



LONDON COLNEY PARISH COUNCIL

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

10 September 2021

You are hereby summoned to attend the meeting of the **ENVIRONMENT & NEIGHBOURHOOD COMMITTEE** to be held on **TUESDAY 16 NOVEMBER 2021, AT 5.30PM, 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**
To approve minutes of the meeting held on 21 October 2021 (attached).
- 5. GROUNDS MAINTENANCE MANAGER'S REPORT**
To receive a report from the Grounds Maintenance Manager.
- 6. MEMORIAL BENCH APPLICATIONS**
 - a) To receive an update on the application for a memorial tree considered at the last meeting
 - b) To consider a request for memorial bench (see attached letter)
- 7. CHRISTMAS TREE**
To receive a report about the feasibility of planting a real Christmas tree at Chester Gibbons Green.
- 8. WORK PROGRAMME**
To receive and note the work programme for this committee.
- 9. DATE OF NEXT MEETING**
18 January 2021

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON THURSDAY 21 OCTOBER 2021, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Councillors H Pakenham (acting Chairman), L Winstone,
Mr A Osborne, Mrs Barker

IN ATTENDANCE: E Payne, Clerk

AS THE MEETING WAS NOT QUORATE, IT WAS HELD AS A WORKING PARTY, WITH ALL DECISIONS BEING RATIFIED BY COUNCIL.

1. APOLOGIES

Apologies were received from Cllr Gardner (SADC Standards Committee), who was substituted for by Cllr Pakenham. Cllr Mortuza and Cllr Mahony were absent. Apologies were also received from Mr Casling.

2. DECLARATION OF INTEREST

Mrs Barker declared a personal, pecuniary interest in item 5 as an allotment tenant.

3. MINUTES

The minutes of the meeting held on 29 June 2021 were approved as a true record of the meeting.

4. GROUNDS MAINTENANCE MANAGER'S REPORT

4.1 Members received the Grounds Maintenance Manager's report. Members were advised that a large amount of work that had been undertaken on the football pitches at Morris Recreation Ground and Shenley Lane relating to the installation of new goal posts and corner flags which had been purchased through S106 funding and a grant received from the Football Foundation, which had been applied for by Mr Woodhams, the Sports Booking Secretary. Members asked for their thanks to be passed onto Mr Woodhams for undertaking this on our behalf.

4.2 Members queried the condition of the tree at the War Memorial and the Clerk will ask the Grounds Maintenance Manager to visit the site and take photographs.

5. ALLOTMENTS

5.1 Report on Allotments

Members received a report on allotments and the following were **RESOLVED** for adoption by Council:

- a) *The current situation with the allotment waiting list was noted*
- b) *The proposed allotment signage was agreed, with recycled paving slabs*
- c) *New allotment tenancies will be organic only with immediate effect*
- d) *Revert to key to access Shenley Lane allotments*

Members noted the other matters relating to the water leak at Glebe Allotments and the Clerk would keep Members informed of developments.

5.2 Notes on Allotment Holders Meeting 5 October 2021

The notes of this meeting were received and there were no comments.

6. MEMORIAL BENCH AND TREE APPLICATION

Members received a report with a request for a memorial tree and bench. Members noted that the bench application was for a location at Morris Recreation Ground, and this was considered a good location, which would replace an older style of bench.

The request for a memorial tree was considered but the location on the village green was felt to be unsuitable. Members felt that this area had quite a few memorial trees and it should be kept as open as possible so that residents could use it as an open space. The Clerk was asked to liaise with the applicant for a new location, possibly near St Peter's Church. It was **RESOLVED to recommend to Council that:**

- a) The application for a memorial bench was approved***
- b) The application for a memorial tree was deferred until a site meeting had taken place***

7. WALSINGHAM WAY OPEN SPACE

Members received a report on the further development of Walsingham Way as an open space in line with the Council's adopted Climate Change and Biodiversity Plan, adopted in 2021. The plans specifically mention developing the site as a habitat site, including installing nesting boxes. The Clerk had recently met the District Council's Rewilding Officer, who had visited the site. They had commented on the tree planting scheme, which had not been very successful. Only a small number of trees (Rowan and Wild Roses) seemed to have survived, however, the grass in the enclosed area was growing well, and this area could be used as a meadow area, if it was supplemented with additional wildflower seeds.

Members noted that the site used to be used for organised football, but because of the nature of the terrain, it was only suitable for recreational games. The proximity of the Scouts and St Bernadette's was also noted, and these organisations should be encouraged to participate in the project.

Members queried if there was any technical support available from St Albans District Council and the Clerk reported that support on the rewilding project was available. Members considered that this site would be idea for hedgehog hibernation locations and the local hedgehog charity should be approached for advice.

Members asked for a more detailed plan with costs for a future meeting.

8. ELECTRIC GROUNDS MAINTENANCE EQUIPMENT

This item was deferred to a future meeting.

9. CHRISTMAS TREE

Members received a verbal report on this item from the Clerk, in the absence of the Grounds Maintenance Manager. The suggestion was that a rooted Christmas tree was planted on the site which could mature into a suitably sized specimen to be used as the annual Christmas tree. Members were advised that before any tree was planted, which

needed a sizeable hole excavated, a survey on utilities and other matter (the site was previously used as a garage and there may be former petrol tanks on the site).

The merits of sponsorship of the tree by a local nursery or other suitable company would be considered. Members welcomed the proposal and a report with costings would be brought to a future meeting by the Grounds Maintenance Manager.

10. **QUEEN'S PLATINUM JUBILEE**

Members received a report on the scheme to plant trees to commemorate the Queen's Platinum Jubilee. Members were asked if they wished to undertake the planting of multiple trees or a single 'specimen' style tree with a plaque. It was **RESOLVED to recommend to Council that:**

- a) *An application is made to the Woodland Trust for a pack of trees to plant at Walsingham Way Open Space*
- b) *A new budget item is requested to F&GP Committee for a specimen tree and plaque, for a location to be decided.*

11. **VILLAGE GREENS**

Members received a report regarding the status of land in London Colney which was registered as village greens. This had come to light after a Councillor had been approached by the new owner of a property at Waterside and the ownership of the piece of land known as Watery Paddock. The Clerk had undertaken an investigation into the status of the land, and adjacent areas which are registered with the Common's Registration Authority (HCC) as:

VG17 – The Village Green, adjacent to the Green Dragon

VG111 – Land adjacent to Broad Colney Lakes

VG122 – Watery Paddock

The Clerk is arranging to have a meeting with the new owner to discuss the ongoing maintenance of the site.

12. **UPDATE ON STRATEGIC PLAN**

Members noted this committee's contribution to the strategic plan and noted those objectives which had been achieved and which were still to be progressed.

13. **BUDGET 2022-23**

Members requested that the following items were submitted to the Finance & General Purposes Committee as new budget items for 2022/23:

- a) Green Flag Application Fee -£500
- b) Excavation of ditch at Shenley Lane allotments to be met by increasing the allotment maintenance budget by £1,000
- c) Additional fencing at Shenley Lane recreation ground to prevent people crossing from the recreation ground to the Irish Club - £1000 increase in maintenance budget for site.
- d) Queen's Platinum Jubilee Tree and Plaque - £1000
- e) Permanent Christmas tree at Chester Gibbons Green, including purchase and site survey for utilities - £1,000

14. LOWBELL LAKE PROJECT

Members considered that now the Covid restrictions were being reduced, and the works to the Barnet Road Bridge had been completed, it was time to restart this project and the Clerk was asked to arrange a virtual meeting with the Angling Club.

15. RIGHTS OF WAY WORKING PARTY

CLr Winstone and Mr Osborne presented a verbal report on the latest meeting. A questionnaire is being planned to seek evidence for the paths around Broad Colney Lakes. The meeting would like to see any questionnaires prior to being sent out.

16. WORK PROGRAMME

Members noted the forward work programme.

17. DATE OF NEXT MEETING

To be confirmed

The meeting closed at 2030

Signed Date



Grounds and Maintenance Report – November 2021

Site	Routine Maintenance	Comments	Additional works this Month
Morris Playing Field	<p>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.</p>	<p>Managed to get a contractor to paint the Garage and the outside of the Pavilion over the last month.</p>	<p>Replaced car park flood lights Cleaned Driveway lamp post lights Set up, break down and clean up for fireworks</p>
Shenley Lane Playing Field.	<p>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. 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.</p>	<p>Field very wet, lots of leaves and lots of works needed. We will try to get this site harrowed in the next couple of weeks</p>	<p>Cleared all carpark from leaves Repair on playground swings</p>

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 good	Removed fallen tree near scout hut and woodchipped pathway
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.	Rugby and football full on and going well, site looking good.	Removed fallen tree debris near carpark Meeting with contractors regarding building repairs and redecoration. Roof repair

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 apart from weedy shrub beds that are the responsibility of the Surgery contractor.	Collect and return everything needed for fireworks Rehang curtains
Shenley Lane Allotments.	Cut hedges. Paper pick. Cut Grass Top of grass paths.	Site looking good	Turn off water
Glebe Allotments.	Cut hedges. Paper pick. Top of grass paths.	Site in good order	
Chester Gibbons Green	Prune Shrubs Beds Empty litter and dog bins Scarify Grass Cut Grass	The clock seems to be ok	Tidy up shrub beds and grass ready for the Light turn on Put up light switch on poster
High Street and The Bull Shrub Beds	Keep weed free Removed any dead plants. Try to keep topped up with bark.	All been sprayed 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	We have not had time to do much at this site over the last month do hope to get more done in the forthcoming months	Removed fallen tree debris
War Memorial	Keep site clean and tidy Weed free	Site looking good and ready for Remembrance Day	Newly planted bedding and tree Set up pa for Remembrance Day

			Reset plaque
Halsey Park	Play area inspection Grass cutting Empty litter bin	Site in good order.	
Coopers Wood	Litter pick Empty Dog bin Minor tree works Keep main path clear		Leaf blown all pathways and removed fallen debris
Dudley Wood			
General Works Not Grounds	Machine repairs, Maintenance.	One van gone and had to do repairs on little van which will need to be undertaken by garage	Hose burst on mower

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD COMMITTEE

DATE: 16 NOVEMBER 2021

REPORT BY: LEIGH CASLING, GROUNDS MAINTENANCE MANAGER

SUBJECT: CHRISTMAS TREE

1. SUMMARY

This report outlines the proposal to plant a permanent Christmas tree on Chester Gibbons Green.

2. RECOMMENDATION

2.1 Members are asked to approve the proposal and ask the Finance & General Purposes Committee to approve this expenditure, which has not been budgeted for.

3. BACKGROUND

3.1 In the Council's Climate Change and Biodiversity Policy, adopted in June 2021, there was an objective to plant a permanent Christmas tree. This would remove the need to purchase and install a cut Christmas tree on an annual basis, which would help the Council's carbon footprint.

3.2 The current arrangement is that a cut Christmas tree is installed at a location on Chester Gibbons Green, every November which is then removed after Twelve Night.

3.3 The proposal is that a Christmas tree with a root ball would be purchased and planted at the same location in January/February 2021. The tree would be approximately 11 feet tall and would grow over a period of 15-20m over 20 years, possibly reaching 40m if not trimmed.

3.4 Before an excavation is undertaken, it is recommended that a survey is undertaken of the area as the site was previously used as a garage and undertaking a survey would mean that any excavation would reduce the risk of disrupting utilities or previous petrol tanks on the site.

3.5 The cut Christmas tree is erected in a metal collar that is submerged but there would still need to be some additional excavation on the site.

3.6 It is recommended that residents in Chester Gibbons Green, whose properties immediately face the grass area and consulted on this proposal.

4. FINANCE

4.1 There is no budget for this project.

4.2 The estimated cost for this project would be £250 for the purchase of the tree, plus £150 for hiring a digger to excavate the hole with an additional £150 to undertake the ground survey.

4.3 The total project would cost £550.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 3
Equalities	N/A
Environmental/Sustainability	Climate Change and Biodiversity Plan objective
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Would need to be included in regular tree surveys

Parish Clerk
Emma Payne

Deborah Peak

Tuesday 9th November 2021

London Colney Parish Council

Dear Emma,

Re: Ken Peak - memorial bench - village green

I'm Deborah, one of the late Ken Peak's daughters.

It has come to my attention that the Parish Council is willing to fund a memorial bench on the green by the river as a tribute to my father. I've spoken with all the siblings and we think it's a lovely sentiment that dad be honoured in this way in the village.

He was so well known in the area, and always willing to help to make the riverside as attractive as possible, by returning glasses to the pub and picking up litter and doing whatever he could to address any problems. He seemed to be the person many turned to locally for advice and action on their issues, as they knew of his willingness, his knowledge, his wisdom, his experience and connections. His help came from a good place of caring and compassion, without the need of political affiliation, recompense, or recognition, and at cost to himself in time and expense. He just wanted to make a better environment for everyone. It was his passion.

As a family we have been very touched by the kind and loving words of his plentiful friends and neighbours in the village, and the thought that he was held in such high regard by so many.

I'm sure he would be pleased with the tribute to him, and the thought that local people will sit on 'his' bench, raise a glass to him and remember him and the good that he has done.

He was an amazing man and a true gentleman.

Thank you so much for proposing to arrange a memorial bench. We are delighted and very grateful.

Kindest regards,



Deborah Peak
(and also on behalf of my siblings; Steven, Sandra, Gillian and Rachel)

P.s. Please feel free to call me if there's anything you need, or if I can be of help in any way.

Environment & Neighbourhood Work Programme 2021-22

Date of Meeting	Matter for Consideration	Officer	Background Information	Source Document (if applicable)
16/11/2021	Christmas Tree	G&M Manager	To consider planting a permanent Christmas tree at Chester Gibbons Green	Climate change & Biodiversity Action Plan
18/01/2022	Open Space - pathways	G&M Manager	To identify any works to be undertaken to paths across open spaces	H&S Review
	Flood Plan	Clerk	To review flood plan for ratification by Council	Strategic Plan
	Tree Policy	Clerk	Review adopted policy for ratification by Council	Policy Review
	Wildflower verges	Clerk	Work with HCC/SADC to identify verges to be replaced with wildflowers from information supplied by CMS/ROW audit on pollinators and tree planting.	Climate change & Biodiversity Action Plan
15-Mar-22	Electric grounds maintenance equipment	G&M Manager	To consider areport on the implementation of electrical trimmers and leaf blowers	Climate change & Biodiversity Action Plan
	Environment Policy	Clerk	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
Sep-22	Memorial policy	Clerk	Review adopted policy for ratification by Council	Policy Review