context of Covid-19 and the second national lockdown. But also in the medium to long term to address the obesity epidemic the country is in and the impact this will have on an already overstretched NHS

Since the first national lockdown ended, we all watched as our roads became increasingly busy, even though huge numbers of people were still working from home or on furlough.

Although the second lockdown may provide some respite, the warning signs are clear: with people still avoiding public transport, a full return to work next year would bring many roads to a complete standstill, impeding hopes of economic recovery in the new year, let alone a green recovery.

To avoid this, the Council must act with urgency to enable people to choose cycling and walking, especially for shorter journeys. Safe networks of protected cycling routes along key commuting corridors would enable people to cycle and help relieve pressure on our roads.

I'm glad to see that the second round of funding from the Active Travel Fund has been allocated to support such measures, alongside research showing widespread public support for reallocation road space for cycling and walking.

However, it's clear from a glance at the newspapers that councils can still come under undue pressure from a vocal minority to remove cycle lanes and active travel interventions.

I'm therefore writing to express my support for well-designed and targeted measures to create separated space for people cycling and walking, and to ask you to encourage the local council and the HCC to act swiftly and with ambition in creating more space for cycling.

The time to build is now, otherwise we'll have ever more congested roads, impeding our economic recovery after the second lockdown ends.

I hope that you will be able to work with your colleagues to ensure that the council is not deterred by a minority of voices, but will listen to the evidence and think about the benefits, then push ahead with measures which will benefit our community as a whole.

Yours sincerely,

Michael Brewster,  
AL2 1DZ

Our Ref: Legal/JLA/ACV Rose&Crown  
Your ref:  
Please ask for: **Judith Adamson**  
Tel: 01727 296137  
DX: 6178 ST ALBANS 1  
E-mail: [ACV@stalbans.gov.uk](mailto:ACV@stalbans.gov.uk)  
Date: 27<sup>th</sup> November 2020

FAO: Emma Payne  
London Colney Parish Council

BY EMAIL ONLY

Dear Emma

**Notification of Sale under ss 95-98 Localism Act 2011**  
**London Colney Leisure World, Recreation Centre, Perham Way, London Colney AL2 1LB**

We write to notify you that the owner of the London Colney Leisure World has served notice of their intention to sell the land listed as an asset of community value.

The owner has notified us on 24<sup>th</sup> November 2020 of their intention to sell the land. In those circumstances we are required to notify you, as the nominating group. We will also publicise the proposed sale in the area.

The local community, which for these purposes means a community interest group, as defined by regulation 12 of the Asset of Community Value (England) Regulations 2012, can now express an interest in the land shown on the enclosed notice. You have a six-week period (known as an interim moratorium) in which you can write to the Council to express an interest in being treated as a potential bidder for the land. Please note any group wishing to express an interest must meet regulation 12:

*“(a) a parish council is a community interest group in relation to land to which a notice under section 95(2) of the Act relates if any of the land is in the council’s area; and*

*(b) a body is a community interest group in relation to any land if the body—  
(i) is within one or more of sub-paragraphs (d) to (g) of regulation 5(1); and  
(ii) has a local connection with the land.”*

The six-week period begins with the date on which the local authority receives notification. It therefore starts on 24<sup>th</sup> November and ends on 5<sup>th</sup> January 2021. **If you wish to express an interest you must do so by writing to me at [acv@stalbans.gov.uk](mailto:acv@stalbans.gov.uk) by 5<sup>th</sup> January 2021.**

If no expression of interest is received on or before 5<sup>th</sup> January 2021, the owner will be free to dispose of their land. If an expression of interest is received the owner may not dispose of their land for six months (known as the full moratorium). This allows you time to prepare a bid.



Our Ref: Legal/JLA/ACV Rose&Crown  
Your ref:  
Please ask for: **Judith Adamson**  
Tel: 01727 296137  
DX: 6178 ST ALBANS 1  
E-mail: [ACV@stalbens.gov.uk](mailto:ACV@stalbens.gov.uk)  
Date: 27<sup>th</sup> November 2020

Please note the local community is not obliged to submit a bid and the owner is not obliged to accept any bid that you submit.

If you have any queries in the meantime, please contact Ms Judith Adamson at [judith.adamson@stalbens.gov.uk](mailto:judith.adamson@stalbens.gov.uk).

Yours sincerely

**Judith Adamson**  
**Solicitor – Regulatory Team Leader**

**ENC: Notice under ss 95 to 98 Localism Act 2011**



# NOTICE UNDER ss 95 to 98 LOCALISM ACT 2011

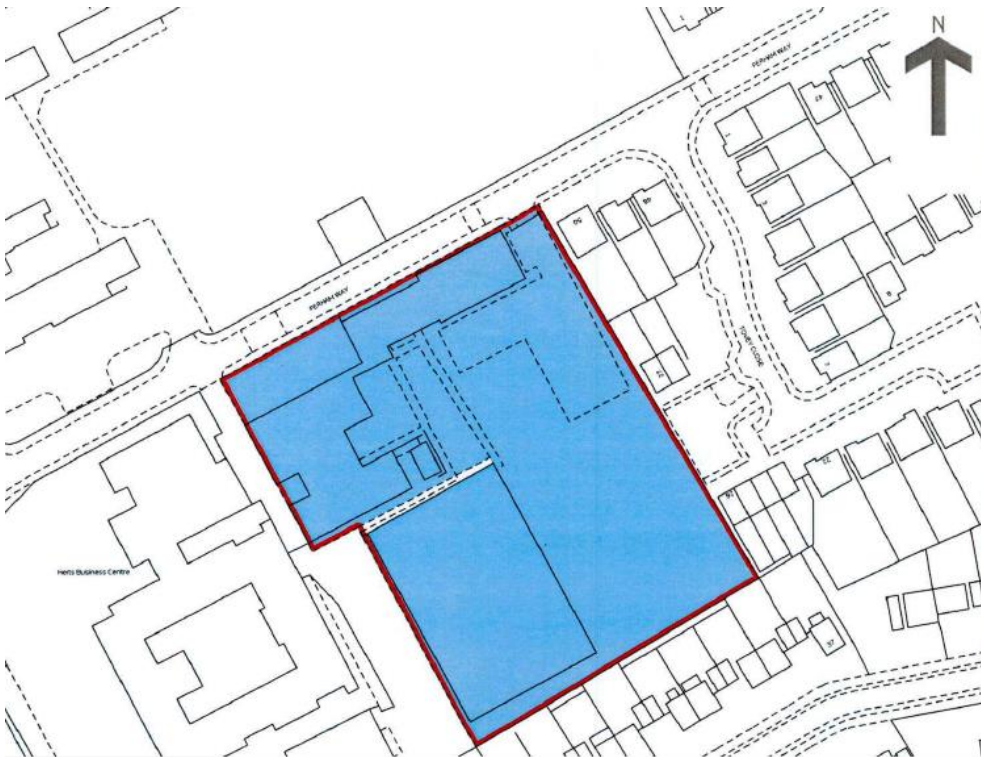
## ASSET OF COMMUNITY VALUE

### LONDON COLNEY LEISURE WORLD, RECREATION CENTRE, PERHAM WAY, LONDON COLNEY, AL2 1LB

The owner of the London Colney Leisure World (identified on the plan) notified the Council of their intention to sell the land on 24<sup>th</sup> November 2020, which is listed as an asset of community value.

This means the local community, i.e. a community interest group within the meaning of regulation 12 of the Asset of Community Value (England) Regulations 2012, can now express an interest in buying the land.

You have a six-week period (known as an interim moratorium period) in which you can write to the Council to express an interest in being treated as a potential bidder for the land.

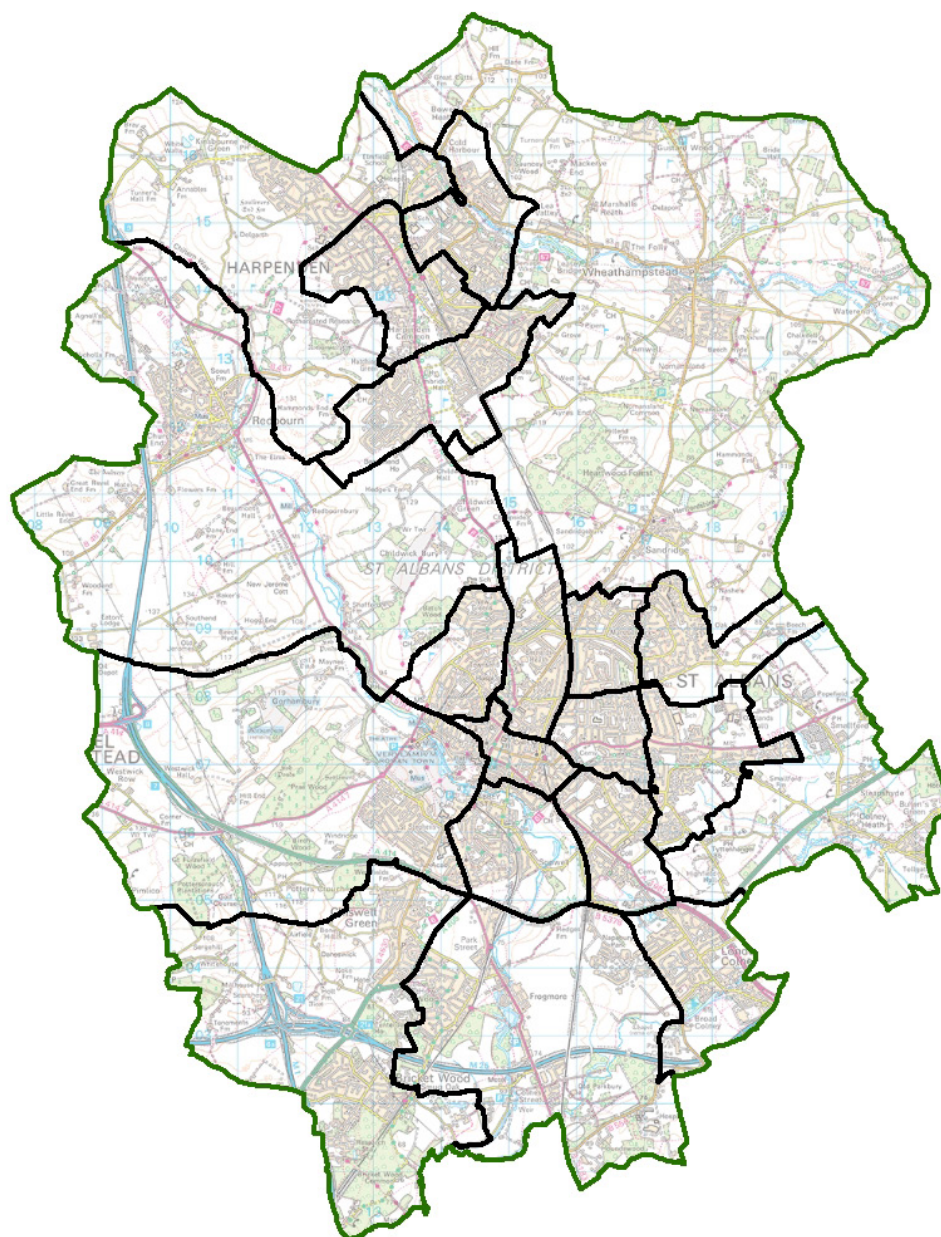


If you wish to express an interest you must do so by writing to me at [acv@stalbans.gov.uk](mailto:acv@stalbans.gov.uk) or ACV - Legal Team, Finance & Legal, St Albans District Council, St Peter's Street, St Albans, AL1 3JE **by 5<sup>th</sup> January 2021**.

Judith Adamson

Solicitor – Regulatory Team Leader, Legal Team, St Albans City & District Council,  
St Peter's Street, St Albans, AL1 3JE





# New electoral arrangements for St Albans City & District Council Final Recommendations

December 2020

### **Translations and other formats:**

To get this report in another language or in a large-print or Braille version, please contact the Local Government Boundary Commission for England at:

Tel: 0330 500 1525

Email: [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)

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### **A note on our mapping:**

The maps shown in this report are for illustrative purposes only. Whilst best efforts have been made by our staff to ensure that the maps included in this report are representative of the boundaries described by the text, there may be slight variations between these maps and the large PDF map that accompanies this report, or the digital mapping supplied on our consultation portal. This is due to the way in which the final mapped products are produced. The reader should therefore refer to either the large PDF supplied with this report or the digital mapping for the true likeness of the boundaries intended. The boundaries as shown on either the large PDF map or the digital mapping should always appear identical.

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# Introduction

## Who we are and what we do

1 The Local Government Boundary Commission for England (LGBCE) is an independent body set up by Parliament.<sup>1</sup> We are not part of government or any political party. We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons. Our main role is to carry out electoral reviews of local authorities throughout England.

2 The members of the Commission are:

- |  |   |
|--|---|
| • Professor Colin Mellors OBE<br>(Chair) | • Amanda Nobbs OBE                        |
| • Andrew Scallan CBE<br>(Deputy Chair)   | • Steve Robinson                          |
| • Susan Johnson OBE                      | • Jolyon Jackson CBE<br>(Chief Executive) |
| • Peter Maddison QPM                     |   |

## What is an electoral review?

3 An electoral review examines and proposes new electoral arrangements for a local authority. A local authority's electoral arrangements decide:

- How many councillors are needed.
- How many wards or electoral divisions there should be, where their boundaries are and what they should be called.
- How many councillors should represent each ward or division.

4 When carrying out an electoral review the Commission has three main considerations:

- Improving electoral equality by equalising the number of electors that each councillor represents.
- Ensuring that the recommendations reflect community identity.
- Providing arrangements that support effective and convenient local government.

5 Our task is to strike the best balance between these three considerations when making our recommendations.

---

<sup>1</sup> Under the Local Democracy, Economic Development and Construction Act 2009.

6 More detail regarding the powers that we have, as well as the further guidance and information about electoral reviews and review process in general, can be found on our website at [www.lgbce.org.uk](http://www.lgbce.org.uk)

## Why St Albans?

7 We are conducting a review of St Albans City & District Council ('the Council') as the value of each vote in district council elections varies depending on where you live in St Albans. Some councillors currently represent many more or fewer voters than others. This is 'electoral inequality'. Our aim is to create 'electoral equality', where votes are as equal as possible, ideally within 10% of being exactly equal.

8 This electoral review is being carried out to ensure that:

- The wards in St Albans are in the best possible places to help the Council carry out its responsibilities effectively.
- The number of voters represented by each councillor is approximately the same across the district.

## Our proposals for St Albans

9 St Albans should be represented by 56 councillors, two fewer than there are now.

10 St Albans should have 20 wards, the same number as there are now.

11 The boundaries of most wards should change; two will stay the same.

12 We have now finalised our recommendations for electoral arrangements for St Albans.

## How will the recommendations affect you?

13 The recommendations will determine how many councillors will serve on the Council. They will also decide which ward you vote in, which other communities are in that ward, and, in some cases, which parish council ward you vote in. Your ward name may also change.

14 Our recommendations cannot affect the external boundaries of the district or result in changes to postcodes. They do not take into account parliamentary constituency boundaries. The recommendations will not have an effect on local taxes, house prices, or car and house insurance premiums and we are not able to take into account any representations which are based on these issues.

## Review timetable

15 We wrote to the Council to ask its views on the appropriate number of councillors for St Albans. We then held two periods of consultation with the public on warding patterns for the district. The submissions received during consultation have informed our final recommendations.

16 The review was conducted as follows:

Stage starts	Description
20 August 2019	Number of councillors decided
27 August 2019	Start of consultation seeking views on new wards
4 November 2019	End of consultation; we began analysing submissions and forming draft recommendations
4 February 2020	Publication of draft recommendations; start of second consultation
16 June 2020	Re-confirmation of draft recommendations (see below)
30 September 2020	End of consultation; we began analysing submissions and forming final recommendations
1 December 2020	Publication of final recommendations

17 Owing to an administrative error, a small number of submissions were not considered by the Commission at the time the original Draft Recommendations were considered. These submissions were subsequently considered, and the Commission decided in June to confirm the original Draft Recommendations without amendment. The consultation on draft recommendations originally closed on 13 April 2020 and re-opened between 18 June 2020 and 30 September 2020 to allow those affected by the Covid-19 pandemic to make submissions.

## Analysis and final recommendations

18 Legislation<sup>2</sup> states that our recommendations should not be based only on how many electors<sup>3</sup> there are now, but also on how many there are likely to be in the five years after the publication of our final recommendations. We must also try to recommend strong, clearly identifiable boundaries for our wards.

19 In reality, we are unlikely to be able to create wards with exactly the same number of electors in each; we have to be flexible. However, we try to keep the number of electors represented by each councillor as close to the average for the council as possible.

20 We work out the average number of electors per councillor for each individual local authority by dividing the electorate by the number of councillors, as shown on the table below.

	2019	2025
Electorate of St Albans	109,640	113,582
Number of councillors	58	56
Average number of electors per councillor	1,890	2,028

21 When the number of electors per councillor in a ward is within 10% of the average for the authority, we refer to the ward as having 'good electoral equality'. All but one of our proposed wards for St Albans are forecast to have good electoral equality by 2025.

## Submissions received

22 See Appendix C for details of the submissions received. All submissions may be viewed at our offices by appointment, or on our website at [www.lgbce.org.uk](http://www.lgbce.org.uk)

## Electorate figures

23 The Council submitted electorate forecasts for 2025, a period five years on from the scheduled publication of our final recommendations in 2020. These forecasts were broken down to polling district level and predicted an increase in the electorate of around 3.5% by 2025.

24 We considered the information provided by the Council and are satisfied that the projected figures are the best available at the present time. We have used these figures to produce our final recommendations.

---

<sup>2</sup> Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009.

<sup>3</sup> Electors refers to the number of people registered to vote, not the whole adult population.

25 Some submissions to the consultation argued that we should consider longer term electorate projections, particularly as the Council's Local Plan calls for significant development after 2025. As detailed above, we are constrained by legislation to consider the forecast electorate five years on from the publication of our final recommendations and we are satisfied by the projections being used.

## Number of councillors

26 St Albans City & District Council currently has 58 councillors. At the beginning of the review we looked at evidence provided by the Council and concluded that reducing the number of members by one would ensure that the Council can carry out its roles and responsibilities effectively.

27 We therefore invited proposals for new patterns of wards that would be represented by 57 councillors, reflecting the presumption of a uniform pattern of three-member wards.

28 As the Council elects by thirds (meaning it has elections in three out of every four years) there is a presumption in legislation<sup>4</sup> that the Council has a uniform pattern of three-councillor wards. We will only move away from this pattern of wards should we receive compelling evidence during consultation that an alternative pattern of wards will better reflect our statutory criteria.

29 We took the decision when publishing our draft recommendations that the statutory criteria would be better reflected if we moved away from a uniform pattern of three-member wards, and we proposed a pattern of 16 three-member wards and four two-councillor wards. This reduced the total number of councillors for St Albans to 56. We were satisfied that despite the change in the total number of councillors, the Council would be able to carry out its roles and responsibilities effectively with one fewer councillor.

30 We received no submissions specifically about the number of councillors in response to our consultation on our draft recommendations. The submissions received generally welcomed our decision to move away from a strict adherence to a pattern of uniform three-member wards and accepted that such a pattern across the district would have unacceptable implications for either electoral equality or community identity. We have therefore maintained 56 councillors for our final recommendations.

---

<sup>4</sup> Schedule 2 to the Local Democracy, Economic Development & Construction Act 2009 paragraph 2(3)(d) and paragraph 2(5)(c).

## Ward boundaries consultation

31 We received 21 submissions in response to our first consultation on ward boundaries. These included two district-wide proposals, from the Conservative and Liberal Democrat groups on the Council. The remainder of the submissions provided localised comments for warding arrangements in particular areas of the district.

32 The two district-wide schemes provided uniform patterns of three-councillor wards for St Albans. We carefully considered the proposals received and were of the view that the proposed patterns of wards resulted in good levels of electoral equality in most areas of the authority but did not reflect community identity well.

33 Our draft recommendations also took into account local evidence that we received, which provided further evidence of community links and locally recognised boundaries. In some areas we considered that the proposals did not provide for the best balance between our statutory criteria and so we identified alternative boundaries.

34 We visited the area in order to look at the various different proposals on the ground. This tour of St Albans helped us to decide between the different boundaries proposed.

35 Our draft recommendations were for 16 three-councillor wards and four two-councillor wards. We considered that our draft recommendations would provide for good electoral equality in most areas while reflecting community identities and interests where we received such evidence during consultation.

## Draft recommendations consultation

36 We received 110 submissions during consultation on our draft recommendations. These included four submissions providing detailed comments on all or most aspects of our draft recommendations. The majority of the other submissions focused on specific areas, particularly our proposals in the Lea Valley area to the east of Harpenden, and the proposed boundary between Batchwood and St Peters wards in St Albans city.

37 In general, the submissions supported our decision at draft recommendations to move away from a uniform pattern of three-member wards. Comments were received on whether particular wards should be expanded to retain three councillors, but there was broad support for the principle of departing from a uniform pattern in order to better reflect community identity.

## Final recommendations

38 Our final recommendations are based on the draft recommendations with changes to wards in the rural areas to the east and west of St Albans city based on the submissions received. We also make some minor modifications to the boundaries between Clarence and Cunningham wards, and Batchwood, Bernards Heath and St Peters wards in St Albans city.

39 As our draft recommendations, while informed by submissions received, were not based on either of the full schemes submitted to us, we have moved away from our proposals in several areas. The evidence received during the consultation on our draft recommendations was particularly helpful in identifying links between communities, and offering alternative wards to better reflect the statutory criteria.

40 Our final recommendations are for 17 three-councillor wards, two two-councillor wards and one single-councillor ward. We consider that our final recommendations will provide for good electoral equality while reflecting community identities and interests where we received such evidence during consultation.

41 The tables and maps on pages 9–25 detail our final recommendations for each area of St Albans. They detail how the proposed warding arrangements reflect the three statutory<sup>5</sup> criteria of:

- Equality of representation.
- Reflecting community interests and identities.
- Providing for effective and convenient local government.

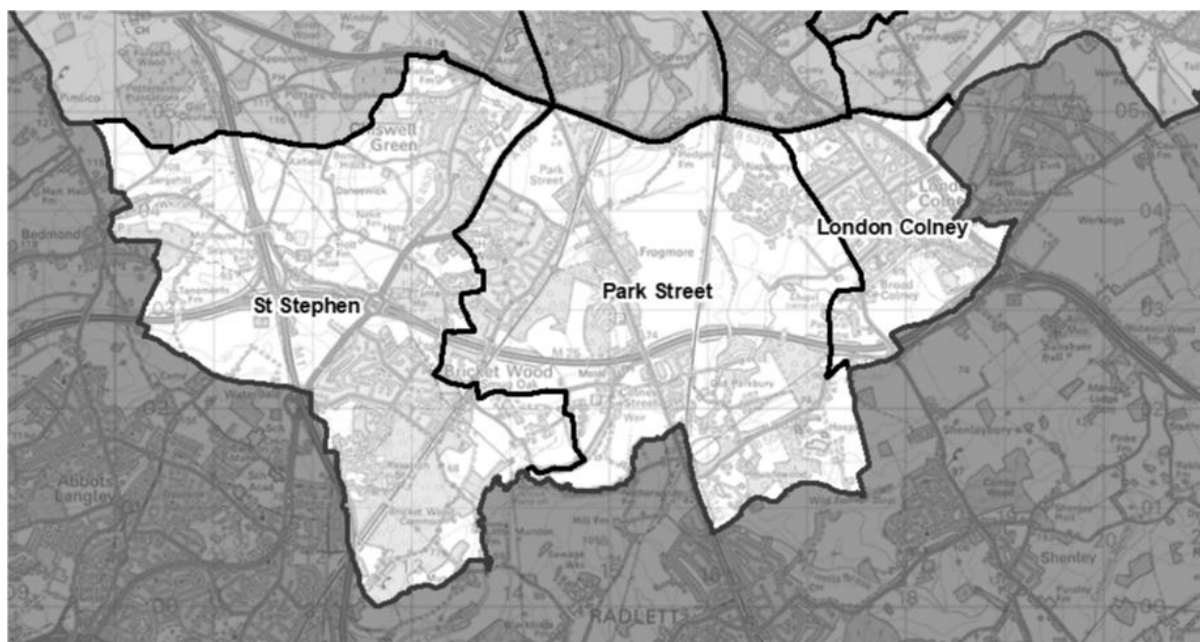
42 A summary of our proposed new wards is set out in the table starting on page 27 and on the large map accompanying this report.

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<sup>5</sup> Local Democracy, Economic Development and Construction Act 2009.



## Southern St Albans



Ward name	Number of councillors	Variance 2025
London Colney	3	1%
Park Street	3	7%
St Stephen	3	11%

### *London Colney*

43 We received several representations from residents and community groups in the Napsbury Park area, suggesting that they felt that their natural community was with London Colney, and not with Park Street. The Liberal Democrat Group proposed two two-member wards in this area: a London Colney North ward, including Napsbury Park; and a London Colney South ward. The Labour and Conservative groups supported our proposed London Colney ward, with the Labour submission in particular noting that there is a clear separation between Napsbury Park and the remainder of London Colney.

44 The Liberal Democrat proposal, while offering acceptable electoral equality, would require the continued division of Bricket Wood village, would divide the community of London Colney itself on a relatively arbitrary basis, and would result in two additional wards with fewer than three councillors. While we decided to move away from a uniform pattern of three-member wards at draft recommendations, we continue to be guided by the overall desirability of as many three-member wards as are compatible with the rest of our statutory criteria. We therefore have not adopted this proposal.



45 London Colney Parish Council stated that they would prefer Napsbury Park to remain within London Colney ward, but did not offer any suggestions on how this could be accomplished within the bounds of acceptable electoral equality. They also suggested that if parish warding arrangements for London Colney parish needed to be altered because of the district wards dividing the parish, they would prefer that in addition to a Napsbury Park parish ward, separate parish wards were created for the eastern and western halves of the village, with the High Street as a boundary. While we accept the logic of this suggestion, without explicit consultation regarding parish warding arrangements, we are limiting changes to those which are necessary as a direct result of our warding arrangements. Parish wards can be changed as a result of a Community Governance Review undertaken by the Council.

46 We have carefully considered all submissions regarding this area. While we accept that community identity would be better reflected with Napsbury Park included within a London Colney ward, we note that the inclusion of this area within a single London Colney ward would result in a variance of 22% by 2025 – well beyond what we consider acceptable electoral equality.

47 We have considered various proposals for the division of London Colney which would allow Napsbury Park to remain within a London Colney ward. However, we consider that the division of the village of London Colney itself, whether along the High Street or along polling district lines, would divide an existing community. We therefore have not been persuaded to change our draft recommendations regarding Napsbury Park.

48 A resident, and the Labour Group, suggested a minor amendment to the northern boundary of both London Colney and Park Street wards, moving the boundary to the A414 road rather than the northern boundary of London Colney parish. This allows a small number of dwellings on Suffolk Close and The Drive, south of the A414 but within the unparished area of St Albans, to be united with neighbouring dwellings. We were persuaded by these submissions and have amended our draft recommendations accordingly.

49 Subject to this minor change, we confirm our draft recommendations for London Colney ward as final.

#### *Park Street and St Stephen*

50 The Labour and Conservative groups supported our proposed Park Street and St Stephen wards. The Liberal Democrat Group suggested reverting to the existing boundary between Park Street and St Stephen, in order to maintain acceptable electoral equality in Park Street after the loss of Napsbury Park (discussed at paragraphs 43–47). We have carefully considered all submissions regarding these areas. As we have decided to retain Napsbury Park within Park Street ward, we

were not persuaded to adopt the Liberal Democrat proposal, which would also divide Bricket Wood village between two separate wards.

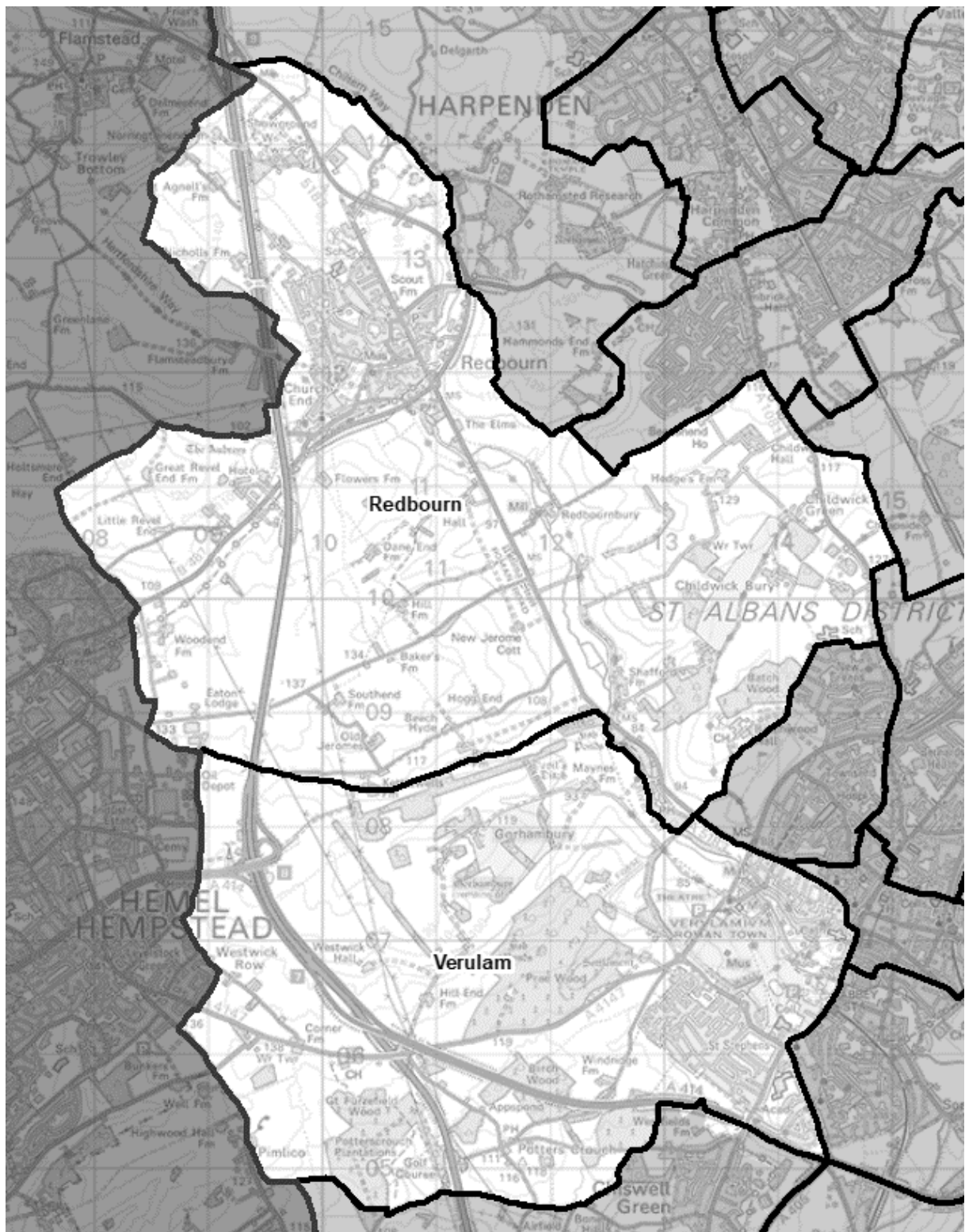
51 Residents of the affected area requested a modest change to the boundary in the area of Lye Lane, in order to allow dwellings on the edge of Bricket Wood to be in the same ward as the rest of the village. We have accepted this submission and reflected this in our final recommendations.

52 A resident suggested amending our draft boundary in the north of St Stephen, in order that dwellings on both sides of Ragged Hall Lane could be in a single ward. We have accepted that the houses to the north of Ragged Hall Lane form part of the Chiswell Green community and have amended our draft recommendations accordingly, using the A404 and A415 as clear and recognisable boundaries. The existing parish ward of St Michael South East remains unaltered.

53 Consequently, St Stephen ward is projected to have a variance of 11% more electors than average by 2025. We consider that this departure from good electoral equality is justified in order to reflect the communities within this ward. We carefully considered options for reducing this variance but concluded that any possible change would result in compromising community identity.

54 Under these recommendations, London Colney and Park Street wards are forecast to have good electoral equality by 2025. St Stephen ward is forecast to have a variance of 11% and we confirm these recommendations as final.

## Western St Albans



Ward name	Number of councillors	Variance 2025
Redbourn	2	7%
Verulam	3	-4%

### *Redbourn and Verulam*

55 Our draft recommendations for Redbourn ward resulted in a variance of 13% as a two-councillor ward. The decision to move small areas of Chiswell Green into St Stephen ward (discussed at paragraph 52) would have the effect of reducing this variance to 11% – still outside the margin of what we consider to be good electoral equality.

56 We received several submissions regarding this area. Redbourn Parish Council suggested that, in light of planned development outlined in the Council's Local Plan for beyond 2025, we should retain the existing, three-member ward. However, on 2025 electoral figures, this would have a variance of -19%. As discussed at paragraph 25, legislation states that we must consider the five-year electorate forecast.

57 The Labour Group suggested moving a small number of electors from Batchwood Hall and the attached sports complex into Batchwood ward. While this proposal has considerable advantages, on current parish boundaries it would necessitate the creation of a very small parish ward. We are therefore not persuaded to adopt it.

58 The Liberal Democrat Group proposed a ward comprised entirely of Redbourn parish, with St Michael parish being added to a St Stephen ward. As this was based upon changes to Park Street and London Colney that we have not adopted, and would increase the variance of our St Stephen ward to 14%, we are not persuaded to adopt this proposal.

59 The Conservative Group also proposed a narrowly drawn Redbourn ward comprising only Redbourn parish, with St Michael parish split between Verulam and another ward with a boundary on the River Ver. This submission suggested the Childwick Green area moving into a ward based on Wheathampstead, with links to Redbourn listed as a secondary option. We consider that this area has better access to Redbourn and propose to retain this area within Redbourn ward.

60 A resident suggested that Potters Crouch village be moved into a St Albans-based ward, as they considered themselves to be part of the St Albans community, and felt few links to other areas within potential wards.

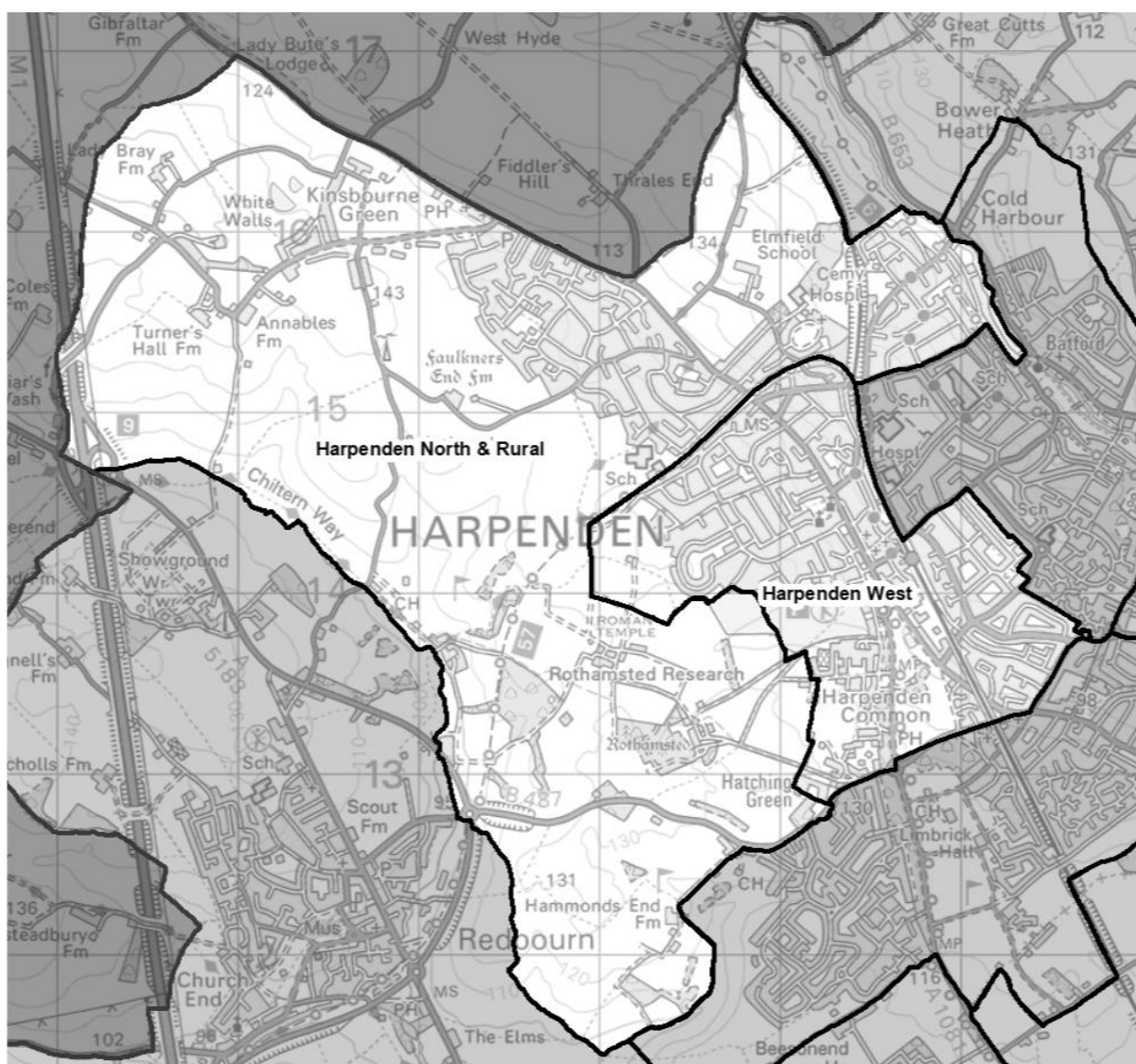
61 We have carefully considered all submissions for this area. In our experience, combining rural and more urban areas does not always reflect community identities and in other areas of St Albans we have not been persuaded that we should do this. However, we consider that this locally generated proposal that includes the southern section of St Michael parish in a Verulam ward would adequately reflect our statutory criteria. As well as offering good electoral equality for all wards, access between the rural to urban areas of our proposed Verulam ward is relatively easy, along either

Potterscrouch Lane or Hemel Hempstead Road. We have therefore adopted the Conservative Group proposal to move the southern section of St Michael parish into Verulam ward, with the northern section remaining in Redbourn, whose variance reduces to 7% from 13% in our draft recommendations. We consider that the River Ver provides an effective and recognisable boundary between these two areas.

62 These recommendations offer good forecast electoral equality for both Redbourn and Verulam wards, and we confirm them as final.



## North West St Albans



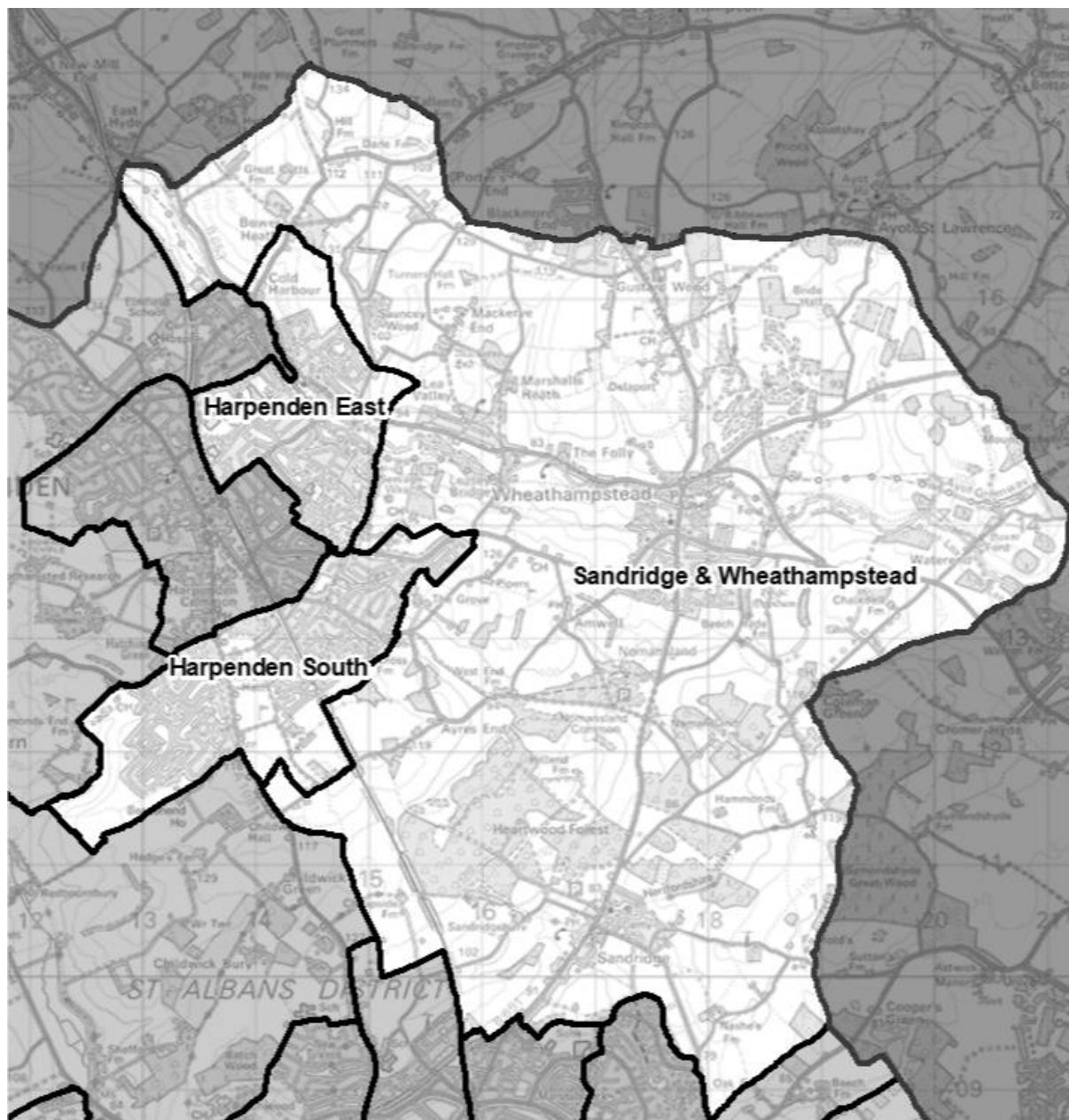
Ward name	Number of councillors	Variance 2025
Harpenden North & Rural	3	-1%
Harpenden West	3	1%

### *Harpenden North & Rural and Harpenden West*

63 Other than the request from Redbourn Parish Council for the existing Redbourn ward to remain unchanged, we received broad support for our draft recommendations for these two wards. The Labour, Conservative and Liberal Democrat groups all supported the draft recommendations for these wards.

64 Harpenden North & Rural and Harpenden West wards are forecast to have good electoral equality by 2025, and we confirm our draft recommendations in this area as final.

## North Eastern St Albans



Ward name	Number of councillors	Variance 2025
Harpenden East	3	-5%
Harpenden South	3	-5%
Sandridge & Wheathampstead	3	2%

### *Harpenden East*

65 Our draft recommendations placed the Lea Valley area of Wheathampstead parish into a Harpenden East ward. We proposed this in order to improve the electoral equality of our proposed two-councillor Wheathampstead ward.

66 This attracted a range of comments, with the Labour Group supporting this proposal, and the Liberal Democrats suggesting a wider extension of Harpenden East, with the north-west of Wheathampstead parish moving into a Harpenden-based ward.

67 In contrast, the Conservative Group, Wheathampstead Parish Council and a significant number of residents opposed our draft recommendations, on the grounds that Lea Valley's natural community lay towards Wheathampstead village, rather than Harpenden. Several residents noted that there had been local campaigns to maintain the Green Belt between Lea Valley and Harpenden and cited numerous community links between the Lea Valley and Wheathampstead.

68 We are persuaded by these submissions and propose to alter our draft recommendations in this area. We are retaining the existing boundary between Harpenden East and Wheathampstead wards, following the boundary of Wheathampstead parish. We received no comments on the remainder of the boundaries for Harpenden East.

#### *Harpenden South*

69 This ward raised similar issues to Harpenden East. Our draft recommendations proposed adding a relatively small area of Wheathampstead parish, comprising Long Buftlers, Croftwell, Poynings Close and the area surrounding Aldwickbury School, to a Harpenden-based ward. We proposed this as part of our draft recommendations as we considered that this best reflected the nature of the community in this area, with a contiguous built-up area within a single ward.

70 The Labour Group submission supported our proposal, while the Liberal Democrat and Conservative groups suggested retaining the area within a Wheathampstead-based ward. Wheathampstead Parish Council specifically argued against the creation of any parish wards, arguing that the current, unwarded arrangements for Wheathampstead parish had served electors well.

71 In contrast to Lea Valley, residents of the affected area made several persuasive submissions arguing that their community identity lay with Harpenden rather than Wheathampstead, and that some residents only visited Wheathampstead village for electoral purposes. We have been persuaded by these views and confirm our draft recommendations for Harpenden South ward as final.

72 While we accept that the creation of a single parish ward for a relatively small section of Wheathampstead parish is not an ideal situation, we consider that including this area in Harpenden South ward best reflects the statutory criteria. Having made this decision, we have no option under the legislation but to create a parish ward for each area of the parish included in different district wards. Future



electoral arrangements for parishes can be altered as a result of a Community Governance Review, which is conducted by the Council.

### *Sandridge & Wheathampstead*

73 There was limited support for our draft recommendation of a ward covering Colney Heath and Sandridge. We proposed this ward as part of our draft recommendations after receiving evidence that residents of areas on the edge of St Albans felt that their community identity lay with the city rather than the outlying villages.

74 The Labour Group supported our draft recommendation on the basis that there appeared to be no readily available alternative, while the Conservative and Liberal Democrat submissions suggested significant alterations. Neither Sandridge nor Colney Heath parish councils supported our draft recommendations, with Sandridge noting that access between the two villages along House Lane was not straightforward, as this is a narrow road not suited for large amounts of traffic.

75 Sandridge Parish Council, and some local residents from Sandridge village, argued for Jersey Farm to remain linked to Sandridge, citing links to St Leonard's Church, and the historical links around cattle rearing in the Jersey Farm area. However, we have adopted submissions from residents in Jersey Farm, stating that they consider their community identity to be more closely linked to St Albans city.

76 The Conservative Group suggested that the links between Sandridge and Wheathampstead were stronger than those between Sandridge and London Colney, and that a ward based on these two villages would offer convenient internal access. A resident also suggested combining the northern section of Sandridge parish with Wheathampstead in order to produce a ward with good electoral equality.

77 We are therefore content to move away from our draft recommendations as we consider that we have received locally generated proposals that will better reflect communities. Accordingly, we have broadly adopted the Conservative Group submission in this area, as we are persuaded that this proposal allows the separate, but neighbouring, villages of Sandridge and Wheathampstead to form a coherent ward. We recognise that it is not ideal but the distribution of electors in the towns and villages of the district requires linking villages that may not be strongly connected and we consider this is a better alternative than that identified in our draft recommendations. This also allows an additional three-member ward compared with our draft recommendations.

78 Harpenden East, Harpenden South and Sandridge & Wheathampstead wards are forecast to have good electoral equality under these proposals, and we confirm these recommendations as final.

The map shows the Colney Heath ward in Slough, with its boundary clearly marked. Key locations within and around the ward include Sandridge, Marshalswick East & Jersey Farm, Hill End, Colney Heath, and areas like Beech Farm, Popefield Farm, and Tyttenhanger. The map also shows major roads and surrounding areas like Slough and Uxbridge.

### Marshalswick East & Jersey Farm

22

80 The Conservative Group proposal in this area was for our proposed ward to be expanded, to take in the Oaklands Grange development to the south of Sandpit Lane. The Conservatives proposed a boundary running along Oaklands Lane, but this would result in the creation of an unviable parish ward around Beech Farm. The Labour Group supported our draft recommendation proposal for a Colney Heath & Sandridge ward but accepted that this proposal was imperfect.

81 While the nature of any community identity within a new development such as that at Oaklands Grange is speculative, we consider that the Conservative Group's proposal has advantages in terms of electoral equality and allowing Colney Heath ward to entirely comprise villages and rural areas. We have therefore adopted the Conservative proposal in a modified form, bringing the dwellings on either side of Coopers Green Lane into the Marshalswick East & Jersey Farm ward, in order to allow Oaklands Grange to be included in this ward and ensure that all parish wards have a viable number of electors.

#### *Hill End*

82 This ward is the successor to the Ashley ward proposed in our draft recommendations. Two separate residents suggested that, considering the significant difference from the existing Ashley ward, a change of name would be appropriate, and both suggested Hill End. We have adopted these suggestions.

83 The Labour Group supported our draft recommendations for Ashley ward, while the Conservative Group suggested expanding the ward to the west, to take in Oaklands College and the Alban Park Industrial Estate. The Liberal Democrats suggested reverting to the existing boundaries for Ashley ward, which would result in several built-up areas moving back into a rural-based Colney Heath ward.

84 We have carefully considered all the submissions in this area and have adopted the Conservative Group's proposal. The expansion to include Oaklands College and the Alban Park Industrial Estate has few implications for electoral equality but allows a contiguous built-up area to come within a single ward. It also allows the creation of larger parish wards for the areas of Hill End ward within Colney Heath parish, rather than multiple small parish wards.

#### *Colney Heath*

85 Colney Heath Parish Council repeated their submission from the initial warding pattern consultation that this area could be best represented by a single-member ward, focused on the rural areas of Colney Heath parish. This was supported by the Conservative Group. Limited support was received for our proposed Colney Heath & Sandridge ward, discussed at paragraph 73, with those supporting it doing so for want of a better alternative, rather than on the ward's own merits.

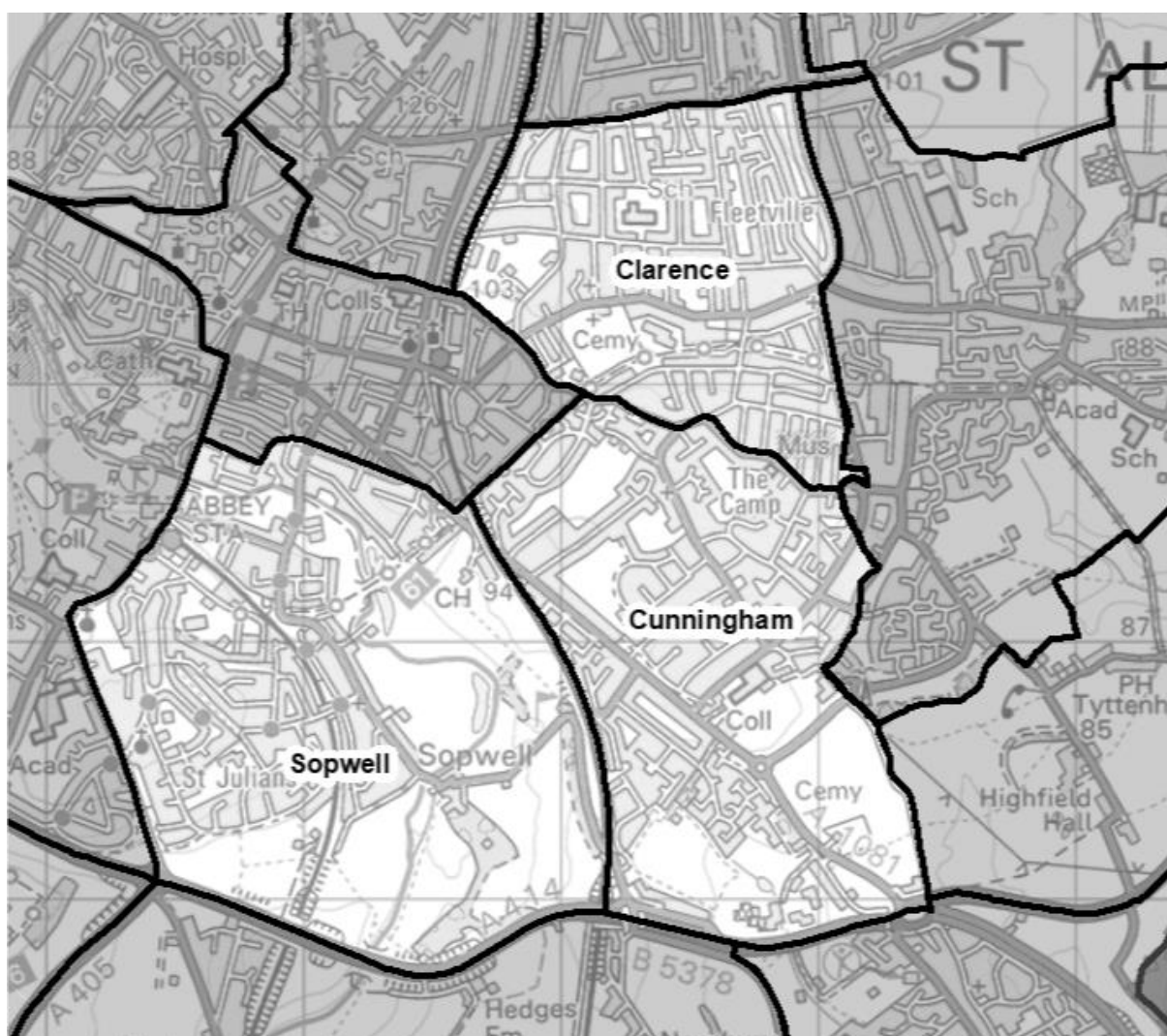
86 Several submissions noted that the A414 forms a barrier between Colney Heath village and the remainder of the district. While we accept the force of this argument, without the villages of Smallford, Sleapshyde and Tyttenhanger, Colney Heath would not have enough electors to allow even a single-member ward with acceptable electoral equality.

87 We have accepted the submissions of Colney Heath Parish Council, and the Conservative Group, and propose a single-member Colney Heath ward. We are persuaded that the geography of this area of the district, and the lack of community links to neighbouring villages, justifies this departure from the principle of three-member wards.

88 Marshalswick East & Jersey Farm, Hill End and Colney Heath wards are all forecast to have good electoral equality by 2025, and we confirm these recommendations as final.



## South East St Albans City



Ward name	Number of councillors	Variance 2025
Clarence	3	5%
Cunningham	3	-5%
Sopwell	3	-6%

### *Clarence and Cunningham*

89 Varying suggestions were received for the northern boundary of Cunningham ward with Clarence ward, in addition to the minor change to the southern boundary discussed at paragraph 48. The Liberal Democrats proposed retaining the existing Ashley, Clarence and Cunningham wards, which we did not adopt, as discussed at paragraph 83.

90 The Conservative Group supported our draft recommendations for Clarence and Cunningham wards, while the Labour Group and a resident suggested different

amendments to the boundary between these wards, to both better reflect community identity and provide a more identifiable boundary.

91 The Labour Group suggested using Campfield Road and Hedley Road as the boundary between these wards, in order to unite the community of The Camp within Cunningham ward. We carefully considered this suggestion but concluded that this would result in high electoral variance for both Cunningham and Clarence wards (12% and -12% respectively) and we were therefore not persuaded to adopt it.

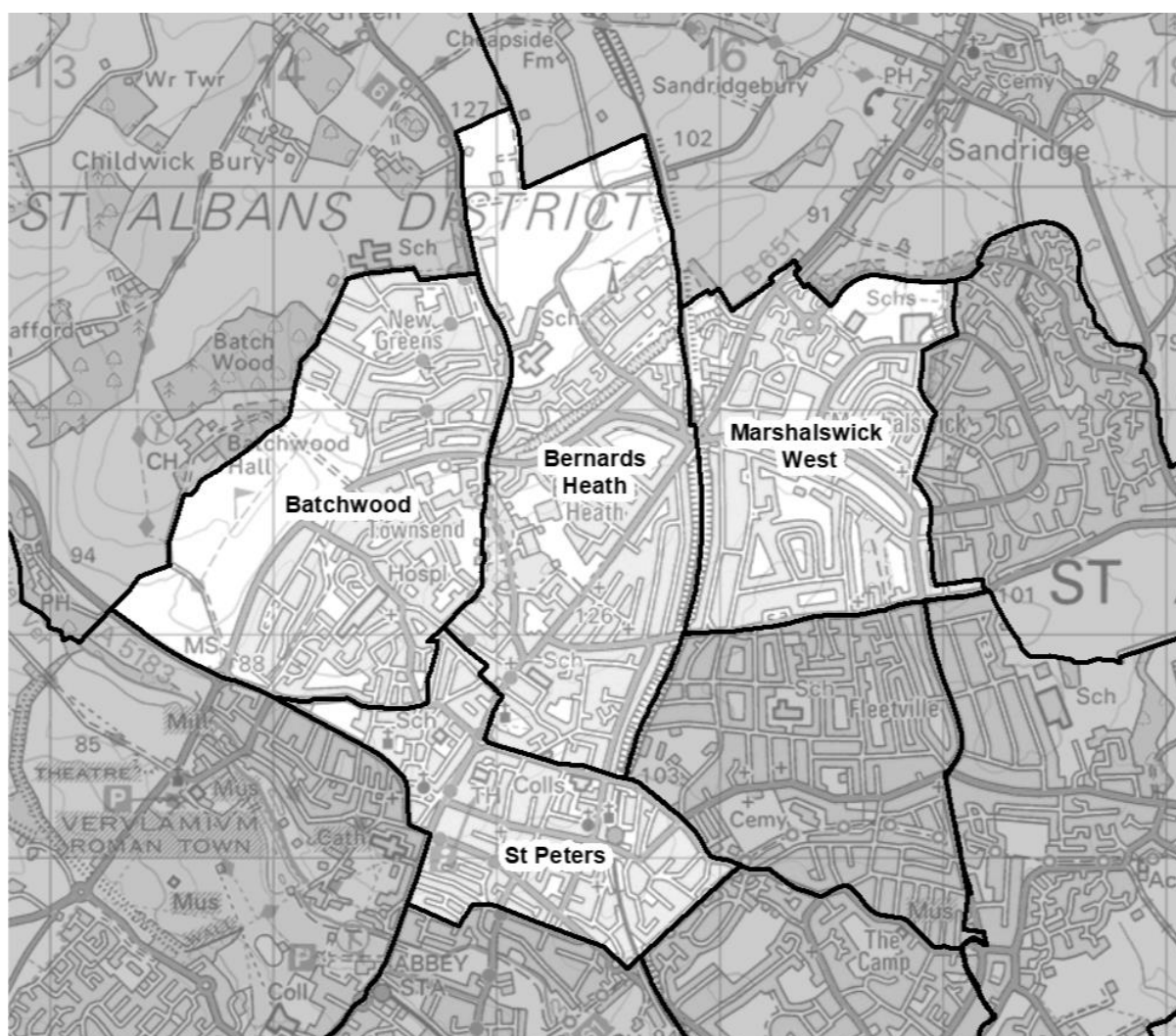
92 A resident suggested that adjusting the boundary to run along the length of Camp Road would offer benefits to the community identity of both Dellfield and the surrounding streets, and to a relatively cohesive community on either side of our draft recommendation boundary of Cambridge Road. We have carefully considered this proposal, and are persuaded that the evidence of community identity, and the clearer nature of Camp Road as a boundary, justifies amending our draft recommendations in this area.

### *Sopwell*

93 All three political groups supported our draft recommendations for Sopwell ward, and we received no proposals for change from any residents or other consultation respondents. We therefore confirm our draft recommendations for this ward as final.

94 Clarence, Cunningham and Sopwell wards will all have good electoral equality under our proposals, and we confirm these recommendations as final.

## North West St Albans City



Ward name	Number of councillors	Variance 2025
Batchwood	3	-6%
Bernards Heath	3	-3%
Marshalswick West	2	-3%
St Peters	3	8%

### *Batchwood, Bernards Heath and St Peters*

95 We received several representations from both residents and political groups regarding these three wards, and the boundaries between them. The Conservative Group supported our proposed Batchwood, Bernards Heath and St Peters wards while the Labour Group proposed an amendment to the boundary between Batchwood and Bernards Heath wards in order to improve electoral equality. The Liberal Democrats proposed eliminating Bernards Heath ward and returning to the existing Marshalswick South and North wards in the north of the city.

96 Several residents of Dalton Street and Grange Street made submissions stating that these streets formed a single community, with unifying issues surrounding parking and conservation areas. They expressed a desire for this area to be retained within a single ward.

97 We have carefully considered these submissions and are persuaded to retain Grange Street and Dalton Street within a single ward, by moving the boundary between St Peters and Batchwood wards to run behind the houses on these streets. This increases the variance of St Peters ward to 8% more electors than the average across the district. We consider this relatively high variance to be justified by the increased representation of communities within the revised St Peters ward.

98 The Labour Group, and local residents, suggested that the area around and to the north of Carlisle Avenue could move into Bernards Heath ward, rather than Batchwood ward. The Labour Group argued on the grounds of electoral equality, given that our draft recommendations for Bernards Heath had a variance of -10%, while residents argued that these streets, currently in St Peters ward, shared little community identity with the Batchwood area.

99 We have carefully considered these submissions and are persuaded to change our draft recommendations in this area. Moving Carlisle Avenue and the streets to the north into Bernards Heath ward improves electoral equality and allows us to unite Bernards Heath park within the ward of the same name.

#### *Marshalswick West*

100 The Labour and Conservative groups supported our draft recommendations for this ward. The Liberal Democrats suggested wholesale reversion to the existing wards, while a resident suggested minor adjustments to the boundaries between Marshalswick West and Marshalswick East.

101 Some residents of Sandridge, and Sandridge Parish Council, expressed concern regarding the parish warding implications of this ward, and the requirement for a small parish ward in the Beech Bottom area. We have considered this carefully but consider that electors on both sides of the B651 St Albans Road are clearly part of the St Albans city community. With this in mind, we have no alternative to create a relatively small parish ward for this area of Sandridge parish, in order to ensure that all parish wards are within a single district ward and county division.

102 We have carefully considered all submissions regarding this area but are not persuaded to alter our draft recommendations for this ward. We consider that a two-councillor ward in this area is necessary to provide a warding pattern across St Albans that reflects our statutory criteria, and we confirm our draft recommendation in this area as final. Batchwood, Bernards Heath, St Peters and Marshalswick West are all forecast to have good electoral equality by 2025.



## Conclusions

103 The table below provides a summary as to the impact of our final recommendations on electoral equality in St Albans, referencing the 2019 and 2025 electorate figures. A full list of wards, names and their corresponding electoral variances can be found at Appendix A to the back of this report. An outline map of the wards is provided at Appendix B.

### Summary of electoral arrangements

	Final recommendations	
	2019	2025
Number of councillors	58	56
Number of electoral wards	20	20
Average number of electors per councillor	1,890	2,028
Number of wards with a variance more than 10% from the average	0	1
Number of wards with a variance more than 20% from the average	0	0

#### Final recommendations

St Albans City & District Council should be made up of 56 councillors serving 20 wards representing one single-councillor ward, two two-councillor wards and 17 three-councillor wards. The details and names are shown in Appendix A and illustrated on the large maps accompanying this report.

#### Mapping

Sheet 1, Map 1 shows the proposed wards for St Albans.

You can also view our final recommendations for St Albans on our interactive maps at [www.consultation.lgbce.org.uk](http://www.consultation.lgbce.org.uk)

### Parish electoral arrangements

104 As part of an electoral review, we are required to have regard to the statutory criteria set out in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). The Schedule provides that if a parish is to be divided between different wards it must also be divided into parish wards, so that each parish ward lies wholly within a single ward. We cannot recommend changes to the external boundaries of parishes as part of an electoral review.

105 Under the 2009 Act we only have the power to make changes to parish electoral arrangements where these are as a direct consequence of our recommendations for principal authority warding arrangements. However, St Albans Council has powers under the Local Government and Public Involvement in Health Act 2007 to conduct community governance reviews to effect changes to parish electoral arrangements.

106 As a result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Colney Heath, Harpenden Town, London Colney, Sandridge, St Michael, St Stephen and Wheathampstead parishes.

107 We are providing revised parish electoral arrangements for Colney Heath parish.

#### Final recommendations

Colney Heath Parish Council should comprise nine councillors, as at present, representing four wards:

Parish ward	Number of parish councillors
Alban Park	2
Colney Heath	3
Hill End	3
Tyttenhanger	1

108 We are providing revised parish electoral arrangements for Harpenden Town parish.

#### Final recommendations

Harpenden Town Council should comprise 16 councillors, as at present, representing four wards:

Parish ward	Number of parish councillors
Harpenden East	4
Harpenden North	4
Harpenden South	4
Harpenden West	4

109 We are providing revised parish electoral arrangements for London Colney parish.

**Final recommendations**

London Colney Parish Council should comprise nine councillors, as at present, representing two wards:

Parish ward	Number of parish councillors
London Colney	7
Napsbury Park	2

110 We are providing revised parish electoral arrangements for Sandridge parish.

**Final recommendations**

Sandridge Parish Council should comprise 14 councillors, as at present, representing four wards:

Parish ward	Number of parish councillors
Beech Bottom	1
Marshalswick East & Jersey Farm	8
Marshalswick West	3
Sandridge Village	2

111 We are providing revised parish electoral arrangements for St Michael parish.

**Final recommendations**

St Michael Parish Council should comprise seven councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
St Michael North	3
St Michael South	3
St Michael South East	1

112 We are providing revised parish electoral arrangements for St Stephen parish.

**Final recommendations**

St Stephen Parish Council should comprise 12 councillors, as at present, representing two wards:

Parish ward	Number of parish councillors
Park Street	5
Bricket Wood & Chiswell Green	7

113 We are providing revised parish electoral arrangements for Wheathampstead parish.

#### Final recommendations

Wheathampstead Parish Council should comprise 12 councillors, as at present, representing two wards:

Parish ward	Number of parish councillors
Aldwickbury	1
Wheathampstead Village	11

## What happens next?

114 We have now completed our review of St Albans City & District Council. The recommendations must now be approved by Parliament. A draft Order – the legal document which brings into force our recommendations – will be laid in Parliament. Subject to parliamentary scrutiny, the new electoral arrangements will come into force at the local elections in 2022.

115 Subject to parliamentary scrutiny, the 2022 St Albans City & District Council election will be an ‘all out’ election, where the entire council is elected based on the new warding pattern. After this, the council will revert to a pattern of election by thirds. Details of the arrangements for future elections will be laid out in the draft Order.

## Equalities

116 The Commission has looked at how it carries out reviews under the guidelines set out in Section 149 of the Equality Act 2010. It has made best endeavours to ensure that people with protected characteristics can participate in the review process and is sufficiently satisfied that no adverse equality impacts will arise as a result of the outcome of the review.

# Appendices

## Appendix A

### Final recommendations for St Albans City & District Council

	Ward name	Number of councillors	Electorate (2019)	Number of electors per councillor	Variance from average %	Electorate (2025)	Number of electors per councillor	Variance from average %
1	Batchwood	3	5,578	1,859	-5%	5,739	1,913	-6%
2	Bernards Heath	3	5,742	1,914	-2%	5,887	1,962	-3%
3	Clarence	3	6,027	2,009	3%	6,363	2,121	5%
4	Colney Heath	1	2,113	2,113	8%	2,170	2,170	7%
5	Cunningham	3	5,705	1,902	-3%	5,781	1,927	-5%
6	Harpenden East	3	5,707	1,902	-3%	5,765	1,922	-5%
7	Harpenden North & Rural	3	5,911	1,970	1%	6,033	2,011	-1%
8	Harpenden South	3	5,648	1,883	-4%	5,775	1,925	-5%
9	Harpenden West	3	5,981	1,994	2%	6,163	2,054	1%
10	Hill End	3	5,516	1,839	-6%	5,681	1,894	-7%
11	London Colney	3	6,044	2,015	3%	6,127	2,042	1%
12	Marshalswick East & Jersey Farm	3	5,504	1,835	-6%	6,192	2,064	2%

	Ward name	Number of councillors	Electorate (2019)	Number of electors per councillor	Variance from average %	Electorate (2025)	Number of electors per councillor	Variance from average %
13	Marshalswick West	2	3,902	1,951	0%	3,936	1,968	-3%
14	Park Street	3	6,224	2,075	6%	6,540	2,180	7%
15	Redbourn	2	4,303	2,152	10%	4,339	2,170	7%
16	Sandridge & Wheathampstead	3	6,122	2,041	4%	6,216	2,072	2%
17	Sopwell	3	5,412	1,804	-8%	5,717	1,906	-6%
18	St Peters	3	5,970	1,990	2%	6,555	2,185	8%
19	St Stephen	3	6,417	2,139	9%	6,738	2,246	11%
20	Verulam	3	5,814	1,938	-1%	5,865	1,955	-4%
<b>Totals</b>		<b>56</b>	<b>109,640</b>	<b>–</b>	<b>–</b>	<b>113,582</b>	<b>–</b>	<b>–</b>
<b>Averages</b>		<b>–</b>	<b>–</b>	<b>1,958</b>	<b>–</b>	<b>–</b>	<b>2,028</b>	<b>–</b>

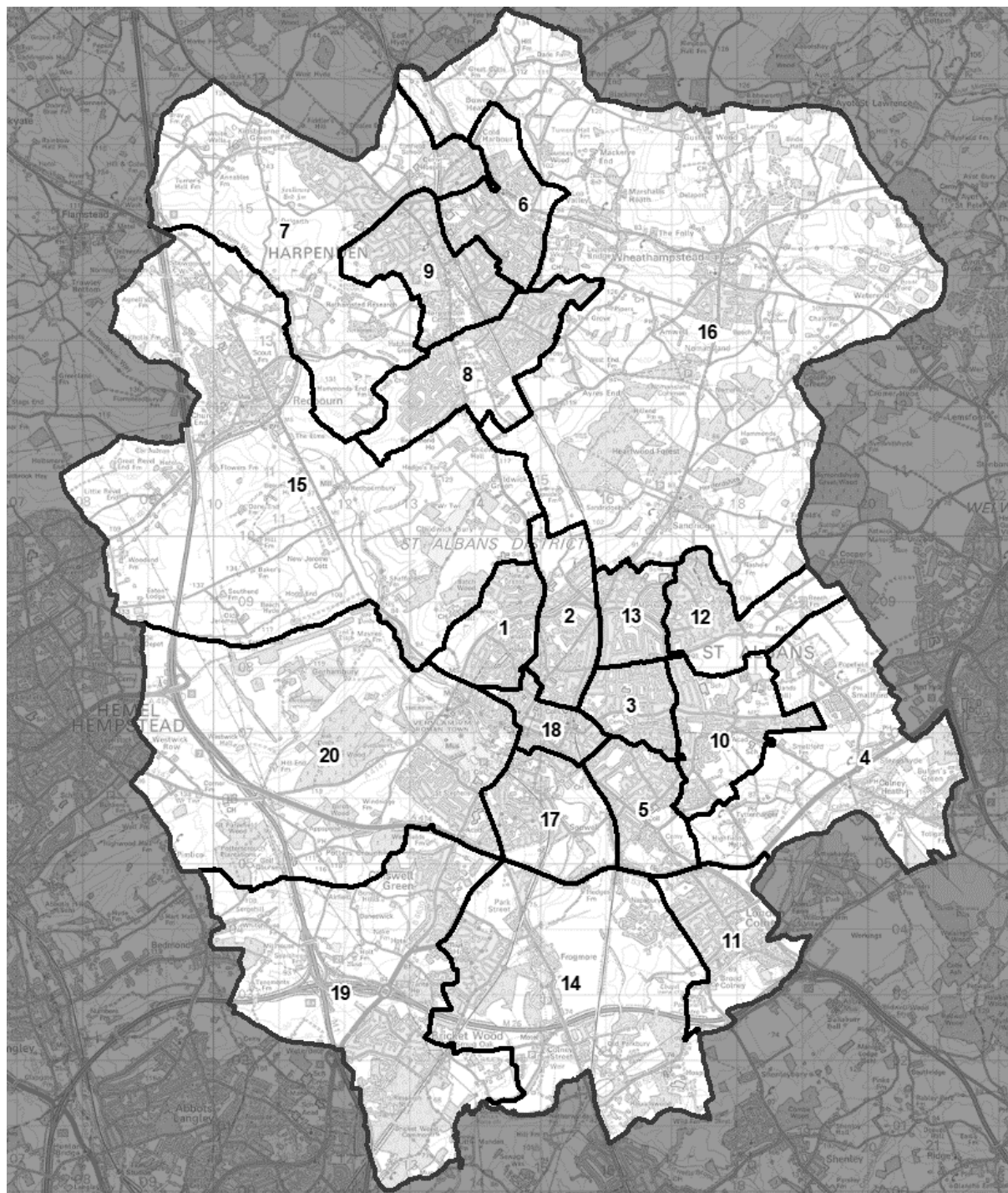
Source: Electorate figures are based on information provided by St Albans Council.

Note: The 'variance from average' column shows by how far, in percentage terms, the number of electors per councillor in each electoral ward varies from the average for the district. The minus symbol (-) denotes a lower than average number of electors. Figures have been rounded to the nearest whole number.



## Appendix B

### Outline map



Number	Ward name
1	Batchwood
2	Bernards Heath
3	Clarence
4	Colney Heath
5	Cunningham
6	Harpenden East
7	Harpenden North & Rural
8	Harpenden South
9	Harpenden West
10	Hill End
11	London Colney
12	Marshalswick East & Jersey Farm
13	Marshalswick West
14	Park Street
15	Redbourn
16	Sandridge & Wheathampstead
17	Sopwell
18	St Peters
19	St Stephen
20	Verulam

A more detailed version of this map can be seen on the large map accompanying this report, or on our website: [www.lgbce.org.uk/all-reviews/eastern/hertfordshire/st-albans](http://www.lgbce.org.uk/all-reviews/eastern/hertfordshire/st-albans)

## Appendix C

### Submissions received

All submissions received can also be viewed on our website at:

[www.lgbce.org.uk/all-reviews/eastern/hertfordshire/st-albans](http://www.lgbce.org.uk/all-reviews/eastern/hertfordshire/st-albans)

#### *Political Groups*

- St Albans Council Conservative Group
- St Albans Council Labour Group
- St Albans Council Liberal Democrat Group

#### *Councillors*

- Councillor G. Churchard (Sandridge Parish Council)
- Councillor P. Cook (Colney Heath Parish Council)
- Councillor R. Curthoys (St Albans City & District Council)
- Councillor M. Maynard (St Albans City & District Council)
- Councillor D. Mitchell (St Albans City & District Council & Redbourn Parish Council)
- Councillor B. Pawle (St Albans City & District Council)
- Councillor P. Woodhams (Wheathampstead Parish Council)

#### *Local Organisations*

- Charrington Place Residents' Association
- Marshalswick North Residents' Association
- Napsbury Park Residents' Association

#### *Parish and Town Councils*

- Colney Heath Parish Council
- London Colney Parish Council
- Redbourn Parish Council
- Sandridge Parish Council
- Wheathampstead Parish Council

#### *Local Residents*

- 92 local residents

## Appendix D

### Glossary and abbreviations

Council size	The number of councillors elected to serve on a council
Electoral Change Order (or Order)	A legal document which implements changes to the electoral arrangements of a local authority
Division	A specific area of a county, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever division they are registered for the candidate or candidates they wish to represent them on the county council
Electoral fairness	When one elector's vote is worth the same as another's
Electoral inequality	Where there is a difference between the number of electors represented by a councillor and the average for the local authority
Electorate	People in the authority who are registered to vote in elections. For the purposes of this report, we refer specifically to the electorate for local government elections
Number of electors per councillor	The total number of electors in a local authority divided by the number of councillors
Over-represented	Where there are fewer electors per councillor in a ward or division than the average
Parish	A specific and defined area of land within a single local authority enclosed within a parish boundary. There are over 10,000 parishes in England, which provide the first tier of representation to their local residents

Parish council	A body elected by electors in the parish which serves and represents the area defined by the parish boundaries. See also 'Town council'
Parish (or town) council electoral arrangements	The total number of councillors on any one parish or town council; the number, names and boundaries of parish wards; and the number of councillors for each ward
Parish ward	A particular area of a parish, defined for electoral, administrative and representational purposes. Eligible electors vote in whichever parish ward they live for candidate or candidates they wish to represent them on the parish council
Town council	A parish council which has been given ceremonial 'town' status. More information on achieving such status can be found at <a href="http://www.nalc.gov.uk">www.nalc.gov.uk</a>
Under-represented	Where there are more electors per councillor in a ward or division than the average
Variance (or electoral variance)	How far the number of electors per councillor in a ward or division varies in percentage terms from the average
Ward	A specific area of a district or borough, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever ward they are registered for the candidate or candidates they wish to represent them on the district or borough council

The Local Government Boundary Commission for England (LGBCE) was set up by Parliament, independent of Government and political parties. It is directly accountable to Parliament through a committee chaired by the Speaker of the House of Commons. It is responsible for conducting boundary, electoral and structural reviews of local government.

Local Government Boundary Commission for England  
1st Floor, Windsor House  
50 Victoria Street, London  
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**Telephone:** 0330 500 1525

**Email:** [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)

**Online:** [www.lgbce.org.uk](http://www.lgbce.org.uk)

[www.consultation.lgbce.org.uk](http://www.consultation.lgbce.org.uk)

**Twitter:** @LGBCE



**London Colney Parish Council****Ms Emma Payne**

Caledon Community Centre

Caledon Road

London Colney

St Albans - AL2 1PU

*Sent by post and email to [parishclerk@londoncolney-pc.gov.uk](mailto:parishclerk@londoncolney-pc.gov.uk)*

Dear Ms Payne

**Council Tax 2021/22 – Parish Precepts****Schedule of Instalment Payments****Local Authority (Funds) (England) Regulations 1992**

Under Regulation 5 of the above regulations a Billing Authority must inform each relevant Precepting Authority of the schedule of instalments payable for the 2020/2021 financial year which the District Council, as the Billing Authority, will determine.

In accordance with Part 2 of schedule 1 to the regulations it is proposed (in line with established practice) to pay your precept for the Financial Year 2021/2022 on 23<sup>rd</sup> April 2021.

Any representation regarding the above proposals must be made within 21 days of the date of this letter.

The City and District Council will be setting the aggregate Council Tax on 24/02/2021 and therefore it would be very helpful to us if you could let me know what your precept requirement will be **by Friday 22<sup>nd</sup> January 2021** together with **confirmation of your bank details** for payment of the precept to be made by direct electronic payment.

You will no doubt be aware that where your net budgets spend is in excess of £100,000 you have responsibility to provide the Billing Authority with details of your approved budget split between leisure and other heads. Under current legislation we have to publish this information in our leaflet that is sent out to residents with their Council Tax bills.

**Council Tax Base**

Under delegated authority Colm O'Callaghan, Deputy Chief Executive (Finance and Legal) agreed the Council Tax Base for 2021/2022. Assuming a **97.5%** collection rate it was agreed as set out below:



<u>Parish/Town Council</u>	<u>Council Tax Base</u>
Unparished St Albans City	25,023
Colney Heath	2,367
Harpenden Rural	246
London Colney	3,362
Redbourn	2,276
St Michael	283
St Stephen	6,371
Sandridge	4,755
Wheathampstead	2,887
Harpenden Town	14,037

If you have any questions please do not hesitate to contact me.

Yours sincerely



**Mr Richard Skilbeck**  
**Acting Revenues Manager**