



LONDON COLNEY PARISH COUNCIL

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

22 June 2021

You are hereby summoned to attend the meeting of the **ENVIRONMENT & NEIGHBOURHOOD COMMITTEE** to be held on **TUESDAY 29 JUNE 2021, AT 7PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

COVID 19 RESTRICTIONS

For the purpose of track and trace, the minutes will act as a record of those attending. Any members of the public will be asked for their contact details, which will be kept on file for 21 days and then disposed of.

Please observe social distancing, use hand sanitiser, and wear a mask except when seated.

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 9 February 2021 (attached).
- 4. WORK PROGRAMME**
To receive and note the work programme for this committee.
- 5. TERMS OF REFERENCE**
To receive and note the Terms of Reference for this committee as agreed as part of the Scheme of Delegation, adopted on 5 May 2021.
- 6. GROUNDS MAINTENANCE MANAGER'S REPORT**
To receive a report from the Grounds Maintenance Manager.
- 7. PUBLIC SPACE PROTECTION ORDER, NAPBSURY**
To receive a report on this item.
- 8. FLOWERBED SPONSORSHIP**
To receive a report on flowerbed sponsorship including site locations and proposed costs.

- 9. MEMORIAL BENCH APPLICATION**
To receive a report on an application for a memorial bench
- 10. PLAY AREA INSPECTIONS**
To receive the play area inspections and a list of works to be undertaken.
- 11. SUSTAINABLE PROCUREMENT POLICY**
To receive a proposed sustainable procurement policy to be recommended to Council for adoption.
- 12. CARBON FOOTPRINT BENCHMARKING EXERCISE**
To consider a carbon footprint benchmarking exercise.
- 13. WILDFLOWER SITES**
To identify wildflower sites on parish council owned land.
- 14. GREEN FLAG**
To receive a report on a potential Green Flag application for Morris Recreation Ground.
- 15. BOREHOLES**
To receive a report on a request from the Environment Agency to sink a borehole in St Peter's Car Park.
- 16. ORCHARD SITE AT NAPSURY**
To receive a verbal report from Cllr Dreda Gordon regarding this site at Napsbury.
- 17. LOWBELL LAKE PROJECT**
To receive a verbal update on this project.
- 18. ALLOTMENTS**
To receive a report on the allotments and arrange a tenants meeting.
- 19. REPAIRS TO BARNET ROAD BRIDGE**
To receive an update on the bridge repairs.
- 20. RIGHTS OF WAY WORKING PARTY**
To receive the notes from this working party meeting held on 3 June 2021.
- 21. DATE OF NEXT MEETING**
28 September 2021

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD VIRTUALLY ON TUESDAY 9 FEBRUARY 2021, 7.00PM

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

IN ATTENDANCE: E Payne, Clerk

The meeting was not quorate with only two Members present, therefore the meeting proceeded as a working party, with all decisions to be ratified by Council.

1. APOLOGIES

Apologies were received from Cllr Mahony (health). Cllr Mortuza was absent.

2. DECLARATION OF INTEREST

Mrs Barker declared a personal, pecuniary interest in item 8 as an allotment tenant.

3. MINUTES

The minutes of the meeting held on 10 November 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 the Clerk had extended the date for submissions for the evidence base submissions, until the end of February 2021. She will report to a future meeting.

4.2 Eco Audits

Members were asked to consider this under item 7.

4.3 Tree Survey

Members were advised that the Clerk had not progressed this matter.

4.4 Flowerbed Sponsorship

Members were advised that the Clerk had not progressed this matter.

5. BARNET ROAD BRIDGE REPAIRS

Members received a report outlining the request from George Osborne Ltd, the contractor appointed by Herts Highways, to undertake the bridge repairs, to locate a welfare facility in the car park at St Peter's Car Park. The Clerk reported that she had met with the contractor on site and they had explained the nature of the request. The Clerk had also liaised with the Parochial Church Council at St Peter's to advise them of the proposal. The Clerk explained that the works would be undertaken during the summer, when the water level is lower. The river would be dammed with the water pumped through the bridge, which would enable the foundations to be repaired.

Members considered the report and raised some matters relating wildlife and sound levels for the generator operating the pumps which will be passed back to the contractor. Members considered that repairs and cleaning of the railings should be included in the scheme and the Clerk will ascertain if this is planned. The Clerk suggested that there

should be an article in the June edition of the newsletter advising residents of the project. It was **RESOLVED TO RECOMMEND TO COUNCIL** that:

George Osborne Ltd is granted a temporary licence for the use of an area of St Peter's Car Park for the period of 10 weeks, at a date to be determined.

6. MEMORIAL BENCH APPLICATION

Members received a report on a request for a Memorial bench at Lowbell Lake. It was **RESOLVED TO RECOMMEND TO COUNCIL** that:

The Application for a Memorial Bench at Lowbell Lake is approved.

7. CLIMATE CHANGE AND BIODIVERSITY ACTION PLAN

Members received a report outlining a proposed Environmental Policy to be adopted by the Council and a proposal to draft a Climate Change and Biodiversity Action Plan.

Members considered the recommendation and considered that a basic plan with targets that were SMART would be the preferred option. Members were asked to contact the Clerk with suggestions for items for inclusion in the draft plan, to be considered at the next meeting. It was **RESOLVED TO RECOMMEND TO COUNCIL** that:

- a) ***The Environmental Policy outlined in the report is adopted by Council.***
- b) ***A Climate Change and Biodiversity Action Plan, working in conjunction with Herts County Council and St Albans District Council, is drafted for consideration at the next meeting.***

8. ALLOTMENTS

Members received a report outlining proposed changes to the allotment tenancy agreement. These amendments had been incorporated following training that the Administration Officer had recently undertaken. It was **RESOLVED TO RECOMMEND TO COUNCIL** that:

The amended allotment tenancy agreement is adopted for use from 1 April 2021.

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

9. DATE OF NEXT MEETING

Tuesday 13 April 2021

The meeting closed at 1935.

Signed

Date

Environment & Neighbourhood Work Programme 2021-22

Date of Meeting	Matter for Consideration	Officer	Background Information	Source Document (if applicable)
29/06/2021	Sustainable Procurement Policy	Clerk	To recommend to Council the adoption of a sustainable procurement policy	Climate change & Biodiversity Action Plan
	Carbon footprint benchmark	Clerk	To undertake a carbon footprint benchmark	Climate change & Biodiversity Action Plan
	Wildflower sites	G&M Manager	To identify wildflower sites within the parish	Climate change & Biodiversity Action Plan
	Green flag	G&M Manager	To receive a report on applying for a Green flag	Strategic Plan
	Lowbell Lake Project		To receive an update on this project	Strategic Plan
	Allotment holders Meeting	Clerk/Admin Officer	To identify a date for this meeting	Standing item
			To receive the play area inspection reports and identify works to be undertaken.	Strategic Plan
	Play Area Inspections	Clerk/G&M Manager	To receive notes from the ROW WP	Standing item
	Rights of Way	Clerk		
28/09/2021	Budget 2022-23	Clerk	To consider new budget items	Standing item
	Flood Plan	Clerk	To review flood plan for ratification by Council	Strategic Plan
			To develop Walsingham Way as as a specific habitat site	Strategic Plan
	Walsingham Way	Clerk	To implement an organic only policy for new tenants	Climate change & Biodiversity Action Plan
	Allotments	Information Officer	To consider areport on the implementation of electrical strimmers and leaf blowers	Climate change & Biodiversity Action Plan
	Electric grounds maintenance equipment	G&M Manager		
02/11/2021	Budget 2022-23	Clerk	To make recommendations to F&GP on budget	Standing Item
	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

18/01/2022	Open Space - pathways	G&M Manager	To identify any works to be undertaken to paths across open spaces	H&S Review
15-Mar-22	Environment Policy Climate Change & Biodiversity Plan	Clerk	Review adopted policy for ratifications by Council	Policy Review
		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



LONDON COLNEY PARISH COUNCIL

TERMS OF REFERENCE

ENVIRONMENT AND NEIGHBOURHOOD COMMITTEE

Membership

- a) Four Parish Council Members of the Environment and Neighbourhood Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders).
- b) Up to two Co-opted members of the public may join during year if authorised by Parish Council. These persons do not have the right to vote or to move or second a motion on matters relating to the management of land.
- c) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders.
- d) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will continue as a working party, with all recommendations to be ratified by Council.

How often meetings are held.

- a) A minimum of five meetings in each full municipal year.

Decision/Delegated Powers

- a) Management of the parish council's land assets including sports and leisure facilities.
- b) To maintain the War Memorial.
- c) To oversee the maintenance of the Millennium Clock.
- d) To consider matters relating to footpaths and consult with partners and stakeholders.
- e) A transfer of relevant environmental projects from Council or other committees
- f) Management of the Council's allotment sites including the review of allotment rents.
- g) Consideration of local impact on any environmental issues proposed by the statutory agencies or commercial organisations.
- h) The bi-annual review of the village flood strategy
- i) The management and refurbishment of all play areas including the use of S106 funding for improvements (to be approved by F&GP)
- j) The formulation of new Council policies relating to the environment and the review of any existing policies to be ratified by Council.
- k) The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- l) Consultation documents as appropriate to the committee.
- m) To vire expenditure within its own budget and to recommend to the Finance, Policy & Administration Committee such other virements and carry overs as the Committee considers appropriate.

Grounds and Maintenance Report – June 2021

General comments;

The last few months have been crazy we really are playing catch up, there is more works than ever and the grass is growing very quickly we are flat out.

Site	Routine Maintenance	Comments	Additional works this Month
Morris Playing Field	All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe if required. Pavilion toilets opened and closed daily. Hedges cut back as required. Notice boards updated. Grass cut as and when required. Pool cleaning checked on a daily basis. Pool opened and closed daily + chemical levels checked on a daily basis by outside contractors	Crazy couple of months gone from really wet to really dry so grass is growing like crazy. Football has come to an end so now need to get on with repairing goal months.	Extra bin runs due to excess rubbish. 6 meetings at paddling pool Remove fallen tree from park. Raise grounds in from of tractor garage. Cleaned pavilion. Changed two toilet seats
Shenley Lane Playing Field.	Trim Trail and play equipment checked on a weekly basis, path blown free of debris. All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe if required. Grass cut as and when required. Hedges cut back as required.	Site looking good, football finished so now need to get in new sockets for new goals.	Extra bin runs due to excess rubbish.

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.	Extra bin collection
Napsbury Sports Ground	Cricket square is cut on a weekly basis. Mark out new wickets 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. Notice boards updated. Building opened and closed weekends and cleaned on a weekly basis. Cleaning inspection carried out. Smoke alarm check. All playing fields cut as and when required.	Site looking good, crazy amount of cricket this year. We are trying to get the building painted however trying to juggle this in with weather, sports bookings and man hours is very difficult we will do this during the summer holidays.	Extra bin runs due to excess rubbish. Meetings regarding new pitch layouts etc. Change toilet seat Add more concrete blocks/triangles. Check faulty shutter Clean pavilion
Shenley Lane Allotments.	Cut hedges. Paper pick. Cut Grass Top of grass paths.	Site looking, Lots of works to do here as and when possible.	
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 Work on clock repair. Scarify Grass Cut Grass	Site needs weeding we will try to get on this over the next week or so.	Extra grass cut. Extra bin empty

High Street and The Bull Shrub Beds.	Keep weed free Removed any dead plants. Try to keep topped up with bark.	Beds looking good.	Water planters
River Side.	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	Lots of works here over the last few months but seem to be getting there slowly.	Lots of fallen tree debris moved from this site. Extra bin runs due to excess rubbish. Remove fallen tree from building Work on swims and river hedge Replace bin in church carpark for larger bin. Repair bridge railings
War Memorial	Keep site clean and tidy. Weed free.	Site possibly looking the best it ever has.	
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	Site looking ok.	Paths cleared however do need to spend a little more time here.
Dudley Wood			
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. Set up break down for open mic night.	Site in good order	Remove roundabout for repair this has turned into quite a major job. Water bedding Put up and take down banners. Extra bin empty
General Works Not Grounds	Machine repairs, Maintenance.	Various maintenance repairs	Meter readings

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT AND NEIGHBOURHOOD

DATE: 29 JUNE 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: PUBLIC SPACE PROTECTION ORDER

1. SUMMARY

- 1.1 District Council officers have now considered the further evidence provided by the parish council and that there is enough evidence to consider a PSPO.

2. RECOMMENDATION

- 2.1 Members are asked to note the report.

3. BACKGROUND

- 3.1 Evidence was gathered from residents of Napsbury Park to support their claims of anti-social behaviour in relation to dog ownership and fouling of private areas within the park.
- 3.2 This evidence was forwarded to SADC for them to consider if the evidence supplied was sufficient to consider a PSPO for the area. Further analysis of the evidence provided to SADC will be undertaken to consider appropriate restrictions. The next stages would involve an internal report, an impact assessment and carrying out a consultation.
- 3.3 It appears from the evidence that the two main issues relate to dogs off lead and dog fouling. It was noted there are a few incidents relating to commercial dog walkers, however there is not enough evidence to directly address this issue. However, SADC consider that the issues reported relating to commercial dog walking may be indirectly addressed with appropriate restrictions.
- 3.4 They note some entries refer to signage at Napsbury Park and the Clerk has provided them with details of this signage.
- 3.5 Further consideration needs to be given to how a PSPO would be enforced. This is potentially an issue as the Council's Constitution only authorises Community Safety Officers to enforce through Fixed Penalty Notices.

4. FINANCE

- 4.1 There are no financial implications on the parish council as the PSPO is undertaken by SADC.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 1
Equalities	N/A
Environmental/Sustainability	Ensure safe use of our open spaces
Crime & Disorder	Reduces anti social behaviour
Financial	N/A
Resources (including workforce)	Some workforce resources in undertaking the evidence gathering.
Risk Management	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT AND NEIGHBOURHOOD

DATE: 29 JUNE 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: FLOWERBED SPONSORSHIP

1. SUMMARY

- 1.1 Following on from the maintenance of flowerbeds at the southern end of London Colney, being taken over by corporate sponsors, the Clerk has investigated further flower bed sponsorship opportunities.

2. RECOMMENDATION

- 2.1 Members are asked to consider the report and:
- a) Advise the Clerk if they agree with the proposed sponsorship sites plus any others suggested by Members.
 - b) Recommend to F&GP the sponsorship rates outlined in item 3.3.

3. BACKGROUND

- 3.1 The following are potential areas where corporate sponsorship could be considered:

- War Memorial
- Freestanding planters at Caledon Community Centre
- Freestanding planters at Chester Gibbons Green
- Shrub beds Chester Gibbons Green
- Flowerbeds by Village Surgery, High Street
- Shrub beds on High Street at junction with Kings Road

- 3.2 A sponsorship package could include:

- Sign 150mm x 210mm in front of bed displaying sponsors name and logo.
- Sponsorship of bed on an annual basis
- Twice year planting of shrubs and bedding plants
- Year-round watering and maintenance

- 3.3 Potential sponsorship rates (excluding VAT):

Up to 10sqm	£150 per annum
Between 10-30 sq m	£200 per annum
Flowerbed 30sqm +	£400 per annum
Freestanding Planter	£250 per annum
Chester Gibbons Green	£600 per annum
War Memorial	£600 per annum

SHRUB BEDS IN HIGH STREET, OPPOSITE KINGS ROAD



4. FINANCE

- 4.1 The parish council has a budget of £3,500 for plants and flowers for the various sites outlined in this report.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 3
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Offset some of the costs of floral displays
Resources (including workforce)	Maintenance of shrub beds already including in maintenance programme.
Risk Management	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 29 JUNE 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: PLAY AREA INSPECTIONS

1. SUMMARY

- 1.1 The Parish Council's Internal Auditor has asked the Clerk to bring the annual play area inspections to this committee, to note the reports and outline the maintenance and repair schedule.

2. RECOMMENDATION

- 2.1 Members are asked to:

- a) Note the play area inspections.
- b) Note the maintenance and repairs to be undertaken.
- c) Note the S106 contributions available or committed.

3. BACKGROUND

- 3.1 The Parish Council is responsible for five play areas:

- Caledon Road/Telford Road
- Walsingham Way
- Morris Recreation Ground
- Shenley Lane
- Halsey Park

There further play areas in Alsop Close and Cotlandswick which are the responsibility of SADC.

- 3.2 The Parish Council has a robust scheme of inspection, with each site receiving a weekly inspection by a qualified member of staff. A record of this inspection is then kept for 21 years for insurance purposes.
- 3.3 An annual play inspection is undertaken by an independent contractor. Currently, the parish council uses the District Council's contractor, who clusters with other district councils to benefit from economies of scale.
- 3.4 This year's play inspection reports are available to view on our website [here](#).
- 3.5 The inspection reports are graded on a likelihood x severity scale for risk to members of the public, with a score ranging from very low to very high.
- 3.6 There are no identified risks in the inspection reports that are medium or high. Anything listed as very low or low risk in the play area inspection reports will be


which cannot demonstrate this must not be used. The Council gives preference for timber and timber panel products which are from a sustainable source carrying the Forest Stewardship Council (FSC), PEFC (Programme for the Endorsement of Forest Certification), or equivalent trademark which can certify the product is sustainable and legal. Flexibility on species type will increase the ability to meet this preference.

- Not purchase wood or wood products containing the wood preservatives entachlorophenol (PCP), lindane or tributyltin oxide (TBTO).

Recycling

- We will recycle where possible all glass, plastic, paper, cardboard and food waste through our existing waste management contract.
- We will shred and recycle confidential material.
- Toner cartridges and other consumables will be recycled annually.
- Recycle waste electrical equipment as per the WEEE regulations.
- Offer usable furniture and electrical equipment to local organisations or recycling sites.

resolved through planned maintenance during the year which will be undertaken by the grounds staff. They are currently refurbishing the roundabout at Caledon Road.

8 - Low Risk	
Item:	Roundabout
Manufacturer:	Wicksteed Playgrounds
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes
Total Findings:	5
	
Finding 1	Finding 2
The distance between the underside of the roundabout platform and the playing surface is in excess of 110mm and contravenes the requirements of BS EN 1176 Part 5 which requires that the distance be maintained between 60mm-110mm - for the entire circumference of the roundabout - Monitor - No remedial work recommended	There is/are finger entrapment/s in the platform and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers - Monitor - No remedial work recommended
Finding 3	Finding 4
The paint is flaking off the metalwork - Rub down and re-paint	The bearing is showing signs of wear - Monitor for any further deterioration and replace as required
Finding 5	
There is a metal bar protruding from the surface beneath the platform - Remove the bar	

- 3.7 The signage at all plays should be updated, to include emergency contact numbers and this will be added as a rolling programme of sign renewals when setting the budget.

4. S106 FUNDING

- 4.1 When a developer contribution agreed, one of the areas for funding are play areas. This is the new play equipment and not maintenance.
- 4.2 There are four stages for S106 with any related development in London Colney shown:

a) Stage 1 – planning applications awaiting permission.

London Colney	5/2020/0510	London Colney Village Club	Walsingham Way Play Area	£2,364.00	£13,425.00	19.03.21	13.01.21
			Walsingham Way Open Space	£4,284.00			
			Caledon Community Centre	£8,777.00			
London Colney	5/2020/2147	271 High Street	Five Acres Play Area	£1,520.00	£10,158.00	23.04.21	13.01.21
			Five Acres Open Space	£3,346.00			
			Caledon Community Centre	£5,292.00			

b) Stage 2 – Planning applications granted where contributions are 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		

c) Stage 3 – Contributions received but as yet not committed or spent.

London Colney										
Planning No	Location	Received Date	Repayment Date	Condition	Amount	Spent	Committed	Uncommitted Balance	Project	C A
5/2013/2724	The Willows Lowbell Lane	10.10.17	No date specified so 5 years	Sports Halls	6,877.20	0.00	0.00	6,877.20	Morris Way Pavilion	
				Swimming Pools	3,207.60	0.00	0.00	3,207.60	Paddling Pool, Morris Recreation Ground	
				Teenager's Leisure	708.52	0.00	0.00	708.52	Morris Way Pavilion	
5/2013/3115	Former Nurses Home, Shenley Lane, Napsbury	6.7.16	No date specified so 5 years	Teenage Play	1,035.72	0.00	0.00	1,035.72	Morris Way Pavilion	
				Sports Pitches	3,452.40	224.00	0.00	3,228.40	Multiple Sport Pitches across London Colney.	
				Sports Halls 5 km	10,053.88	0.00	0.00	10,053.88	Morris Way Pavilion	
				Swimming Pool 5km max	4,689.51	0.00	0.00	4,689.51	Paddling Pool, Morris Recreation Ground	
5/2014/0163	Telford Road Garages Telford Road	13.1.17	No date specified so 5 years	Leisure Facilities	8,103.71	0.00	0.00	8,103.71	Paddling Pool, Morris Recreation Ground	
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	0.00	11,155.71	Caledon Community Centre	
				Caledon Road Open Space	7,051.41	0.00	0.00	7,051.41	Caledon Road Open Space	
				Caledon Road Play Area	3,265.71	0.00	0.00	3,265.71	Caledon Road Play Area	
					59,601.37	224.00	0.00	59,377.37		

d) Stage 4 – fully spent and completed contributions.

None in London Colney

5. FINANCE

5.1 There is a budget for playground maintenance 210/4230 - £2,150.

6. IMPACT ASSESSMENT

Strategic Plan	Objective 1
Equalities	Any new play equipment should be inclusive.
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Maintenance is budgeted but there is no Earmarked Reserve for Play Area Refurbishment
Resources (including workforce)	Play area maintenance is part of the Grounds Staff programme of works
Risk Management	Well maintained and safe play area with regular inspections is a requirement of our risk assessment.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT AND NEIGHBOURHOOD

DATE: 29 JUNE 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: SUSTAINABLE PROCUREMENT POLICY

1. SUMMARY

- 1.1 In the Council's adopted Climate Change and Biodiversity Policy, there is an action to implement a Sustainable Procurement Policy. This report outlines a proposed policy to be recommended for adoption by the Council.

2. RECOMMENDATION

- 2.1 Members are asked to consider the attached policy and recommend its adoption by Council.

3. BACKGROUND

- 3.1 The parish council is making strides to recognise its responsibility to climate change. Part of this is to adopt a Climate Change and Biodiversity Policy to ensure a framework for future actions to be implemented to reduce our impact on the environment.
- 3.2 The purpose of this policy is to provide guidance to staff and Members when making decisions on purchasing or procuring goods and services. We will recognise the need the importance of sustainability and need to consider the environmental, social and economic impacts of our purchasing decisions.

4. FINANCE

- 4.1 Whilst achieving best value for all our purchasing decisions should be a factor, the wider implications of the cost to the environment now needs to be a consideration as part of our purchasing policy.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 3
Equalities	N/A
Environmental/Sustainability	Climate Change and Biodiversity Plan
Crime & Disorder	N/A
Financial	Purchasing ethically and sustainably may not be the cheapest
Resources (including workforce)	Minor impact on resources
Risk Management	N/A



LONDON COLNEY PARISH COUNCIL

SUSTAINABLE PURCHASING AND PROCUREMENT POLICY

London Colney Parish Council is committed to ensuring that sustainability is embedded throughout every level of the organisation and its operation.

We all need to recognise the impact that the Council's contracts and purchasing may have on the environment and that we can influence sustainable practices and policy. This policy explains how we will aim to incorporate sustainable procurement into our tendering processes and contracts.

Sustainable procurement is a process whereby organisations meet their needs for goods, services and works in a way that achieves value for money on a Whole Life Cost (WLC) basis. Moreover, sustainable procurement not only focuses on benefits to the organisation, but also to society and the economy, whilst minimising damage to the environment. It encompasses environmental sustainability, social value, ethics, and equality.

A holistic approach is required when implementing a process to govern purchasing decisions. It is not enough to consider what a product is made of and so the decision needs to be based on a lifecycle assessment.

The UK Greening Government programme sets out commitments to driving sustainable operations and procurement including buying more sustainable and efficient products and engaging with suppliers to understand and reduce impacts on the supply chain. Whilst it does not apply to local authorities, it should be considered as a standard for applying this policy.

Making Purchasing Decisions

Identify the impacts risk and solutions	We will think about: <ul style="list-style-type: none">• The environmental impact of materials used to make the product.• The production process.• The energy and water consumption of the product• Durability/lifespan of the product• Opportunities for recycling/reusing the product at the end of its lifespan.
Choose greener products	We will attempt to minimise impacts by selecting products, materials and services which are: <ul style="list-style-type: none">• Reused, recycled or made from renewable sources.• Energy, water, and resource efficient• Fairly traded.

	<ul style="list-style-type: none"> • Free from polluting substances, known to be damaging to health or the environment. • Certified by a recognisable environmental standard e.g., Forest Stewardship Council
Reduce unnecessary resource use	<p>We will only purchase essential items to conserve resources, reduce pollution and reduce waste. We will consider:</p> <ul style="list-style-type: none"> • Are the items and the quantities essential? • Can the need be met through existing products or equipment? • Can the equipment be hired or borrowed? • Are there longer life products available?
Consider how to reduce the impact from distribution and delivery	<p>We will:</p> <ul style="list-style-type: none"> • Seek products that can be sourced nearer to home. • Consolidate orders to reduce the number of deliveries needed.
Consider how to reduce waste	<ul style="list-style-type: none"> • We will minimise waste by: • Consider the lifespan of the product and what will happen to it after it's used. • Select products that are long lasting and durable. • Select products which can be reused, recycled or refilled
Consider whole life costs	<p>We will consider the costs and savings associated with:</p> <ul style="list-style-type: none"> • Ongoing running and maintenance of the item • Licensing • Disposal

Sustainable Procurement Day to Day

Sustainable procurement practices do not have to stop after you have tendered/quoted/awarded a contract. It can be used at the office and outside of work. Below are some ideas where sustainable procurement can be based day to day:

Environmental Sustainability

- Are computer monitors and printers left on or on standby?
- Is the heating on when the windows are open?
- Is water being wasted?
- Can reduce your single plastic use?
- Can you have a virtual meeting instead of travelling to an external meeting?
- Recycle where possible.
- Have you ordered the right quantity (reduce waste or stop unnecessary journeys).
- Can you participate in carbon offsetting?

Batteries

- Avoid using products which use batteries, with preference being given to solar, rechargeable batteries or main power.
- Dispose of batteries safely using recycling facilities
- Explore solar charging for outside power needs

Catering

- Reduce waste from existing catering operations including reducing single use plastics, non-recyclable items, and food packaging.
- Prohibit the use of eggs sourced from suppliers who use caged hens.
- Require meat products to meet a standard equivalent to RSPCA Freedom Food
- Prohibit the use of palm oil unless it's a sustainable source.
- Fairtrade tea and coffee
- Make recycling facilities available for events where catering is offered.

Cleaning Services and Products

- Cleaning supplies should be phosphate free.
- Products should be free of EDTA (ethylenediaminetetraacetate), NTA (nitrilotriacetic acid), optical brighteners, chlorine bleaches, synthetic perfumes or colours, VOCs (Volatile Organic Compounds), paradichlorobenzene or APEs (alkyl phenol ethoxylates).
- Use energy efficient and bagless vacuum cleaners.

Computing

- The Council will purchase IT equipment that meets the highest energy-efficiency standards for the product category at the time.
- Whenever possible, offer unwanted equipment to local not for profit organisations.
- Dispose of any remaining equipment according to the Waste Electronic and Electrical Equipment Regulations
- Not use screen savers and have automatic power off functions enabled.

Furniture

- We will check the availability of spare furniture within the organisation.
- Offer unwanted furniture on local recycling websites.
- Aim to purchase furniture from local suppliers, UK based who offer equipment made from recycled materials.
- Purchase furniture which is sustainable or made from sustainable products e.g., bamboo.

Herbicides, Pesticides, and grounds maintenance chemicals

- We will seek to stop using pesticides for grounds maintenance purposes unless there is a particular need e.g., Japanese Knotweed.
- Allow and accept weed growth in certain areas as this can provide numerous benefits to wildlife and pollution control.
- Only permit herbicides where it is deemed there is no suitable alternative. Pesticides on the UK's Red and EU Black and Grey Lists should not be used.
- Discourage weed growth through preventative measures e.g., weed free substrates, weed control barriers, mulches in newly planted areas and around trees,

Grounds Maintenance

- We require our grounds maintenance staff to demonstrate ongoing reductions in fuel for transport and machinery.

- Compost all green waste for use on green spaces and allotments.
- Select semi-permanent, bee friendly plantings to replace seasonal planting wherever possible.
- Plant containers should be recycled where possible.
- Use, wherever possible, non-potable water and apply different measures to reduce water consumption e.g., mulch.
- Lubricant oils should be biodegradable and non-toxic.

Lighting

- We will install LED lighting as standard to all new buildings, refurbishment or when existing fittings reach their end of life.
- Install sensors to reduce energy consumption.

Paper products and printing

- We will only purchase 100% white recycled paper (80gsm) for printing and photocopying.
- Only order paper products from Forest Stewardship Council (FSC) or Programme for Endorsed Forest Certification (PFEC)
- Provide paper and cardboard recycling in the office. Staff are encouraged to view, send and store information electronically.
- Specify paper disposables like toilet paper and handtowels are made from 100% recycled material.
- Rent only A rated printers and copiers, which can use recycled paper and have a sleep mode. These will be set to black and white printing as default.
- All printing consumables are recycled.

Plastics

- We will avoid single use plastics for use in the Council or at our events.
- Provide recycling bins for plastic bottles in the office or at events.

Stationery

- We will limit stationery and other supply deliveries to once a month to prevent unnecessary deliveries.
- Restrict purchases to the most cost effective and sustainable versions on offer.

Utilities

- We will purchase our energy from a certified renewable source, ensuring that there is not a greenwash tariff.
- Monitor water bills to ensure there are no unexpected usage (leak prevention)

Vehicles

- We will replace phase out our existing vehicles to be replaced with low emission, electric or hydrogen powered vehicles.
- Monitor vehicle usage through tracker systems to ensure efficiency of route planning.

Timber

- We will abide by the UK Government's Timber Procurement Policy which requires that all timber and timber products procured, be legal and sustainable, or FLEGT (Forest Law Enforcement, Governance and Trade) licensed. FLEGT is an EU initiative to support countries to address illegal logging.
- Purchase all timber and timber sheet materials from a sustainable source. Materials

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 29 JUNE 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: CARBON FOOTPRINT BENCHMARKING EXERCISE

1. SUMMARY

- 1.1 The Council's adopted Climate Change & Biodiversity Action Plan has a recommendation that the Council undertakes an exercise to benchmark its carbon footprint.
- 1.2 This report outlines how to undertake a tabletop exercise.

2. RECOMMENDATION

- 2.1 Members are asked to consider the report and advise the Clerk if they wish to progress with this item.

3. BACKGROUND

- 3.1 The Council adopted a Climate Change and Biodiversity Action Plan in May 2021. One of the outcomes of this plan is to consider all our actions in line with reducing the Council's carbon footprint. To reduce our footprint, we need to undertake a benchmarking exercise to find out what it is. It is an action from the Key Work Programme for the next 12-18 months.
- 3.2 In order to find out what our carbon footprint is, we need to measure our sources:
 - Fuel card – Diesel for vans; red diesel for tractor; petrol for strimmers
 - Waste – landfill waste; mixed recycling; glass recycling and food waste
 - Electricity consumption – Morris Recreation Ground Pavilion; Napsbury Pavilion; Shenley Lane and Caledon Community Centre
 - Gas consumption – Napsbury Pavilion and Caledon Community Centre
 - Water – Caledon Community Centre; Napsbury Pavilion; Shenley Lane; Morris Recreation Ground Pavilion; Paddling Pool
- 3.3 It is a desk top exercise and will require researching usage over a period of 12 months, using old bills to assess usage.
- 3.4 Once our carbon footprint has been assessed, we can then consider how to reduce it e.g., battery operated grounds maintenance equipment instead of petrol, using wastewater from the proposed splash pad for irrigation. A further desktop exercise would then have to be undertaken in 24 -36 months' time to assess the success of the change in working practices.

4. FINANCE

- 4.1 There are no financial implications in undertaking the exercise.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 3
Equalities	N/A
Environmental/Sustainability	Implementation of climate change & biodiversity action plan
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Additional staff resources used to undertake survey
Risk Management	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 29 JUNE 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: WILDFLOWER SITES

1. SUMMARY

- 1.1 In line with the Council's adopted Climate Change and Biodiversity Plan, one of the objectives is to identify sites for wildflower sites. This report outlines potential sites within parish council owned sites for wildflower meadows to be developed.
- 1.2 The parish council will liaise with SADC to investigate verges within London Colney which can be left to encourage pollinating plants.

2. RECOMMENDATION

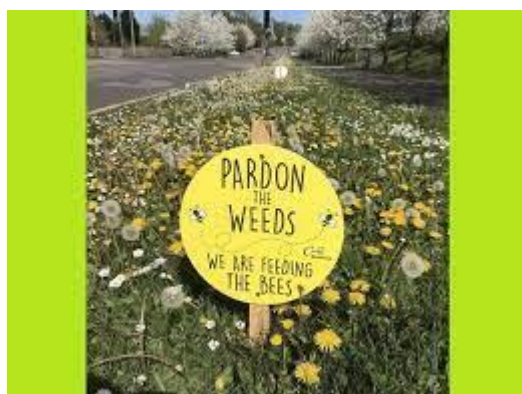
- 2.1 Members are asked to approve the potential wildflower sites contained within the report.

3. BACKGROUND

- 3.1 Pollinators like butterflies and bees, allow plants to fruit, set seed and breed. This in turn provides food and habitat for a range of other creatures. So, the health of our natural ecosystems is fundamentally linked to the health of our bees and other pollinators. Maintaining our native flora also depends on healthy pollinator populations. This includes wildflowers such as poppies, cornflowers, and bluebells, as well as trees and shrubs. The close relationship between pollinators and the plants they pollinate is evident in the parallel declines seen across the UK and Europe: 76% of plants preferred by bumblebees have declined in recent decades, with 71% seeing contractions in their geographical range. 80% of European wildflowers require insect pollination.
- 3.2 Wildflowers provide pollinators and insects with food from leaves, pollen, nectar as well as shelter and places to breed. Pollinators then return the favour by transferring pollen, enabling the wildflowers to develop seeds that produce more pollen. Wildflower seeds can also be an important food source in the winter for birds and small mammals. Established wildflower meadows have very stable soil due to the complex root systems formed by wildflowers. This allows the soil to deal with heavy rainfall without losing nutrients and having them washed away into the nearest river system.
- 3.2 The area to be sown with wildflowers should be removed of all weeds and debris, if necessary, using weed killer. Wildflower seeds are best sown between late March and late October, with the ideal time being Autumn. Wildflower seeds can be purchased which are sown on finely tilled earth. They thrive on poor soil with low nutrients so removing the topsoil may be required if practical. The wildflower site will need to be trimmed/flailed in September/October, removing the arising when it's had the chance to drop any seeds formed.

4. POTENTIAL SITES

- 4.1 The parish council successfully sowed wildflower seeds on the newly installed bund at Napsbury during 2019. A further wildflower site at Riverside 2 (see attached map) was not so successful with shady wildflower seeds sown. In 2020, there were no flowers but 2021 saw a better display. This area has been identified for spring bulbs (snowdrops, anemone, celandine, and bluebells) which will be planted in Autumn 2021. It is considered that bulbs will flower well in this area due to amount of shade from the adjacent trees.
- 3.4 A further three sites for wildflowers have been identified. Watery Paddock, Riverside 1 on the northern side of the bridge and Riverside 3, on the bank of the bridge near the road going to the village green.
- 3.5 Watery Paddock (915 sq m) is an area which is hard to reach for the grounds staff to cut with a tractor. The tractor either must be driven down the river or across land that does not belong to the parish council for the area to be cut. The land in question will be strimmed to allow for paths through the site.
- 3.6 Riverside 1 (1095 sq m) has been identified as a site that is hard to access and improving the biodiversity at this site would help the wildfowl with habitat materials and a food source.
- 3.6 Riverside 3 (332 sq m) is already planted with daffodils but overtime they have become blind and do not flower. This area is steep and hard to cut and would be a good site for wildflowers which require a less strict management regime.
- 3.7 Signage would be installed to advise residents of the scheme and an article will be available via social media and the newsletter to inform residents.



4. FINANCE

4.1 Bulbs from Shipton Bulbs

Snowdrop bulbs	£125 per £500
Native British bluebells	£155.00 per 1000
Lesser Celandine	£14.50 per 50
Wild garlic	£85.00 per 500

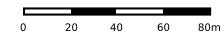
4.2 Butterfly and Bee Wildflower seed from www.wildflower.co.uk

1000g £220 at a sowing rate of 3gm/sqm

4.3 Funding of £1,150 has been received from Cllr Dreda Gordon's locality fund when she was the County Councillor for spring bulbs and wildflower seeds.

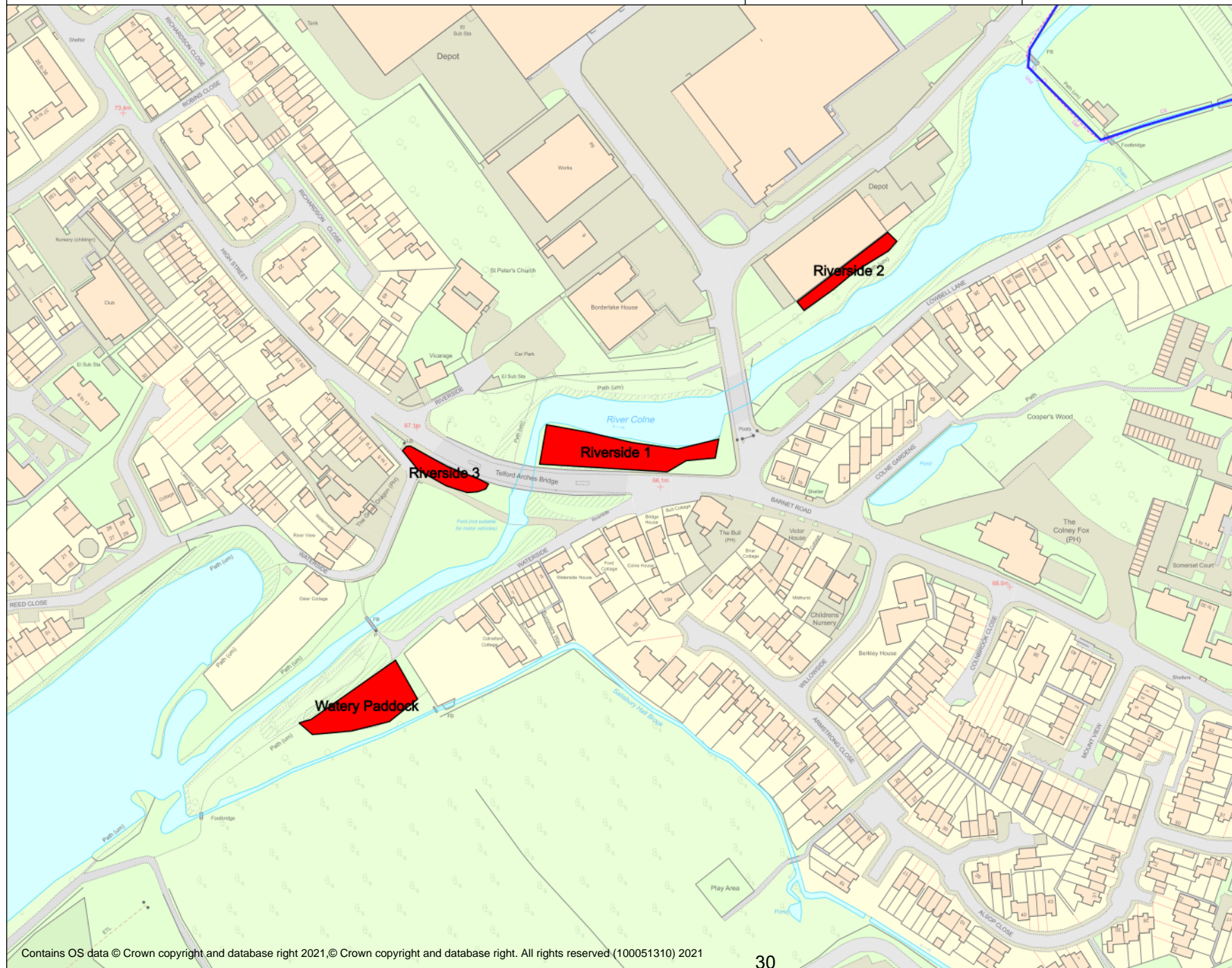
5. **IMPACT ASSESSMENT**

Strategic Plan	
Equalities	Objective 3
Environmental/Sustainability	Rewilding of areas in line with Climate Change and Biodiversity Plan
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Resources of grounds staff
Risk Management	N/A



Scale: 1:2500

Parish



LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD COMMITTEE

DATE: 29 JUNE 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: GREEN FLAG AWARD

1. SUMMARY

- 1.1 The Council's Strategic Plan 2019-23 V1 identifies an objective of the plan to review the Council's open spaces alongside the criteria for the Keep Britain Tidy Green Flag Award and consider making an application for judging of open spaces.
- 1.2 This report outlines what the judging criteria are and outlines the process for making an application.

2. RECOMMENDATION

- 2.1 Members are asked to consider how they wish to progress this item.

3. BACKGROUND

- 3.1 The Green Flag Award recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor facilities in the UK and the world.
- 3.2 The purposes and aims of the scheme are:
 - To ensure that everyone has access to quality green and other open spaces, irrespective of where they live.
 - To ensure that these spaces are appropriately managed and meet the needs of the communities that they serve.
 - To establish standards in good management and to share and promote best practice amongst the green space sector.
 - To recognise and reward the hard work of managers, staff, and volunteers.
- 3.3 Successful sites show that they manage a quality space with a clear idea of what they are trying to achieve, why and who they see to serve. Sites are judged against 27 different criteria and must submit an active management plan showing that they understand:
 - The users – who they are, what they could be, what they want now, how they are informed and involved.
 - The site – what is special about its history, biodiversity, landscape, social and physical setting and what it is trying to achieve, and
 - The management – that what is there is safe, in line with legislation, well maintained and that there are plans for the future.
- 3.4 This framework is key to the award scheme, making it relevant to any green space. It is not a formulaic list of things to have or to do but a guide to the way that

professionals and communities can approach the management of green assets. It will quantify what we are doing now and what we are doing in the future. Having a well-considered and fully costed management plan is the first step in ensuring that green spaces are adequately funded.

- 3.5 Good practice is shared between site managers submitting their management plans for each site, and the trained judges (who are often site managers), who judge the sites. Each site that enters, whether they achieve a Green Flag or not, received a detailed advisory report written by two expert judges which will help to shape, recognise, and reward good practice across the sector.
- 3.6 The relevance of green spaces has never been higher than in these post Covid times. With access to green spaces being highlighted in relation to health living and mental health. The award also recognises and promotes natural and historical heritage in biodiversity, landscaping, and buildings in all settings.
- 3.7 Well managed green spaces combine to provide a wider range of ecosystems which feed into vital infrastructure networks at a global level. Locally, they have huge benefits for nature, in establishing wildlife corridors, flood plains, good practice in biodiversity management and horticultural and arboricultural management for wildlife and sustainability – through choices made in planting, landscaping and design that reduce our environmental impact in the future.

4. CRITERIA

4.1 The judging criteria from the Green Flag Guidance is listed below:

Section 1: A welcoming Place

This section recognises the culmination of everything done well. A welcoming place is one that invites and draws people into it. This means creating a space which, through its visual appearance, range of facilities, standards of maintenance and ease of access, makes people feel that they are in a cared-for place.

1. Welcome
2. Good and Safe Access
3. Signage
4. Equal Access for All

Section 2: Healthy, Safe and Secure

This section looks at how well managers understand their users' needs, encouraging them to enjoy healthy activities using appropriate, safe-to-use facilities and activities, and to feel personally safe and secure.

5. Appropriate Provision of Quality Facilities and Activities
6. Safe Equipment and Facilities
7. Personal Security
8. Control of Dogs/Dog Fouling

Section 3: Well Maintained and Clean

For aesthetic as well as health and safety reasons, issues of cleanliness and maintenance must be addressed, in particular:

- + litter and other waste management issues must be adequately dealt with;
- + grounds, buildings, equipment and other features must be well maintained;
- + policies on litter, vandalism and maintenance should be in place, in practice, and regularly reviewed.

9. Litter and Waste Management
10. Horticultural Maintenance
11. Arboricultural Maintenance
12. Building and Infrastructure Maintenance
13. Equipment Maintenance

Section 4: Environmental Management

This section seeks to ensure that the way the site is managed has a positive impact on the environment, locally and globally, both now and for the future. Where choices can be made for future procurement, landscaping or buildings, they should aim to minimise energy and resource consumption and waste, and design in benefits to the local and global environment. Policies should seek to eliminate the use of peat and chemicals to control pests and as fertilisers. Horticultural and arboricultural decisions should reflect an understanding of the impacts of climate change.

- 14. Managing Environmental Impact
- 15. Waste Minimisation
- 16. Chemical Use
- 17. Peat Use
- 18. Climate Change Adaption Strategies

Section 5: Biodiversity, Landscape and Heritage

Attention should be paid to the appropriate management and conservation of natural features, wildlife and flora; landscape features; and buildings and structures. Their particular character and requirements should be identified and appropriate management strategies put in place to conserve and enhance them.

- 19. Management of Natural Features, Wild Fauna and Flora
- 20. Conservation of Landscape Features
- 21. Conservation of Buildings and Structures

Section 6: Community Involvement

This section examines the extent to which the managing organisation:

- + understands the community it seeks to serve;
- + actively and appropriately involves members of the community in making decisions about the site's development;
- + provides opportunities for active participation in site projects; and
- + ensures that there is appropriate provision of recreational facilities and activities for all sectors of the community.

- 22. Community Involvement in Management and Development
- 23. Appropriate Provision for Community

Section 7: Marketing and Communication

This section seeks to examine the ways that managers understand the key benefits of the site and how they use this information to promote it appropriately. They should understand who the main user groups are, could be or should be, and use a fitting range of interpretation and engagement techniques to communicate with them. This basis ensures that appropriate facilities, events and activities can be offered and most effectively promoted, and forms a solid foundation for development now and in the future.

24. Marketing and Promotion

25. Appropriate Information Channels

26. Appropriate Educational and Interpretational Information

Section 8: Management

This section evaluates how well the management plan is implemented on site.

27. Implementation of Management Plan

5. MANAGEMENT PLAN

- 5.1 The first step to be considered is the drafting of management plan for the site being submitted for the award. Currently NONE of the parish council open spaces have management plans.
- 5.2 The primary reason for developing a management plan is to aid the efficient and effective management of a site. However, there are more specific reasons why a management plan should be developed. These can have a direct impact on the structure and content of the plan and how the park or green space is run.
 - Consultation, involvement, and consensus
 - Continuity and capacity
 - Preparing for change
 - Information and recording
 - Framework for decisions
 - Setting standards
 - Strategic Planning
 - Action Planning
- 5.3 Management plans are written to guide the efficient and effective management of the park or green space. The people who are responsible for the day-to-day management of the site and therefore the primary audience. The visitors who use the park or green space and the community who live and work nearby are another impact audience.
- 5.4 A good plan should be an integral part of the day to day running of the area, as well as guiding the strategic management process.

- To develop monthly and quarterly work programmes for operational staff
- To support the annual budget setting process
- To identify requirements for additional financial resources
- To keep customers, elected members aware of management priorities and thereby control or discourage demands for additional services or facilities.
- To communicate to others their responsibilities to deliver services that impact on the site.
- To monitor success and progress against management targets

5.5 A good management plan is often used to support applications for capital grants and award schemes.

5.6 The content of the management plan is:

- Where are we now?
 - Introduction, policy content and site description
- Where do we want to get to?
 - Vision, assessment and analysis, aims and objectives.
- How will we get there?
 - Work/action plan; finance and resources
- How will we know when we have arrived?
 - Monitor and review.

6. FINANCE

6.1 An application for a Green Flag award is:

FEES

Prices displayed exclude TAX/VAT

Size (hectares)	Price	Heritage Fee	Community Fee	Innovation Fee	VAT
up to 19.99	329.00 GBP	110.00 GBP	0.00 GBP	0.00 GBP	20.00 %
20.00 an over	379.00 GBP	110.00 GBP	0.00 GBP	0.00 GBP	20.00 %

6.2 The closing date for applications was 15 February 2021.

7. IMPACT ASSESSMENT

Strategic Plan	Objectives 1 & 3
Equalities	Ensure open spaces are easily accessible for all
Environmental/Sustainability	Biodiversity and Climate Change Plan
Crime & Disorder	N/A
Financial	Assist with securing funds
Resources (including workforce)	N/A
Risk Management	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 29 JUNE 2021

REPORT BY: EMMA PAYNE, CLERK

**SUBJECT: ENVIRONMENT AGENCY -
PROPOSED INSTALLATION OF BOREHOLE AT LONDON
COLNEY**

1. SUMMARY

- 1.1 Correspondence has been received from Fisher German LLP, acting on behalf of the Environment Agency who are seeking suitable locations for the installation of new boreholes required for the continued monitoring of ground water levels.

2. RECOMMENDATION

Members are asked to approve the request, subject to exact details on the location being received.

3. BACKGROUND

- 3.1 The Environment Agency have expressed an interest to install a bore hole in the area shown on the attached map. The land in question is leased from Wimgrove Developments (London Colney) Ltd on a 150-year lease.
- 3.2 The installation of the bore hole would take 2-3 weeks to construct and will be covered by a 150mm manhole cover on the surface. There will be a 25-year agreement in place.
- 3.3 The Clerk has advised Fisher German LLP that the site is leased, and any permission would have to be sought from the landowner.

4. FINANCE

- 4.1 Any costs relating to the work would be borne by the Environment Agency.

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

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 29 JUNE 2021

REPORT BY: ANITA HALL, ADMIN OFFICER

SUBJECT: ALLOTMENTS

1. SUMMARY

- 1.1 This report outlines the current situation in relation to the recent allotment inspection, and the status of the waiting list.

2. RECOMMENDATION

Members are asked to:

- a) Note the allotment inspections.
- b) Note the current waiting list.
- c) Note that new plot markers will be sourced, the costs to be met from the allotment budget.

3. ALLOTMENT INSPECTIONS

- 3.1 Allotment inspections were undertaken on:

12th May 2021 Leigh Casling – Grounds Manager
Anita Hall – Admin Officer

19th May 2021 Cllr Helen Packenham
Cllr Liz Winstone
Anita Hall – Admin Officer

3.2 Shenley Lane

- a) It was noted on the visit with the Grounds & Maintenance Manager that all plots are needing new plot markers.
- b) Area between plot 40 and 41 - this area will be renumbered plots 41A & B and relet as 2 new quarter plots. 41B needs to be cleared.
- c) Plot 37 has been given up, half the plot is not suitable to be relet due to the number of fruit trees and bushes on the plot, the other half of the plot will be cleared and divided into two quarter plots and will be relet.
- d) At the inspection on 19th May it was noted that the allotment gardens are looking very good and mainly being worked well. However, there were a few plots that required non cultivation letters to be sent, these are plots 1B, 9A, 10B, 11B, 12B, 27A & 31A. These letters have been sent out on 28th May and will be monitored.
- e) Since our visit plot 17 B has been given up, this is now due to be relet.

3.3 Glebe Allotment

- a) The Grounds & Maintenance Manager noted that these plots also need new plot markers.
- b) Since our visit, plot 14 has been given up, this will be divided into quarter plots.
- c) At the Inspection on 19th May, the site continues to be worked to a good standard.
- d) A non-cultivation letter will be sent to plot 24 and plot 5 will be asked to look at the shed on their plot which is looking dilapidated. These will be monitored.
- e) Plot 10B has been sent a notice to quit as non-payment after 40 days and no contact from the tenant despite two reminders both in the post and email. This plot will be divided into two quarter plots.
- f) Following these letters both plots 10B and plot 5 have now been given up, these will be divided into two and four, respectively.

3.4 Non cultivation letters are sent out if 75% of the allotment plot is not being properly cultivated (50%) in the first year as per clause 4a in the tenancy agreement.

3.5 Notice to quit letters are sent to those tenants who do not pay the annual rental within 40 days of 1st April. This is clause 2 on the tenancy agreement

3.6 Current waiting list:

Shenley Lane = 4
Glebe = 16

4. FINANCE

4.1 There is a budget for allotment maintenance which will be used for the new plot markers.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 1
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Allotment administration is part of the Admin Officer's role.
Risk Management	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 29 JUNE 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: REPAIRS TO BARNET ROAD BRIDGE

1. SUMMARY

- 1.1 This report is to update Members on the developments to date regarding the repairs to Barnet Road bridge.

2. RECOMMENDATION

- 2.1 Members are asked to note the report.

3. BACKGROUND

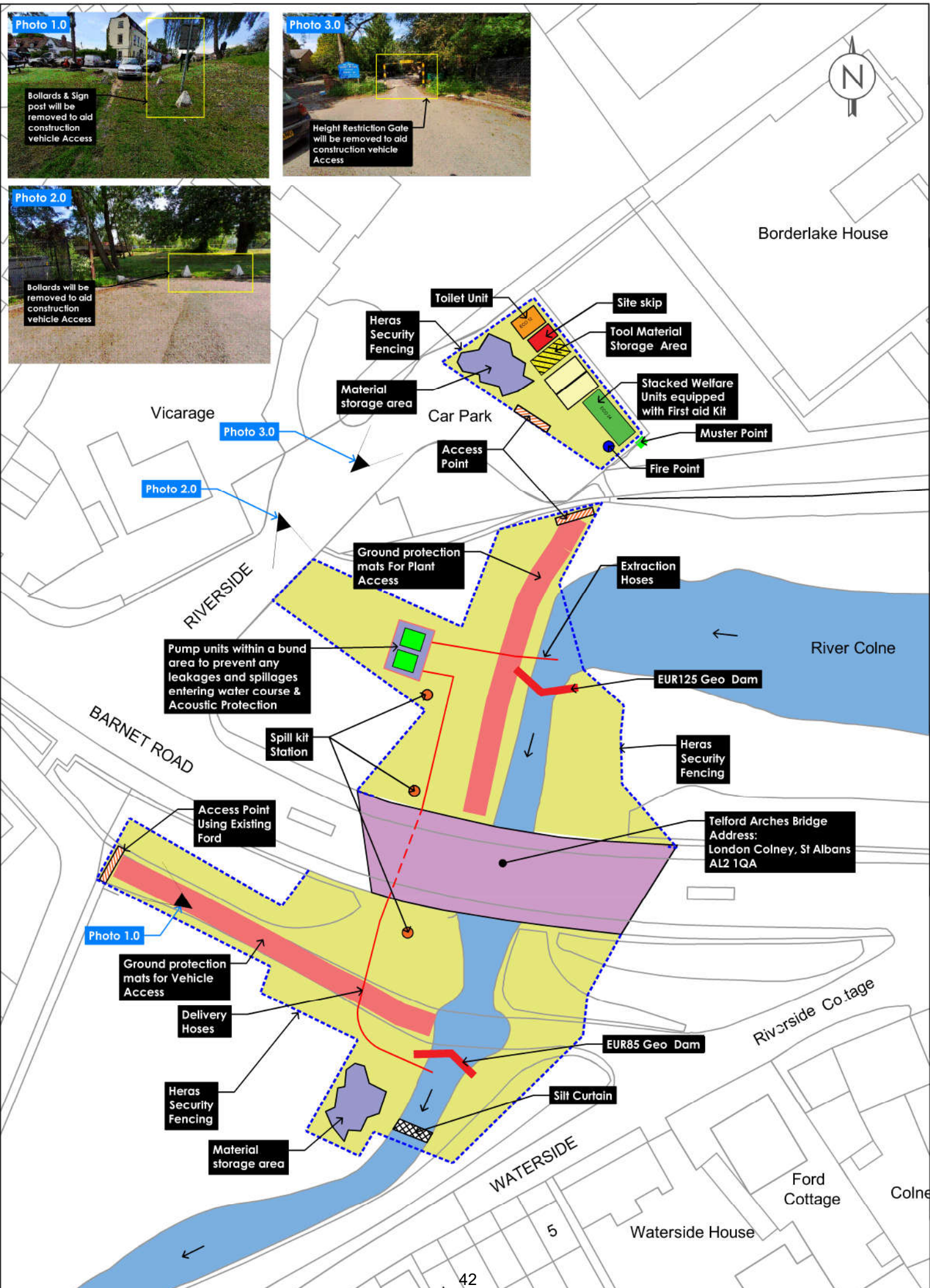
- 3.1 The Parish Council was approached by George Osborne Ltd to allow the use of the car park at St Peter's Church for welfare facilities whilst repairs to the Barnet Road bridge are being undertaken during Summer 2021. A licence will be entered into to use the car park for a minimum of 10 weeks, at a rent of £150 per week.
- 3.2 The structure is Grade 2 listed and a decision on listed building consent has yet to be approved (5/2021/0266).
- 3.3 A virtual meeting has been held with the contractor with the Clerk and Grounds Maintenance Manager where the proposed site plan was agreed (see attached).
- 3.4 The work involved will include damming the river and pumping the water through pipes which will allow the foundations of the bridge to be exposed so they can be repaired. This work will take approximately 6 weeks and the pumps will be running 24-hours a day with acoustic barriers erected around them to reduce the noise levels. This stage of the works will be undertaken first to minimise disruption to residents, who have been written to. The contractor may hold an informal information event, which the parish council will publicise and promote.
- 3.5 Once the foundations have been repaired, then the pumps will be removed, and other works undertaken including repointing of the brickwork. The most important and time sensitive part of the project are the repairs to the bridge foundations which are the most disruptive to residents.
- 3.6 A full environmental assessment has been undertaken, which was a requirement of the Environment Agency giving permission for works to a main river course. This report is available from the Clerk.
- 3.7 As part of the company's corporate social responsibility programme, they will be undertaking some works on behalf of the parish council including tree works and replacing the sandbag store at the car park.

4. FINANCE

4.1 There is a minimum rental income of £1500 for the use of the car park.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 1
Equalities	N/A
Environmental/Sustainability	Contractor working in conjunction with EA
Crime & Disorder	N/A
Financial	Income for parish council
Resources (including workforce)	Minimal impact on resources
Risk Management	N/A



LONDON COLNEY PARISH COUNCIL
MINUTES OF RIGHTS OF WAY WORKING PARTY MEETING
3rd June 2021, 6 pm
Held virtually via Zoom

PRESENT: Councillors T Lillico (Chair), L Winstone, H Pakenham
Dr Pinn, C Payton, P Escritt (Ramblers Association), G Owens
(SAAF),

APOLOGIES: B. Lang

1. TERMS OF REFERENCE

Members noted the terms of reference for the working party and its objectives.

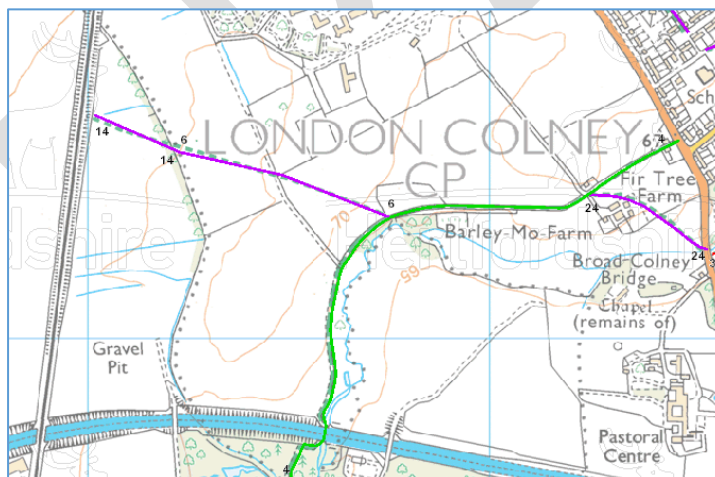
2. MINUTES OF LAST MEETING

Members agreed the minutes of the last meeting. There were no matters arising, not on the agenda.

3. NAPSbury AREA

The topic of footpaths to the west of Shenley Lane was discussed.

The only rights of way are footpaths 6 and 24 alongside bridleway 4. There are no rights of way in Napsbury Park or the Pastoral Centre.



There was some discussion about what additional marked permitted paths and unknown paths existed.

It was agreed that the starting point of any activity was to conduct a systematic survey of paths and tracks in the area, identifying any markers or signs that might indicate existing or former unrecorded paths.

TL agreed to coordinate a time for local members to do this and liaise with parish clerk to capture data on the LCPC parish on-line account.

PE and GO would in parallel collate known information about the area.

Next steps can then be discussed at the next meeting, but it was agreed it was inappropriate to enter discussions with landowners or other stakeholders until all information was available.

It was highlighted that planning permission for a freight terminal has been granted and that a draft local plan included a secondary school and housing in this area, so any work needs to take these potential developments into account.

It was also highlighted that the district council's local plan and the parish council's neighbourhood plan can be used to influence planning decisions, to ensure an effective network of rights of ways.

4. Broad Colney Nature Reserve

After some discussion it was agreed that the best way forward was to start the process of requesting the tracks in the nature reserve to be adopted as public rights of way.

There was some discussion about whether the evidence should be presented on a path-by-path basis or as one document. TL to contact Richard Cuthbert at the county council and ask how he would like the evidence presented.

5. Pastoral Centre

The rights of way around the pastoral centre were discussed. There was appreciation of the article written by former councillor Maria Aguado on this topic in the Autumn 2013 parish newsletter.

It was reported that the permissive paths agreement with the county council highlighted on signs around the site has now expired.

The exact status of the site is currently unknown, but it was recently put up for sale by Comer Homes. First step is to identify ownership status.

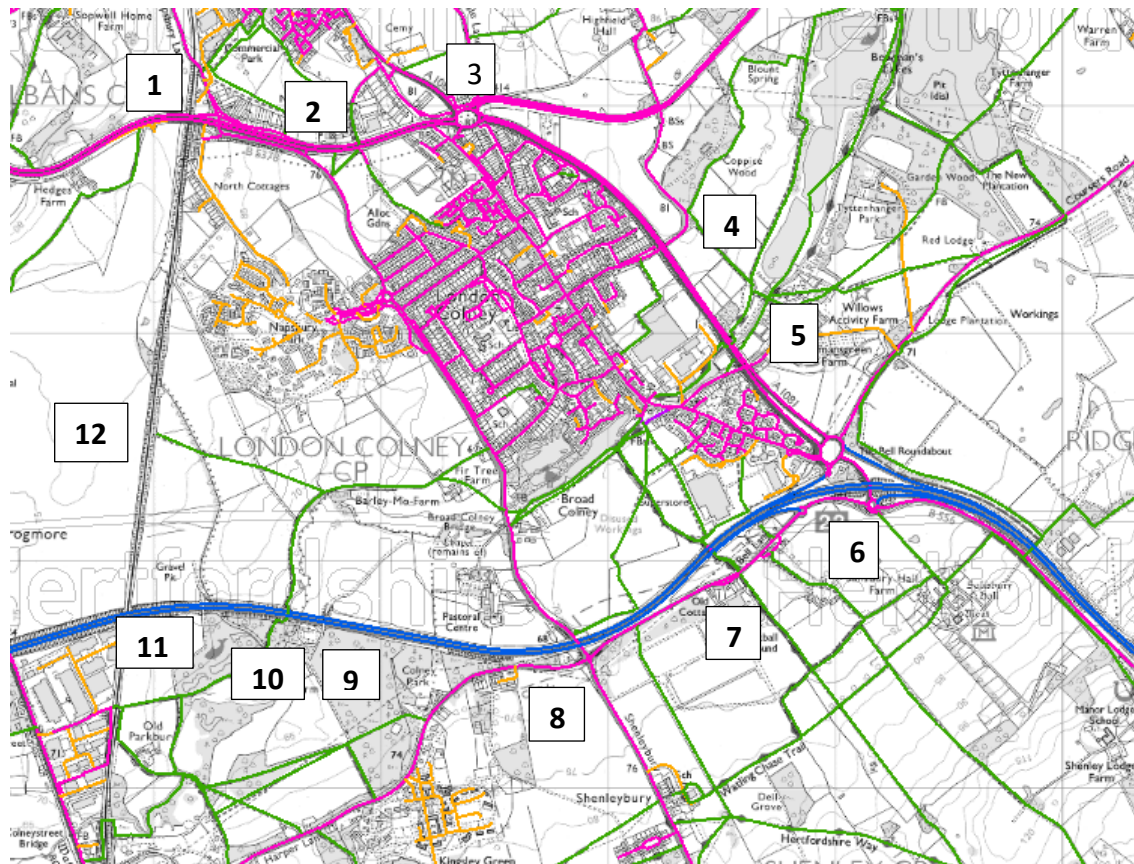
6. Next Meeting

It was agreed that next meeting should be in approximately 2 months' time. TL to send out doodle poll to identify best time in last week July or first week August.

London Colney - Sustainable links to surrounding areas

London Colney is surrounded on all sides by major road and rail barriers which limit the opportunities for links into the surrounding areas on foot or by bicycle both for leisure and for sustainable commuting to schools and places of work.

This note assesses the benefits and weaknesses of the twelve potential routes and the opportunities for improvements. It includes references to suggestions in the Herts County Council's Rights of Way Improvement Plan (ROWIP)



Annotated extract from Herts County Council Gazetteer of Roads

- | | |
|---|---|
| 1. Napsbury Lane bridge over the A414 | 7. Restricted byway (RB1) bridge over the M25 |
| 2. Footpath (FP53) unprotected at grade crossing of the A414 ¹ | 8. Shenley Lane road bridge over the M25 |
| 3. London Road footbridge over the A414 | 9. Haul Road Bridge over the M25 |
| 4. White Horse Lane road bridge over the London Colney Bypass (A1081) | 10. Bridleway (BR04) underpass for the M25 |
| 5. A1081 underpasses for FP31 and Lowbell Lane (FP21) | 11. Haul Road Bridge over the M25 |
| 6. Bell Link road bridge over the M25 | 12. Railway underpass for FP14 |

¹ "At grade" = at the level of the carriageway i.e. not a "grade separated" footbridge or underpass.

"Unprotected" = with no traffic lights or zebra markings.

1 Napsbury Lane Bridge over the A414

This bridge is a key north south link in the sustainable network. From the south there is a footway² along Shenley Lane and over the bridge. This footway extends north along Napsbury Lane to the North Orbital Trading Estate and the bridge over the mainline railway. From here Bridleway 58 (Herons Way) leads via New House Park to the London Road.

A more direct route to the centre of St Albans is to continue along Napsbury Lane and then cross the golf course using FP60. The problem with this route is that there is no footway along the narrow stretch of Napsbury Lane between the bridge over the mainline railway and Cottonmill Lane and there is no right for cyclists to use the footpath across the golf course.

From the south North Cottages and The Drive provide a route from the Napsbury development to the A414 over bridge. This route is shown on the St Albans City and District Cycling Map as a route “suggested by local cyclists”. It is not an adopted highway and is not recorded as a public right of way. The public may have no rights to use it.

The Herts County Council Rights of Way Improvement Plan (ROWIP) has the following relevant entries in its database of suggested improvements

- *Record as a multi user public right of way the path from Napsbury Lane, along The Drive near North Cottages through Napsbury Park to Goldring Way. (Ref 6/21)*
- *Provide an off-carriageway route for all non-motorised users along Napsbury Lane from the railway bridge near FP 58 to the junction with Mile House Lane. (Ref 7/04)*

2 Unprotected at grade crossing of the A414 for FP53

This is potentially the most direct route between the north western area of London Colney and Samuel Ryder School. Unfortunately the at-grade crossing is almost totally unprotected and very hazardous. In consequence it is very little used.

There is a combined footway/cycle track between point 1 and 3 along the northern side of the A414 and a footway along its southern side but using these existing crossings adds a diversion of almost 1Km. A new overbridge would be prohibitively expensive. Although County Council policies prioritise pedestrians and cyclists over vehicular traffic Herts Highways have historically been very unwilling to interrupt traffic with signal controlled crossings anywhere along the A414. .

The ROWIP contains a suggestion for a better road crossing at this point (Ref 7/54). A safe crossing at this point is very desirable but it is unlikely to be realised in the near future

3 London Road footbridge over the A414

This footbridge with ramps for cyclists is the most sustainable link between London Colney and St Albans. It leads directly to the combined footway/cycle track along London Road into St Albans.

One problem at this junction is that there is no pedestrian phase in the traffic signals allowing pedestrians and cyclists to cross the London Road safely. The ROWIP contains the suggestion to “Alter the phases of the traffic signals at London Colney roundabout to facilitate crossing by non motorised users.” (Ref 6/16)

² Footway = the technical term for a path which runs by the side of a carriageway in a road. It is commonly called the pavement. There are important legal differences between a footway and other footpaths.

4 White Horse Lane Road Bridge over the A1081

White Horse Lane bridge provides an important link from the northern parts of London Colney into the footpath network around Willows Farm and the Tyttenhanger Lakes. It is well used by dog walkers. Although there is a footway over the bridge itself there are no footways on either side of it and walkers must use the carriageway.

White Horse Lane and Highfield Road could provide a relatively quiet north south link but there is no safe crossing for the A414 and not even a break in the central barrier of the A414 for non-motorised users.

The ROWIP contains the following suggestions:

- *In White Horse Lane improve the conditions on the verge over the bridge to provide a safe multi-user off carriageway route. (Ref 6/16)*
- *Provide a safe multi user route alongside white Horse Lane from Ridge FP33 via Dudley Wood to the junction with the A414. (Ref 6/208)*
- *Provide a safe crossing for all users across the A414 at the junction with White Horse Lane and Highfield Lane. (Ref 6/23)*

5 A405 underpasses for FP31 and Lowbell Lane (FP21)

These two routes on either side of the River Colne provide links from the southern parts of London Colney into the footpath network around Willows Farm and the Tyttenhanger Lakes. This network was recently subject to a major rationalisation. The revised paths are all confirmed as public rights of way but the definitive map has not yet been updated. No further action is necessary.

6 Bell Link Road Bridge over the M25

There is a complex network of footways from Barnet Road via several roundabouts to Bell Lane but it is necessary to cross several roads including motorway slip roads with no extra protection for pedestrians. There is a footway along the southern side of Bell Lane and a connection to Shenley FP27 which leads across open country to Salisbury Hall.

There is no way of safely crossing the London Colney Bypass to reach Coursers Road. This is busy and narrow and unsuitable for walking but could be a desired route for cyclists.

At present there are no relevant suggestions in the ROWIP but this entire area will need to be re-considered if Hertsmere propose to adopt any of the proposals for further housing or commercial development on the Tyttenhanger estate.

7 Restricted Byway (RB1) bridge over the M25

This is the principal link out of London Colney into the open countryside south of the M25. It also provides a link from the cottages in Bell Lane to the Colney Fields shops. This link could become more important if Hertsmere accept the proposal to develop the area between Bell Lane and the M25 as a commercial centre.

One problem is that the link between the shopping centre and the bridge is via a long flight of stairs. The ROWIP contains a suggestion to bypass these steps by providing a hard surface track along the base of the ramp between RB1 and FP5 (Ref 6/202). This would enable buggies and wheelchair users to use this route.

8 Shenley Lane Road Bridge over the M25

There is a continuous footway along the eastern side of Shenley Lane from St Anne's Road over the bridge to the roundabout junction with Bell Lane and Harper Lane. There are footways along the southern sides of both Bell Lane and Harper Lane. This is satisfactory for pedestrians but there is no off carriageway route for cyclists. There are no relevant suggestions in the ROWIP.

9 Haul Road Bridge over the M25

There is a former quarry haul road with a bridge over the motorway at this point. The haul road starts just west of the pastoral centre and runs south to join the existing St Stephens BR93 in the restored quarry land north of Harper Lane.

This haul road is neither an adopted highway nor recorded as a public right of way and at present has limited informal use. It has the potential to provide an important link from London Colney to the open country south of the M25. It could also provide a link between London Colney and the developments on the former Harperbury Hospital site. It is in the ROWIP suggestions as ref 6/194.

10 Bridleway (BR04) Underpass for the M25

The bridleway runs beside the River Colne through this underpass. It is a useful commuter route to the Venture Park commercial area and as a strategic link in the long distance rights of way network but it does not immediately lead into any open country. There are no relevant suggestions in the ROWIP.

11 Haul Road Bridge over the M25

There is another former quarry haul road with a bridge over the motorway at this point. At present it is protected by locked gates and has little if any public use but it could provide another off road link to the south. It is included as a suggestion in the ROWIP with reference 6/216.

12 Railway underpass for FP14

St Stephens FP14 is an extension of London Colney FP06. Historically it ran west across the former Radlett airfield site to Frogmore via the St Julian's church yard. The path within the airfield boundaries was extinguished under defence legislation. The right of way still exists under the railway and through the churchyard but, without the link in between, these paths are useless.

If the Radlett Strategic Rail Freight Interchange (SRFI) is built FP14 will be diverted to the north and upgraded to a bridleway. It will run through a new underpass alongside the rail access to the SRFI and will continue north and east to join a diverted St Stephens BR85. This will provide a new off road east west multi user route. This option is in the ROWIP database with the reference 6/216.

If the SRFI is not built there may be an opportunity to create an east west footpath depending on what is proposed for the former airfield site. The ROWIP also covers this option with reference 6/24.

Recommendation

The Rights of Way Working Party is invited to consider these links into adjacent areas and decide what further action may be needed.

Phil Escritt
June 2021

A Brief Introduction to the Rights of Way Improvement Plan

In 2000 the Countryside and Rights of Way (CROW) Act included a requirement for all highway authorities to have a Rights of Way Improvement Plan (ROWIP).

Herts County Council (HCC) is our highway authority and its ROWIP is one of the daughter documents of its current Local Transport Plan (LTP4). The latest, 3rd edition, ROWIP was issued in July 2017 and covers the period until 2027/28. It is available on the Herts Direct website at:

https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/countryside-access/rights-of-way/rights-of-way.aspx#DynamicJumpMenuManager_1_Anchor_3

It is divided into two parts, an assessment of the current situation and a statement of action. These are summarised in Section 6, Statement of Actions which is reproduced in the attachment. Several of the core actions are relevant to London Colney.

This policy document is supplemented by a database of “suggestions” for improvements which is recorded on a layer on the councils GIS map and in an Excel spreadsheet. Each suggestion has a unique reference in the form 7/202. This database is a living documents which is added to over time. The current version is not readily accessible by the public but the 2017 version of the database and a pdf of the ROWIP map for St Albans are available on the same page of the Herts Direct website as the principle document. (See above)

The St Albans Access Forum comprises representatives of walking, cycling and horse riding organisations, and is assisted by representatives from HCC’s rights of way service and the St Albans District Council (SADC) planning department. It has systematically reviewed the situation in the district’s parishes and submitted suggestions which have been included in the ROWIP database. For London Colney this process was completed in 2013 and very few changes have been made since.

The County Council prioritises its work on the rights of way network according to 3 key principles

- a. Routes where public safety could be substantially improved;
- b. Routes according to the level of use; and
- c. Routes where the council’s actions could have a significant positive impact on the network.

At present there are almost no public resources available to create new public rights of way (PROW). Existing paths may be claimed on the basis of historic evidence or more than 20 years of public use. Opportunities can also arise where major developments are proposed. With suitable planning policies developers may be persuaded to create new PROW or to dedicate existing routes as PROWs.

The saved policies in the current SADC Local Plan contain no references to the ROWIP. The recently withdrawn draft local plan contained several policies to encourage implementation of the ROWIP notably in Policy L18 – Transport Strategy, Policy L19 – Highways/Access Considerations for New development and Policy L29 – Green and Blue Infrastructure, Countryside, Landscape and Trees. It is hoped that the replacement Local Plan currently under development will be equally supportive.

Parish Councils are strongly recommended to ensure that their aspirations for new and improved rights of way are included in the ROWIP database of suggestions and that policies which support the implementation of the ROWIP are included in their Neighbourhood Plans. Development is permanent. Informal or permissive paths may be closed at any time without notice. Planning policies must also ensure that routes which will be important both to the new residents, and to those affected by the development, will be dedicated as PROW to ensure that they are equally permanent.

Annex 1 – Key Extracts from the HCC ROWIP

6. STATEMENT OF ACTION

The ROWIP sets the vision and guides improvement of the network. This Statement of Action provides the long-term plan based on:

- i. the assessment of needs and demands;
- ii. the opportunities provided by the network;
- iii. links to wider public benefits;
- iv. LTP4 objectives and principles

6.1 The Key Issues

The assessment of users' needs and demands identified:

- 1) Difficulties in getting to the countryside without the use of a car.
- 2) Not enough off-road routes linking communities & services.
- 3) People have to use or cross-busy roads to link sections of the network.
- 4) The network does not provide enough for cycling, horse riding and horse & carriage drivers.
- 5) Not enough circular routes starting from settlements or other suitable locations.
- 6) Lack of information about the off-road network and not well enough co-ordinated or targeted.
- 7) There are too many barriers and structures.
- 8) The off-road network does not meet the needs of many potential users.

6.2 The Core Actions

These are proposed to meet needs and demands; address short-comings in the network; and to make links for a range of public benefits:

- 1) Develop routes that cater for the needs of people with limited mobility and visual impairment.
- 2) Develop the network from public transport connections.
- 3) Reduce the number of physical barriers on the network, e.g; improve surfacing, remove or improve structures.
- 4) Promote ROW and the health benefits of physical activity in the natural environment.
- 5) Develop links into the countryside from towns.
- 6) Create off-road routes linking communities with places of work, schools and other local facilities.
- 7) Extend the network for cyclists, horse-riders and horse & carriage drivers.
- 8) Develop a range of circular off-road routes which support health and wellbeing.
- 9) Ensure the off-road network is protected, extended and enhanced through development proposals.
- 10) Work to improve the safety and attractiveness of the network affected by busy transport routes.