



LONDON COLNEY PARISH COUNCIL

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

21 March 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

AGENDA

	Page No
1. APOLOGIES To receive and resolve to approve apologies for absence	
2. NOTIFICATION OF SUBSTITUTIONS To receive any notifications 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	
4. MINUTES To approve minutes of the meeting held on 24 January 2023	2
5. REPORTS TO COMMITTEES	
5.1 Grounds Maintenance Manager's Report To receive this report and note its contents.	5
5.2 Accessible Play Equipment To receive a proposal for the release of S106 funds for the installation of accessible play equipment.	9
5.3 Tennis Booking System To receive a report on implementing a tennis booking system for the courts at Morris Recreation Ground	14
6. DATE OF NEXT MEETING 6 June 2023	

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON TUESDAY 24 JANUARY 2022, 5.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Councillors Gardner (Chairman), M MacMillan (arrived 1730), L Winstone
Mrs J Barker, Mr Osborne
Cllr H Pakenham (virtual)

IN ATTENDANCE: E Payne, Clerk

The meeting was not quorate so commenced as a Working Party until 1730, when Cllr MacMillan arrived.

1. APOLOGIES

Apologies were received from Mr Casling, Grounds Maintenance Manager. Cllr Mahony was absent.

2. NOTIFICATION OF SUBSTITUTES

There were no substitutions.

3. DECLARATION OF INTEREST

Mrs Barker declared an interest in item 5.3 as an allotment tenant.

4. MINUTES

The minutes of the meeting held on 22 November 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. There were no questions arising from the report. Members were very pleased with the planted Christmas tree.

5.2 Green Flag Award

Prior to the meeting, Members had received a proposed management plan for Morris Recreation Ground. This would be submitted to support the Parish Council's application for a Green Flag. Members were advised that there is no inclusion on the Parish Council's website for these recreational facilities and the Clerk would be undertaking to update the website with details of the facilities at the sites around London Colney. Members went onto have a conversation about the possibility of improving the income generation from the sites, for example, renting out the kitchen at the pavilion to support birthday parties being held in the park. It was considered that this was something from the next administration to consider.

Members asked if a log could be kept of rubbish left on the park and the amount of time it took to clear up. Members were advised by the Clerk that this was not something that feasible. Members asked about the signage on site, and it was explained that it was part of

the management plan to replace the existing signage with a new one which was more welcoming. By adopting the management plan, it would feed into future budgets. It was **RESOLVED to RECOMMEND TO COUNCIL that:**

The Management Plan for Morris Recreation Ground is adopted.

5.3 Allotment Report

Members received a report on the allotments.

Members noted the current condition of the sites and that they are well administered by the Admin Officer. Members considered a date for the allotment holders meeting, and agreed to hold it on 28 March 2023, at 7pm which is the same date at the next meeting of this committee.

Members noted that allotment inspections would be held in June, after the parish council elections.

1730 - Cllr MacMillan joined the meeting – the meeting was now quorate.

Members considered the current level of allotment rent and noted the research undertaken to benchmark London Colney's rents against those of other authorities in the area. Members considered that the allotments were good value for money and that as the allotment rents had not been increased last year. Members acknowledged all the benefits of having an allotment, and didn't want to put people off by putting up the price. They were also aware that if they were too cheap, then people didn't cultivate them. Members considered a 15% increase would be appropriate, rounded up to the nearest pound. New prices would be:

Full plot	£43.00/£29.00
Half Plot	£29.00/£17.00
Quarter Plot	£17.00/£12.00

It was **RESOLVED** to:

- a) Note the current situation regarding the allotments and the waiting list.***
- b) To hold an allotments holders meeting on 28 March 2023, at 7pm***
- c) Recommend to Finance & General Purposes Committee that allotment rent is increased in line with above.***

5.4 Play Areas

a) Accessible Play Equipment

Members received a report on play areas. Members noted that the Clerk had struggled to get quotations for the installation of accessible play equipment. It was noted that one quotation had been received for an accessible swing at Morris Way Play Area. Members noted that the quotation was within the level of funding available from S106. It was **RESOLVED** to:

Submit a proposal to SADC for the release of S106 funding for accessible play equipment at Morris Way Play Area and Caledon Road Play Area.

b) Email regarding Play Areas

Members received an email from a resident enquiring about the modernisation of the play areas. Members agreed with the sentiment in the email and can understand their

frustration. Members welcomed any fund raising opportunities and the Clerk will write to them regarding their suggestion.

5.5 Bridge at Lowbell Lake

Members received a report regarding repairs to this bridge. Members noted that there was not sufficient budget to undertake the work. The estimate for the wood is £875. Members asked if the wood could be replaced by 'plastic wood' made from recycled material. They were advised that this would delay the repairs until prices could be obtained. It would have to be treated to prevent slipping.

It was **RESOLVED** to:

- a) Note the repairs to be undertaken.***
- b) Authorize the virement from the budgets outlined in the report.***
- c) Increase the longevity of the bridge by installing chicken wire instead of bitumen to prevent slipping.***

6. WORK PROGRAMME

Members noted the forward work programme. Members noted the tennis booking report would go to the next meeting.

7. DATE OF NEXT MEETING

28 March 2023.

The meeting closed at 1830.

Signed

Date

Grounds and Maintenance Report – March 2023

General Comments

Weather has been crazy over the last few months almost dictating what we can do and when, however we always have plenty of indoor works to complete when the weather turns.

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. Football pitches over marked weekly	Weather has not been great however we have managed to keep all the pitches marked and games plaid, unfortunately we did have to cancel one weekend of football. We have been told sometime in April we could be judged for a green flag award; we have a lot to do before we are even close to achieving this.	Toilet works finally got finished and we got the last areas painted. Repaired leaks in the disabled toilet and a major leak at the water splash. The Water splash café has had works done on strengthening the work top & artificial grass has all been jet washed clean. Driveway edged I will add a full list of works completed on next report.

Shenley Lane Playing Field.	Trim Trail and play equipment checked 2 times a month, 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 pitches over marked weekly	Weather has not been great however we have managed to keep all the pitches marked and games plaid, unfortunately we did have to cancel one weekend of football.	Loads of fallen tree debris moved from this site as always. Replaced stolen man hole cover with a solid plastic one.
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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. Going to need cutting soon	We have had lots of trees at back of site leaning over one of the gardens the owner has cut these back we are looking to clear these over the next few weeks.
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. Over mark football pitches on a weekly basis.	Weather has not been great however we have managed to keep all the pitches marked and games plaid, unfortunately we did have to cancel one weekend of football.	We have made an overflow carpark on this site and on the whole has gone done really well. Football has started to slow down with St Columbus finishing last week hopefully this will give us time to complete other needed works on this site.

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 in need of works we have been crazy busy on other sites over the last few months but hope to get back on track over the next few weeks.	Curtains have been fixed to the wall PA reset after customer changed all the settings New light bulbs fitted in both halls
Shenley Lane Allotments.	Cut hedges. Paper pick. Cut Grass Top of grass paths.	Set looking for this time of the year.	
Glebe Allotments.	Cut hedges. Paper pick. Top of grass paths.	Set looking good,	
Chester Gibbons Green	Prune Shrubs Beds Empty litter and dog bins Scarify Grass Cut Grass	Site very wet hope to get on this site over the next few weeks	
High Street and The Bull Shrub Beds	Keep weed free Removed any dead plants. Try to keep topped up with bark.	Looking ok, need to get beds weeded asap	
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	Site looking good for this time of the year	Removed fallen trees Cut back overhanging willow trees Cut back shrubs and trees along swims Getting wood prepared for refurbishments on the main footbridge

War Memorial	Keep site clean and tidy Weed free	Site looks ok	Very early but stripping out old bedding over the next week or so.
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.	Full refurbishment works on cricket mowers	



LONDON COLNEY PARISH COUNCIL

PLAY AREA UPGRADES

MORRIS RECREATION GROUND & CALEDON PLAY AREA

S106 RELEASE PROPOSAL



INTRODUCTION

London Colney Parish Council owns 5 play areas in the parish:

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

All the sites are well used and are regularly inspected by the Council's in-house grounds maintenance staff. Minor maintenance is undertaken in house, with any major works being outsourced. The equipment in these play areas varies in age with some equipment over 30 years old.

There are a further two play areas: Cotlandswick and Alsop Close, which are owned and operated by the District Council.

Accessible Sites

The Parish Council were contacted by a resident with a disabled child, who enjoyed the swings, but had outgrown the cradle swings installed in most of the play areas. The committee responsible for the Play Areas, the Environment & Neighbourhood Committee, considered these comments and resolved to upgrade some of the play equipment at two sites, so that they were more easily accessible by children with disabilities. This fitted in with the Council's development of the splash park at Morris Recreation Ground, which is fully accessible.

Morris Recreation Ground

The Committee looked at the play areas at Morris Recreation Ground and Caledon Road, as those which are most used. Morris Recreation Ground is a well-used play area, adjacent to the recreation ground and newly installed splash park. There is a vacant space at Morris Recreation Ground following the removal of a rocking horse, which was uneconomic to repair. The proposal here is to install a bird's nest swing at this location, complete with new safety surfacing.



The following quotations have been received:

Contractor A £8,783.60

Contractor B £13,503.33

Plus, post installation inspection.

Caledon Road

The play area at Caledon Road is next to Bowmansgreen School, and the open space at the Community Centre. It is a popular area with ad hoc football on the open space and the play area is well used after school.

It was agreed to install a fully accessible roundabout at the site. There is already a roundabout at this play area, but it isn't fully accessible. It is also quite old, and should it reach the end of its life, will be replaced with another piece of equipment that would be more accessible for all abilities.

As it is planned to introduce a fully accessible path from the Telford Road entrance, a piece of play equipment nearest this entrance will be removed.

Play equipment to be removed.



Proposed roundabout with accessible path from Telford Road entrance.



This has been costed at **£16,688** plus post installation inspection.

S106 Funding

London Colney Parish Council are seeking the release of the following funds to support this proposal:

5/1029/1264	Former Golden Lion PH	Caledon Road Open Space	£7,051.41
		Caledon Road Play Area	£3,265.71
			£10,317.12
5/2019/1799	Former Recreation Centre, Alexander Road	Morris Way Recreation Ground	£26,696.61

Breakdown of costings

London Colney									
Planning No	Location	Received Date	Repayment Date	Condition	Amount	Spent	Committed	Uncommitted Balance	Project
5/2019/1264	Former Golden Lion PH, 111 High Street, London Colney	10.06.20	10.06.30	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
5/2019/1799	Former Recreation Centre Alexander Road	09.05.22	09.05.30	Caledon Community Centre	42,233.50	0.00	42,233.50	0.00	Caledon Community Centre
				Morris Way Recreation Ground	26,696.61	0.00	26,696.61	0.00	Morris Way Recreation Ground
				Five Acres Play Area	11,492.10	0.00	11,492.10	0.00	Five Acres Play Area
					101,895.04	0.00	101,895.04	0.00	

LONDON COLNEY PARISH COUNCIL

COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD

DATE: 28 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: TENNIS BOOKING SYSTEM

1. SUMMARY

- 1.1 The Parish Council has tennis courts at two sites: Napsbury Park (2 courts) and Morris Recreation Ground (4 courts). Members are asked to consider if they wish to investigate an online booking system for the courts.

2. RECOMMENDATION

- 2.1 Members are asked to consider the report and advise the Clerk if they wish to proceed with further investigation into this.

3. BACKGROUND

- 3.1 The Lawn Tennis Association (LTA) operate a booking system called ClubSpark which is an online booking platform and website for community tennis courts. Having a booking system would increase usage, as it would allow customers to find and book tennis courts in their area. It would have the advantage to provide the Council on data on usage.
- 3.2 It is free to register and would promote the tennis courts to a wider audience through the use of Google search. Other local authorities using this system including [Watford](#) and [Luton](#) Both sites offer to free to play tennis bookings.
- 3.3 It would also open up the opportunity to work with Tennis for Free, a national charity that works with the LTA to set up free family tennis sessions at park courts. The Morris Recreation Ground courts were refurbished in 2016, thanks to funding from LaFarge.
- 3.4 Investigating this booking system was included in the management plan for Morris Recreation Ground as part of the Green Flag award.

4. FINANCE

- 4.1 There does not need to be a charge for the hire of the tennis courts. At some future stage, a small charge could be looked at which in turn, could be invested into tennis court improvements.

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Free to register
Resources (including workforce)	Minimal impact on staff resource
Risk Management	N/A