



LONDON COLNEY PARISH COUNCIL

To: Councillors H Pakenham (Chair), N Mahony, Mortuza, L Winstone
Mr A Osborne, Mrs J Barker

2 February 2021

You are hereby summoned to attend the meeting of the **ENVIRONMENT & NEIGHBOURHOOD COMMITTEE** to be held on **TUESDAY 9 FEBRUARY 2021, AT 7PM, TO BE HELD VIRTUALLY**

Please contact the Clerk parishclerk@londoncolney-pc.gov.uk for details to access the meeting.

Join Zoom Meeting

<https://zoom.us/j/93651152628?pwd=WGQxczI4MnY0L0RRTXNsKzJZTXFUdz09>

Meeting ID: 936 5115 2628

Passcode: 232059

One tap mobile

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Dial by your location

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Meeting ID: 936 5115 2628

Passcode: 232059

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Emma Payne
Clerk to the Council

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive apologies for absence.
- 2. DECLARATION OF INTERESTS**
To receive declarations of interests relating to matters on the agenda.
- 3. MINUTES**
To approve minutes of the meeting held on 10 November 2020 (attached).

4. MATTERS ARISING FROM MINUTES (FOR INFORMATION ONLY)

To review any matters arising from the last meeting not appearing on the agenda

4.1 Dog Fouling on Parish Council controlled land

4.2 Eco Audits

4.3 Tree Survey

4.4 Flowerbed sponsorship

5. BARNET ROAD BRIDGE REPAIRS

To receive a request to use part of the car park at St Peter's Church for a compound whilst repairs to the bridge are undertaken.

6. MEMORIAL BENCH APPLICATION

To receive a request for a memorial bench at Lowbell Lake

7. CLIMATE CHANGE & BIODIVERSITY ACTION PLAN

To consider formulating a climate change and biodiversity action plan to be adopted by the Parish Council.

8. ALLOTMENTS TENANCY AGREEMENT

To receive a report on updating the allotment tenancy agreement.

9. DATE OF NEXT MEETING

13 April 2021

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

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 9 FEBRUARY 2021

REPORT BY: EMMA PAYNE, CLERK

**SUBJECT: TELFORD BRIDGE RENOVATION SCHEME
USE OF ST PETER'S CAR PARK**

1. SUMMARY

- 1.1 The Clerk has been approached by Geoffrey Osborne Ltd, who have been engaged by HCC Highways to plan and undertake some necessary maintenance to the Telford Arches Bridge.
- 1.2 The works are at the planning stage and HCC are talking with the conservators/planning department, with the contractors liaising with the Environment Agency.

2. RECOMMENDATION

Members are asked to:

- a) Approve the temporary use of part of St Peter's car park for temporary storage, with a licence outlining the use of the car park to be signed by the Clerk.
- b) Advise the Clerk of any environmental schemes that could be part of the project.

3. BACKGROUND

- 3.1 The Clerk has received this request from the appointed contractor for the scheme with the following email:

As a summary, the works are aimed at preserving and enhancing the bridge...they are for the benefit and longevity of this beautiful and historic structure. The works are also minimal and include pointing some of the brickwork, replacing any failing bricks with an agreed conservation type and also installing 'anti scour protection' – which is essentially protective concrete and brick masonry UNDER the waterline (as the bridge at present is being undercut by the waterflow and in serious risk of cracks and subsidence)

The works are currently proposed for the summer months, when the waterflow is at its lowest and would take maybe 8 weeks of week at most.

Regarding the Osborne interface with London Colney residents and Parish, we would like to discuss utilising a portion of the car park beside the bridge for our welfare units (by form of a temporary legal agreement with you) and also agreeing ways of ENHANCING the area as part of the works by way of for example some planting works, Biodiversity measures or other community project we could discuss in due course.

- 3.2 The Clerk has liaised with Rev Jones at St Peter's and advised her of the project. She is awaiting a response.
- 3.3 The Clerk is meeting with the contractor on site on 9 February 2021.

4. FINANCE

4.1 There are no financial implications.

5. IMPACT ASSESSMENT

Strategic Plan	N/A
Equalities	N/A
Environmental/Sustainability	Could form part of Lowbell Lake project
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	N/A

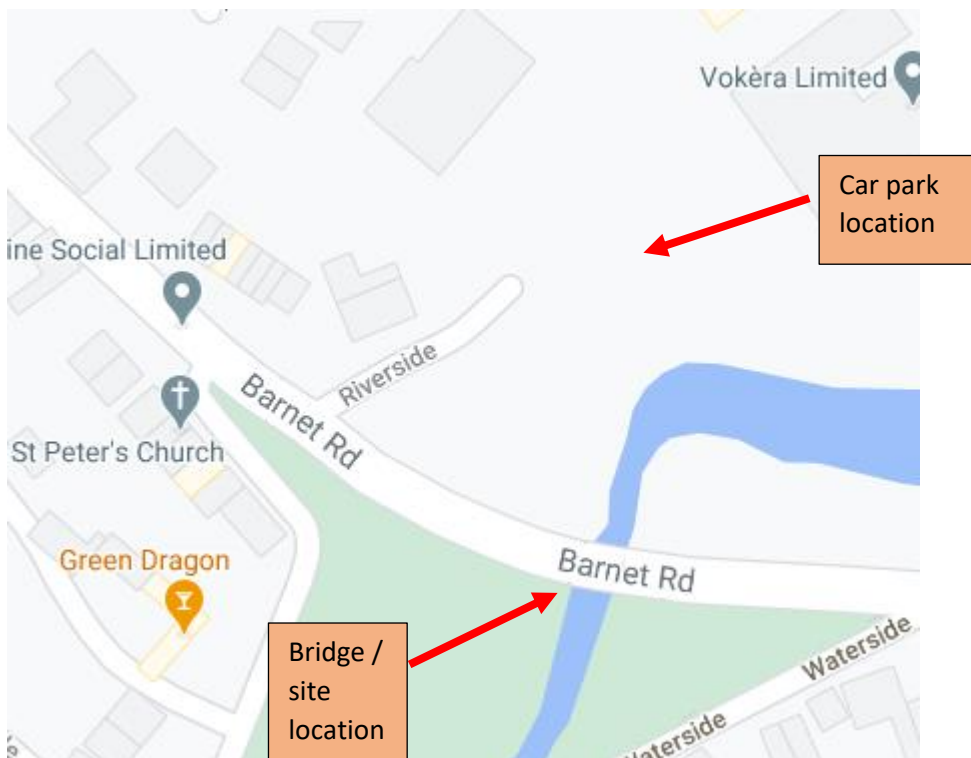
Telford Arches Bridge renovation scheme

Barnet Road, London Colney, Hertfordshire

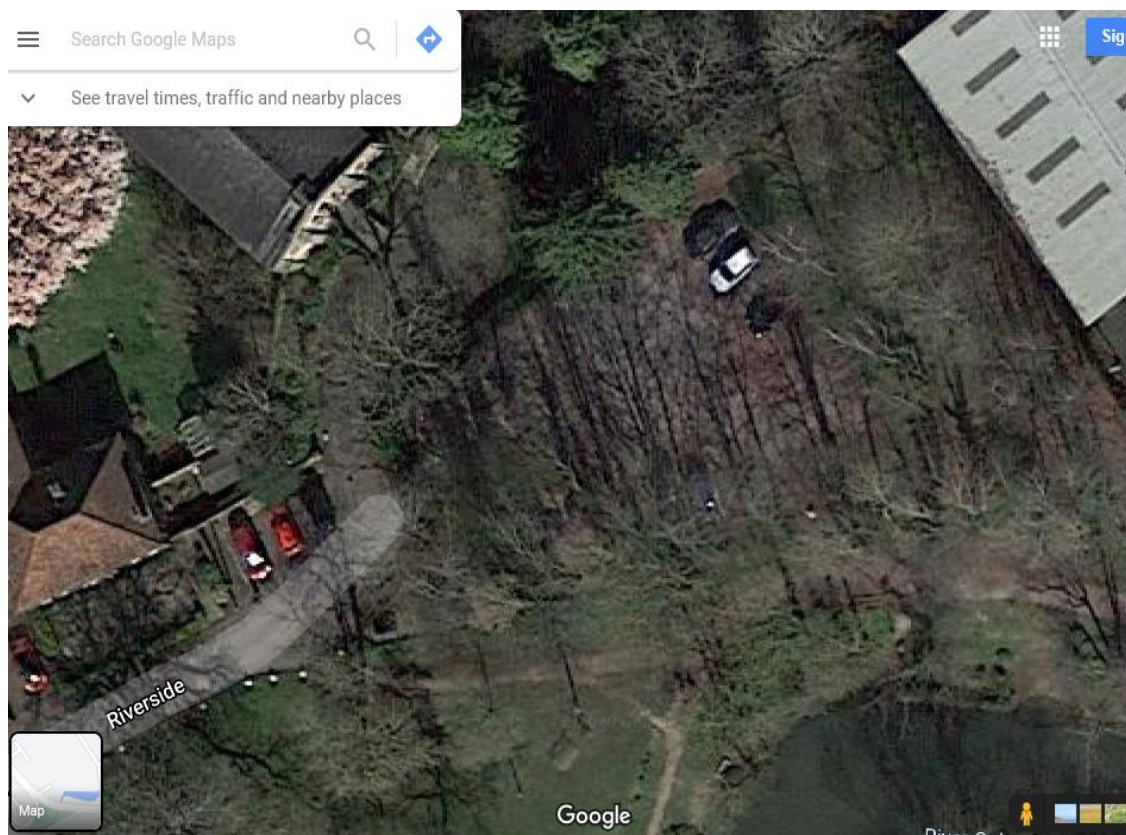
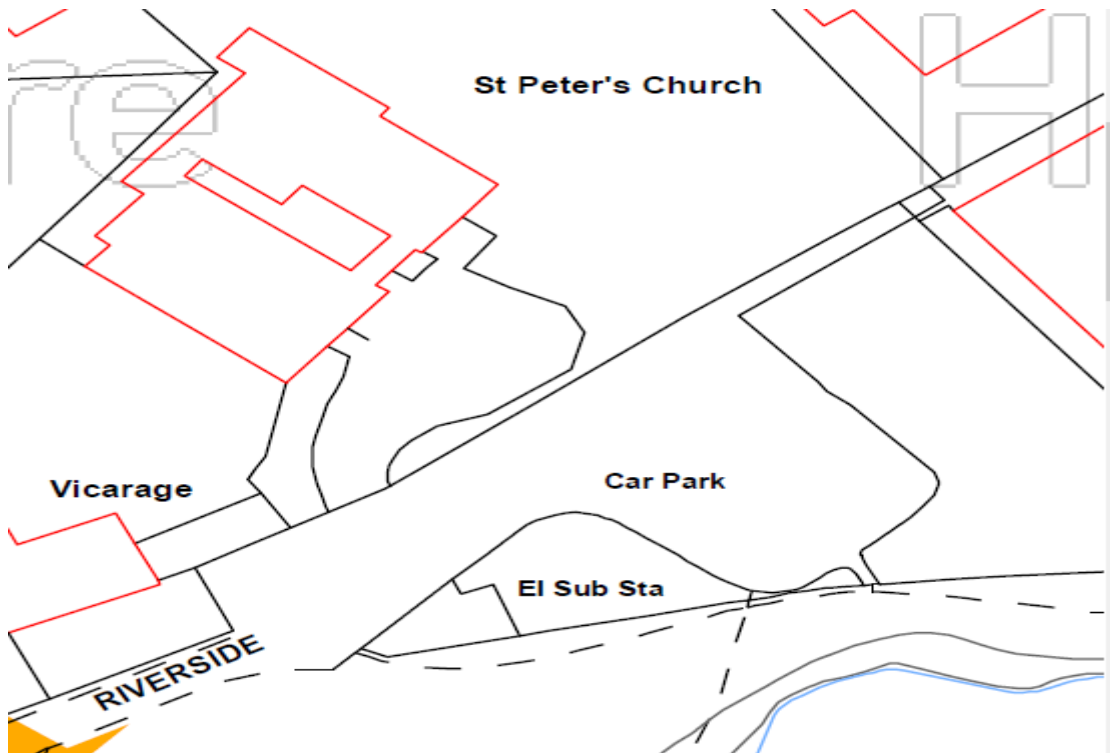
Proposals for part use of car park

The below images are to indicate the area of car park Osborne/HCC would like to use for site welfare units, storage and safe parking, under temporary short term licence with London Colney Parish Council.

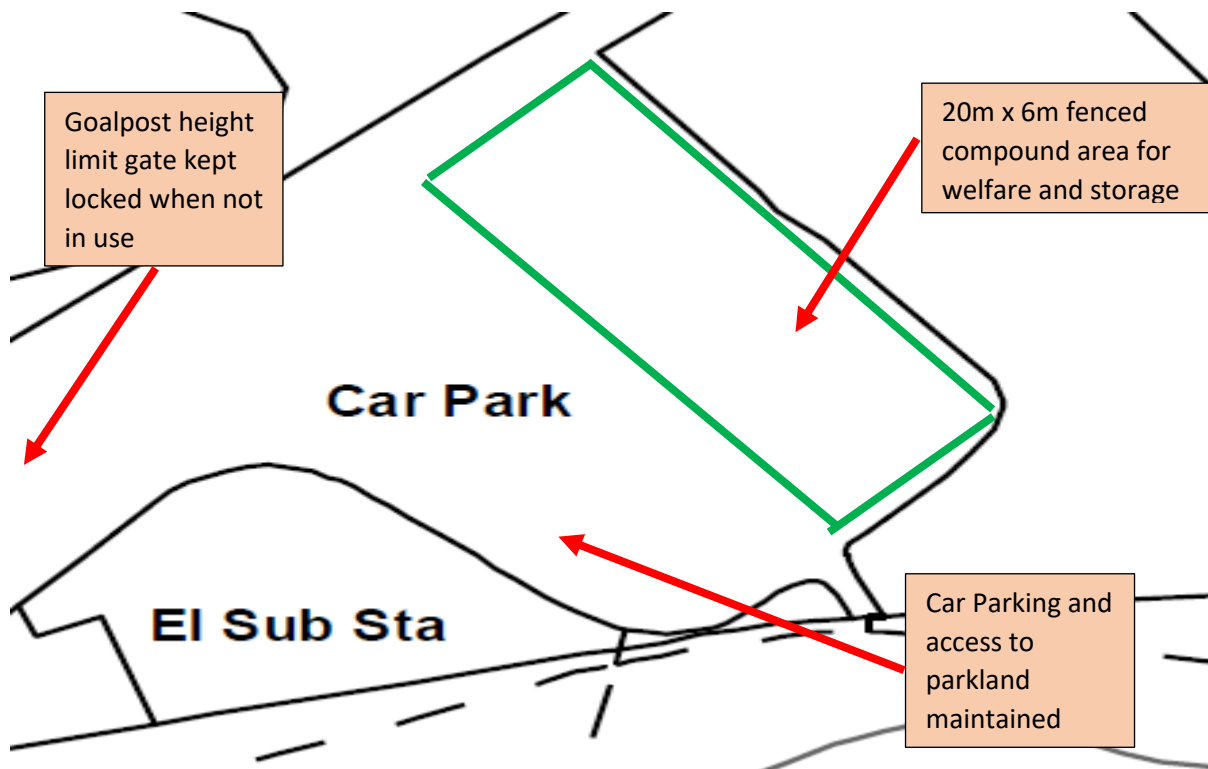
Location plan of car park within London Colney village



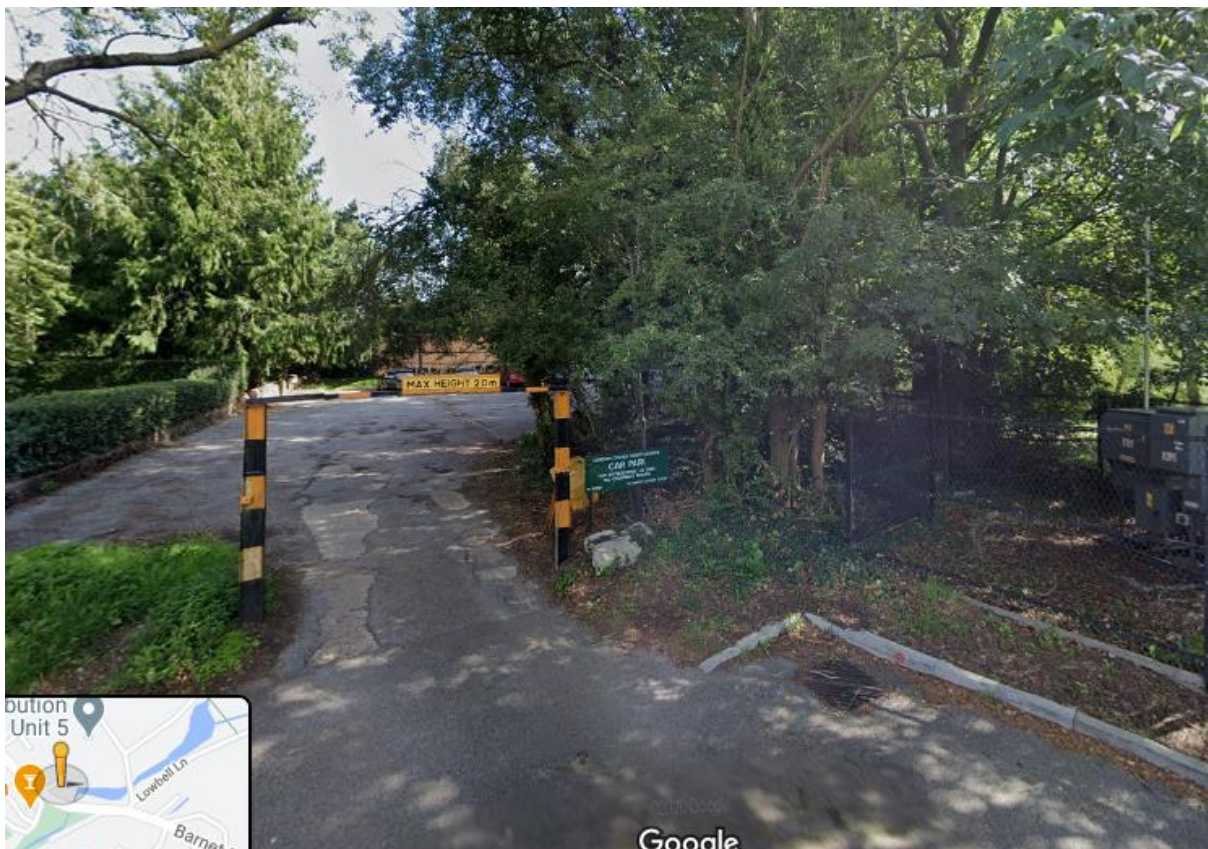
Car Park area beside St Peters Church



Area of car park requested for temporary occupation



Height controlled lockable entrance (padlocked at all times when not in use)



LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 9 FEBRUARY 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: MEMORIAL BENCH APPLICATION

1. SUMMARY

- 1.1 An application has been received to install a memorial bench at site on Lowbell Lake as outlined in the attached redacted application form.

2. RECOMMENDATION

Members are asked to approve the application to install a memorial bench at Lowbell Lake.

3. BACKGROUND

- 3.1 The council's memorial bench policy was reviewed and adopted at the Environment & Neighbourhood Committee meeting held on 1 September 2020.
- 3.2 There is now a prescribed design of bench with all costs for the bench to be met by the applicant before the bench is purchased and installed.

4. FINANCE

- 4.1 There is no financial outlay to the parish council, with all costs including purchase and installation of the bench being met by the applicant (circa £950).

5. IMPACT ASSESSMENT

Strategic Plan	N/A
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	N/A



LONDON COLNEY PARISH COUNCIL

APPLICATION FOR A MEMORIAL TREE OR BENCH

Thank you for your interest in erecting a memorial in London Colney. Please complete the application form and return by email to info@londoncolney-pc.gov.uk or by post to:

London Colney Parish Council
 Caledon Community Centre
 Caledon Road
 London Colney
 Herts AL2 1PU

Name of Applicant	MRS. JOSEPHINE IVORY
Address	
Phone (home)	
Phone (mobile)	
Email address	
What Memorial would you like to erect? (please tick preferred option)	BENCH <input checked="" type="checkbox"/> TREE <input type="checkbox"/>
TREE OPTIONS	
Please state which species of tree you would prefer. Please leave this section empty if you don't have a preference. NB Only native British species will be planted.	
Where would you like the tree? Please give the site name and describe or sketch your preferred location. If you only give a site name, the Council will decide on a suitable location	
Would you like to present at the planting?	
<i>The tree planting season runs from November – March.</i>	

MEMORIAL PLAQUE

Please print the wording **CLEARLY IN BLOCK CAPITALS** in the box. Carefully check the spelling as this will avoid your memorial being delayed.

Inscription Wording

IN LOVING MEMORY OF
MICHAEL JOHN IVORY
14.10.40 - 12.4.14

Design of Memorial Bench



LOWBELL LANS PLEASE
EMMA - MENTIONED IT
AS A LOCATION.
THANK YOU.

What next?

The Council will acknowledge receipt of your application and it will be discussed at the next Environment & Neighbourhood Committee meeting. **The Council's decision is final.**

You will be invoiced for the full amount at the time of planting/installing bench.

PLEASE SIGN AND DATE BELOW TO CONFIRM YOU UNDERSTAND THE FOLLOWING:

- ✓ I have completed the form and the information I have provided is correct.
- ✓ I understand the Council will not be liable for any mistakes I have made in providing this information.
- ✓ I agree to abide by the Memorial Policy that accompanies this application.
- ✓ The Council will make every effort to maintain your tree but as it will be installed on a public site it cannot be held liable for any damage or vandalism.
- ✓ The Council will guarantee the tree against defect (drought, poor quality stock and poor-quality maintenance) until established, which usually takes 1-2 years.

Name	MRS. JOSSAINE MARY IVORY	
Date	24.11.20	

If sending electronically please enter your name, we will deem this to be confirmation of you accepting the above.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 9 FEBRUARY 2021

REPORT BY: EMMA PAYNE, CLERK

**SUBJECT: ENVIRONMENTAL POLICY
CLIMATE CHANGE AND BIODIVERSITY ACTION PLAN**

1. SUMMARY

- 1.1 Members are asked to resolve to recommend to Council that the attached Environment Policy is adopted by Council.
- 1.2 Members are asked to consider recommending to Council that they declare a climate emergency.
- 1.3 Members are asked to consider formulating a climate change and biodiversity action plan which outlines ways in which the parish council can make changes to their operation to reduce the Council's carbon footprint.

2. RECOMMENDATION

Members are asked to recommend to Full Council that:

- a) It passes a resolution to support HCC's and SADC's decision to declare a Climate Emergency.
- b) It adopts the attached Environmental Policy Statement.
- c) It develops a climate change and biodiversity action plan.

3. BACKGROUND

- 3.1 On 10 July 2019, SADC declared a Climate Crisis. A cross party Climate Crisis Response Working Group was set up to devise a strategy to ensure that the Council took its responsibilities seriously, with a view to decarbonising the district by 2030 which can be found [here](#).
- 3.2 HCC declared a Climate Emergency in July 2019 and have been working towards their target of being carbon neutral by 2030. Their strategy can be found [here](#)
- 3.3 [Friends of Earth](#) have a list of 20 things parish and town councils can do to take on the climate and nature emergency.
- 3.4 The parish council have already started with projects that could be included in a climate change and biodiversity action plan e.g., wildflower sites at various locations in the village; but to avoid a piecemeal approach, the Clerk would like to work with councillors to draw up a plan which can be time specific and can identify where funding (if applicable) can be found to undertake specific projects outlined in the plan.
- 3.5 Other suggestions for projects are to ask the management company responsible for Colney Fields, to install electric car charging points; identify parish council-controlled sites where areas of grass can be left to grow long to encourage pollinators

(Walsingham Recreation Ground) sites where grass can be left to grow long to encourage pollinators; work with highways authorities to allow identified verges to be designated wildlife sites.

4. FINANCE

4.1 The majority of projects can be met from existing budgets as the plan would be about implementing changes to work practices, not necessarily new projects. If there was to be a specific project that needed to be implemented, then there would be a request made for a new budget item when the budget was due for review or the release of general reserves.

5. IMPACT ASSESSMENT

Strategic Plan	Plan to be updated following resolution to adopt plan
Equalities	N/A
Environmental/Sustainability	TBC
Crime & Disorder	N/A
Financial	Possible new budget items or release of general reserves
Resources (including workforce)	New working practices
Risk Management	N/A



LONDON COLNEY PARISH COUNCIL

ENVIRONMENTAL POLICY

London Colney Parish Council recognises that the day-to-day operation of the parish council and its activities can impact both directly and indirectly on the environment. We aim to protect and improve our local environment through good management and adopting best practice whenever possible. We will work towards integrating environmental practices into our council operations and adopt green alternatives whenever possible, throughout our operation.

In order to discharge these responsibilities, we will:

- Bring this policy to the attention of all Councillors and staff.
- Carry out regular audits of the environmental management system.
- Comply with full legal requirements, codes of practices, and regulations at local, national and international level.
- Eliminate risk to the environment, where possible, through selection and design of materials, buildings, facilities, equipment, and processes
- Ensure that emergency procedures are in place for dealing with environmental issues.
- Establish targets to measure the continuous improvement in our environmental performance.
- Improve the environmental efficiency of our transport and travel.
- Identify and manage environmental risks and hazards.
- Involve residents, partners, suppliers, and contractors in the implementation of our objectives.
- Minimise waste and increase recycling within the framework of our waste management procedures.
- Only engage with contractors who can demonstrate due regard to our environmental objectives.
- Prevent pollution to land, air and water.
- Promote environmentally responsible purchasing.
- Provide adequate resources to control environmental risks arising from our work activities.
- Provide suitable training to our staff to deal with their specific area of environmental control.
- Reduce the use of water, energy and other natural resources.
- Procure sustainably when possible.

This policy will be reviewed regularly and revised as necessary to reflect changes to the business activities of the Council and any changes in legislation. Any changes to this policy will be brought to the attention of all stakeholders.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 9 FEBRUARY 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: ALLOTMENT TENANCY AGREEMENT –
PROPOSED AMENDMENTS

1. SUMMARY

- 1.1 Members are asked to review the Council's allotment tenancy agreement with proposed changes (in red) as recommended by National Association of Leisure Gardner's (NSALG) following training recently attended by Information Officer.

2. RECOMMENDATION

Members are asked to approve the proposed amendments.

3. BACKGROUND

- 3.1 Allotment garden tenancy agreements are granted for a period of one year, and thereafter from year to year. From the point of view of enforcement, any agreement should be in writing, signed by the tenant and an officer of the authority.
- 3.2 A copy of the signed tenancy agreement should be retained by the council and a copy handed to the tenant. The tenancy agreements run from 1 April – 31 March and are sent out in late February/March each year, along with the rent demand letter.
- 3.3 The attached tenancy agreement includes clauses about non-cultivation, non-payment of rent and other matters which enable the council's allotments to operate smoothly.

4. FINANCE

- 4.1 There are no financial implications other than to encourage tenant to pay for their allotment rents promptly. There are some tenants who take a long time to pay their rent and this means officers will not spend time chasing.

5. IMPACT ASSESSMENT

Strategic Plan	N/A
Equalities	N/A
Environmental/Sustainability	Clause about water harvesting
Crime & Disorder	N/A
Financial	Prompt payment of allotment rent
Resources (including workforce)	None
Risk Management	N/A



LONDON COLNEY PARISH COUNCIL

TENANCY AGREEMENT FOR ALLOTMENT GARDENS

THIS AGREEMENT made on the 1st April to 31st March

Between the Parish Council of London Colney in the County of Hertford (hereinafter called the Council), and:

(hereinafter called the tenant), by which it is agreed that:

1. The Council shall let to the tenant for him/her to hold as tenant from year to year the Allotment Garden (s) provided at Shenley Lane / Richardson Close, London Colney and numbered Richardson Close (Glebe) / Shenley Lane in the Council's Allotment Register.
2. The tenant shall pay a yearly rent of – full plot £35.00 / £20.00 (for concessions) ½ plot £22.00 / £11.00 (for concessions) ¼ plot £15.00 / £10.00 (for concessions) from the **first** day of April in each year, to be reviewed on an annual basis. **All invoices for allotment rental are due for immediate payment. If for any reason the invoice is not paid immediately, a reminder shall be sent after 28 days. If the rent remains unpaid for a period of 40 days (10th May) the tenancy shall be automatically terminated.**

On commencement of the tenancy a refundable deposit of £50 shall be paid, which will be refunded on termination of the tenancy subject to 7 below.

3. The tenancy may be terminated by either party to this agreement serving on the other not less than **one month's notice to quit** ~~(twelve month's written notice to quit expiring on or before the 6th April or on or after the 29th day of September in any year)~~ except where there is a serious breach of conditions.
4. The tenant shall during the tenancy carry out the following obligations:
 - (a) The tenant shall keep the allotment reasonably free from weeds, properly cultivated and in a good state of fertility all year round. Properly cultivated means that 75% of the plot is cultivated except in the first year of tenancy when the plot should be 50% cultivated. **The tenant must notify the Parish Council of any change in circumstances which might temporarily prevent cultivation of the plot such as prolonged holiday, accident or illness.**
 - (b) No nuisance or annoyance shall be caused by the tenant to any tenant or any other part of the Allotments provided by the Council; **The tenant shall not enter onto any other plot at any time without the express permission of that plot holder. Any children that accompany the plot holder onto the allotment site must not at any time enter onto another plot. The plot holder has full responsibility for the actions of the children in their care. The tenant must not cause any nuisance or annoyance to other plot holders or**

neighbouring residents of the allotment site and must conduct themselves appropriately at all times.

- (c) No verbal, written or physical abuse of Parish staff, councillors, or other tenants as this is considered a serious breach of the conditions.
- (d) No livestock, poultry or rabbits of any kind shall be kept upon the Allotment Garden.
- (e) Any dog which is brought into the area of the Allotments by the tenant or anyone acting on his / her authority shall be kept properly tethered;
- (f) The tenant shall not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden. This is classed as a serious breach of conditions.
- (g) The tenant shall not erect any building (maximum size 6' x 8') or other permanent structure on the Allotment garden nor fence the Garden without first obtaining the written consent of the Council. Any new greenhouses must contain plastic or polycarbonate and NOT GLASS and a system of guttering must be placed on a greenhouse roof or shed roof to collect rainwater in one or more waterbutts.
- (h) No refuse, domestic or otherwise, shall be brought into the area of the Allotments. The tenant must remove from the allotment garden any broken items such as glass from old greenhouses and cold frames, any rubbish, sheet plastic and old carpet, plastic bags, plant pots and other such containers that are no longer being used on the allotment.
- (i) Bonfires cannot be held from 1st May to 30th September and must be always attended by the allotment holder and extinguished on leaving the site.
- (j) The tenant shall not without first obtaining the written consent of the Council cut, lop or fell any tree growing on the area surrounding the Allotment Garden;
- (k) The tenant shall legally cultivate the Allotment Garden for, and shall use it only for, the production of fruit, vegetables and flowers for non-commercial purposes.
- (l) The tenant shall permit the inspection at all reasonable times of the Allotment Garden by any officer/councillor of the Council on at least a quarterly basis.
- (m) The tenant shall not obstruct or permit the obstruction of any of the paths on the Allotments set out for the use of the tenants of the Allotment Gardens, nor encroach onto any of the paths set out for the use of the Council's maintenance vehicles and equipment, The Parish Council asks all tenants

London Colney Parish Council, Caledon Community Centre, Caledon Road,
London Colney, AL2 1PU

Tel 01727 821314 email: info@londoncolney-pc.gov.uk

NOT to use carpets for weed suppression or asbestos on all allotment plots.
No planting of Bamboo or Willows.

- (n) Narrow paths between allotment plots should be kept clear by the allotment holders themselves. A charge may be levied if groundstaff take on this task.
 - (o) The tenant shall not use a hosepipe on the Allotment Garden. All water required for use on the Allotment Garden shall be carried in containers from the water tanks provided. **The tenant should practice water conservation techniques including utilizing covered water butts attached to sheds & greenhouses and consider mulching as a water conservation.**
 - (p) 'Removal of' or 'damage to' any Parish Council property or land damage are considered as a serious breach of conditions. **The tenant must be aware that anything that is placed on the allotment is not covered against theft, vandalism or storm damage. The council is not liable for loss or damage to property.**
 - (q) All allotment plots are let on an 'as seen' basis. The Parish Council is not responsible to carry out improvement or clearance works for new tenants except where it is considered there is major work to be undertaken e.g. removal of glass.
 - (r) Cars / motorbikes should be parked appropriately in the space provided.
 - (s) **Tenants are to notify the Parish Council of any change of address, telephone number or email address.**
 - (t) **The tenant must respect all wildlife that inhabits the allotment and not to harm any species in any manner that is in violation to the Wildlife & Countryside Act 1981.**
5. The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Gardens.
6. If the tenant shall have been in breach of any of the foregoing provisions of the Agreement for a period of one month or longer, the Council may re-enter upon the Allotment Garden and the tenancy shall thereupon come to an end, but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid. A serious breach will result in a notice of termination of tenancy with immediate effect.
7. On the termination of this tenancy the tenant shall be entitled to receive such compensation as is provided for by the Allotments Acts 1908 to 1950 but if the tenant shall have been paid or promised any compensation by an incoming tenant of the Allotment Garden, the tenant shall before claiming any

compensation from the Council give to it notice in writing of the matters in respect of which any such compensation has been paid or promised.

The deposit paid by the tenant will be refunded upon termination of the tenancy providing the allotment is vacated in a tidy state and all rubbish and buildings removed, unless agreed otherwise by the Council. The decision upon whether or not the deposit will be repaid is solely at the discretion of the Council's Officer.

8. Any notice required by this Agreement to be given to the Council shall be delivered to or sent by post to the Clerk of the Council and any notice to be given to the tenant shall be treated as sufficiently served if left at or delivered by recorded delivery post at the address at the head of this agreement.

.....Signed



.....Signed Mrs Emma Payne
Clerk to London Colney Parish Council.

DRAFT