



LONDON COLNEY PARISH COUNCIL

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

20 May 2022

You are hereby summoned to attend the meeting of the **ENVIRONMENT & NEIGHBOURHOOD COMMITTEE** to be held on **THURSDAY 26 MAY 2022, AT 7.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

Emma Payne
Clerk to the Council

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive apologies for absence.
- 2. NOTIFICATION OF SUBSTITUTIONS**
To receive any notification of substitution made to the Clerk
- 3. DECLARATION OF INTERESTS**
To receive declarations of interests relating to matters on the agenda and note any dispensations granted.

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- 4. MINUTES**
To approve minutes of the meeting held on 15 March 2022
- 5. REPORTS TO COMMITTEES**
 - 5.1 Volunteering on Environmental Projects**
To receive a referral from Council about volunteers for environmental projects
 - 5.2 [Play Area Inspections](#)**
To receive the annual play area inspection reports and note any works to be undertaken
 - 5.3 Flood Plan**
To receive suggested updated to the parish council's flood plan
 - 5.4 Disabled Accessible Play Equipment**
To receive a verbal update on this item
 - 5.5 Tree at Shenley Lane Recreation Ground**
To receive a verbal update on this item

6. ALLOTMENTS

To note the date of the annual inspection and appoint Members to attend

7. RIGHTS OF WAY WORKING PARTY

To receive an update on this project.

8. WORK PROGRAMME

To receive and note the work programme for this committee.

9. DATE OF NEXT MEETING

7 July 2022

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON TUESDAY 15 MARCH 2022, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

IN ATTENDANCE: E Payne, Clerk
L Casling, Grounds Maintenance Manager
2 Members of the Public

1. APOLOGIES

Cllr Mortuza and Cllr Mahony were absent.

2. NOTIFICATION OF SUBSTITUTES

Cllr Pakenham substituted for Cllr Mahony.

3. DECLARATION OF INTEREST

There were no declarations of interest.

4. MINUTES

The minutes of the meeting held on 18 January 2022 were approved as a true record of the meeting.

5. REPORTS TO COMMITTEE

5.1 Environment Policy & Climate Change and Biodiversity Plan

Members reviewed this policy and plan. Members were advised that the activity plan had been updated with current work practices and where projects are ongoing. Members were advised that some of the projects could not be implemented e.g., green energy providers, due to the high cost of utilities at present which meant it was not economically feasible to sign up to green energy provision. Other projects had not been progressed due to a lack of resources.

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

- a) ***Adopt the Environmental Policy***
- b) ***Note the progress to date on the Climate Change and Biodiversity Plan.***

5.2 Disabled Play Equipment

Members received a report with a request from a resident for disabled accessible children's play equipment at a play area in London Colney. Members were advised that Officers would recommend installing a new piece of accessible play equipment at Morris Recreation Ground as there is space following the removal of the rocking horse which was uneconomic to repair. It is also an easier site to access. It might also be feasible to replace one of the swings at Caledon Road with one that was accessible.

Members welcomed making play areas accessible and that advice should be sought from third parties. It was **RESOLVED** to:

- a) Investigate installing an accessible swing at Caledon Road using the existing swing frame***
- b) Investigate accessible play equipment for Morris Recreation Ground***
- c) Seek advice from a third party to make play areas accessible***

This would be an agenda item for the next meeting.

5.3 Oak Tree at Shenley Lane Recreation Ground

Members received a report regarding a request from a resident about reducing/removing an oak tree in the play area at Shenley Lane Recreation Ground. Members of the public addressed the meeting regarding the matter. Members noted that the tree is in a conservation area. It was noted that the tree had been surveyed in November 2019. At the time of the survey, it was highlighted as needing dead wood removed from the crown, which was undertaken in house.

Members were advised that the suckers referred to in the complaint, were self-sown ash trees and were not the responsibility of the parish council, as they were not on our land. It was **RESOLVED** to:

- a) Obtain quotations to reduce the crown of tree 571, Shenley Lane Recreation Ground***
- b) Apply for permission from SADC to undertake the work***
- c) Report progress to the next meeting.***

5.4 Water Leak at Glebe Allotments

Members received a report about a leak to the water supply at Glebe Allotments. Members noted that any work would need to be approved by F&GP as there is not a budget for this work to be undertaken. Officers have struggled to get quotations for the repair, however, there needs to be some work undertaken at the splash pad and it is hoped that a contractor might be interested in both jobs. The recommendation from the contractor is to not look for the source of the leak to replace the entire length of the pipe, which will require permission from the landowner (St Albans Diocese), as well as public right of way.

Members were advised that the grounds staff could top up the dipping taps with a bowser if the repairs could not be facilitated before the start of the growing season. It was **RESOLVED** to:

Ask Finance & General Purposes Committee to approve quotations for the replacement of the water supply to Glebe Allotments

5.5 Grounds Maintenance Manager's Report

Members noted the report. Members queried the frequency of bin emptying. They were advised that the bins are emptied on Fridays and Monday (with Wednesdays during the summer). They were not emptied during the weekend. When bins are replaced, larger capacity bins are installed.

Members advised Officers that the small stream at the back of Shenley Lane allotments is very full of rubbish, and if it gets carried down to the culvert, it will start backing up. The Grounds Maintenance Manager will have a look.

6. RIGHTS OF WAY WORKING PARTY

Members received the notes from the Rights of Way Working Party 8 February 2022. Members queried how much longer this working party would be meeting. The impetus for this group was to register Rights of Way before the deadline for registrations had closed, however, this deadline had now been scrapped.

Cllr Winstone reported on progress to date. The group is currently working on a piece of work regarding the neighbourhood plan including safer routes to school. One of the matters raised was the implementation of rights of way through Napsbury, which the resident's association would not support. Members asked if the HCC officer could attend meetings of the working group as there were concerns raised about a lack of officer support for this group. There isn't capacity with parish council staff to attend working parties. The ROW Officer from HCC had attended a previous meeting, and the input from the Ramblers was valued.

Cllr Lillico will be asked to attend the next meeting of this committee and report on the progress on the project with the future direction of the group. Members may consider a review of the terms of reference for the working party.

7. WORK PROGRAMME

Members noted the forward work programme.

8. DATE OF NEXT MEETING

To be advised

The meeting closed at 1945.

Signed

Date

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 26 MAY 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: PLAY AREA INSPECTIONS 2022

1. SUMMARY

- 1.1 This report outlines the annual play area inspections with any recommendations for works to be undertaken.


2. RECOMMENDATION

- 2.1 Members are asked to:

- a) Note the contents of the play area inspections
- b) Note the works to be undertaken and the timescale.

3. BACKGROUND

- 3.1 It is a requirement outlined in the [Practitioners Guide](#) that an authority has assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. This includes ensuring that appropriate arrangements are in place for monitoring play areas, open spaces, and sports pitches; such reviews being undertaken by appropriately qualified external inspectors, or if by officers or members that they have received the appropriate training and accreditation.
- 3.2 The annual play area inspections are undertaken by The Play Inspection Company and are arranged as part of an umbrella agreement with SADC who offer a bulk discount to parish and town councils in the district.
- The play area inspection reports are available on our [website](#)
- 3.3 It is a requirement of BS EN 1176 Part 7 that annual play inspection is undertaken by an independent company. The parish council undertakes regular checks by a competent person, the Grounds Maintenance Manager, who has the relevant RPII qualification (Register of Play Inspectors International). Inspections records are kept for 21 years in the event of a retrospective claim.
- 3.4 Inspectors look for vandalism, wear and tear, long term structural problems, standards compliance along with risk assessments. You will find that because the standards for play equipment are frequently updated, that the equipment the parish council has currently installed does not meet the current safety standards. This does not mean that it is unsafe. It does mean that play equipment can not be moved from one site to another.
- 3.5 Each site report gives an indication to risk for each piece of play equipment on a site, including gates, bins and seats and rates its risk against the risk matrix shown below:

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes.	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			Severity>>					

Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number **between 1 - 5** as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).

Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.

Equipment has been assessed to the following standards where relevant:

BS EN 1176 Parts 1-11 (Playground equipment and surfacing)
BS EN 14974 (Facilities for users of roller sports equipment)
BS EN 15312 (Free access multi-sports equipment)
BS EN 16899 (Parkour Equipment)
BS EN 16630 (Outdoor Fitness Equipment).

- 3.6 With the exception of the trim train in Shenley Lane, all the sites are low risk. There is one piece of the trim trail which is moderate risk, and this will be checked by the Grounds Maintenance staff and will be repaired or removed if necessary, by the end of June 2022.
- 3.7 The majority of the recommendations will be met from general maintenance of the sites, including the cleaning of safety surfaces. Please note the reports were undertaken during January/February 2022 hence, the accumulation of leaf debris and erosion of soil.



12 - Moderate Risk (Finding 2)

Item: Outdoor Fitness Equipment - Pull Up Station
Manufacturer: A.E.Evans

Risk Level: M - Moderate Risk
Surface: Grass Matrix Tiles



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

4. FINANCE

4.1 There is a budget for play area maintenance (230/4230) of £2150.

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Maintenance budget in place
Resources (including workforce)	N/A
Risk Management	Internal control

Environment & Neighbourhood Work Programme 2022-23

Date of Meeting	Matter for Consideration	Officer	Background Information	Source Document (if applicable)
26/05/2022	Flood Plan	Clerk	To consider any updated from statutory authorities to include	Policy Review
	Open Space - pathways	G&M Manager	To identify any works to be undertaken to paths across open spaces	H&S Review
	Play Area Inspections	Clerk	To receive the annual play area inspections and note any works to be undertaken	Health and Safety
	Disabled Accessible Play Equipment	Clerk	To receive a report on disabled accessible play equipment	Action from previous meeting
	ROW Working Party	Clerk	To receive an update on this working party including a review of terms of reference	Action from previous meeting
	Tree at Shenley Lane	G&M Manager	To receive an update on work to be undertaken to this tree	Action from previous meeting
07/07/2022	Memorial policy	Clerk	Review adopted policy for ratification by Council	Policy Review
	Walsingham Way Open Space	Clerk	Development of Walsingham Way as a habitat site	Climate Change and Biodiversity Policy
	Carbon footprint	Clerk	To report on the parish council's carbon footprint	Climate change and biodiversity policy
	Allotment Policy	Clerk	To consider adopting a policy for the administration of the parish council's allotments including waiting list management	Governance
29/09/2022	Sustainable Purchasing and Procurement Policy	Clerk	Review adopted policy for ratification by Council	Policy Review
	Tree Survey	Clerk	Triennial tree survey	Health and safety
	Budget 2023-24	Clerk	To consider this committee's budget including new budget items for recommendation to F&GP	Internal control