



LONDON COLNEY PARISH COUNCIL

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

8 March 2022

You are hereby summoned to attend the meeting of the **ENVIRONMENT & NEIGHBOURHOOD COMMITTEE** to be held on **TUESDAY 15 MARCH 2022, AT 7.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

Emma Payne
Clerk to the Council

AGENDA

- | | |
|--|----------------|
| 1. APOLOGIES FOR ABSENCE | |
| To receive apologies for absence. | |
| 2. NOTIFICATION OF SUBSTITUTIONS | |
| To receive any notification of substitution made to the Clerk | |
| 3. DECLARATION OF INTERESTS | |
| To receive declarations of interests relating to matters on the agenda and note any dispensations granted. | |
| 4. MINUTES | Page No |
| To approve minutes of the meeting held on 18 January 2022. | 3 |
| 5. REPORTS TO COMMITTEES | |
| 5.1 Environment Policy & Climate Change and Biodiversity Plan | 6 |
| a) To review the adopted policy and recommend its ratification by Council | |
| b) To monitor progress on the climate change and biodiversity plan to date and report to Council | |
| 5.2 Disabled Play Equipment | |
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| 5.3 Oak Tree at Shenley Lane Recreation Ground | 22 |
| To receive a complaint from a resident regarding a tree at Shenley Lane Recreation Ground | |
| 5.4 Water Leak at Glebe Allotments | 25 |
| To receive a report on a water leak at Glebe Allotments | |
| 5.5 Grounds Maintenance Manager's Report | 27 |
| To receive a report from the Grounds Maintenance Manager | |

6.	RIGHTS OF WAY WORKING PARTY	31
	To receive the notes of this working party meeting 8 February 2022	
7.	WORK PROGRAMME	33
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8.	DATE OF NEXT MEETING	
	To be advised	

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON TUESDAY 18 JANUARY 2022, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Councillors Gardner (Chairman), L Winstone
Mr A Osborne, Mrs Barker

IN ATTENDANCE: E Payne, Clerk
L Casling, Grounds Maintenance Manager

The meeting was not quorate so continued as a Working Party, with all decisions being ratified by Council.

1. APOLOGIES

Cllr Mortuza and Cllr Mahony were absent.

2. NOTIFICATION OF SUBSTITUTES

There were no substitutes notified to the Clerk.

3. DECLARATION OF INTEREST

There were no declarations of interest.

4. MINUTES

The minutes of the meeting held on 18 November 2021 were approved as a true record of the meeting.

5. REPORTS TO COMMITTEE

5.1 Electric Grounds Maintenance Equipment

The Grounds Maintenance Manager presented a verbal report on this item. He reported that electric grounds maintenance equipment has a variety of benefits including:

- Less vibration
- They operate on a clutch mechanism which means the equipment turns off immediately the button is released
- The new E5 petrol is not compatible with the existing petrol equipment
- Lighter equipment, better for manual handling
- The equipment is cheaper to buy, it is the batteries which are expensive to purchase. The council already owns 4 compatible batteries

It was **RESOLVED** to recommend to Council that:

Electric grounds maintenance equipment is phased in over a three-year period from existing maintenance budgets, under Officer's delegated powers.

5.2 Flood Plan

Members reviewed the Council's flood plan which was last evaluated in 2017. They discussed the condition of the river downstream and whether they would have any impact on the river at London Colney in the event of future flooding. The Clerk was asked to enquire with the Environment Agency if there are any plans for remedial works at the southern side of the village to be undertaken and what the timescales of this work were likely to be. There is also possibly a possibly flooding impact from the Strategic Rail Freight Interchange when work starts on this site.

Members discussed other areas in the village which were prone to flooding, including the Shenley Lane allotment site and were advised that if you consulted the EA's flood risk map, this area was low risk. Other areas with flooding were St Anne's Road and the Clerk was asked who is responsible for ensuring that residents are safe from flooding. It is the homeowner's responsibility to protect their home from flooding. The sandbags at the riverbank locations are there for homeowners to help themselves to, it is not for parish council staff to distribute them. Members asked what condition the sandbag containers were in, and they were advised that the Lowbell Lane containers were replaced in Winter 2020 and the container in St Peter's car park was replaced by the contractor who undertook the bridge works during the summer of 2021.

Members asked the Clerk to seek the input from the Environment Agency, SADC Emergency Planning and Principal Community Protection Officer and Herts Fire and Rescue before bringing the plan back to this committee in May/June 2023. It was also suggested that perhaps the Environment Agency would like to reacquaint themselves with the area in the summer and meet with Parish Councillors.

Flooding on roads was discussed and this is a matter of reporting to the Hertfordshire Highways to have these gullies cleaned.

The use of church halls and the community centre for displaced persons were discussed and this is the responsibility of the District Council.

5.3 Tree Policy

Members received the Council's tree policy and enquired if the tree survey undertaken in 2019 was part of the policy. They were advised that it was an internal document only. An amendment was made to item 5f in the policy. Officers were asked if there was a member of staff who had the qualification to deal with trees and it was explained that it is an expensive exercise to train for tree work and keep those qualifications up to date. It is also the case that if tree climbing is required, then there must be two qualified members of staff in case there is an incident to one of the staff in the tree, and the other must climb. They were advised that there must be a cost benefit analysis undertaken on this and it is not cost efficient to train staff for the amount of tree work that the parish council undertakes. There is also no spare capacity within the ground maintenance team to undertake this type of work.

Officers were asked how we dealt with dangerous trees on adjoining land to the parish council. Members were advised that this had recently happened on the boundary of Morris Recreation Ground and once the residents had been advised that the tree was not on parish council land, the residents had worked together to solve the issue. The tree in question had been reported to SADC Tree Officer for consideration for a Tree Preservation Order which had been duly granted. Works had been undertaken to the tree within this protected status.

Members went on to discuss the poplar trees on the boundary with Shenley Lane allotments and the Irish Club. It was explained that the tree policy is based on risk and the

risk of these trees falling and causing serious damage or injury was quite low. However, it was a matter for the Irish Club/St Albans District Council. It was **RESOLVED** to recommend to Council that the:

Amended Tree Policy is adopted

5.4 Wildflower Verges

Members discussed identifying verges in London Colney which were suitable for wildflowers. Members considered that residential areas are not necessarily suitable for wildflower sites. Members raised concerns that the public perception of wildflower meadows is that it is about the Council not bothering to cut them and it is an education matter. The parish council did receive funding for more wildflower sites, following on from the bund at Napsbury and one at Riverside. The funding will be spent on the bank at the bridge, on the road to the Green Dragon. Members wondered if there were any small sites on parish council land which could be converted into wildflower sites i.e., near the new container café. The Grounds Maintenance Manager mentioned that there are some parts of Morris Recreation Ground for this, and it could be included as part of the management plan for the site, as part of the Green Flag application.

It was suggested that an article in the next newsletter could ask for suggestions from residents for wildflower sites and any suggestions could be reviewed at the next meeting.

5.5 Community Garden

This item will be deferred.

5.6 Hertfordshire Essex Rapid Transit

Members considered this consultation and that there was insufficient relevance to London Colney to offer an opinion. They welcome anything to improve major transport links, especially from St Albans to Watford hospital and would welcome being consulted when there are more concrete plans. The Clerk will feed this back to the County Council.

5.7 Consultation on Southwest Joint Strategic Plan

Members considered the consultation and judged that they did not consider that the questions were relevant to the day to day lives of residents in London Colney.

6. WORK PROGRAMME

Members noted the forward work programme.

7. DATE OF NEXT MEETING

15 March 2022

The meeting closed at 2005.

Signed

Date

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 15 MARCH 2022

REPORT BY: EMMA PAYNE, CLERK

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

1. SUMMARY

- 1.1 This report provides an update on the Council's adopted climate change and biodiversity plan.

2. RECOMMENDATION

- 2.1 Members are asked to note the progress made to date; future work and recommend the adoption of the Environmental Policy and Climate Change and Biodiversity Plan to the Council.

3. BACKGROUND

- 3.1 Climate change refers to the long-term shift in the Earth's weather patterns and average temperatures. For the past 250 years, humans have contributed to the increased release of carbon dioxide, alongside other greenhouse gases, which causes an increase in global temperatures.
- 3.2 Burning fossil fuels, such as coal, produces energy while releasing greenhouse gases. The long-term challenge is addressing this build-up of greenhouse gases and ensuring a clean future for future generations. For example, according to the MET Office, carbon dioxide in the atmosphere rose by 40% during the 20th and 21st centuries and is now over 400ppm (parts per million). This level of carbon dioxide is higher than at any time in the past 800,000 years.
- 3.3 The Council acknowledges through its Environmental Policy, that the day-to-day operation of the Council and its activities can impact both directly and indirectly on the environment. We aim to protect and improve our environment through good management and adopting best practice whenever possible.
- 3.4 The parish council are implementing projects which will benefit biodiversity in London Colney:
- Walsingham Way will be developed as a habitat site with wildflower meadow, some tree planting, bird/bat boxes and hedgehog habitats.
 - Lowbell Lake project will see the environment of Lowbell lake improved with marginal planting and additional fish stock
 - Wildflower sites across the village, either on parish council owned sites, or sites development in consultation with SADC/HCC.

- 3.5 The Parish Council should acknowledge that some of the aspirations in the initial plan are subject to outside forces and are not feasible to be implemented at the moment.

4. FINANCE

- 4.1 Any projects will need to be met from existing budgets and resources.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Three
Equalities	N/A
Environmental/Sustainability	Climate Change and Biodiversity Policy
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
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

CLIMATE CHANGE AND BIODIVERSITY ACTION PLAN

INTRODUCTION

London Colney Parish Council has an Environmental Policy Statement which represents a high level, but comprehensive commitment to minimising the environmental impacts of the Council's operations within its own estate. Whilst it cannot explicitly address the impact of environmental changes that originate externally, it makes a clear commitment to identify and management environmental risks and hazards. This document sets out how the Council will identify those risks and undertake relevant mitigation.

The Council should consider the evolving natural environment we are experiencing and prepare for the future by identifying the hazards and considering mitigation for the risk.

What are the plan's objectives?

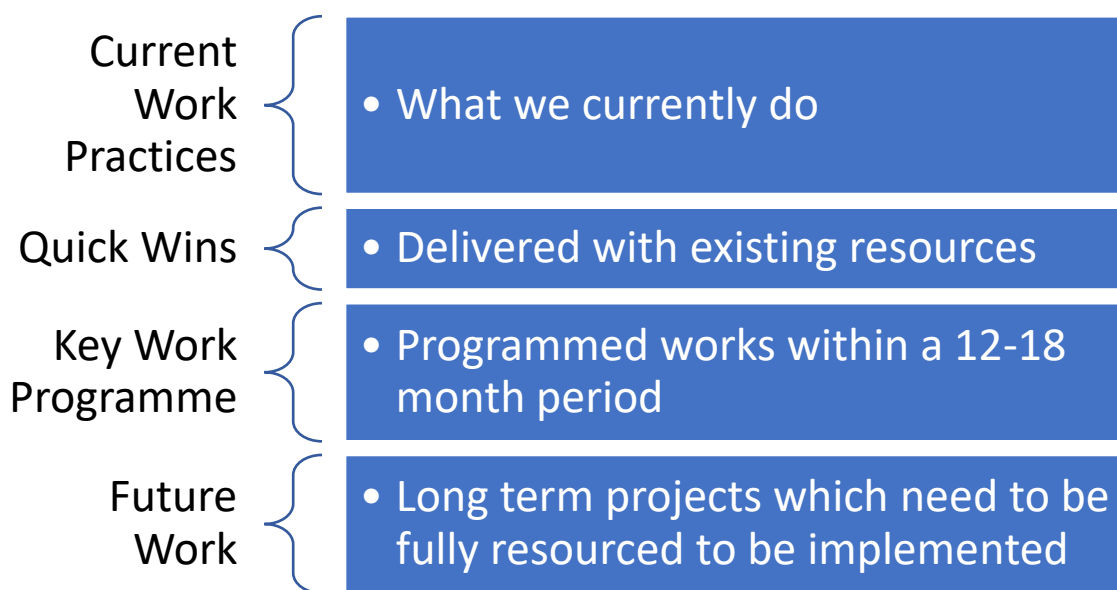
Our climate change and biodiversity plan will address two areas: how we operate and how we inspire our residents. It needs to distinguish between planned activities that relate to:

- The Parish Council estate i.e., where the council has full control over the outcomes and
- Community engagement: stakeholder support and lobbying i.e., where the Council can exercise some influence over the outcome but does not have full control.

Making this distinction enables us to manage the expectations of residents with regards to what the Council is empowered to deliver with regards to Climate Action and Environmental sustainability. It also helps provide clarity around how the Council can allocate resources and the extent to which activities are to be community, Member or officer led.



How will we implement this policy?



It is proposed that wherever possible the Council should:

- Seek in the first instance to fund activities through existing income streams, i.e., through continuing to make environmentally conscious decisions when updating, maintaining, and renovating property.
- Explore grant funding options where there is no existing income stream.
- Consider Salix Loans where available and only in proportion to the environmental risk that the planned activity seeks to mitigate.
- Consider raising funds from an increase to the precept only where necessary, and only in proportion to the environmental risk that the planned activity seeks to mitigate.

We will consider the following categories to work within:

- Carbon footprint reduction – consider all our actions in line with reducing the Council’s carbon footprint.
- Plastic reduction – ban the use of single use plastics at council events and activities.
- Waste reduction – consider the use of resources considering their end life as waste.
- Biodiversity and trees – this has an important role to play in carbon reduction as well as contributing to health, diverse ecosystems.
- Climate change readiness – how we prepare for a world in which extreme weather events are much more commonplace.



CLIMATE CHANGE AND BIODIVERSITY ACTIVITY PLAN

Current Work Practices	Comments
Investment – all parish council investments should be invested in low risk, sustainable banks, or investment funds	Investments are currently held with Unity Trust, CCLA and Triodos
Soap dispensers in toilets are refillable	Ongoing
Refreshments at meetings use reusable crockery etc	Ongoing
Straws are not used at bar unless assistance required with drinking (paper straws)	Paper straws available
Staff try, where possible to bring their own lunch to work, reducing single use plastics	Staff either use lunch club or bring their own lunch using reusable containers
Paper used for printing and copying is recyclable	Ongoing
Wastepaper (non-confidential) is reused for note taking	Ongoing
All copies are double sided	Ongoing
Mixed recycling operated in kitchen and offices	Ongoing
Councillors encouraged to receive agendas and reports by email	Wi-Fi has been installed throughout the community centre to facilitate this
Wood chippings produced in house are used on parish council sites	Ongoing
All invitations to parish council events are sent by email	Where possible

Quick Wins	Comments
Use glasses instead of plastic cups after using current stocks up	Ongoing
No usage of single use condiments	This was raised with the relevant contractor, and they will be using up their existing stocks of single use condiments
Actively support small and large planning applications for new renewable energy in the area	Ongoing
Continue to replace all felled trees with native trees that are of the highest possible benefit to wildlife and use the felled wood for habitat piles	Ongoing
Use the Neighbourhood Plan to require new homes to be energy efficient, nature friendly, and located close to public transport and amenities. Neighbourhood Plans identify sites for future housing and should push for these to be zero-carbon and nature friendly.	Work in progress
Instigate Neighbourhood Plan policy to plant two trees for every tree removed due to development	Work in progress
Designate and protect sites within the Neighbourhood Plan as local green spaces, new play spaces (formal and informal) and green infrastructure networks, encouraging residents into the fresh air, walking or cycling rather than using their cars for local journeys	Work in progress
Goods and services are purchased locally and in bulk, where possible, to reduce mileage and packaging.	Ongoing
All water meters are regularly read and monitored, with action taken immediately to identify reasons when they are high, minimising water loss if there is a leak	Ongoing
All woodchip produced by Ground Staff is used locally for mulch or on allotment	Ongoing
Develop Walsingham Way as a specific habit site including installing additional bird nesting boxes.	Agreed at Environment & Neighbourhood Committee and to be progressed.

Support local litter picking groups with equipment and rubbish disposal	The Council takes part in the Keep Britain Tidy Litter Pick and facilitates local litter picking groups with rubbish collection
Regular article in newsletter to encourage residents on green activities.	Regular article in all newsletters
Virtual meetings where possible if legislation permits	Legislation does not permit regular meetings to be held virtually but working party meetings are held virtually

Key Work Programme 12 – 18 months	Target Date for Completion	Update	Revised Timescale (if appropriate)
Stop using peat-based compost	April 2021	Adopted	N/A
Adopt a sustainable procurement policy	June 2021	Adopted	N/A
Undertake a carbon footprint benchmark	June 2021	To be undertaken	June 2022
Identify sites within parish council control for wildflower sites in conjunction with SADC and HMWT	June 2021	Ongoing	June 2022
Implement organic only allotment plots on all new tenancies from September 2021	September 2021	Adopted	N/A
Work with HCC to identify verges to be replaced with wildflowers from information supplied by CMS/ROW audit on pollinators and tree planting.	October 2021	Not progressed	October 2022
Grounds staff use electric motor trimmers and leaf blowers which are battery operated	April 2022	Agreed at Environment & Neighbourhood Committee 18/1/22	Ongoing
Tenancy agreements sent out and allotment payments made electronically	April 2022	In progress	N/A
Install LED motion sensor lights in communal areas of buildings	April 2022	Not progressed	April 2023
Encourage the installation of electric vehicle charging points at District Council sites in the village.	Ongoing	Not progressed	TBC
Switch to green energy when the council's utilities are due to renewal in 2022 and commit to 3-year minimum contract	October 2022	Due to the increase in utility costs, this was not able to be implemented due to the higher tariff for green fuels	October 2024

Future Work	Target Date for Completion	Update	Revised Timescale (if appropriate)
New heating systems installed in council buildings are chosen to be environmentally friendly and cost effective.	As and when required	Not implemented yet	TBC
Energy audit for all parish council buildings to identify reduction in energy waste	End of 2021	Not implemented yet	TBC
Reduce pesticide use	End of 2021	Ongoing	N/A
Explore funding opportunities for energy waste reduction measures on all parish council owned buildings	End of 2022	Not implemented yet	End of 2022
Installation of public water drinking fountains adjacent to parish council operated buildings	End of 2022	Not implemented yet	End of 2022
Replacement of council vehicles with hybrid or electric vehicles. An earmarked reserve will need to be built up for this purpose.	End of 2025	New vehicle purchased is diesel with ad blue as electric vehicle specification not suitable for the parish council operation. To be investigated when smaller van needs replacing	End of 2025

This plan has been drafted using the resources listed below:

<https://local.gov.uk/un-sustainable-development-goals-guide-councils>

<https://policy.friendsoftheearth.uk/reports/20-actions-parish-and-town-councils-can-take-climate-and-nature-emergency>

<https://www.buglife.org.uk/our-work/b-lines/>

<https://www.nalc.gov.uk/our-work/climate-change>

<https://www.nalc.gov.uk/library/our-work/climate-change/3297-climate-change-case-studies/file>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/218799/tackling-climate-change.pdf

[RTPI | Place-Based Approaches to Climate Change](#)

[Ways to tackle Climate Change \(publishing.service.gov.uk\)](#)

[Adapting to climate change: A guide to local councils \(publishing.service.gov.uk\)](#)

[Why neighbourhood plans should tackle climate change | Centre for Sustainable Energy \(cse.org.uk\)](#)

[Parish, Town and Community Councils | Salix Finance](#)

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 15 MARCH 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: DISABLED PLAY EQUIPMENT

1. SUMMARY

- 1.1 A resident has approached the parish council about the provision of disabled play equipment at one of the 5 play areas that the parish council is responsible for.
- 1.2 There is a further play area at Cotlandswick, which is the responsibility of SADC.
- 1.3 The newly installed play areas at Verulamium and Clarence Park both have disabled accessible play equipment.

2. RECOMMENDATION

- 2.1 Members are asked to consider the information contained within the report and advise the Clerk how they wish to proceed, considering the following recommendations:
 - a) If they want to install disabled accessible play equipment in a play area in London Colney, which play area to upgrade.
 - b) Identify funding for this project through S106, additional grant funding or use of general reserves (the latter would need approval by Finance & General Purposes Committee).
 - c) To seek advice from a third party about making play areas more accessible for disabled users.

3. BACKGROUND

- 3.1 A resident has contacted the parish council and asked if there were any plans to provide disabled accessible play equipment in London Colney. The resident has a 6-year-old daughter who is physically and intellectually disabled. Her daughter loves the play areas, and in particular the swings but has now become too tall to use the infant basket swings.
- 3.2 The parish council are responsible for 5 play areas:
 - Morris Recreation Ground
 - Telford Road
 - Shenley Lane
 - Walsingham Way
 - Halsey Park (toddler park)

None of these sites has play equipment that is fully accessible.

- 3.3 Research undertaken by play equipment providers shows that 71% of wheelchair users find their nearest play area inaccessible; 57% of wheelchair using children never or rarely visit a public play area; 47% of all families have children with disabilities visit a playground less than once a month.¹
- 3.4 67% of families with children with disabilities rate slides and swings their favourite activity.
- 3.5 The Splash Pad at Morris Recreation Ground will be fully accessible.

4. TELFORD ROAD PLAY AREA

- 4.1 There is currently S106 funding for a new piece of play equipment of £3,265.71 which could be put towards this project. Additional funding will need to be sourced from General Reserves or grant funding.
- 4.2 There is currently no space for any new play equipment at this site, and it would mean that something would need to be removed to accommodate new equipment.
- 4.3 Alternatively, one of the infant basket swing seats could be removed to accommodate a swing that was fully accessible. This option would need further research to see it was feasible to add a new seat on an existing frame (the age of which is unknown).

PROS	CONS
S106 funding available from SADC	Depending on the equipment to be installed, S106 funding would not cover the project and additional funding would need to be sought therefore possibly delaying the project
	Car park not nearby
	Would need to remove existing play equipment

5. MORRIS RECREATION GROUND

- 5.1 There is currently a space available for new play equipment at Morris Recreation Ground following the removal of the rocking horse, which was taken out after it was flagged in an annual play area inspection report. It was removed as it was not economical to repair.
- 5.2 There is S106 funding of £14,362 which would go some way towards installing new equipment, safety surfacing and accessible path.

PROS	CONS
Space already available for new piece of play equipment	Funding not received yet and this would delay the project implementation
Adjacent to splash pad which is fully accessible	
Car park adjacent to site	
S106 funding of £14, 362	

¹ <https://www.kompan.co.uk/equality-in-play-survey-on-playground-use-in-children-with-disabilities>

6. FINANCE

- 6.1 Please see above regarding the financial constraints to be considered.
- 6.2 S106 funding is shown below.
- 6.3 There is an annual play area maintenance budget which covers repairs only (currently underspent by £1,768).

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	Equalities Act 2010 and Parish Council Equalities & Diversi
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	N/A

SADC S106 FUNDING

STAGE 2 – PLANNING PERMISSIONS GRANTED AND CONTRIBUTIONS OUTSTANDING

London Colney	5/2019/1799	Former Recreation Centre Alexandra Road	12.05.20	07.05.20	Five Acres Play Area	6,697.00	Works not started	43,778.00
					Morris Way Recreation Ground	14,362.00		
					Caledon Community Centre	22,719.00		

STAGE 3 – CONTRIBUTIONS RECEIVED AND COMMITTED

London Colney										
Planning No	Location	Received Date	Repayment Date	Condition	Amount	Spent	Committed	Uncommitted Balance	Project	
5/2019/1284	Former Golden Lion PH, 111 High Street, London Colney	10.08.20	10.08.30	Caledon Community Centre	11,155.71	0.00	11,155.71	0.00	Caledon Community Centre	
				Caledon Road Open Space	7,051.41	0.00	7,051.41	0.00	Caledon Road Open Space	
				Caledon Road Play Area	3,265.71	0.00	3,265.71	0.00	Caledon Road Play Area	
					21,472.83	0.00	21,472.83	0.00		

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 15 MARCH 2022

**REPORT BY: EMMA PAYNE, CLERK
LEIGH CASLING, GROUNDS MAINTENANCE MANAGER**

SUBJECT: OAK TREE AT SHENLEY LANE RECREATION GROUND

1. SUMMARY

- 1.1 Concerns have been raised by residents regarding a tree in the play area of Shenley Lane Recreation Ground.

2. RECOMMENDATION

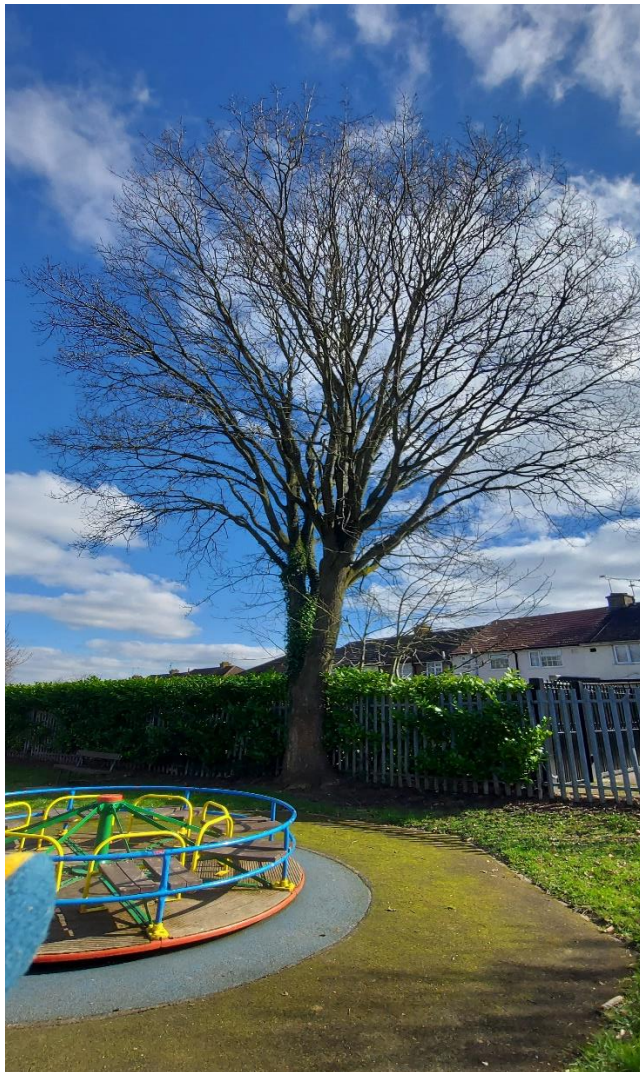
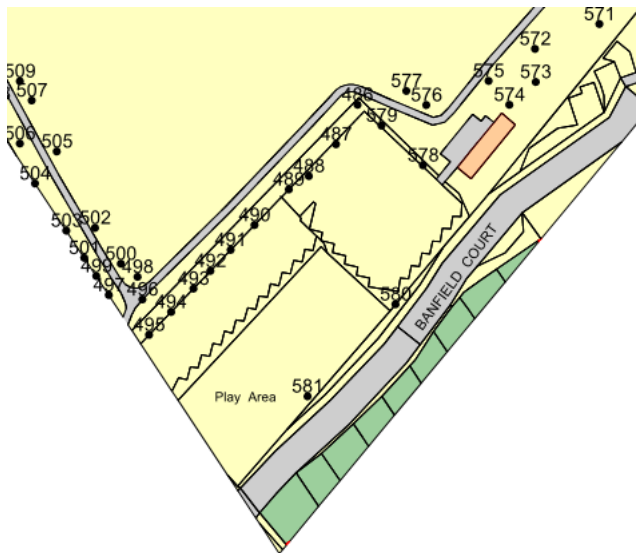
- 2.1 Members are asked to consider the information contained within the report and advise the Clerk how they wish to proceed.
- 2.2 The Officer's recommendation is to reduce the crown by 30%.

3. BACKGROUND

- 3.1 The Clerk received the following email from residents regarding a tree:

*This tree has become so big and overgrown it is now causing problems to our gardens in Coombes Road. The canopy has grown so tall and wide it blocks the sun from our gardens in the afternoons and summer evenings. In the autumn the leaves falling from the tree fall into our gardens. I have leaves filling my pond and getting caught in my washing on the line. We are constantly raking our gardens to clear the leaves. The tree has also saplings growing up on both sides of the tree (Now above the fence height). The tree to my knowledge is as last trimmed down and thinned out by ***** when he was the grounds manager for the parish council some years ago. We now feel this problem needs to be addressed and we look forward to your response to the matter in hand.*

- 3.2 The site is within a conservation area. The tree does not have its own specific TPO but benefits from protection through the conservation area as the tree has a diameter exceeding 75mm. Any works to be undertaken will require the permission of the District Council.
- 3.3 The tree is number 581 on the tree survey, undertaken in November 2019. It is located on the boundary with the play area and Banfield Court. At the time of the survey, it was highlighted as needing dead wood removed from the crown, which was undertaken in-house. We no longer have a member of staff who is qualified to climb trees to undertake this type of work



3.4 The Council's tree policy, reviewed in January 2022 can be found [here](#). This tree is located in a medium risk area and does not meet the criteria for being reduced as it does not come into contact with buildings (see item 9 of the tree policy).

3.5 The suckers referred to in the email are self-sown ash trees and are not growing in the play area. They are the other side of the boundary fence with Banfield Court.

4. FINANCE

4.1 There is a tree budget (210/4345) which has an underspend of £3,663.

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	Tree Policy in place to protect trees from unwarranted work
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Trees surveyed every 5 years by fully insured and indemnified arboriculturalist

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 15 MARCH 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: WATER LEAK AT GLEBE ALLOTMENTS

1. SUMMARY

- 1.1 Affinity Water contacted the Clerk in September 2021 to advise that they had detected a water leak in the supply leading to Glebe Allotments. The water supply was disconnected to the site, but the start of the growing season in 2022 means that the leak has to be repaired prior to the water being turned on.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Note the work undertaken to date
 - b) Request that the Finance & General Purposes Committee receive quotes from contractors to repair the leak and approve the use of General Reserves to pay for these works.

3. BACKGROUND

- 3.1 Affinity Water reported to the Clerk in September 2021 that a water leak had been detected in pipework for the water supply to Glebe Allotments. At the time, several utility companies were contacted to seek quotations for the repairs, but no one responded.
- 3.2 The water supply to the splash pad needs to be upgraded, and Affinity Water have quoted for this work to be undertaken. They have also advised the Clerk that alternative contractors are available to undertake this work. The Clerk regards this as an opportunity to get both jobs undertaken at the same time and has contacted 5 companies to undertake this work. The contractor has to be accredited with the Water Industry Regulation Scheme.
- 3.3 The water leak at Glebe allotments is located between the water meter in Richardson Close and the junction where the water pipe branches off to the various water troughs. The distance of the pipework from the meter to the junction is approximately 92m.



Yellow star – location of water meter

Blue line – length of pipework (approximately 92m)

4. FINANCE

- 4.1 There is an allotment budget which covers basic maintenance and is £750 annually. It currently has an underspend of £305.
- 4.2 The splash pad repairs will be met by the budget for this project.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 3
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Increased water bills if leak is not fixed
Resources (including workforce)	N/A
Risk Management	N/A

GROUNDS MAINTENANCE REPORT – MARCH 2022

General Comments:

Quite difficult now with minimum staff however we are doing our best. We have finally found a new van and it has made such difference in our workload.

The grounds are looking good for this time of the year.

Site	Routine Maintenance	Comments	Additional works this Month
Morris Playing Field	All litter bins and dog bins emptied, and park litter picked 2x per week Play area equipment checked and made safe if required. 2x per month Pavilion toilets opened and closed daily. Hedges cut back as required. 4x per year Grass cut as and when required. 20 x per year Pitches marked out 4 x per month Pitches harrowed 1 x per month Spiking 1x per month Rolling 1x every other month Grass Seeding 1 x per year.	The weather been very wet so quite difficult few months getting on the pitches, however managing to get on them now, Loads of tree debris down all over the site due to all the storms we've had over the last two months having the new van has made this much easier to clear.	Another new memorial bench has been fitted on this site Loads of fallen tree debris moved New goal socket covers made and fitted Lots of meetings on the splash pad
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.	Weather been very wet so quite difficult few months getting on the pitches, however managing to get on them now.	Loads of fallen tree debris moved from this site.

	Grass cut as and when required. Hedges cut back as required. Pitches marked out 4 x per month Pitches harrowed 1 x per month Spiking 1x per month Rolling 1x every other month Grass Seeding 1 x per year.	Loads of tree debris down all over the site due to all the storms we've had over the last two months having the new van has made this much easier to clear.	
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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 looking very long for this time of the year.	Fallen tree removed from this site Installed new bin.
Napsbury Sports Ground	Cricket square is cut on a weekly basis. Mark out new wickets weekly Cut wickets twice a week Roll the table once a week Roll the wickets as and when required Repair wickets as and when required. Mark boundary once a week Cut boundary. Hedges cut back as required. Cleaning inspection carried out. Smoke alarm check. All playing fields cut as and when required. Pitches marked out 4 x per month Pitches harrowed 1 x per month Spiking 1x per month Rolling 1x every other month Grass Seeding 1 x per year.	Weather been very wet so quite difficult few months getting on the pitches, however managing to get on them now, Loads of tree debris down all over the site due to all the storms we've had over the last two months having the new van has made this much easier to clear. We have more tree works to do here we've moved two trees and made a few safe	Remove two fallen trees Removed lots of fallen debris. Repaired guttering

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. .	Site looking good for this time of the year.	
Shenley Lane Allotments.	Cut hedges. Paper pick. Cut Grass Top of grass paths.	We have not been able to spend any time on this site however will try to get here over the next few months	No time to visit this site
Glebe Allotments.	Cut hedges. Paper pick. Top of grass paths.	We have not been able to spend any time on this site however will try to get here over the next few months	No time to visit this site
Chester Gibbons Green	Prune Shrubs Beds Empty litter and dog bins Scarify Grass Cut Grass	The clock as now been put back and seems to be ok	Site looking good.
High Street and The Bull Shrub Beds	Keep weed free Removed any dead plants. Try to keep topped up with bark.	Looking good	
Riverside	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	Major works on trees over the last few months due to storms	Removed fallen trees Remove lots of fallen tree debris blocking paths Blow paths Remove fallen willow branch on entrance to lorry park and move broken bridge railings

War Memorial	Keep site clean and tidy Weed free	Site looking good	Turn off lights, general tidy
Halsey Park	Play area inspection Grass cutting Empty litter bin	Site in good order.	Grass cutting has new started on play areas
Coopers Wood	Litter pick Empty Dog bin Minor tree works Keep main path clear	Site needs work over the next few months	Remove fallen tree of resident's fence Leaf blown all pathways
Dudley Wood			
General Works Not Grounds	Machine repairs, Maintenance.	We've managed to get quite a lot of refurbishment works done on equipment during the wet weather	Major works on small van

LONDON COLNEY PARISH COUNCIL
MINUTES OF RIGHTS OF WAY WORKING PARTY MEETING
8 FEBRUARY 2022, 6 pm
Held virtually via Zoom

PRESENT: Councillors T Lillico (Chair), L Winstone,
P Escritt (Ramblers Association/Open Spaces), A Osbourne, C
Payton, K Loud, Cllr S Tallon (HCC)

APOLOGIES: B. Lang, K.Pinn,

1. MINUTES OF LAST MEETING

Minutes of last meeting were not available for the meeting. Chair to circulate when available.

2. NEIGHBOURHOOD PLAN

TL highlighted that neighbourhood plan is currently under development by Troy Consulting. First version should be available for public review in early summer.

PE highlighted importance of key policies in plan. He provided some proposals that are currently under review by Troy Consulting.

Troy is proposing a set of ROW projects in the plan to be worked on with relevant delivery organisations including SADC and HCC. Identifying the projects has been delegated to the ROW working.

In discussion some of the ideas that were raised included

- Safe walks into the city away from London Road
- White Horse Lane across the A1081
- The area around Broad Colney Depot
- Link to the Alban Way

After some discussion KL and CP agreed to work on a proposal at a face-to-face meeting. PE also volunteered to support, if available. It was agreed to schedule a suitable time by e-mail between participants. TL agreed to request large scale map from HCC or organise via parish clerk. Deadline for submission to Troy is 28th February.

**Note - meeting now organised for 2pm on Wednesday 16th February.*

3. BROAD COLNEY

It was agreed to build a plan for obtaining evidence statements from residents in spring /early summer. This would include publicity in June edition of parish magazine, letters to residents in the vicinity of the former nature reserve and follow up canvas. TL and LW to develop plan.

4. WEST OF SHENLEY LANE

KL highlighted that he had done some investigations with Napsbury residents. Key challenge was though many used the pathways to the south of Napsbury Park, few had lived in the area before the current residential development was constructed from the old hospital so evidence would only go back 10-15 years.

Potentially this could be one project for the neighbourhood plan.

TL highlighted he had discussed the project with the chair of NPRA. NPRA are supportive and access to Napsbury Park, including all footpaths marked on the ROWIP, is open to all.

Recent events with uncontrolled dogs causing a nuisance and entering homes and warning signs put up by NPRA have made this an emotive issue.

5. Next Meeting

The next meeting was agreed for Tuesday 5th April 18:00.

Environment & Neighbourhood Work Programme 2021-22

Date of Meeting	Matter for Consideration	Officer	Background Information	Source Document (if applicable)
15/03/2022	Environment Policy	Clerk	To review adopted policy for ratifications by Council	Policy Review
	Climate Change & Biodiversity Plan	Clerk	To monitor progress to date and report to Council	Policy Review
	Disabled Play Equipment	Clerk	To receive a request for disabled play equipment from a resident	N/A
	Oak Tree at Shenley Lane Allotment	Clerk	To receive a report on a tree at Shenley Lane allotment following complaints from residents	N/A
	Water Leak at Glebe Allotments	Clerk	To receive a report on a leak to the water supply at Glebe Allotments	N/A
May/June	Flood Plan	Clerk	To consider any updated from statutory authorities to include	Policy Review
	Open Space - pathways	G&M Manager	To identify any works to be undertaken to paths across open spaces	H&S Review
	Carbon footprint	Clerk	To report on the parish council's carbon footprint	Climate change and biodiversity policy
Sep-22	Memorial policy	Clerk	Review adopted policy for ratification by Council	Policy Review
	Walsingham Way Open Space	Clerk	Development of Walsingham Way as a habitat site	Climate Change and Biodiversity Policy
Jul-23	Sustainable Purchasing and Procurement Policy	Clerk	Review adopted policy for ratification by Council	Policy Review