



LONDON COLNEY PARISH COUNCIL

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

20 September 2022

You are hereby summoned to attend the meeting of the **ENVIRONMENT & NEIGHBOURHOOD COMMITTEE** to be held on **TUESDAY 27 SEPTEMBER 2022, AT 7.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

Emma Payne
Clerk to the Council

AGENDA

Please note that the meeting will start with a presentation from Groundwork East in conjunction with Sustainable St Albans on making St Albans a More Sustainable Place to Live.

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 7 July 2022	3
5. REPORTS TO COMMITTEES	
5.1 Grounds Maintenance Manager's Report To receive this report and note its contents.	7
5.2 Memorial Policy To receive an update on the Council's adopted memorial policy	10
5.3 Tree Survey To consider the specification for the triennial tree survey	15
5.4 Hedgehog Signs To consider the installation of hedgehog crossing signs and identify funding.	19

- 5.5 Open Spaces – Pathway Improvements** To follow
To consider a phased programme of pathway improvements across open spaces
- 5.6 Budget 2023-24** 24
a) To consider this committee’s budget for recommendation to Finance & General Purposes
b) To consider new budget items for this committee for recommendation to Finance & General Purposes
- 6. WORK PROGRAMME**
To receive and note the work programme for this committee.
- 7. DATE OF NEXT MEETING**
22 November 2022, 5pm

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON THURSDAY 7 JULY 2022, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

IN ATTENDANCE: E Payne, Clerk

1. APOLOGIES

No apologies were received. Cllr Mahony was absent.

2. NOTIFICATION OF SUBSTITUTES

There were no substitutions.

3. DECLARATION OF INTEREST

Mrs Barker declared a personal, non-pecuniary interest in item 6 as an allotment tenant.

4. MINUTES

The minutes of the meeting held on 26 May 2022 were approved as a true record of the meeting.

5. REPORTS TO COMMITTEE

5.1 Flood Plan

Members received the amended flood plan, which had considered against the SADC flood plan. Members wanted to check that there are sandbags in the sandbag boxes located in St Peter's car park and the two boxes on Lowbell Lane. The Clerk reported that when the sandbags were replaced, all the sandbags were checked to ensure that they were sound. Members asked the Clerk to write to the Environment Agency to ensure that the river is maintained including clearing the culvert in Haseldine Road and clearing fallen trees in the River Colne before it joins Broad Colney Lake.

Members asked for an article in the next newsletter about registering for the Environment Agency's flood alert line and how to make your home as flood proof as possible. Members asked the Clerk to all residents who are affected by flooding advertising the flood plan, and that there are sandbag boxes which are accessible. The flood plan will be reviewed in 3 years time. It was **RESOLVED** that:

The Flood Plan July 2022 V9 is adopted.

5.2 Play Area Improvements

Members received a report outlining types of accessible swing play equipment. Members noted that there was funding from S106 for Caledon Road and Morris Recreation Ground, however, the Morris Recreation Ground funding has not been released yet. Members considered replacing the low rotator at the Caledon Road play area as there is already a roundabout at this site with an inclusive orbit from Playdale.

Members noted the funding available via S106 for Morris Recreation Ground and asked the Clerk to investigate a swing in the empty space at this site. The Clerk will report to the next meeting with prices.

Members asked the Clerk to investigate if there are any groups in the village who could be consulted on about accessible equipment. The Clerk mentioned that there is a group of disabled children who use Morris Recreation Ground and she find out where the group is based. The Clerk was also asked to draft an article for the newsletter seeking the opinions of any parents/carers with children who have disabilities about the proposals.

- Actions:**
- a) **Quote for accessible roundabout at Caledon Road**
 - b) **Quote for accessible swing at Morris Recreation Ground**
 - c) **Article for newsletter**
 - d) **Ascertain if there are any groups who could be consulted with**

5.3 Community Garden

Members received a report on the proposal to develop a community garden. The Clerk had visited the community garden at Sandridge Parish Council. The Clerk explained that the garden is well established, over 3 years and had been well used during the pandemic. The parish council has minimal involvement apart from some input from their grounds maintenance contractor who cuts the grass around the borders.

It was agreed that there was no capacity within the staff to start this type of project but that a new budget item would be requested. The Clerk was asked to include an article in the newsletter in March 2023 about the project, including the health benefits of gardening. The proposal was that it should be a community group that was set up to run the garden. The Clerk did report that she had mentioned the project to the surgery about social prescribing and this was a possibility to support the group. It was **RESOLVED** to:

Add a new budget item of £500 to the budget for 2022/23 to start a community garden in Spring 2023.

5.4 Memorial Policy

Members received a report with the Council's adopted Memorial Policy. Members wanted to consider a time span for memorial benches of 10 years and asked the Clerk to investigate the policy with St Albans District Council and update Members at the next meeting.

6. ALLOTMENTS

6.1 Allotment Inspections and Waiting Lists

Members received a report on the recent allotment inspections which had been undertaken by Cllrs Winstone and Pakenham, supported by the Administrative Officer. Cllr Pakenham and Winstone said that there was a definite improvement in the condition of the sites, thanks for the attention of officers. Members thanked them for attending the inspection. It was **RESOLVED** to:

Note the Report

6.2 Unauthorised Diversion of Water Supply

Members received a report on the diversion of the water supply at Glebe allotment by a tenant who was using a hosepipe, which is a breach of the tenancy agreement. Members were advised that the parish council provides dipping tanks for tenants to water their plots. They are also encouraged to use water conserving techniques and collect rain water from

sheds in butts. Members considered that this was a blatant breach of the tenancy agreement. Members were advised that the water at both allotment sites is metered and is not recharged to allotment holders. Members wanted any costs to disconnect the diversion to be charged to the plot holder. Members asked for an update at the next meeting and that it was reported to F&GP as theft from the parish council as a confidential item.

It was **RESOLVED** to:

- a) ***Write to the tenant holder advising them that they are in breach of their tenancy agreement by diverting the water supply and that it will be terminated with any costs passed onto the tenant.***
- b) ***Refer the item to Finance & General Purposes Committee***

6.3 Allotment Security

Members received a report regarding security at allotment sites. Members noted the research undertaken by the Clerk about how other parish/town councils secure their sites, with the majority of sites unlocked and unsecured. It was **RESOLVED** to:

Maintain the current security system at Shenley Lane allotment site.

7. LOWBELL LAKE PROJECT

Members received a verbal report from the Clerk regarding the project. The work can't start the work with the Tarmac funding until October. It will be two phase project with the first phase incorporating funding from the Environment Agency with the larger items such as tree works being met by the Tarmac funding. This will also enable the Clerk to make the relevant applications to SADC for the tree work if the trees are in the Conservation Area.

Phase 1 June – October
Prep for fishing platforms
Vegetation removal
Provisional work for pathway to disabled swim
Barrier to car park off Lowbell Lane

Phase 2 October onwards
Signage and interpretation boards
Disabled accessible pathway
Larger tree works
Development of nature reserve including fencing to prevent dogs gaining access to the area
Picnic tables and benches
Marginal planting
Possible repairs to bridge
Replacement handrails by industrial estate

The Clerk will write to the residents immediately affected with the plans, asking them to advise the Council if there are any incidents which should be of concern to them. The Clerk had advised the Angling Club that the Council couldn't take on any other projects until the splash park is delivered.

8. WORK PROGRAMME

Members noted the forward work programme.

9. DATE OF NEXT MEETING

To be confirmed.

Members asked the Clerk to reconsider the day and timing of the meeting to accommodate the Grounds Maintenance Manager attending the meeting.

The meeting closed at 2030.

Signed Date

Grounds and Maintenance Report – September 2022

General Comments			
Another few crazy months, the water splash has taken lots of manpower but on a positive note does look great.			
Site	Routine Maintenance	Comments	Additional works this Month
Morris Playing Field	All litter bins and dog bins emptied, and park litter picked 2x per week Play area equipment checked and made safe if required 2x per month Hedges cut back as required. 4x per year Grass cut as and when required. 20 x per year Grass Seeding 1 x per year.	Weather been very dry over the last few months this has helped us get the water splash over the line, there are still minor works needed from splash and we are chasing these works.	Major works on the water splash New showers are now fitted, and we are just waiting on the rest of the plumbing works to be completed Few more meetings with water companies and Splash And sign off works however still chasing snag list Set up and break down for Picnic in the Park All football pitches set and marked in for start of new season.
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. Grass Seeding 1 x per year.	Football season has now started some patches on fields due to dry weather, we have managed to get more seed down and hopefully these patches will disappear over the next few weeks.	Loads of fallen tree debris moved from this site. Works on zip wire and small swings All football pitches set and marked in for start of new season.

Walsingham Way Playing Field	All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe if required. Hedges cut back as required. Grass cut as and when required.	Site looking very long for this time of the year.	Small works on the climbing snake
Napsbury Sports Ground	Cricket square is cut on a weekly basis. Mark out new wickets weekly Cut wickets twice a week Roll the table once a week Roll the wickets as and when required Repair wickets as and when required. Mark boundary once a week Cut boundary. Hedges cut back as required. Cleaning inspection carried out. Smoke alarm check. All playing fields cut as and when required. Grass Seeding 1 x per year.	Cricket has now finished. This was the hardest cricket season to date for a few reasons however also the most money taken since we started given Cricket as a service. We will try to fit in the end of year cricket renovations over the next few weeks. We have agreed on new doors for this site and are waiting for the start date.	Removed lots of fallen debris. Set and mark Rugby Put up Rugby post Set and Mark all football Store all cricket accessories
Community Centre & Grounds	Litter and Dog bins Play area inspections Litter pick complete area. Salt Spreading Hedge cutting Tree pruning. Cut all grass as and when required. .	Site looking a little scruffy we are hoping to spend more time here over the next month or so.	PA and screen set up also clean the hall Blinds repaired rented out office
Shenley Lane Allotments.	Cut hedges. Paper pick. Cut Grass Top of grass paths.	Set looking good, had quite a few visits over the last few months	Paths all cut a few times
Glebe Allotments.	Cut hedges. Paper pick.	Set looking good, had quite a few visits over the last few months	Pathways all cut

	Top of grass paths.	However still lots of extra works needed.	
Chester Gibbons Green	Prune Shrubs Beds Empty litter and dog bins Scarify Grass Cut Grass	Site looking a little scruffy trying to make more time on this site over the next few weeks	Suckers removed from shrub beds
High Street and The Bull Shrub Beds	Keep weed free Removed any dead plants. Try to keep topped up with bark.	Need weeding	
Riverside	Keep swims free from debris. Litter pick Empty dog and litter bins Regular tree inspections Tree pruning Keep river flowing Keep car park clear Keep drains free from debris Cut all grass as and when required Rat bait	Need to spend more time at this site over the next 2 months	Removed fallen trees
War Memorial	Keep site clean and tidy Weed free	Site looking good	
Halsey Park	Play area inspection Grass cutting Empty litter bin	Site in good order.	Grass cutting has new started on play areas
Coopers Wood	Litter pick Empty Dog bin Minor tree works Keep main path clear	Site needs work over the next few months	Cut back three trees on this site Leaf blown all pathways
Dudley Wood			
General Works Not Grounds	Machine repairs, Maintenance.	Machine works on 424 and Tractor	Major works on small van and tractor

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 27 SEPTEMBER 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: MEMORIAL POLICY

1. SUMMARY

- 1.1 The parish council adopted a policy for the handling of requests for memorial trees and benches which was reviewed at the last meeting on 7 July 2022.
- 1.2 Members asked the Clerk to liaise with SADC regarding their Memorial Policy and this report outlines how the District Council handles a 10 year lease period for memorial benches.

2. RECOMMENDATION

- 2.1 Members are asked to:
 - a) Note the handling of the end of lease of Memorial Benches by SADC
 - b) Review the updated Memorial Policy 2022 V2, with the updated clause 4.3 to deal with the end of the lease.
 - c) Recommend a renewal fee to be considered by Finance & General Purposes
 - d) Recommend the policy is adopted by Council.

3. BACKGROUND

- 3.1 The Clerk has ascertained that SADC's memorial policy <https://www.stalbans.gov.uk/memorial-benches> allows for a 10-year lease of benches for a donation. At the end of the 10-year lease, the original doner is able to extend their lease for a reduced fee. If they can not be contacted, or decline to renew their lease, then the lease is offered to someone on the waiting list, at a reduced figure.

4. FINANCE

- 4.1 The cost for a memorial tree is £250 including the parish council's planting fee.
- 4.2 The cost of a memorial bench is £950 plus VAT which includes the parish council's installation fee and any ongoing maintenance for 10 years.
- 4.3 The current cost of a memorial bench with fixings, delivery and memorial plaque is £802.13 plus VAT.
- 4.4 The bench is then included in the parish council's asset register (at a nominal fee of £1).

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	Vandal proof materials used
Financial	Charge for bench/tree covers the parish council's costs.
Resources (including workforce)	Grounds Maintenance staff have to install any memorial benches/trees
Risk Management	N/A



LONDON COLNEY PARISH COUNCIL

MEMORIAL POLICY

London Colney Parish Council supports the needs and principles of allowing memorial benches, and trees in its open spaces. The Council is mindful that these facilities are enjoyed by a wide range of people and therefore the Council will ensure that the issue is managed and regulated for the mutual benefit of all through this policy.

The purpose of this policy is to ensure a clear, measurable, and sympathetic approach to the management of our open spaces is adopted which takes account of the needs of all users. The Council through this policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

The content of this policy will be revised as necessary to meet changing circumstances, fashion, and trends. The policy will be reviewed at least every two years and proposed amendments shall be submitted to the Environment & Neighbourhood Committee Council for approval.

This policy will be made available to the public via the parish council's website and all applicants for memorial benches and trees will be issued with a copy.

1. OBJECTIVES OF THE POLICY

- 1.1 The Council is seeking to ensure it is adopting a clear, measurable, and sympathetic approach to the management of its open spaces, which will take account of the sometimes-contrasting needs of a variety of users. The policy will also ensure that only memorial benches and trees are erected which are instigated by the next of kin or executor and that benches have a common appearance, style and size which are appropriate for that location and will not cause offence to others.
- 1.2 The policy will establish responsibility for maintenance, repair, and replacement. The Council through this policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

2. LOCATION

- 2.1 The Council cannot guarantee a location for your memorial but will liaise with the applicant prior to any planting to ensure that a suitable location is agreed.
- 2.2 *Locations for memorial benches/trees are:*
 - Morris Recreation Ground*
 - Caledon Open Space*
 - Riverside/Waterside/Village Green*
 - Chester Gibbons Green*
 - Walsingham Way Open Space*

Lowbell Lake

- 2.3 *Memorial benches will be allowed at sites while there continues to be space for them, and the Council will try to accommodate the preferences of families as to the location. The siting of any bench must be assessed and considered safe.*

3. MEMORIALS

- 3.1 London Colney Parish Council offers memorials within its open spaces, which include the following:
- Memorial tree with or without a plaque (subject to availability)
 - Memorial bench with plaque (subject to availability)
- 3.2 Memorial benches and trees shall be positioned to maximize the benefit and development of the park, but the Council will attempt to accommodate the wishes of the applicants. The Council will limit the number of memorial benches in particular areas so that they shall not detract from the prime purpose of the open space. Therefore, the size and location of the park shall limit the number permitted. The Council reserves the right to refuse applications on this basis.
- 3.3 The Council shall specify the type of benches or trees be installed/planted to be in keeping with the intended location. The Council's tree policy encourages the planting of indigenous British species of trees.
- 3.4 The planting of Memorial trees shall only be carried out between November and March to ensure the most efficient growing conditions.
- 3.5 Memorial plaques shall be affixed in the centre of the upper most lath of the back of the bench. In the case of trees, plaques shall be mounted on a plaque located at the base of the tree.
- 3.6 The inscription on the plaque is to be restricted to "In (Loving) Memory of" the name of the person and the dates of birth and death.

4. LEASE PERIOD

- 4.1 All memorials are based on a 10-year lease and can be renewed after this period if the applicant wishes. The fee covers the purchase, delivery, and installation of the memorial, together with the ongoing repair and maintenance for the 10-year period.
- 4.2 Upon the end of the 10-year period any memorial plaques shall be removed and may be collected by the applicant. The Council reserves the right to remove any bench or tree, which in its opinion is damaged or beyond economic repair.
- 4.3 *At the end of the 10-year period, you will be given the opportunity to renew your donation at a reduced rate for another 10-year period. If you do not wish to renew, then your bench will be offered to other donors on the waiting list.*

5. PROCESS

- 5.1 Once an application has been received, agreed by a Council meeting and the location agreed, the Council shall arrange for the purchase and planting/installation of the preferred memorial.

- 5.2 The Council reserves the right to remove any memorial benches or trees that have been damaged and are in the view of the Council beyond economical repair. The Council accepts no liability for damage to any memorial benches or trees from vandals, third parties or whilst the Council carries out routine maintenance in the park.
- 5.3 The Council will not grant applications for memorials to pets.
- 5.4 No additional mementoes e.g., vases, statues, flowers, wreaths, balloons, or other ornamentation etc., shall be permitted on or around the bench/tree. These shall be removed without reference to the original applicant *and held by the Parish Council for a period of 28 days prior to disposal.*

6. PAYMENT

- 6.1 Payment is required once the application has been agreed at a Council meeting and before the bench/tree is installed/planted.

7. CONDITIONS

- 7.1 London Colney Parish Council reserves the right to plant trees, install benches or place memorial plaques where suitable, but will, where appropriate, accommodate requests.
- 7.2 Once planted/installed, the tree/bench cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, London Colney Parish Council reserves the right to remove immediately in the interest of health and safety until repairs or replacement can take place.
- 7.3 London Colney Parish Council will maintain responsibility for the memorial and associated plaque during the 10-year lease period. This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear or vandalism.

Please contact London Colney Parish Council on 01727 821314 or e-mail: info@londoncolney-pc.gov.uk for more information on availability and prices of memorials.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD COMMITTEE

DATE: 27 SEPTEMBER 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: TREE SURVEY

1. SUMMARY

- 1.1 The parish council has a duty as an employer and landowner to ensure the safety of its trees at the sites around London Colney and their ongoing management.
- 1.2 The previous tree survey was undertaken in December 2019 and our insurance company recommends that this exercise is undertaken every 3-5 years, depending on the Council's exposure to risk.

2. RECOMMENDATION

Members are asked to:

- a) Consider the attached specification to be sent to contractors.
- b) Consider the inclusion of a sum in the budget for further non-invasive investigation on high-risk trees identified as warranting this procedure.
- c) Recommend to Finance & General Purposes a new budget item for 2023/24 for this project.

3. BACKGROUND

- 3.1 The areas for the trees to be surveyed is divided into High, Medium, and Low risk, depending on the footfall at a particular site. Therefore, those sites, with greater pedestrian traffic e.g., Riverside, the Village Green, and Coopers Wood, have a higher risk and should be surveyed more frequently.
- 3.2 Trees are surveyed to identify the species, age, and condition and then a report is produced which helps with the ongoing management as it identifies those tree in need of urgent work, and those who can be managed more conservatively. During the last survey, all trees above a certain diameter were also tagged with a unique number to help identify the trees. This exercise will not need to be repeated.
- 3.3 The tree survey can also be imported into the parish council's online mapping system, so that they can be managed proactively by the grounds staff.
- 3.4 In 2019, some trees were recommended for further non-invasive investigation, and this was not pursued. Members may want to consider increasing the budget to allow for this procedure to be undertaken on trees which are warranted e.g., are in High risk areas.

4. FINANCE

- 4.1 The successful contractor quoted £2404 for all the sites including tree tags in 2019.
- 4.2 There is no budget item for this in 2022/23 and it will have to be a new budget item for 2023/24.
- 4.3 There is an annual tree budget to employ a contractor to undertake tree work which can not be performed by the grounds staff, who can only undertake work from the ground, and are not qualified to work at height.

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	Effective management of tree resource
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Proactive risk management of trees would be considered by the Council's insurance company in the event of a claim made by a member of the public.



LONDON COLNEY PARISH COUNCIL

TREE SURVEY 2023

London Colney Parish Council have a duty of care under the 1974 Health and Safety at Work Act, as an employer and landowner, to take reasonable care to consider the risks posed by trees on their land. We have several sites within the village where there are many trees, and we are looking for a suitably qualified and experienced contractor to undertake a survey of the trees on our land to fulfil our responsibilities.

This is our second tree survey, the first one was undertaken in December 2019. All our trees have been tagged and are mapped, the details of which can be provided to the successful contractor.

We have zoned these areas into high, medium and low risk, depending on the amount of use by the public. Areas to be surveyed are:

ZONE	RISK LEVEL	DESCRIPTION	AREAS INCLUDED
Zone 1	High Risk	High use areas including intensively used footpaths, bridle paths, car parks, sports clubs and areas adjacent to public highway	<ul style="list-style-type: none"> • Riverside • Waterside • Village Green • Coopers' Wood • Napsbury • Morris Recreation Ground
Zone 2	Medium Risk	Lesser used footpaths/bridle paths, general recreation land areas, allotments	<ul style="list-style-type: none"> • Glebe Allotments • Shenley Lane Allotments • Shenley Lane Recreation Ground • Walsingham Way
Zone 3	Low Risk	Areas where there are no formal public footpaths, densely wooded areas	<ul style="list-style-type: none"> • Dudley Wood

We are looking for the following to form the basis of a comprehensive survey of our tree stock:

- Tree location to be mapped
- Species (common and botanical)
- Age Category
- Condition (see category listing below A, B, C or R)
- Tree tag (colour coded depending on site)
- Recommendations for work to be undertaken
- Work Priority
- Re-inspection Interval
- Anything else relevant to the condition of the trees surveyed

Category Grading A: Trees of high quality and value, which are in such a condition as to be able to make a substantial contribution from an arboricultural, landscape or cultural perspective (a minimum of 40 years life-expectancy is suggested);

Category Grading B: Trees of moderate quality and value, which are in such a condition as to make a significant contribution from an arboricultural, landscape or cultural perspective (a minimum of 20 years life expectancy is suggested);

Category Grading C: Trees of low quality and value, which are currently in adequate condition to remain until new planting could be established (a minimum of 10 years life expectancy is suggested), or young trees with a stem diameter below 150mm; and,

Category Grading R: Trees which are in such a condition that any existing value would be lost within 10 years and which should, in the current context, be removed for reasons of sound arboricultural management.

Maps for the sites are available and have been sent separately to this document. They are derived from Ordnance Survey maps apart from Dudley Wood. The land which is the responsibility of the parish council has been edged in red (apart from the village green which is in green).

Once we have received the results of the survey, we will then undertake a phased programme of work over a 3-5-year period depending on the amount of work to be undertaken and the budget available.

Quotations & Qualifications

Quotations are sought for the survey to be undertaken by _____, along with proof of insurance and qualifications.

We are seeking prices on a per site basis as we may undertake to survey several sites in one financial year. We would anticipate that any quotations received would be valid for a period of 24 months to allow for all the surveys to be undertaken.

Contractors would need to provide a copy of their Public Liability Insurance (minimum £10m), details of their qualifications and any professional membership of arboricultural organisations. If you are successful in being awarded the contract to survey our sites you will be required to undertake a risk assessment on a site by site basis.

If you have any questions, or require site visits, please do not hesitate to contact either:

Leigh Casling

Grounds Maintenance Manager (07944 159204) gandmmanager@londoncolney-pc.gov.uk

Emma Payne

Clerk to the Council (01727 261101) parishclerk@londoncolney-pc.gov.uk

Please send you quotations to:

London Colney Parish Council
Caledon Community Centre
Caledon Road
London Colney AL2 1PU
Tel: 01727 821314
gandmmanager@londoncolney-pc.gov.uk

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 27 SEPTEMBER 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: HEDGEHOG SIGNS

1. SUMMARY

- 1.1 Previously, in 2019 a project had been proposed to install 'hedgehog crossing' signs at key points around London Colney, which had been identified by the local hedgehog rescue charity as being hotspots for hedgehog incidents.
- 1.2 Cllr Winstone has requested that this item is added to the agenda for this committee to reconsider the project, especially considering that the London Colney Hedgehog Rescue is one of the parish council's charities for 2022/23.

2. RECOMMENDATION

Members are asked to note the report and advise the Clerk how they wish to proceed.

3. BACKGROUND

- 3.1 In 2019, when Cllr Gordon was a County Councillor, she was supportive of a project to install hedgehog warning signs in London Colney and would provide funding from her locality budget as a County Councillor.
- 3.2 The project got as far as seeking the approval of the county council to install signs. However, HCC advised SADC that the only signs that are permitted on the Highway are those in the TSRGD 2016 (Traffic Signs Regulations and General Directions). Unfortunately, though, as the hedgehog warning sign is not included in this document, HCC advised that they will not be able to approve the placement of this sign on the highway. SADC were also advised that if the signs were to be fixed to existing lamp posts, then a condition survey would also need to be carried out by HCC to check the structural stability before any sign is fitted.
- 3.3 SADC suggested that perhaps we could get a smaller sign made, which could be fixed to the posts of selected street name plate signs instead. A standard Highways warning sign measures 600mm in height, so we have sought quote from the same sign but measuring 300mm, to be made of a semi-robust material (see below).
- 3.4 The data maps from the hedgehog rescue charity are from 2018/19 but the hotspots are quite consistent. There is a trend of near alleyways that exit towards the roads on Shenley Lane and the High Street near the leisure centre.
- 3.5 Urban hedgehogs are showing some evidence of having a stable population with some potential growth in numbers, whilst the rural hedgehog population is in sharp decline. It is classed as vulnerable to extinction in the British Red List for Mammals.

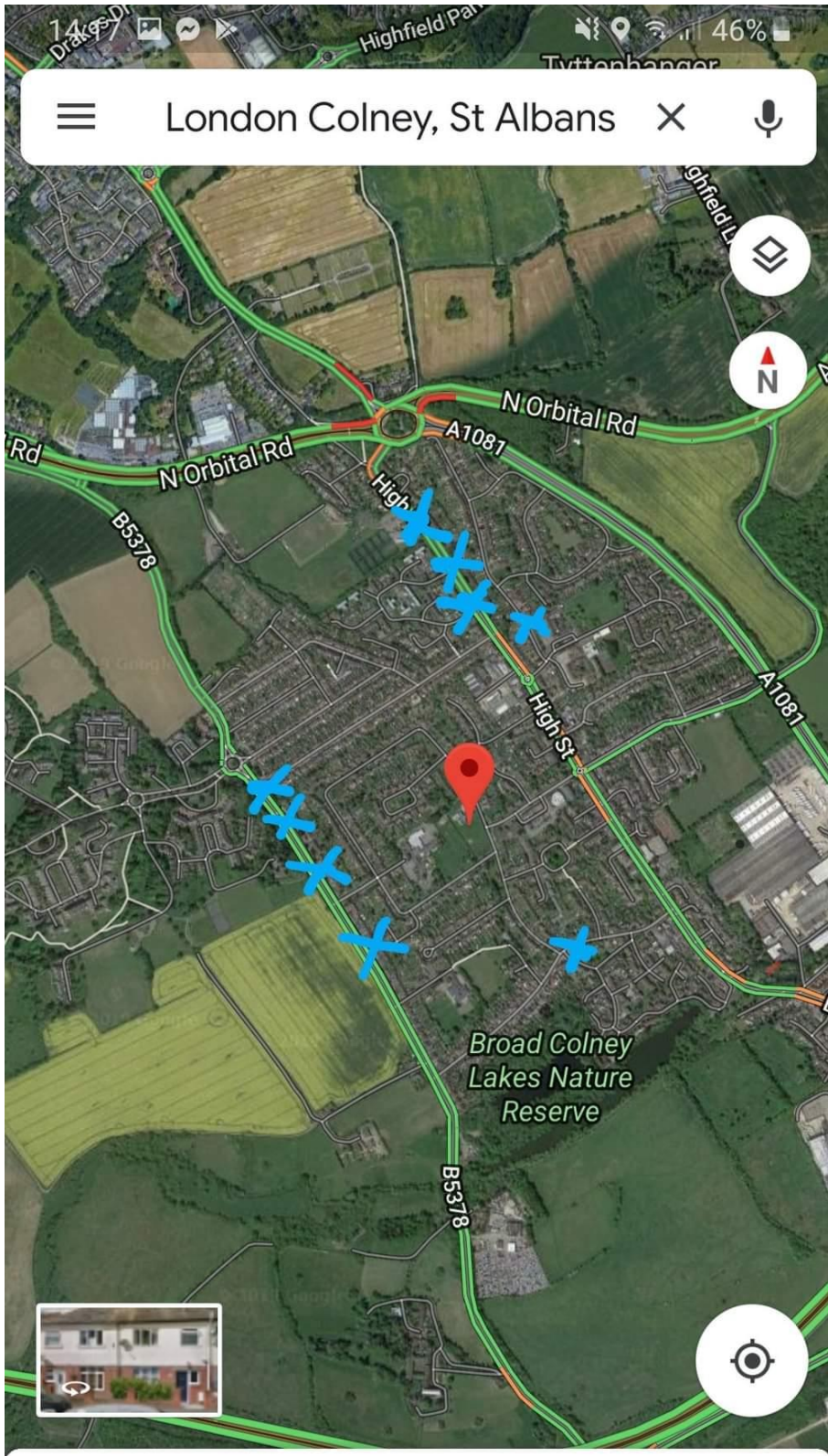
4. FINANCE

- 4.1 A quotation is being sought for 12 hedgehog signs. Cllr Tallon has advised the Clerk that she will fund the project through her Highways budget at County. She has been advised by her Highways engineer that this is feasible but no further details are forthcoming at the time of writing this report.

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	The hedgehog is on the Red List for British mammals
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	N/A

HEDGEHOG INCIDENT MAP 2019 – BLUE CROSSES

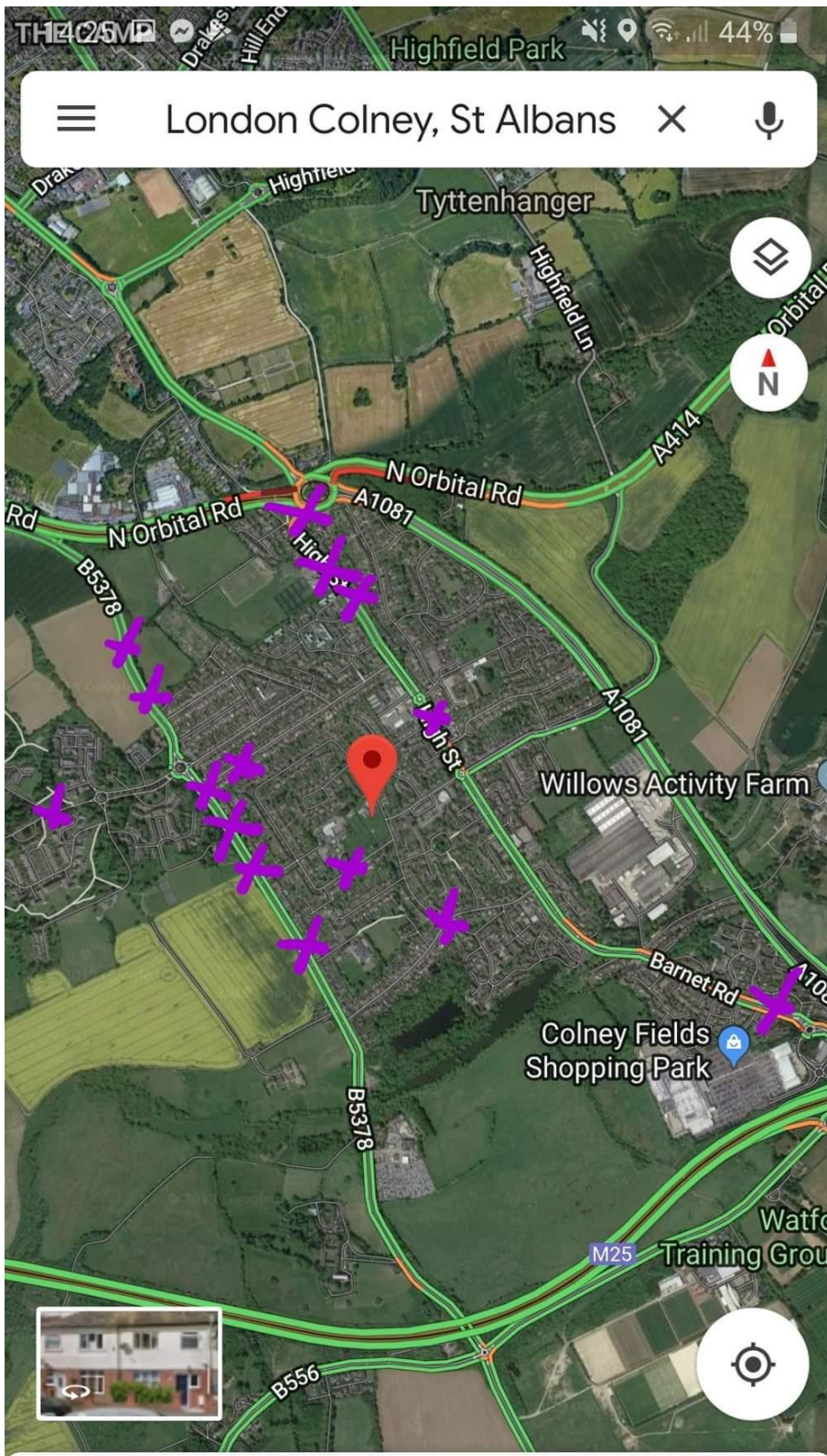


London Colney

St Albans · 🚗 7 min



HEDGEHOG INCIDENT MAP 2018 – PURPLE CROSSES



London Colney

St Albans · 🚗 7 min



22





PLEASE READ

- PLEASE CHECK ALL DETAILS OF THIS PROOF THOROUGHLY, THIS IS A LIKE FOR LIKE REPRESENTATION OF WHAT WILL BE SUPPLIED. PLEASE INFORM US OF ANY CHANGES.
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- WE WILL TAKE THIS AS FINAL APPROVAL, AND ANY CHANGES MADE AFTER THIS WILL BE CHARGEABLE.

DATE:

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LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 27 SEPTEMBER 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: BUDGET 2023-24

1. SUMMARY

- 1.1 The parish council's budget is considered by Finance & General Purposes with a recommendation made by that committee, to be adopted by Council by the end of January 2023.
- 1.2 Each committee is asked to consider its budget and any new budget items identified as future projects during the year.
- 1.3 The Environment & Neighbourhood Committee's budget covers the maintenance of the parish council's open spaces. It does not include the HR budget which is set by the HR committee or set the schedule of fees for hires, which is the responsibility of the Finance & General Purposes Committee.

2. RECOMMENDATION

Members are asked to consider the attached proposed budget and then recommend it to Finance & General Purposes.

3. BACKGROUND

- 3.1 Rising prices and increasing inflation are causing concerns for individuals, businesses, and local government. In October 2021, a House of Commons Report on supply chain issues outlined that the UK's current supply chain issues are caused by a global shortage of materials, energy supplies, workforce and transport and we certainly saw these issues at first hand during the delivery of the splash park.
- 3.2 These shortages occurred at the same time as a sharp increase in demand as the UK and global economy recovers from the Covid pandemic. These supply and demand imbalances are contributing to the increase in goods and services as the consequences of Russia's invasion of the Ukraine and the ongoing conflict.
- 3.3 The only buildings with gas are the community centre and Napsbury. Morris Recreation Pavilion is run on electricity only, including the production of hot water and heating. Non-domestic energy price increases are not capped and the latest inflationary estimates are 26% for electricity and 72% for gas. The parish council are finishing a 2-year fixed deal for both utilities at the end of September, and the Clerk managed to negotiate another 2-year deal which will commence on 1 October. There will be an increase in utility costs, but nothing like those forecast for uncapped variable tariffs.
- 3.4 The utility meters are read monthly with the readings submitted to the utility companies to enable accurate bills to be produced. Having said that, these readings

are often not taken into consideration when bills are received, meaning that credit notes are often produced to rectify overspends.

- 3.5 Transport fuel is also a factor with the parish council no longer able to use red diesel for grounds maintenance equipment. A report was taken to Finance & General Purposes Committee regarding the change to this which came into effect on 1 April 2022. It means that all vehicles and grounds maintenance equipment need to use white diesel, which is obtained via fuel card from Sainsbury's petrol station. The parish council previously brought red diesel in bulk which was stored on site but with the risk of theft to white diesel, it has not been considered prudent to continue this practice. Annual fuel inflation is currently running at 34% for diesel.
- 3.6 The parish council operates two vehicles, plus the tractor and mowers. There has been a move away from petrol strimmers and hedge cutters to electric ones as part of the reduction in the parish council's carbon footprint.
- 3.7 Construction and building materials for the ongoing maintenance of the building infrastructure has been impacted by the global demand for supply and a shortage of labour following Brexit.

4. FINANCE

- 4.1 This budget will be presented to Finance & General Purposes.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Setting the budget is a key decision for the Council, which all Members should be involved in.
Resources (including workforce)	N/A
Risk Management	Members should be aware of inflationary implications to the parish council's budget and the risks of not setting a relevant budget.

		2020-21	2020-21	2021-22	2021-22	2022-23	2022-23	2023-24
		Actual	Budget	Actual	Budget	Forecast	Budget	Budget
200	Morris Way Pavilion/Fields							
1200	Hire of Pavilions	£248	£3,500	£1,746	£2,700	£2,000	£2,000	£2,000
1210	Hire of Sports Pitch	£3,917	£5,000	£5,560	£5,000	£5,000	£5,000	£5,000
	Total Income	£4,165	£8,500	£7,306	£7,700	£7,000	£7,000	£7,000
4105	Utilities - Electricity	£5,242	£2,750	£5,520	£2,750	£6,500	£4,580	£7,000
4110	Utilities - Water	£231	£1,500	£351	£1,500	£1,500	£1,500	£1,500
4155	Licences	£180	£180	£180	£180	£180	£180	£180
4200	Maintenance			£8,834	£500	£750	£500	£750
4220	Playing Field Maintenance	£623	£0	£4,773	£300	£350	£300	£350
4260	Splash Park Maintenance	£0	£1,200	£185,762	£0			£4,000
4265	Paddling Pool Cleaning	£0	£2,300					
5000	General Event Costs							
	Overhead Expenditure	£6,276	£7,930	£205,420	£5,230	£9,280	£7,060	£9,780

	2020-21	2020-21	2021-22	2021-22	2022-23	2022-23	2023-24	
	Actual	Budget	Actual	Budget	Forecast	Budget	Budget	
210 Grounds and Maintenance Dept								
1100 Allotment Income			£1,700	£0	£3,947	£2,000	£2,500	
1400 Napsbury Support Fund			£0	£0	£7,500	£7,500	£0	
Memorial Bench Donations			£1,816	£0	£0	£0	£0	
Total Income		£0	£3,516	£0	£11,447	£9,500	£2,500	
210 Grounds and Maintenance Dept								
4000 Salaries	£73,730	£72,800	£68,754	£73,267		£74,039		
4001 Napsbury Support Fund			£3,000	£0				
4105 Utilities - Electricity	£0	£0	£42	£1,500	£2,500	£2,500	£3,000	
4111 Utilities - Water - Allotments	£233	£450	£995	£450	£750	£750	£750	
4200 Maintenance	£719	£1,000	£572	£1,000	£1,000	£1,000	£1,000	
4220 Playing Field Maintenance	£646	£500	£876	£500	£935	£500	£1,000	
4230 Playground Maintenance	£1,252	£2,150	£713	£2,150	£2,150	£2,150	£2,500	
4270 Clock Maintenance	£51	£200	£810	£200	£200	£200	£200	
4300 Xmas Lights Maintenance/Rent	£10,117	£9,000	£9,146	£9,000	£9,999	£9,000	£13,500	
4305 Vehicle Maintenance & Costs	£1,875	£2,000	£1,632	£2,000	£2,000	£2,000	£2,000	
4310 Machine Maintenance & Costs	£2,581	£1,750	£1,352	£1,750	£1,750	£1,750	£2,000	
Vehicle Purchase			£17,900	£0				
4315 Fuel inc red diesel	£2,745	£2,500	£3,497	£2,500	£5,500	£2,500	£6,500	
4320 Vehicle Insurance	£1,043	£2,000	£1,204	£1,100	£1,500	£1,100	£1,750	
4330 Signs, Boards & Seats	£2,596	£1,000	£132	£1,000	£1,000	£1,000	£1,000	
4331 Memorial benches			£2,573	£0				
4335 Lowbell Ln River Edge & Green	£570	£400	£82	£400	£400	£400	£400	
4340 Plants & Flowers	£505	£1,400	£3,134	£3,500	£4,500	£4,500	£4,000	
4345 Tree Maintenance	£2,342	£4,000	£337	£4,000	£4,000	£4,000	£5,000	
4355 Litter Bins	£404	£500	£191	£500	£500	£500	£750	
4360 Allotments Repairs & Maint,	£845	£750	£445	£750	£3,603	£1,750	£2,000	
4385 Equipment - Grounds & Maintean	£308	£750	£349	£750	£750	£750	£5,000	New budget item
4400 Environmental Projects	£0	£2,000			£0	£0	£500	
4535 Allotment Leases					£650	£650	£650	
4580 Professional Costs					£500	£500	£500	
Overhead Expenditure	£102,562	£105,150	£117,736	£106,317	£44,187	£111,539	£54,000	

		2020-21	2020-21	2021-22	2021-22	2022-23	2022-23	2023-24
		Actual	Budget	Actual	Budget	Forecast	Budget	Budget
220	Shenley Lane							
1210	Hire of Sports Pitch	£750	£1,500	£624	£1,500	£1,500	£1,500	£1,500
	Total Income	£750	£1,500	£624	£1,500	£1,500	£1,500	£1,500
4105	Utilities - Electricity	£155	£200	£120	£200	£300	£330	£300
4110	Utilities - Water	£567	£350	£0	£350	£350	£350	£250
4200	Maintenance	£41	£150	£44	£150	£500	£150	£500
4220	Playing Field Maintenance	£605	£500	£1,829	£500	£1,500	£1,500	£1,500
4230	Playground Maintenance	£168	£0	£0	£200	£200	£200	£200
	Overhead Expenditure	£1,536	£1,200	£1,993	£1,400	£2,850	£2,530	£2,750
240	Napsbury Park Pavilion/Fields							
1200	Hire of Pavilions	£1,105	£3,700	£3,481	£3,500	£3,000	£3,500	£3,000
1210	Hire of Sports Pitch	£1,169	£1,500	£1,209	£1,500	£1,500	£1,500	£1,500
1212	Hire of Cricket Pitch	£420	£3,000	£2,222	£500	£2,500	£2,500	£2,500
1214	School Pitch Hire	£0	£1,600	£2,420	£0	£1,600	£1,600	£1,600
	Total Income	£2,694	£9,800	£9,332	£5,500	£8,600	£9,100	£8,600
4100	Utilities - Gas	£1,488	£1,000	£1,024	£1,000	£1,400	£1,400	£1,600
4105	Utilities - Electricity	£233	£850	£575	£850	£1,200	£1,200	£1,400
4110	Utilities - Water	£0	£850	£0	£850	£850	£850	£850
4200	Maintenance	£2,606	£3,000	£4,020	£3,000	£3,000	£3,000	£3,000
4220	Playing Field Maintenance	£568	£1,250	£1,136	£1,250	£1,250	£1,250	£1,250
	Overhead Expenditure	£4,895	£6,950	£6,755	£6,950	£7,700	£7,700	£8,100

LONDON COLNEY PARISH COUNCIL - BUDGET 2023-24 NEW BUDGET ITEMS

Tree Survey	Triennial Tree Suvey	E&N		£5,000	To undertake the triennial H&S tree survey
Signs & seats	Play area signs	E&N		£1,000	Increase this budget to have a rolling programme of sign updating for all sites
Napsbury	Fence at MUGA	E&N		£5,000	Replace fence at MUGA
EMR Equipment	Equipment Renewal	E&N		£5,000	To build up an earmarked reserve for equipment replacement
New budget code	Community Garden	E&N	07/07/2022	£500	To start a community garden at the community centre