



## LONDON COLNEY PARISH COUNCIL

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

17 January 2023

You are hereby summoned to attend the meeting of the **ENVIRONMENT & NEIGHBOURHOOD COMMITTEE** to be held on **TUESDAY 24 JANUARY 2023, AT 5.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**Emma Payne**  
Clerk to the Council

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## AGENDA

	Page No
<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 22 November 2022	3
<b>5. REPORTS TO COMMITTEES</b>	
<b>5.1 Grounds Maintenance Manager's Report</b> To receive this report and note its contents.	5
<b>5.2 Green Flag Award</b> To approve the management plan for Morris Recreation Ground (previously circulated) to support the Green Flag application	-
<b>5.3 Allotment Report</b> a) To receive an update on allotments including waiting list b) To agree a date for an allotment holders meeting c) To consider the current level of allotment rents	8
<b>5.4 Play Areas</b> a) To receive a report regarding accessible play equipment b) To receive an email from a Members of the Public regarding play areas	10 13
<b>5.5 Bridge at Lowbell Lake</b> To receive a report about repairs to the footbridge at Lowbell Lake	14

**6. WORK PROGRAMME**

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To receive and note the work programme for this committee.

**7. DATE OF NEXT MEETING**

28 March 2023, 5pm

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON TUESDAY 22 NOVEMBER 2022, 5.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

**PRESENT:** Councillors Gardner (Chairman), H Pakenham, L Winstone  
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

There were no declarations of interest.

#### 4. MINUTES

The minutes of the meeting held on 27 September 2022 were approved as a true record of the meeting.

#### 5. REPORTS TO COMMITTEE

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

In the Grounds Maintenance Manager's absence, the Clerk presented this report. Cllr Pakenham reported that she had raised an issue with the Clerk regarding some trees on Lowbell Lane and the Clerk reported that a site visit had been arranged to inspect the trees. A verbal update on the planting of the Christmas tree at Chester Gibbons Green was given.

##### 5.2 Green Flag Award

Members received a proposed timetable for the application to apply for a Green Flag Award for Morris Recreation Ground. The timetable was observed, and it was **RESOLVED** to:

***Note the report.***

##### 5.3 Repairs to Perimeter at Napsbury

Members received a report regarding anti-social behaviour at Napsbury. Some of this is due to the ingress/egress onto the site, which could be improved. Members noted the recommendations in the report that the fence adjacent to the cricket pitch was repaired and that a kissing gate was installed on the farm track nearest to the MUGA. It was noted that none of these routes are official Rights of Way. Members noted the installation of a kissing gate, and additional hedge planting and were advised that HCC have free hedge plants available. It was **RESOLVED** to:

***a) Agree the proposed works to the perimeter at Napsbury***

***b) Approve the virement outlined in the report.***

**6. WORK PROGRAMME**

Members noted the forward work programme.

**9. DATE OF NEXT MEETING**

24 January 2023.

The meeting closed at 1720.

Signed .....

Date .....

## **GROUNDS MAINTENANCE REPORT – JANUARY 2023**

<p><b>General Comments</b></p> <p>Another crazy few months but on the whole all looking ok.</p>			
Site	Routine Maintenance	Comments	Additional works this Month
Morris Playing Field	<p>All litter bins and dog bins emptied, and park litter picked 2x per week</p> <p>Play area equipment checked and made safe if required. 2x per month</p> <p>Hedges cut back as required. 4x per year</p> <p>Grass cut as and when required. 20 x per year</p> <p>Grass Seeding 1 x per year.</p>	<p>Weather been up and down to say the least.</p> <p>It's been very hard to get on the pitches. Only a few football matches called off.</p>	<p>Still waiting for the toilets to be finished, the company assure me this will all be completed by the 11<sup>th</sup> Jan!!</p> <p>Once this is finished, I will get the painter in to tidy worn areas.</p> <p>We have had a few leaks to repair one in Morris Way pavilion the other at the water park.</p>
Shenley Lane Playing Field.	<p>Trim Trail and play equipment checked on a weekly basis, path blown free of debris.</p> <p>All litter bins and dog bins emptied, and park litter picked.</p> <p>Play area equipment checked and made safe if required.</p> <p>Grass cut as and when required.</p> <p>Hedges cut back as required.</p> <p>Grass Seeding 1 x per year.</p>	<p>Had to call off football due to the snow however all back on now</p>	<p>Loads of fallen tree debris moved from this site.</p> <p>Portacabin had major water leak due to burst water pipe we have managed to repair this in house.</p>
Walsingham Way Playing Field	<p>All litter bins and dog bins emptied, and park litter picked.</p>	<p>Site looking very long for this time of the year.</p>	<p>Fallen tree debris at back of site cut and cleared.</p>

	<p>Play area equipment checked and made safe if required.</p> <p>Hedges cut back as required.</p> <p>Grass cut as and when required.</p>	Going to need cutting soon	
Napsbury Sports Ground	<p>Cricket square is cut on a weekly basis.</p> <p>Mark out new wickets weekly</p> <p>Cut wickets twice a week</p> <p>Roll the table once a week</p> <p>Roll the wickets as and when required</p> <p>Repair wickets as and when required.</p> <p>Mark boundary once a week</p> <p>Cut boundary.</p> <p>Hedges cut back as required.</p> <p>Cleaning inspection carried out.</p> <p>Smoke alarm check.</p> <p>All playing fields cut as and when required.</p> <p>Grass Seeding 1 x per year.</p>	<p>As reported last report haven't had time to do cricket renovations this will commence early Feb</p> <p>New doors and windows have now been replaced and look really good.</p>	<p>Put away all rugby gear for next year.</p> <p>Removed rugby post from two pitches</p> <p>Set and Marked new football pitches where rugby pitches used to be</p>
Community Centre & Grounds	<p>Litter and Dog bins</p> <p>Play area inspections</p> <p>Litter pick complete area.</p> <p>Salt Spreading</p> <p>Hedge cutting</p> <p>Tree pruning.</p> <p>Cut all grass as and when required. .</p>	Site looking ok for this time of the year however grass getting long this site will need a early cut.	<p>Christmas tree and decorations put up and taken down.</p> <p>Put new hinges on front door</p>
Shenley Lane Allotments.	<p>Cut hedges.</p> <p>Paper pick.</p> <p>Cut Grass</p> <p>Top of grass paths.</p>	Sites looking food for this time of the year.	
Glebe Allotments.	<p>Cut hedges.</p> <p>Paper pick.</p> <p>Top of grass paths.</p>	Site looking good,	

Chester Gibbons Green	Prune Shrubs Beds Empty litter and dog bins Scarify Grass Cut Grass	Planted Christmas tree	Set up and break down for Christmas light tun on  Beds cleared and shrubs pruned
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 looks ok	Need to get electrician to look at lights they keep tripping
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.		

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD**

**DATE: 24 JANUARY 2023**

**REPORT BY: ANITA HALL, ADMIN OFFICER**

**SUBJECT: ALLOTMENT REPORT**

### **1. SUMMARY**

- 1.1 This report outlines the current situation in relation to the allotments, the status of the waiting list, the annual allotment holders meeting and considers the current level of allotment rents.

### **2. RECOMMENDATION**

Members are asked to:

- a) Note the current situation regarding allotments including the waiting list.
- b) Consider a date for an allotment holders meeting.
- c) Consider the current level of allotment rent.

### **3. ALLOTMENT INSPECTIONS**

- 3.1 Will be planned for June 2023 with Anita Hall (Admin Officer) and two Parish Councillors. This will be after the Parish Council Elections.

### **4. GLEBE ALLOTMENT**

- 4.1 The majority of the plots continues to be worked to a good standard.
- 4.2 Plot 19 has requested that the Parish Council strim & weed kill his plot and send him an invoice for this work. The ground staff have viewed the plot and requested that his plot be cleared of tools, pots etc before they can undertake to strim the plot. The tenant has agreed to do this. The tenant has not yet paid his yearly rental. This is ongoing.

### **5. SHENLEY LANE**

- 5.1 Plot 27 have been given up but needs to be cleared before it can be relet.

### **6. CURRENT WAITING LIST**

Shenley Lane: 7  
Glebe: 3

### **7. AVAILABLE PLOTS**

Shenley Lane: 2 quarter plots and one-half plot – need to be strimmed before letting.  
Glebe: 1 half plot. In addition two half plots will be available in February 2023



## 8. ALLOTMENT TENANTS MEETING

Allotment holders are given an opportunity to meet with Councillors and staff on an annual basis and raise any issues relating to the allotments and their management. These are well attended. There are some basic refreshments and free seeds are distributed courtesy of Ayletts garden centre. This is normally held in March / April 2023.

## 9. ALLOTMENT RENTS

9.1 The budget for the allotments is £1750 for 2022/23. The expenditure to date is £3603 which includes the work to repair the water main at Glebe Allotments.

9.2 Both allotment sites are rented, Glebe from St Albans Diocese and Shenley Lane from HCC. Both sites attract rental costs. Other costs involved relate to the supply of water and general maintenance. The normal water budget for both sites is £750.

9.3 The allotment income budget for 2022/23 is £2,000. Because of larger plots being divided into quarter plots, allotment income YTD is £4182. Allotment rents are:

	Standard rate	Discounted rate*
Full size allotment	£37.00	£25.00
Half allotment	£25.00	£15.00
Quarter allotment	£15.00	£10.00

9.4 The last allotment rent increase was in April 2022. 12 months' notice is required to increase rent.

9.5 The Allotment Act 1950 provides that councils will let allotments at a rent that a tenant can reasonably be expected to pay.

9.6 For comparison purposes, the following are full plot allotment rents at other parish/town councils:

South Harpenden Allotment Group	£30.00
East Harpenden Garden Club	£48.10
Wheathampstead PC	£46.00
St Stephens (resident)	£24.00
St Stephens (non-resident)	£39.00
SADC (from 2023/24)	£54.00

9.7 The purchase or allotment number signs for each plot will be looked into and will be met from the budget for 2023/24.

## 10. 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:** 24 JANUARY 2023

**REPORT BY:** EMMA PAYNE, CLERK

**SUBJECT:** ACCESSIBLE PLAY EQUIPMENT

### 1. SUMMARY

- 1.1 Members will recall that at their meeting on 7 July 2022, they requested quotations for accessible play equipment, to be installed Morris Recreation Ground and Caledon Community Centre, to be funded with S106.
- 1.2 The Clerk has struggled to obtain quotations for the play equipment outlined in the previous report.

### 2. RECOMMENDATION

- 2.1 Members are asked to consider the information contained in the report and if they want to proceed with the installation of a swing at Morris Recreation Ground.

### 3. BACKGROUND

- 3.1 Members requested quotes for an accessible roundabout at Caledon Road, an accessible swing at Morris Recreation Ground.
- 3.2 There was a further request for an article in the newsletter and for consultation with any local organisations. The Clerk has not progressed this but has written an article for the March edition of the magazine.
- 3.3 Of the three swings that were in the report on 7 July, the Clerk was only able to obtain a quotation for the following birds nest swing at a cost of £13,530.33 plus VAT.

### 4. FINANCE

- 4.1 The cost of the installation of the swing and associated infrastructure would be met by the S106 contribution from the development at Perham Way.

London Colney	5/2018/1795	Former Recreation Centre Alexandra Road	12.05.20	07.06.20	Five Acres Play Area	6,087.00		
					Monte Way Recreation Ground	14,392.00	Works not started	45,778.00
					Caledon Community Centre	22,719.00		

- 4.2 Any equipment for Caledon Road site would be met by the following S106 funding.

London Colney									
Planning No	Location	Received Date	Repayment Date	Condition	Amount	Spent	Committed	Uncommitted Balance	Project
5/2018/1284	Former Golden Lion PH, 111 High Street, London Colney	10.08.20	10.08.30	Caledon Community Centre	11,155.71	0.00	11,155.71	0.00	Caledon Community Centre
				Caledon Road Open Space	7,051.41	0.00	7,051.41	0.00	Caledon Road Open Space
				Caledon Road Play Area	3,265.71	0.00	3,265.71	0.00	Caledon Road Play Area
					21,472.83	0.00	21,472.83	0.00	

- 4.3 SADC have confirmed that the contributions for the Open Space and Play Areas can be combined.

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective One
Equalities	Fully accessible
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Funded by S106 Funding
Resources (including workforce)	N/A
Risk Management	N/A





# London Colney Parish Council

Images shown are for representational purposes, products may vary. T: 01702 231129 - [www.sovereignplayequipment.co.uk](http://www.sovereignplayequipment.co.uk)

Ref: 73259  
Date: 01/08/2022  
Scale: as shown  
Designer: Kevin Walker  
Area Manager: Leigh Kosta



**SOVEREIGN**  
Bringing imagination into play





## Parks in London Colney

Sat 31/12/2022 15:48

To: Parish Clerk <parishclerk@londoncolney-pc.gov.uk>

Dear parish Council

I am looking to find out whom I can speak to regarding parks around London Colney, I personally feel they could be updated. The idea is to have children more involved with exercise and, help those with disabilities. After reading that Cotlandswick gym is having a revamp for gym goers, what have those around London Colney got?. The children don't have anywhere to go, I think things like a mini skate/scooter area would benefit children and, maybe even a sensory area for those with autism or ADHD which isn't all about kids being angry which is believed. Speaking of gym equipment, there are all season outdoor gym equipments that can be placed at the parks for the those that have health issues, anxiety about joining gyms, elderly and those with mobile disabilities. The parks we have now are not suitable for all.

I'm not after a reply, just hope this is looked at and maybe thought about, fund raisers could help around the area to help with costs, a fayre or maybe even a small market on one of the park areas to raise money, people can sell what they don't use anymore (as long as it's in good condition ) and donate what they sell to the council to fund the park. Please, all I ask is this is looked at, thank for your time

Regards  
Ryan Miles

Sent from [Outlook for Android](#)

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## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD**

**DATE: 24 JANUARY 2023**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: BRIDGE AT LOWBELL LAKE**

### **1. SUMMARY**

- 1.1 The pedestrian bridge over the River Colne, where it flows into Lowbell Lake is fabricated from a wooden carcass over a galvanised metal frame. The slats on the bed of the bridge have become worn and rotten overtime and they now need replacing.

### **2. RECOMMENDATION**

- 2.1 Members are asked to:
- a) Note the repairs to be undertaken.
  - b) Authorise the virement from the budgets in item 4 below.

### **3. BACKGROUND**

- 3.1 The Grounds Maintenance team have been keeping a watching brief on the condition of the bridge at Lowbell Lake. Despite remedial works, the recent damp and cold weather has damaged the slats on the bridge beyond repair.
- 3.2 The bridge has been closed to pedestrians, with signage at entrances to the path leading to the bridge.
- 3.3 The slats will be removed, and replaced with new pressure treated timbers, cut to size by a local timber merchant and then put back in place. This is likely to take at least 2 weeks by the time the timber has been sourced and cut to size.
- 3.4 The handrails will also be replaced.

### **4. FINANCE**

- 4.1 There is a budget for Lowbell Lane River Edge and Green (4335/210) of £400 which has not had any expenditure to date.
- 4.2 The Clerk recommends a virement from the Signs and Benches budget, which is currently underspent by £456 (4330/210) and the Litter Bin budget (4355/210) which has had no expenditure year to date.
- 4.3 This would give a total of £1300.

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Budget for this is available.
Resources (including workforce)	Inhouse resources used
Risk Management	Bridge is a hazard to users.

**Figure 1 – Galvanised steel frame**





**Figure 2 – Broken Bridge Slat**



## Environment & Neighbourhood Work Programme 2022-23

Date of Meeting	Matter for Consideration	Officer	Background Information	Source Document (if applicable)
22/01/2023	Disabled Play Equipment	Clerk	To receive quotations for accessible play equipment	Previous meeting
	Management Plan Morris Recreation Ground	G&M Manager	To approve the management plan to support the Green Flag application	Strategic Plan
	Tennis Booking System		To consider using an online booking system for tennis courts at Napsbury and Morris Recreation Ground	Strategic Plan
	Allotment inspections	Clerk	To arrange for the bi-annual allotment inspections	Internal control
	Allotment rent review	Clerk	To review the allotment rents	Internal control
30/03/2023	Walsingham Way Open Space	Clerk	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
	Drainage Ditch at Shenley Lane Allotments	G&M Manager	To consider works to be undertaken to the drainage ditch at Shenley Lane allotments	Strategic Plan

### Future Meetings

June	Allotment inspections	Clerk	To arrange for allotment inspections	Internal control
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