



## LONDON COLNEY PARISH COUNCIL

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

16 November 2022

You are hereby summoned to attend the meeting of the **ENVIRONMENT & NEIGHBOURHOOD COMMITTEE** to be held on **TUESDAY 22 NOVEMBER 2022, AT 5.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**Emma Payne**  
Clerk to the Council

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## AGENDA

	<b>Page No</b>
<b>1. APOLOGIES</b> To receive and resolve to approve apologies for absence	
<b>2. NOTIFICATION OF SUBSTITUTIONS</b> To receive any notifications of substitution made to the Clerk	
<b>3. DECLARATION OF INTERESTS</b> To receive declarations of interests relating to matters on the agenda and note any dispensations granted	
<b>4. MINUTES</b> To approve minutes of the meeting held on 27 September 2022	2
<b>5. REPORTS TO COMMITTEES</b>	
<b>5.1 Grounds Maintenance Manager's Report</b> To receive this report and note its contents.	4
<b>5.2 Green Flag Award</b> To consider the timescale for this project, including the application process.	7
<b>5.3 Repairs To Perimeter Of Napsbury</b> To receive a report on repairs for the perimeter at Napsbury to prevent anti-social behaviour	9
<b>6. WORK PROGRAMME</b> To receive and note the work programme for this committee.	13
<b>7. DATE OF NEXT MEETING</b> 24 January 2022, 5pm	

## **LONDON COLNEY PARISH COUNCIL**

### **MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON THURSDAY 27 SEPTEMBER 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  
L Casling, Grounds Maintenance Manager

***Sustainable St Albans made a presentation before the meeting on how everyone can help reduce their carbon footprint and reduce the impact of climate change on the planet.***

***Cllr Gardner thanked Sustainable St Albans for attending the meeting.***

#### **1. APOLOGIES**

No apologies were received. Cllr Mahony was absent.

#### **2. NOTIFICATION OF SUBSTITUTES**

There were no substitutions.

#### **3. DECLARATION OF INTEREST**

There were no declarations of interest.

#### **4. MINUTES**

The minutes of the meeting held on 7 July 2022 were amended to reflect a resolution of the committee approved as a true record of the meeting.

#### **5. REPORTS TO COMMITTEE**

##### **5.1 Grounds Maintenance Manager's Report**

Members received a report from the Grounds Maintenance Manager. Members asked when the permanent Christmas tree would be installed. They were advised that the Grounds Maintenance Manager had been trying to source a real Christmas tree of a suitable size and that he will be trying a different supplier this week to obtain a suitable sized tree.

Members asked about the dumped hardcore at Riverside. The Grounds Maintenance Manager said that the area in question would be covered over with topsoil and the Clerk advised Members that this was part of the Lowbell Lake project. The angling club's contractor would be breaking up some of the larger pieces of hardcore.

##### **5.2 Memorial Policy**

Members considered a revision to the proposed Memorial Policy, with the inclusion of a ten-year lease proposal. Members considered the cost of the renewal of the lease and that it should be 50% of the cost of a new memorial bench.

Members raised the issue of inappropriate mementoes left at some of the trees at Riverside but were advised that these trees had been planted before the policy had been in place. It was **RESOLVED TO RECOMMEND TO COUNCIL** that:

***The Memorial Policy is adopted.***

### **5.3 Tree Survey**

Members received a specification for the triennial tree survey. Members considered that some of the areas to be surveyed were of a higher risk than others and that these high-risk areas should be surveyed every 3 years, with other sites, every 5 years. The specification will be updated. It was **RESOLVED to RECOMMEND TO FINANCE & GENERAL PURPOSES** that:

***The tree budget for 2023/24 should include £3,000 for the triennial high risk tree survey, with a further £2,000 for the 5-year survey of medium and low risk sites in subsequent years.***

### **5.4 Hedgehog Signs**

Members received a report on installing hedgehog signs, a project which had been proposed in 2019, but which had stalled due to lack of support from Herts County Council to install signs on lamp columns. The County Councillor had indicated that they would be able to support the scheme from their locality budget.

Members considered the quotations for two materials to be used for the signs and it was **RESOLVED** to:

- a) Order 12 dibond hedgehog warning signs at a cost of £496***
- b) Make an application for funding from the County Councillor's Locality Fund.***

### **5.5 Open Spaces – Pathway Improvements**

The Clerk asked for this item to be deferred due to a lack of time to prepare the report.

### **5.6 Budget 2023-24**

Members received the proposed budget for this committee and new budget items. It was **RESOLVED TO RECOMMEND TO FINANCE & GENERAL PURPOSES COMMITTEE** that

***The Environment & Neighbourhood Committee's budget and new budget items are incorporated into the budget for 2023-24***

## **6. WORK PROGRAMME**

Members noted the forward work programme.

## **9. DATE OF NEXT MEETING**

22 November 2022.

The meeting closed at 2030.

Signed .....

Date .....

## **GROUNDS MAINTENANCE REPORT – NOVEMBER 2022**

<b>General Comments</b>			
Another hard few months with a few staff issues regarding staff welfare			
<b>Site</b>	<b>Routine Maintenance</b>	<b>Comments</b>	<b>Additional works this Month</b>
Morris Recreation Ground	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 hit and miss not really sure what's coming from week to week, at the moment we are just managing to keep everything ticking along	Splash park has now been taken down and put away for the winter.  Still waiting for the toilets to be finished  Once this is finished, I will get the painter in to tidy worn areas.  Site been cut and ready for the fireworks event. Set up and break down for fireworks
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 full on site is really wet but no games cancelled yet.  New cleaner has given the pavilion a deep clean.	Loads of fallen tree debris moved from this site.  Removed a few parts of the trim trail due to being unsafe, we will look to get them replaced in the winter.
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	As said on last report all cricket is finished however we haven't had time to carryout cricket end of year renovations. This year it will have to be a light renovation.  New doors and windows being replaced this month	Removed lots of fallen debris.  Meadow on top field has now been cut.  Lights have been repaired on outside on building
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 ok for this time of the year.	Fridge taken from cellar outside to defrost  Main hall wall repaired, and corner plates fitted to try and protect the walls.  Front door temporary repaired  Decorations for Halloween put up and taken down.
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 Few more plots to cut but coming along nicely	Path's all cut a few times
Glebe Allotments	Cut hedges. Paper pick. Top of grass paths.	Set looking good, had quite a few visits over the last few months	Pathways all cut

Chester Gibbons Green	Prune Shrubs Beds Empty litter and dog bins Scarify Grass Cut Grass	Site looking a little weedy this will be taken care off before the light turn on,  Christmas has been ordered and will be planted on the 21 <sup>st</sup> Nov 2022	Beds been trimmed
High Street and The Bull Shrub Beds	Keep weed free Removed any dead plants. Try to keep topped up with bark.	Struggled to get to these we will catch up on this site over the next few months.	
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	Memorial tree has been planted and looks good.  Need to spend a lot more time on this site over the next few months.	Removed fallen trees
War Memorial	Keep site clean and tidy Weed free	Site looking good	All old bedding removed and new bedding replanted.
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 for this time of year,	Removed a few more trees from hanging over gardens on this site.
Dudley Wood			
General Works Not Grounds	Machine repairs, Maintenance.	Machine works on 424	

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD**

**DATE: 22 NOVEMBER 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: GREEN FLAG AWARD APPLICATION PROCESS**

### **1. SUMMARY**

- 1.1 It is an aim of the Parish Council's adopted strategic plan, to apply for a Green Flag award for Morris Recreation Ground. This report outlines the application process.

### **2. RECOMMENDATION**

- 2.1 Members are asked to note the process.

### **3. BACKGROUND**

- 3.1 The Green Flag scheme is run by Keep Britain Tidy in the UK and is an internationally recognised award, acknowledging excellence in providing open spaces and recreational facilities.
- 3.2 The application process was set out in the report to this committee on 29 June 2021. The site is assessed against the following criteria:
- A welcoming place
  - Healthy, safe and secure
  - Well maintained and clean
  - Environmental Management
  - Biodiversity, Landscape and Heritage
  - Community Involvement
  - Marketing and Communication
  - Management
- 3.3 A management plan for the site has to be submitted as part of the application. Management plans are written to guide the efficient and effective management of the site. A good plan is integral to the day to day running of the area, as well as guiding the strategic management of the site.
- 3.4 The Clerk has registered the Parish Council has making an application, which needs to be submitted by **31<sup>st</sup> January 2023**. Awards are announced in July 2023.

3.5 The proposed timetable for the application process is:

w/c 12 December 2022	First draft of management plan
w/c 19 December 2022	Second draft of management plan
w/c 8 January 2023	Final edits of management plan circulated to E&N by email
24 January 2023	Environment & Neighbourhood Committee sign off management plan
25 – 27 January 2023	Application submitted

#### **4. FINANCE**

4.1 The application will cost £329, and this has been included in the budget for professional fees for 2022/23.

#### **5. IMPACT ASSESSMENT**

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	Will have an effect on the environment and sustainability of the site.
Crime & Disorder	N/A
Financial	Budget is available for application fee.
Resources (including workforce)	Management plan will need to be written by the Grounds Maintenance Manager and application process supported by the Clerk.
Risk Management	N/A



## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD**

**DATE: 22 NOVEMBER 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: PERIMETER AT NAPSURY AND ANTI SOCIAL BEHAVIOUR**

### **1. SUMMARY**

- 1.1 The Parish Council has been made aware of numerous incidents of anti-social behaviour in and around Napsbury Park, with off road motorbikes and scooters, being ridden around the site.
- 1.2 These incidents have involved bikes/scooters being ridden from other areas, through Napsbury onto Shenley Lane and this report proposes closing some of the routes which allow this to happen.

### **2. RECOMMENDATION**

- 2.1 Members are asked to:
  - a) Consider the proposed works to the perimeter of Napsbury
  - b) Approve the proposals to reduce anti-social behaviour at the site.
  - c) Approval the virement between budgets outlined in 4.1 below.

### **3. BACKGROUND**

- 3.1 Please see figure 1 below for the official Rights of Way around Napsbury. The purple routes are footpaths, and the green routes are bridleways.
- 3.2 Figure 2 below shows where bikes/scooters are gaining access to the site through non-official routes which have occurred over time. They are not registered Rights of Way.
- 3.3 In the case of the shorter red route, this has been made through a broken fence from a farmer's field to the edge of the cricket field. In the past, the cricket pitch has been damaged by offroad bikes driving across the cricket table. Shutting the fence at this end of the cricket field would mean it was harder to access this site. It is proposed to shut off access to this unofficial route by reinstating the fence which has been broken.
- 3.4 The longer red route is a farm track which leads up from a bridleway. It is a popular walking route, and the proposal is to restrict access by motorised vehicles but not for pedestrians. This would mean the installation of a fully accessible kissing gate. There is a further area along the hedge line shown in yellow on the map which will need to be fenced off and planted with hedgerow plants.
- 3.5 Before any works are undertaken, notices will be posted advising users of these paths of any works agreed at this meeting.

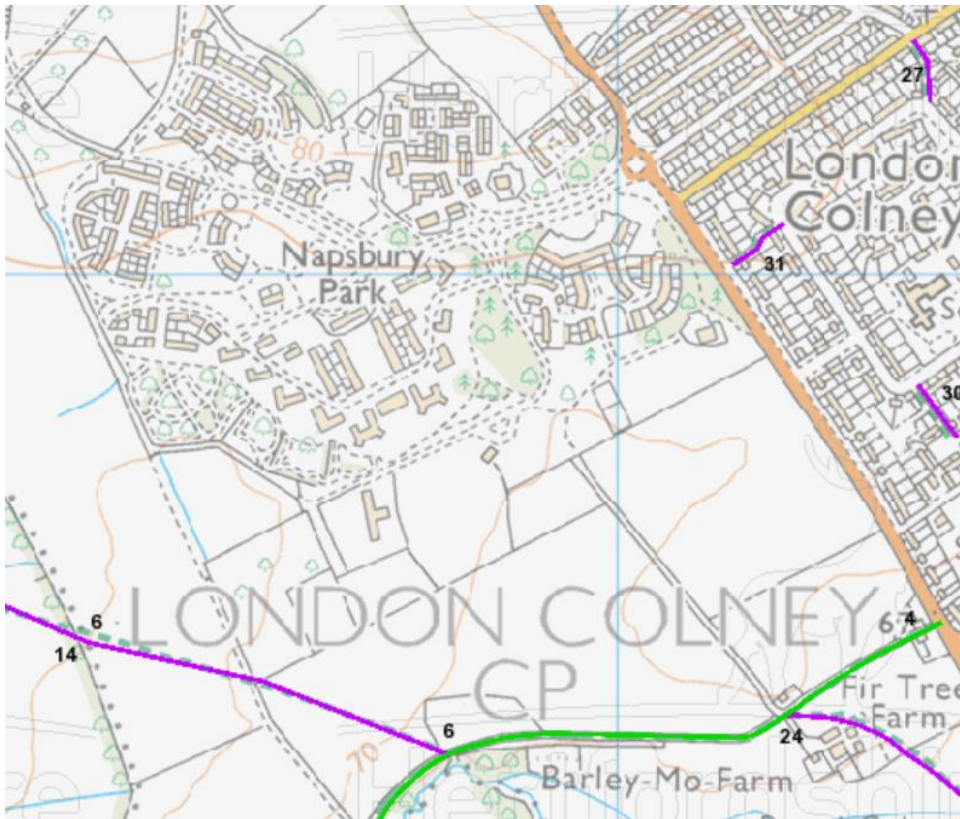
#### **4. FINANCE**

- 4.1 There was a sum in the 2022/23 budget to install some additional fencing at Shenley Lane to prevent an unofficial right of way to the Irish Club. This work is not necessary after the Irish Club undertook drainage works to their site and excavated a ditch on their side of the hedge line. Therefore, the works at Napsbury could be funded by a virement from the budget for Shenley Lane playing field maintenance (4220/220) to Napsbury playing field maintenance (4220/240).
- 4.2 Fencing repairs to the cricket field fence are estimated at £400 for materials.
- 4.3 A fully accessible kissing gate (see figure 3) would be £551 plus £130 delivery.
- 4.4 An alternative would be a motorbike inhibitor (see figure 4) but these are not fully accessible.
- 4.5 Hedging plants (British native species) would cost £60.00 for 50 or £110 for 100 plants. This would improve biodiversity at the site.

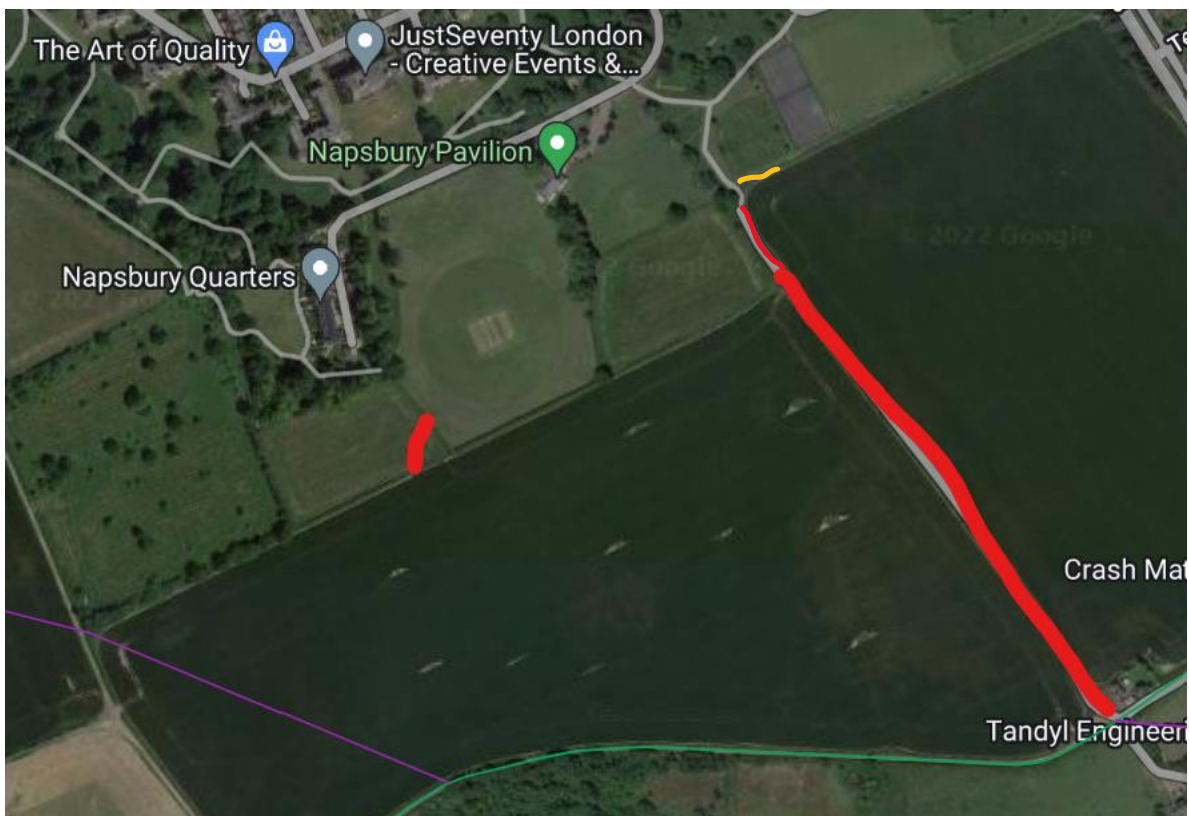
#### **5. IMPACT ASSESSMENT**

Strategic Plan	Objectives One and Three
Equalities	N/A
Environmental/Sustainability	Native hedge row plants would be used.
Crime & Disorder	Reduce ASB at the site
Financial	N/A
Resources (including workforce)	Some GM resources
Risk Management	N/A

**Figure one – Registered Public Rights of Way**



**Figure two – anti social behaviour access routes**





***Figure 3 – fully accessible kissing gate***



***Figure 4 – Motorbike inhibitor***



## Environment & Neighbourhood Work Programme 2022-23

Date of Meeting	Matter for Consideration	Officer	Background Information	Source Document (if applicable)
22/11/2022	Green Flag Application	G&M Manager	To receive a timetable for the application for a Green Flag Award	Strategic Plan
	Repairs to perimeter of Napsbury	G&M Manager	To proposed repairs to the perimeter fence at Napsbury	Crime and disorder
12/01/2023	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
	Open Space - pathways	G&M Manager	To identify any works to be undertaken to paths across open spaces	H&S Review
	Recreation Ground	G&M Manager	the Green Flag application	Strategic Plan

30/03/2023

### Future Meetings

Jul-23	Sustainable Purchasing and Procurement Policy	Clerk	To review the policy	Policy Review
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