



## LONDON COLNEY PARISH COUNCIL

To: Councillors Loud, Mugele, Needham and L Winstone

31 May 2023

You are hereby summoned to attend the meeting of the **ENVIRONMENT & NEIGHBOURHOOD COMMITTEE** to be held on **TUESDAY 6 JUNE 2023, AT 7.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**Emma Payne**  
Clerk to the Council

---

### AGENDA

	<b>Page No</b>
<b>1. ELECTION OF CHAIRMAN</b> To receive nominations for the position of Chairman of the Committee	
<b>2. APOLOGIES</b> To receive and resolve to approve apologies for absence	
<b>3. NOTIFICATION OF SUBSTITUTIONS</b> To receive any notifications of substitution made to the Clerk	
<b>4. DECLARATION OF INTERESTS</b> To receive declarations of interests relating to matters on the agenda and note any dispensations granted.	
<b>5. MINUTES</b> To approve minutes of the meeting held on 28 March 2023.	3
<b>5. REPORTS TO COMMITTEES</b>	
<b>5.1 Grounds Maintenance Manager's Report</b> To receive this report and note its contents.	7
<b>5.2 Allotments</b>	
a) To receive the notes from the Allotment Holders Meeting held on 28 March 2023	11
b) To agree a representative from this committee to take part in allotment inspections	12
c) To consider the adoption of the attached Allotment Policy	13

<b>5.3</b>	<b>Kings Charles III Commemorative Bench or Tree</b>	<b>22</b>
	To consider a commemorative bench or tree to mark the Coronation of Kings Charles III	
<b>5.4</b>	<b>Public Space Protection Order</b>	<b>25</b>
	To receive an update to have a Public Space Protection Order at Napsbury regarding dog fouling	
<b>5.5</b>	<b>Request for Metal Detecting</b>	<b>27</b>
	To receive a request to undertake metal detecting on parish council owned land	
<b>5.6</b>	<b>Walsingham Way Open Space</b>	<b>28</b>
	To review the decision of this committee to develop this area into a habitat site.	
<b>5.7</b>	<b>Sustainable Purchasing and Procurement Policy</b>	<b>31</b>
	To review the Council's policy and recommend its adoption to Council	
<b>5.8</b>	<b>Rights of Way Project</b>	<b>-</b>
	To receive a verbal update on this item.	
<b>6.</b>	<b>WORK PROGRAMME</b>	<b>37</b>
	To note the work programme for this committee and consider any other items for future meetings	
<b>7.</b>	<b>DATE OF NEXT MEETING</b>	
	12 September 2023	

**LONDON COLNEY PARISH COUNCIL**

**MINUTES OF COUNCIL MEETING HELD ON  
WEDNESDAY 8 MARCH 2023, 7PM  
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**PRESENT:** Councillors M MacMillan (Chairman), K Gardner, D Gordon, T Lillico, S Pearl, and L Winstone

**VIRTUALLY:** Cllr H Pakenham

**IN ATTENDANCE:** E Payne, Clerk  
1 Member of Public  
Cllr Nuala Webb, District Councillor for Park Street

**152/23. APOLOGIES**

Apologies were received from Cllr Pakenham who was attending virtually. Cllr Mahony was absent.

**153/23. DECLARATIONS OF INTEREST**

There were no declarations of interest declared on items on this agenda.

**154/23. QUESTION TIME**

It was **RESOLVED** to:

***Suspend Standing Orders for purposes of public participation.***

There were no questions raised.

**155/23. COUNCILLORS ON OTHER AUTHORITIES**

155/23.1 Cllr Lillico gave a verbal update on the district council budget which had been passed with some cuts having to be made due to inflation. The issues regarding Haseldine Road Car Park had been raised with relevant Members and Officers. The car park is being surveyed. There are a number of potholes which need to be repaired. The bays will then be marked out. The Morgan Sindall compound will be removed at the end of March 2023.

155/23.2 Members raised concerns about the removal of the height barrier by Morgan Sindall which could mean that unauthorised access could be gained to the site.

155/23.3 There is no update on the redevelopment of Ridgeview. The delays are due to the drainage for the site. This is not an unknown issue, which goes back over a length of time. The drainage at that end of the village has been overloaded by development.

155/23.4 The planning application for The White Horse has been postponed. The earliest this application can be heard is 28<sup>th</sup> March. The biggest area of concern is the report from HCC Highways. The report concluded that the single access to the car park was sufficient and would allow cars to turnround and exit onto the High Street safely.

**156/23. COMMUNITY SAFETY REPORT**

Members were advised of an email from PCSO Debbie Daniels regarding parking at the mosque. Members were concerned that with the impending Ramadan observances, that the parking situation would deteriorate. Members considered that parking enforcement in London Colney was minimal and that traffic enforcement officers seemed to concentrate on the city centre to the detriment of the villages. It was **RESOLVED** that:

*The Clerk is to write to SADC Parking Services regarding enforcement.*

*Standing Orders were reinstated.*

**157/23. MINUTES**

The minutes of the meeting held on 18 January 2023 were received. It was **RESOLVED** to:

*Adopt the minutes as a true record of the meeting.*

**158/23. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

There were no matters arising.

**159/23. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)**

The Chairman was concerned that residents were not engaging in the Coronation Working Party to arrange an activity to commemorate the coronation of Kings Charles III. Members were advised that there is an article in the next newsletter and the matter had been covered on social media. Village organisations and residents were being encouraged to organise their own events including street parties which would be promoted across London Colney. Members considered the benefits of issuing a press release but with no free newspaper distributed in London Colney, the benefit of this would be limited. The Chairman will draft up a press release to be agreed.

Members were concerned that the deadline for applying for a road closure for a street party was 26 March, which was not far away. It can be a complicated form to complete, and Members considered asking the office staff to assist with residents making applications. Street party packs would be available to residents with official street closures.

**160/23. COMMITTEE MEETINGS**

**160/23.1 Environment & Neighbourhood Committee – 24 January 2023**

The minutes of this committee were received. Members were asked to adopt the Management Plan for Morris Recreation Ground. It was **RESOLVED** to:

*Adopt the Management Plan for Morris Recreation Ground*

**160/23.2 Events & Community Committee – 24 January 2023**

The minutes of this committee were received. There were no recommendations.

**160/23.3 Human Resources Committee – 7 February 2023**

The minutes of this committee were received. There were no recommendations.

**161.22 FINANCE AND RISK MANAGEMENT**

**161/22.1 Payments made 1/12/22-31/12/22**

Members received a schedule of payments, and it was **RESOLVED** to:

***Approve the schedule of payments.***

**161/22.2 Review of Internal Audit and Control**

Members received a report on a review of internal audit and control. It was **RESOLVED** to:

***Approve the Council's arrangements for internal audit and control.***

**161/22.3 Risk Management Strategy and Risk Assessment**

Members received a report on the Council's risk management strategy and its risk assessment. It was **RESOLVED** to:

***Approve the Risk Management Strategy and Risk Assessment for 2023-24.***

**162/23. CALENDAR OF MEETINGS 2023-24**

Members received a proposed calendar of meetings for 2023-24. It was **RESOLVED** to:

***Adopt the Calendar of Meetings 2023-24.***

**163/23. MEMBERS ITEMS**

163/23.1 Cllr Gordon reported on the donation of a mosaic, commemorating the life of Louis Wain, and asked the meeting's support the proposal to apply for a Blue Plaque his life. There is a fee of £500 for the application. Cllr Tallon has indicated that she would like to support the project from her locality fund. The remaining funds would be met by the Parish Council.

Members queried if you were allowed to have more than one blue plaque in the country, as he is already commemorated elsewhere. There are no restrictions. It was **RESOLVED** to:

***Make an application to St Albans Civic Society for a Blue Plaque to Commemorate Louis Wain.***

**164/23. WORK PROGRAMME**

Members noted the Council's work.

**165/23. DATE OF NEXT MEETING**

Annual Parish Meeting – 22 March 2023

Annual Council Meeting – 17 May 2023

The meeting closed at 1945.

Signed .....

Date .....

## Grounds and Maintenance Report – June 2023

### General Comments

I think the last 2 months have probably been the hardest I can remember, with the green flag judging, water splash opening, the weather turning from constant rain to no rain at all and the football and cricket cross over we have literally just been trying to keep the sport going and fighting fire.

There are many areas that haven't had as much attention as I would have liked but with the staffing situation being what it is there is only so much, we can achieve. However, with staff having to work light duties, we are thankful for the additional staff help.

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 been crazy over the last few months, the grass has been growing quicker than we can get round, this site however is looking good for this time of the year.  We are having problems with teenagers in the water splash at night, we have reported this many times to the police and I am working with the teenager's school to get this problem resolved.	Ladies' toilet has been painted at the water splash and the site is looking good.  We have tightened the sail shades several times as children have been climbing on them.  All the football pitches have had their end of season seeding

Shenley Lane Playing Field.	<p>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</p>	<p>It has been very difficult to keep this site cut as it is our wettest site, in April the grass was growing like crazy however due to the constant rain full we could not cut the site. We are slowly catching up with the works on this site, but it is not to the standard we are accustomed to.</p>	<p>Loads of fallen tree debris moved from this site as always.   Removed broken pull up bars on trim trail.</p>
-----------------------------	--	--	---

Walsingham Way Playing Field	<p>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.</p>	<p>Site looking very long for this time of the year.   Just managing to keep on top of the grass.</p>	<p>Mainly concentrating on getting the grass down on this site we are more or less where we need to be for this time of the year.</p>
Napsbury Sports Ground	<p>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.</p>	<p>It has been the craziest start to a Cricket season I can remember, the football has run over due to the wet weather and cricket was full on.   We have had <b>22 games of cricket</b> to get prepared in the month of May alone! This is not including all the football that is finally now finished.</p>	



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 is looking ok a little scruffy by our standards but getting there.	Put up and take down flags and bunting for the coronation  Look at water softener in Kitchen  Templary Repair to wooden door and front of building
Shenley Lane Allotments.	Cut hedges. Paper pick. Cut Grass Top of grass paths.	Site hasn't had the visits it should have due to the amount of works going on over the last few months. We are hoping to get in there over the next few weeks and get it looking how it should look.	
Glebe Allotments.	Cut hedges. Paper pick. Top of grass paths.	Set looking good,  Will try to get the hedges cut over the next few weeks obviously checking for nest first.	Pathways cut  List of plots have been cut to my knowledge we only have 1 more to cut.
Chester Gibbons Green	Prune Shrubs Beds Empty litter and dog bins Scarify Grass Cut Grass	Site is starting to look good grass has had many cuts now, we are now trying to combat the weeds around the site.	
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	Site needs work we are planning to hit this site first or second week in June	Removed fallen trees  Cut back overhanging willow trees

	Keep drains free from debris Cut all grass as and when required		
War Memorial	Keep site clean and tidy Weed free	Site looking good all summer bedding has been planted and is being watered as and when needed.	
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,	Cut all pathways back and blown paths
Dudley Wood			
General Works Not Grounds	Machine repairs, Maintenance.	Constant repairs as machines are getting very old	

## NOTES FROM ALLOTMENT HOLDERS MEETING HELD ON 28<sup>th</sup> MARCH 2023, CALEDON COMMUNITY CENTRE

Present: Cllr Katherine Gardener (Chair)  
Cllr Liz Winstone  
Mr Andy Osbourne  
Emma Payne (Clerk)  
Leigh Casling (Grounds Maintenance Manager)  
Anita Hall (Admin Officer)

Attendees were welcomed by Cllr Katherine Gardener.

KG advised allotment holders at Shenley Lane, not to use the entrance by the Irish Club due to the road conditions. St Albans District Council will try to get the Parish Council to pay for road improvements as some of the allotment tenants use this entrance. This is something that the Parish Council are unable to afford. Also, if cars are damaged using this roadway they wouldn't be covered under Council's insurance.

More flooding has occurred since the work that has been carried out along the edge of the allotments on the Irish Club side. When the weather improves the Grounds Staff will arrange for the ditch to be cleared to help with this problem. **Action: GM**

There will be a small rental increase in the allotment rents for 2024 – 2025 period, the tenants will be notified of this along with their rental request letter and tenancy agreements which will be sent out at the beginning of April. **Action: Admin Officer**

### Questions from Tenants:

If we are able to get wood chippings for both sites for tenants to use: **Action: GM Staff** will look into, they will also be doing some tree work in the near future so will be able to put some at both sites.

We were asked if we could get a further supply of liquid fertiliser from Agrivert: Clerk advised that this service is no longer available to us. It has been suggested that we put a funnel on the top of these containers to collect rainwater. **Action: GM staff** to look into doing this

Requested that the pathways be cut on both allotment sites. **Action GM staff**, this will be done when the weather improves as to wet for tractor to get onto sites at the present time.

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD**

**DATE: 6 JUNE 2023**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: ALLOTMENT INSPECTIONS**

### **1. SUMMARY**

1.1 The effective management of the Parish Council's allotments includes regular inspections by Officers and Members.

### **2. RECOMMENDATION**

2.1 Members are asked to nominate a representative(s) from this committee to undertake allotment inspections with Officers.

### **3. BACKGROUND**

3.1 The Parish Council has two allotment sites: Shenley Lane and Glebe. There are over 100 plots between the two sites and the day-to-day administration is undertaken by the Admin Officer. The Clerk and Admin Officer inspect the sites three times a year, with any maintenance undertaken by the Grounds Maintenance team.

3.2 It is recommended that a yearly inspection of the allotment sites are carried out with a representative of this committee so that Members are aware of the current condition of the sites for proactive management.

### **4. FINANCE**

4.1 There are no financial implications.

### **5. IMPACT ASSESSMENT**

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Officer time
Risk Management	N/A

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD**

**DATE: 6 JUNE 2023**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: ALLOTMENT POLICY**

### **1. SUMMARY**

- 1.1 Members are asked to consider the adoption of an allotment policy to manage the allotment sites, waiting lists and manage the expectations of allotment tenants.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider the implementation of:
- a) The letting of allotments on a 'as seen basis'.
  - b) Reducing the plot rent in the first year of cultivation if the plot is overgrown.
  - c) "Organic" only allotments plots from a date to be agreed.
  - d) The attached allotment policy and if minded, recommend its adoption to Council.

### **3. BACKGROUND**

- 3.1 The Council operates two allotment sites: Shenley Lane and Glebe. Neither site is owned by the Council. Shenley Lane is rented from HCC and Glebe is rented from St Albans Diocese. Glebe is registered as an Asset of Community Value (ACV) which means that in the event of the land being sold, there will be a 6 moratorium on the sale of the land to enable to registering body (the Council) to raise the funds to buy the site. Shenley Lane is not eligible to be registered as an ACV as it is already in the ownership of a statutory body.
- 3.2 The plots are let as full, half or quarter plots and the current number of plots per site are:
- |              |    |
|--------------|----|
| Shenley Lane | 76 |
| Glebe        | 35 |
- 3.3 There is a waiting list for potential tenants which currently stands at 21 for both sites. The following plots are available to relet:
- |         |  |
|---------|--|
| Shenley | 4 quarter plots, 1 half plot and 1 full plot which could be divided. |
| Glebe   | 2 quarter plots, 1 half plot   |
- 3.4 The purpose of the proposed policy is to improve the quality of the allotment environment and manage the waiting list. It outlines the areas of responsibility for the sites and security. It is not intended to replace the existing tenancy agreement, but to work as a supplementary document.
- 3.5 Members will note that previously, when allotments were let to new tenants, the Council would offer a strim, spray and rotavation service at a cost of £100 per full plot. This proved to be very time consuming and was not cost effective as the

income received didn't cover the time it took for Officers to strim, spray and rotavate. The rotavator stopped working about 2 years ago and it was not repaired. Consequently, the Council has offered a strim and spray service, at no additional cost. This depends on the availability of the grounds staff and currently, with the reduced ability of staff due to health issues, they are not able to offer this service.

- 3.6 The Council is under no obligation to offer this service and Members may want to consider offering a reduction in rent for the first year if a plot requires extensive work to bring it up to the 50% cultivation level required in the first year of tenancy.
- 3.7 The spraying of the allotment plot with glyphosate would also affect the other recommendation of this report, that is, the implementation of an organic only policy. Currently, the Council uses glyphosate as an herbicide to control weeds in areas like pathways. It was also used as part of the clearance regime for new allotment plots. This herbicide was due to be banned from use in the UK from 15 December 2022, in line with other European countries. It remains approved for use until at least 2025.
- 3.8 The EU Directive on Sustainable Use of Pesticides (SUD), adopted by the European Union, while the UK was still a Member State, states that *"In other places such as public parks and gardens, sports and recreation grounds, school grounds and children's playgrounds, and in the close vicinity of healthcare facilities, the risks from exposure to pesticides are high. In these areas, the use of pesticides should be minimised or prohibited. When pesticides are used, appropriate risk management measures should be established and low-risk pesticides as well as biological control measures should be considered in the first place."*
- 3.9 The Environment & Neighbourhood Officer will be researching alternatives to glyphosate to be presented to a future meeting.

#### 4. FINANCE

4.1 Allotment rents are as follows:

	<b>2023/24 Standard rate</b>	<b>2023/24 Concessions</b>	<b>2024/25 Standard Rate</b>	<b>2024/25 Concessions</b>
Full size allotment	£37.00	£25.00	£43.00	£29.00
Half allotment	£25.00	£15.00	£29.00	£17.00
Quarter allotment	£15.00	£10.00	£17.00	£10.00

- 4.2 This price increase was agreed by Finance & General Purposes Committee held on 14 March 2023, following a recommendation from this Committee. Allotment tenants need 12 months notification before any price rise is implemented.
- 4.3 Allotment rent received in 2022/23 was £4,182 against a budgeted income of £2,000.
- 4.4 Expenditure on the allotments in 2022/23 was £3,603 which was the repair to the water supply at Glebe. The normal annual budget for allotment repairs is £1750.
- 4.5 Both sites are rented, and the rent is normally £486 (Shenley Lane has a rent free period 1 year in 3).

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	The Council's Climate Change and Biodiversity Policy has a commitment to reduce/stop the use of herbicides
Crime & Disorder	N/A
Financial	Allotment income/expenditure is part of the adopted budget.
Resources (including workforce)	Grounds maintenance staff are responsible for maintenance of the allotment sites. Admin Officer manages the allotment sites.
Risk Management	N/A



## LONDON COLNEY PARISH COUNCIL

### ALLOTMENT POLICY

London Colney Parish Council recognises the many benefits of allotment gardening and commits to the following objectives:

- To communicate and promote the benefits of having an allotment among gardeners and the wider community through developing partnerships with local stakeholders e.g., Sustainable St Albans
- To improve and enhance the fabric of the sites for the benefit of allotment gardeners by working with allotment tenants to identify priorities for action.
- To explore sustainable methods for preparing and maintaining overgrown plots
- Encourage and raise awareness of the importance of local food production e.g., Farmers Market
- Work in partnership to:
  - Promote the benefits of gardening to local community groups e.g., Community Garden, Scouts, Beavers, school children.
  - Improve access and facilities for those with disabilities.
  - Working with local groups and stakeholders to explore and maximise the wildlife potential of the sites e.g., London Colney Hedgehog Rescue

London Colney Parish Council commits to:

1. Constantly maintain and improve the fabric of the sites under its care.
2. Maintain and provide better access to the sites for all sections of the community.
3. Draw up, from time to time, plans for improvements to the sites.
4. Review the potential use of any redundant allotment land in its ownership.

#### Introduction

The purpose of this policy is to ensure the efficient management of the two allotment sites that London Colney Parish Council are responsible for:

- Shenley Lane Allotments
- Glebe Allotments

This policy will:

- Improve the quality of the allotment environment for plot holders, neighbours, and residents.
- Address long waiting lists and demand for allotment plots.



## **POLICY**

### **1) Management of Allotments**

- a) The Administrative Officer is responsible for the day-to-day management and letting of the allotments.
- b) The Environment & Neighbourhood Committee is responsible for the strategic development of the site and to make recommendations to Full Council.

### **2) Waiting Lists**

- a) Applications for plots must be aged over 18 years and resident in the parish of London Colney
- b) Applications must be made in writing by email or via the Council's website and applicants must provide their full name, address, and contact details, which will be managed according to the parish council's adopted Data Protection Policy.
- c) Applications will be added to the waiting list and be dealt with on a first come, first served basis.
- d) Only one tenancy is allowed per household, unless there are no other people on the waiting list, in which a maximum of 2 plots can be allocated.
- e) If the allotment tenant temporary moves out of the parish for a period not longer than 12 months they are permitted to retain their allotment. In the event that they are absent for more than 12 months, they will be required to terminate their tenancy.
- f) Previously evicted tenants cannot reapply for a 5-year period.
- g) If no response to an offer is received, the applicant will be removed from the waiting list. The parish council will periodically contact applicants on the waiting list and remove those who are no longer interested, or eligible, or do not reply.
- h) Plots are allocated on a 'as seen' basis in the order in which they become available. The Council does not make improvements or clearance works for new tenants. Photographs must be taken to demonstrate the state of the plot when it was taken over. Fair time will be given to a new tenant in the first 12 months of their tenancy if they have taken over an uncultivated plot. i.e., to bring the plot up to required 75% cultivation status between March and September. (The tenant agrees this cultivation standard on signing their tenancy agreement).
- i) The parish council reserves the right to allocate a quarter plot to a charity of similar organisation.

### **3) Plot Allocation – Existing Tenants**

#### **a) Passing On:**

- i) A plot can be passed on from one close family member to another in the event of illness, disability, or death. This is restricted to son, daughter, spouse, or long-term partner.
- ii) It can be passed on to a friend, provided this has been communicated previously to the parish council.
- iii) Any request to take on a plot under these circumstances must be made in writing to the Parish Council within 3 months of the plot holder becoming ill, disabled, or deceased.

#### **b) Changing Plots**

- i) **An existing plot holder can apply to take over a vacant plot on the same site.**

- ii) The plot holder would need to give up their current plot, which will need to be left in good condition.

**c) Sub Letting**

- i) The plot holder shall not enter into an agreement, verbal or written, to sublet or reassign an allotment plot or any part of it to another party under any circumstances.

**4) Site Facilities**

- a) Both allotment sites include a car park with limited space.
- b) Mains water is supplied via water troughs.
- c) There are no toilet facilities.

**5) Allotment Tenancy**

- a) All plot holders will be required to sign up to the latest Tenancy Agreement, which will include the terms of this policy. This is a condition of tenancy.
- b) An allotment plot can only be used for growing produce – namely vegetables, herbs, fruit, other edible crops and to a lesser extent – flowers for personal use and consumption. Dwarf stock fruit trees only, these should be suitably pruned and not encroach on any pathways or adjoining plots. No more than 25% of a plot should be set aside as an orchard. No other trees are permitted.
- c) Business or trade use of allotments is forbidden.
- d) London Colney Parish Council will initiate enforcement proceedings if a plot holder or personnel for whom the plot holder is responsible, fails to comply with the terms of the Tenancy Agreement.
- e) Plot holders may voluntarily terminate their tenancy at any time, giving one month's notice.
- f) When a plot holder leaves a plot, it should be in good condition and free of any buildings, fencing or other structures not in a good or usable order. Failure to leave a plot in a good condition will mean the deposit paid at the time that the tenancy was agreed will be forfeit.

**6) Maintenance Responsibilities**

- a) Plot holders are responsible for the maintenance of their own plot.
- b) The Council is responsible for the boundary fencing, car park, paths, trees on shared areas and water troughs.

**7) Security**

- a) At Shenley Lane, the allotment site is locked with a combination padlock. Tenants must ensure that all gates are secured after both access and exit by the tenant.
- b) The combination is given to new tenancy once their signed tenancy agreement has been received.
- c) The code is changed annually on the tenancy renewal date and will be issued to tenant individually once their annual rent has been received.
- d) The combination is changed after an eviction or surrender of a plot, and it may also be changed at the discretion of the Clerk.

## 8) Storage

Tenants are advised not to store valuable equipment in their sheds and MUST NOT store petrol, oil lubricants or other flammable materials.

## 9) Communication

- a) All formal communication between the Council and plot holders will be in writing. Email is acceptable.
- b) All requests for permissions must be in writing and consent is only deemed as given if in writing from the Administrative Officer or Clerk.
- c) It is the responsibility of the plot holder to inform the parish council of any change address and other contact details and update any other information relevant to their tenancy such as illness or incapacity. Any communication will be sent to the latest address (including email address) provided and will be deemed by the parish council to have been delivered to the plot holder.
- d) It is also the responsibility of the plot holder to update the parish council with any other information relevant to their tenancy, such as illness or incapacity.

## 10) Regulations

Full rules and regulations can be found in the tenancy agreement.

### a) Nuisance

- i) A plot holder must not cause or permit any nuisance to any other plot holder or to the owners or occupiers of any adjoining property to the allotment site.
- ii) A plot holder must not obstruct or encroach onto any path within the allotment site or any path or roadway by the owners or occupiers of any adjoining or neighbouring property.
- iii) London Colney Parish Council will not tolerate any threatening, violent, bullying, or intimidating behaviour by plot holders under any circumstances.

### b) Animals and Livestock

None permitted on site. No ponds or bees.

### c) Fires

Only permitted between 1<sup>st</sup> October to 31 April must be attended at all times by the allotment holder and extinguished on leaving the site. Only burning of diseased plants and organic material. Attention must be observed to the wind direction in order not to cause nuisance to residents and other plot holders.

### d) Dogs and other pets

- i) Must be kept on a short lead at all times and must never be left unattended.
- ii) Must not cause a nuisance – dog barking for example.
- iii) Fouling must be cleared up by the owner and disposed of responsibly off site.

### e) Children

The Parish Council supports the cultivation of allotments as a family activity.

- i) Children on site should not cause a nuisance or annoyance to tenants, adjoining landowners, or occupiers of neighbouring homes.
- ii) Children must be supervised at all times. Ball games are not allowed at any time.
- iii) No children are to be left on the allotment site unattended.

### f) Hazardous substances/materials

- i) No hazardous substances or materials e.g., asbestos, or barbed wire, electrical cable, and carpet to be brought or used on site.

- ii) Chemicals must only be used and stored in accordance with the manufacturer's instructions.
- iii) New tenancy agreements from 1 April 2024 will be for organic only allotment plots. Tenants with allotment plots pre 2022 should limit use of chemicals and ensure their use does not harm adjacent plots.
- iv) No flammable substances to be stored on site.

**g) Buildings and Structures**

- i) Sheds or greenhouses should not exceed 6ft x 8ft and be kept in good repair.
- ii) All structures should be secured and be able to weather moderate weather conditions.
- iii) Any structure erected on the allotment plot should not encroach on pathways, boundary hedges or adjoining plots.

**h) Cultivation**

All plots (except for the first year of the tenancy) must be at least 75% cultivated and as free from weeds as possible.

**i) Waste Management**

- i) Plot holders are responsible for the correct handling and proper disposal or waste from their allotment plots.
- ii) It is forbidden to bring waste or other harmful materials onto the allotment sites.
- iii) Fly tipping, dumping or waste or adding to dumped waste on any part of an allotment is forbidden and will result in immediate termination.

**j) Boundaries**

- i) The boundary of a plot must be well defined and must not be exceeded.
- ii) Plot holders are not permitted to trim back any trees or hedges within the site or its boundary without the written consent of the Council.
- iii) Not to erect any fence or hedge within the prior consent of the Council

**11) Watering**

The tenant must exercise due and proper care of the water supply to prevent waste & must prevent contamination of the water supply and not wash produce or tools in the water tanks.

**12) Site inspections**

- a) The allotment site and plots will be inspected twice a year by two appointed Councillors.
- b) There will be intermittent inspections undertaken by the Admin Officer and Clerk

**13) Charges**

- a) Annual rent charge to plot holders covers management, maintenance, and water.
- b) Invoices are due on 1 April every year.
- c) Non-payment within 40 days will be taken as an indication of cessation of tenancy.
- d) No access code will be granted until payment is received.

**14) Non cultivation and Notice to Quit**

- a) Following allotment inspection if a plot is not being worked to the required 75% a "non-cultivation" letter will be sent, giving 28 days to rectify this.

- b) The allotment will be reinspected after these 28 days and if the work has not been carried out a further “non cultivation” letter is sent giving 14 days to improve the plot, if no improvement after these 14 days a “notice to quit” letter is sent to the tenant giving them 14 days’ notice.

**LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD COMMITTEE**

**DATE: 6 JUNE 2023**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: KINGS CHARLES III COMMEMORATIVE BENCH OR TREE**

**1. SUMMARY**

1.1 Members may want to consider the installation of a commemorative bench or tree to celebrate the coronation of Kings Charles III

**2. RECOMMENDATION**

2.1 Members are asked to consider this report and advise the Clerk if they wish to proceed.

**3. BACKGROUND**

3.1 The Council has a [Memorial Policy](#) for residents to donate towards a bench or plant a tree to commemorate a loved one. The policy specifies the style of bench to be installed. This approach was agreed upon to replace the irregular style of benches that had previously been installed. The preferred design of bench is made from recycled plastic and metal and are very robust.

3.2 Prior to this policy being adopted, Members of the Public installed their own benches, at their own expense at a location agreed by the Council. However, because the design of the benches was not agreed before installation, a mishmash of designs was installed across the sites and some of the benches were not very robust. Benches can only be installed on sites owned/managed by the Council.

3.3 However, because it a significant occasion, if Members want to consider a bench, they may want to make a deviation from the policy and consider the installation of a bespoke bench similar to the ones shown below:



3.3 The materials of the usual memorial benches are recycled plastic and metal. Members are recommended to avoid a wooden bench as they need regular treatment and can be vandalised.

#### 4. FINANCE

4.1 There is no budget for this, a request would need to be made to Finance & General Purposes for the release of General Reserves.

4.2 The indicative costs are between £1K - £1.6K depending on make and model.

4.3 A tree could cost between £200-£300 plus the cost of a memorial plaque at approximately £50.

#### 5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	Consider of sustainable materials
Crime & Disorder	Avoid wooden bench for vandalism purposes
Financial	General reserves to be used
Resources (including workforce)	Ground maintenance staff install benches
Risk Management	N/A



## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: ENVIRONMENT AND NEIGHBOURHOOD**

**DATE: 6 JUNE 2023**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: PUBLIC SPACE PROTECTION ORDER (PSPO)**

### **1. SUMMARY**

- 1.1 The Napsbury Park Residents Association has asked the Clerk to investigate the feasibility of having a PSPO at the Council's open space at Napsbury Park to counteract some of the anti-social behaviour that occurs with dog owners at the area.

### **2. RECOMMENDATION**

Members are asked to consider the report and advise the Clerk if they wish to proceed.

### **3. BACKGROUND**

- 3.1 PSPOs came into effect with the introduction of the 2014 Anti-social Behaviour, Crime and Policing Act and replaced Designated Public Place Orders (DPPOs) and Dog Control Orders (DGO) amongst others.
- 3.2 Orders can be introduced in a specific public area where the local authority is satisfied on reasonable grounds that certain conditions have been met. The first test concerns the nature of the anti-social behaviour, requiring that:
- activities that have taken place have had a detrimental effect on the quality of life of those in the locality, or it is likely that activities will take place and that they will have a detrimental effect.
  - the effect or likely effect of these activities: ◦ is, or is likely to be, persistent or continuing in nature.
    - is, or is likely to be, unreasonable.
    - justifies the restrictions being imposed.
- 3.3 A Public Space Protection Order (PSPO) is an evidence-based order, put in place to prevent anti-social behaviour at a location. Examples for PSPOs include:
- Rough sleeping
  - Youths congregating
  - Dog fouling
- 3.4 A parish council does NOT have the power to initiate a PSPO however, they can work with the District Council or Unitary Authority to gather the evidence to support the implementation of a PSPO.
- 3.5 An evidence base has to be collated to support the application and this would take the form of a diary of incidents of the ASB.

- 3.6 The enforcement of any PSPO should be considered as the first part of the planning process. It may shape the wording of the PSPO and the geography of the area to be covered by the order. Enforcement of PSPOs can be undertaken by authorised officers including park wardens. The parish council doesn't not have the capacity to undertake enforcement with the current workforce.
- 3.7 Breaches of the PSPO would be dealt with my either a warning or the issuing of a Fixed Penalty Notice (FPN).

**4. FINANCE**

- 4.1 There are no financial implications other than officer resources.

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	Reduce ASB
Financial	N/A
Resources (including workforce)	Officer time
Risk Management	N/A

## LONDON COLNEY PARISH COUNCIL

**COMMITTEE:** ENVIRONMENT AND NEIGHBOURHOOD

**DATE:** 6 JUNE 2023

**REPORT BY:** EMMA PAYNE, CLERK

**SUBJECT:** METAL DETECTING

### 1. SUMMARY

1.1 A request has been made by a member of the public to undertake metal detecting on parish council owned land.

### 2. RECOMMENDATION

2.1 Members are asked to consider the request and advise the Clerk if permission is given.

### 3. BACKGROUND

3.1 A member of the public has requested to undertake metal detecting on parish council owned land. The original request was for Shenley Lane or Napsbury recreation grounds but as these are sports field, they are not suitable in the event that the surface is not returned to a good condition, which may result in injury to sports participants.

3.2 Metal detectorists have to have the permission of the landowner to undertake this activity on their land. Any 'treasure' found remains Crown Property with finders having the responsibility to report it the relevant authority.

3.3 Possible site are: Walsingham Way and the Village Green.

### 4. FINANCE

4.1 There are no financial implications.

### 5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Risk to not having ground reinstated properly.

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: ENVIRONMENT & NEIGHBOURHOOD**

**DATE: 6 JUNE 2023**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: DEVELOPMENT OF WALSINGHAM WAY AS HABITAT SITE**

### **1. SUMMARY**

- 1.1 It was agreed by this Committee that Walsingham Way would be developed from its current open space to a more diverse ecological site, with habits to encourage more wildlife.
- 1.2 To help with this development, it was recommended that a 'Friends of Walsingham Way' group was started to include residents who backed onto the site as well as some engagement from St Bernadette's School.

### **2. RECOMMENDATION**

- 2.1 Members are asked to approve the plans to develop Walsingham Way into a habitat site.

### **3. BACKGROUND**

- 3.1 Currently Walsingham Way is used as an open space for informal recreation, with an unfenced play area. It is also the site for a tree planting project which happened in March 2020, just before the first national Covid lockdown. As a result of the lockdown, the ongoing maintenance of the trees didn't occur and not many of the original 450 tree whips survived. The area is still fenced off and has a nice collection of long grass, along with about a dozen trees and bushes which have survived.
- 3.2 The Clerk and Environment Officer met with Countryside Management Services (CMS) on Tuesday 30 May at the site to discuss its development as a habitat site. CMS are a division of HCC offering advice and guidance to communities for the development of land management projects.
- 3.3 Their proposal is attached to this report and would involve extending the grassland area, mowing in paths through the grassland for informal play as well as some additional tree planting opportunities.
- 3.4 A 'Friends of Walsingham Way' could be set up as a volunteer group, to bring residents together to undertake the day-to-day management of the site. This could also include London Colney Hedgehog Rescue who could advise on hedgehog friendly habitats.

### **4. FINANCE**






- 4.1 Funding is available from CMS for tree planting and other associated cost up to 50% of the total project cost, with the remaining sum being met by the Parish Council. This includes volunteer time at £50 a day.

## 5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	Increased biodiversity at this site would offset some of the other parish council sites without high levels of biodiversity e.g., Morris Recreation Ground.
Crime & Disorder	N/A
Financial	50% funding is available from CMS/HCC.
Resources (including workforce)	Engagement with residents would be the responsibility of the Events & Community Officer. The project would be led by the Environment Officer
Risk Management	Volunteer policy in place to support any volunteers.

**Walsingham Way**  
 London Colney  
 Biodiversity opportunities

**Legend**

-  Hedgerow buffer strip
-  Mown grass path
-  Native shrub planting
-  Replacement native tree planting
-  Wildflower meadow

**Wildflower meadow creation**  
 1300m<sup>2</sup>. Sow seed onto 60-70% bare ground in autumn. After establishment phase, aim to cut twice annually in July and October, removing arisings.

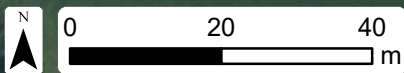
**Amenity grassland**  
 Continue to manage remainder of site as amenity grassland

**Mown grass path**  
 2m wide, cut as amenity. To enable exploration and natural play within the habitats established.

**Hedgerow buffer strip**  
 2m wide, cut annually in autumn. To increase wildlife value of hedgerow, with mown grass path inside

**Native shrub planting**  
 1000m<sup>2</sup> (approx. 160 plants). Focus on smaller species with interest for natural play. For example crab apple, guelder rose, hawthorn, dog rose, hazel, wayfaring tree. Plant Nov-Feb.

**Replacement native tree planting**  
 1200m<sup>2</sup> (approx 200 plants). Focus on medium to large species with interest for natural play. For example field maple, silver birch, rowan, wild pear, hornbeam, pedunculate oak. Plant Nov-Feb.



Scale @ A4  
 1:1,000  
 Date  
 May 2023  
 Rev  
 00



© Crown copyright and database rights 2023 OS EUL 100019606. Use of this data is subject to [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/100019606/100019606.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/100019606/100019606.pdf). You are permitted to use this data solely to enable you to respond to, or interact with, the organisation that provided you with the data. You are not permitted to copy, sub-licence, distribute or sell any of this data to third parties in any form.

## LONDON COLNEY PARISH COUNCIL

**COMMITTEE:** ENVIRONMENT AND NEIGHBOURHOOD

**DATE:** 6 JUNE 2023

**REPORT BY:** EMMA PAYNE, CLERK

**SUBJECT:** SUSTAINABLE PROCUREMENT POLICY

### 1. SUMMARY

1.1 In the Council's adopted Climate Change and Biodiversity Policy, there is an action to implement a Sustainable Procurement Policy. This report outlines a proposed policy to be recommended for adoption by the Council.

### 2. RECOMMENDATION

2.1 Members are asked to consider the attached policy and recommend its adoption by Council.

### 3. BACKGROUND

3.1 The parish council is making strides to recognise its responsibility to climate change. Part of this is to adopt a Climate Change and Biodiversity Policy to ensure a framework for future actions to be implemented to reduce our impact on the environment.

3.2 The purpose of this policy is to provide guidance to staff and Members when making decisions on purchasing or procuring goods and services. We will recognise the need the importance of sustainability and need to consider the environmental, social, and economic impacts of our purchasing decisions.

### 4. FINANCE

4.1 Whilst achieving best value for all our purchasing decisions should be a factor, the wider implications of the cost to the environment now needs to be a consideration as part of our purchasing policy.

### 5. IMPACT ASSESSMENT

Strategic Plan	Objective 3
Equalities	N/A
Environmental/Sustainability	Climate Change and Biodiversity Plan
Crime & Disorder	N/A
Financial	Purchasing ethically and sustainably may not be the cheapest
Resources (including workforce)	Minor impact on resources
Risk Management	N/A



## LONDON COLNEY PARISH COUNCIL

### SUSTAINABLE PURCHASING AND PROCUREMENT POLICY

London Colney Parish Council is committed to ensuring that sustainability is embedded throughout every level of the organisation and its operation.

We all need to recognise the impact that the Council's contracts and purchasing may have on the environment and that we can influence sustainable practices and policy. This policy explains how we will aim to incorporate sustainable procurement into our tendering processes and contracts.

Sustainable procurement is a process whereby organisations meet their needs for goods, services and works in a way that achieves value for money on a Whole Life Cost (WLC) basis. Moreover, sustainable procurement not only focuses on benefits to the organisation, but also to society and the economy, whilst minimising damage to the environment. It encompasses environmental sustainability, social value, ethics, and equality.

A holistic approach is required when implementing a process to govern purchasing decisions. It is not enough to consider what a product is made of and so the decision needs to be based on a lifecycle assessment.

The UK Greening Government programme sets out commitments to driving sustainable operations and procurement including buying more sustainable and efficient products and engaging with suppliers to understand and reduce impacts on the supply chain. Whilst it does not apply to local authorities, it should be considered as a standard for applying this policy.

#### Making Purchasing Decisions

Identify the impacts risk and solutions	We will think about: <ul style="list-style-type: none"><li>• The environmental impact of materials used to make the product.</li><li>• The production process.</li><li>• The energy and water consumption of the product</li><li>• Durability/lifespan of the product</li><li>• Opportunities for recycling/reusing the product at the end of its lifespan.</li></ul>
Choose greener products	We will attempt to minimise impacts by selecting products, materials and services which are: <ul style="list-style-type: none"><li>• Reused, recycled or made from renewable sources.</li><li>• Energy, water, and resource efficient</li><li>• Fairly traded.</li></ul>



	<ul style="list-style-type: none"> <li>• Free from polluting substances, known to be damaging to health or the environment.</li> <li>• Certified by a recognisable environmental standard e.g., Forest Stewardship Council</li> </ul>
Reduce unnecessary resource use	<p>We will only purchase essential items to conserve resources, reduce pollution and reduce waste. We will consider:</p> <ul style="list-style-type: none"> <li>• Are the items and the quantities essential?</li> <li>• Can the need be met through existing products or equipment?</li> <li>• Can the equipment be hired or borrowed?</li> <li>• Are there longer life products available?</li> </ul>
Consider how to reduce the impact from distribution and delivery	<p>We will:</p> <ul style="list-style-type: none"> <li>• Seek products that can be sourced nearer to home.</li> <li>• Consolidate orders to reduce the number of deliveries needed.</li> </ul>
Consider how to reduce waste	<ul style="list-style-type: none"> <li>• We will minimise waste by:</li> <li>• Consider the lifespan of the product and what will happen to it after it's used.</li> <li>• Select products that are long lasting and durable.</li> <li>• Select products which can be reused, recycled or refilled</li> </ul>
Consider whole life costs	<p>We will consider the costs and savings associated with:</p> <ul style="list-style-type: none"> <li>• Ongoing running and maintenance of the item</li> <li>• Licensing</li> <li>• Disposal</li> </ul>

### **Sustainable Procurement Day to Day**

Sustainable procurement practices do not have to stop after you have tendered/quoted/awarded a contract. It can be used at the office and outside of work. Below are some ideas where sustainable procurement can be based day to day:

### **Environmental Sustainability**

- Are computer monitors and printers left on or on standby?
- Is the heating on when the windows are open?
- Is water being wasted?
- Can reduce your single plastic use?
- Can you have a virtual meeting instead of travelling to an external meeting?
- Recycle where possible.
- Have you ordered the right quantity (reduce waste or stop unnecessary journeys).
- Can you participate in carbon offsetting?

### **Batteries**

- Avoid using products which use batteries, with preference being given to solar, rechargeable batteries or main power.
- Dispose of batteries safely using recycling facilities
- Explore solar charging for outside power needs

### **Catering**

- Reduce waste from existing catering operations including reducing single use plastics, non-recyclable items, and food packaging.
- Prohibit the use of eggs sourced from suppliers who use caged hens.
- Require meat products to meet a standard equivalent to RSPCA Freedom Food
- Prohibit the use of palm oil unless it's a sustainable source.
- Fairtrade tea and coffee
- Make recycling facilities available for events where catering is offered.

### **Cleaning Services and Products**

- Cleaning supplies should be phosphate free.
- Products should be free of EDTA (ethylene-diamine-tetra-acetate), NTA (nitrilotriacetic acid), optical brighteners, chlorine bleaches, synthetic perfumes or colours, VOCs (Volatile Organic Compounds), paradichlorobenzene or APEs (alkyl phenol ethoxylates).
- Use energy efficient and bagless vacuum cleaners.

### **Computing**

- The Council will purchase IT equipment that meets the highest energy-efficiency standards for the product category at the time.
- Whenever possible, offer unwanted equipment to local not for profit organisations.
- Dispose of any remaining equipment according to the Waste Electronic and Electrical Equipment Regulations
- Not use screen savers and have automatic power off functions enabled.

### **Furniture**

- We will check the availability of spare furniture within the organisation.
- Offer unwanted furniture on local recycling websites.
- Aim to purchase furniture from local suppliers, UK based who offer equipment made from recycled materials.
- Purchase furniture which is sustainable or made from sustainable products e.g., bamboo.

### **Herbicides, Pesticides, and grounds maintenance chemicals**

- We will seek to stop using pesticides for grounds maintenance purposes unless there is a particular need e.g., Japanese Knotweed.
- Allow and accept weed growth in certain areas as this can provide numerous benefits to wildlife and pollution control.
- Only permit herbicides where it is deemed there is no suitable alternative. Pesticides on the UK's Red and EU Black and Grey Lists should not be used.
- Discourage weed growth through preventative measures e.g., weed free substrates, weed control barriers, mulches in newly planted areas and around trees,

### **Grounds Maintenance**

- We require our grounds maintenance staff to demonstrate ongoing reductions in fuel for transport and machinery.

- Compost all green waste for use on green spaces and allotments.
- Select semi-permanent, bee friendly plantings to replace seasonal planting wherever possible.
- Plant containers should be recycled where possible.
- Use, wherever possible, non-potable water and apply different measures to reduce water consumption e.g., mulch.
- Lubricant oils should be biodegradable and non-toxic.

### **Lighting**

- We will install LED lighting as standard to all new buildings, refurbishment or when existing fittings reach their end of life.
- Install sensors to reduce energy consumption.

### **Paper products and printing**

- We will only purchase 100% white recycled paper (80gsm) for printing and photocopying.
- Only order paper products from Forest Stewardship Council (FSC) or Programme for Endorsed Forest Certification (PFEC)
- Provide paper and cardboard recycling in the office. Staff are encouraged to view, send and store information electronically.
- Specify paper disposables like toilet paper and handtowels are made from 100% recycled material.
- Rent only A rated printers and copiers, which can use recycled paper and have a sleep mode. These will be set to black and white printing as default.
- All printing consumables are recycled.

### **Plastics**

- We will avoid single use plastics for use in the Council or at our events.
- Provide recycling bins for plastic bottles in the office or at events.

### **Stationery**

- We will limit stationery and other supply deliveries to once a month to prevent unnecessary deliveries.
- Restrict purchases to the most cost effective and sustainable versions on offer.

### **Utilities**

- We will purchase our energy from a certified renewable source, ensuring that there is not a greenwash tariff.
- Monitor water bills to ensure there are no unexpected usage (leak prevention)

### **Vehicles**

- We will replace phase out our existing vehicles to be replaced with low emission, electric or hydrogen powered vehicles.
- Monitor vehicle usage through tracker systems to ensure efficiency of route planning.

### **Timber**

- We will abide by the UK Government's Timber Procurement Policy which requires that all timber and timber products procured, be legal and sustainable, or FLEGT (Forest Law Enforcement, Governance and Trade) licensed. FLEGT is an EU initiative to support countries to address illegal logging.
- Purchase all timber and timber sheet materials from a sustainable source. Materials

which cannot demonstrate this must not be used. The Council gives preference for timber and timber panel products which are from a sustainable source carrying the Forest Stewardship Council (FSC), PEFC (Programme for the Endorsement of Forest Certification), or equivalent trademark which can certify the product is sustainable and legal. Flexibility on species type will increase the ability to meet this preference.

- Not purchase wood or wood products containing the wood preservatives entachlorophenol (PCP), lindane or tributyltin oxide (TBTO).

### Recycling

- We will recycle where possible all glass, plastic, paper, cardboard and food waste through our existing waste management contract.
- We will shred and recycle confidential material.
- Toner cartridges and other consumables will be recycled annually.
- Recycle waste electrical equipment as per the WEEEEE regulations.
- Offer usable furniture and electrical equipment to local organisations or recycling sites.

---

### Document History

Date	Revision
May 2021	Date adopted
June 2023	Reviewed, no updates.

## Environment & Neighbourhood Work Programme 2023-24

Date of Meeting	Matter for Consideration	Officer	Background Information	Source Document (if applicable)
<b>06/06/2023</b>	Allotment Inspections	E&N Officer	To agree a representative of this committee to undertake allotment inspections with officers	N/A
	Allotment Policy	Clerk	To consider the adoption of a policy to handle the management of the allotments	Policy Review
	Sustainable Procurement and Purchasing Policy	E&N Officer	To review this policy and recommend its adoption by Council	Policy Review
	Commorative Tree or Bench	Grounds Maintenance Manager	To receive a proposal to plant a commemorative tree to mark the Coronation of Kings Charles III	N/A
	Dog Fouling	Clerk	To receive a report on a public space protection order for Napsbury	N/A
	Update of ROW Project	Cllr Winstone	To receive an update on the rights of way project including receiving an email from NPRA	Action from previous meeting
	Grounds Maintenance Report	G&M Manager	parish council land assets	Standing item
	Request for Metal Detectoring	Clerk	Parish Council land	N/A
	Walsingham Way Site Development	Clerk	To consider the development of this site as habitat site to improve the Council's biodiversity	Climate Change and Biodiversity Policy
<b>12/09/2023</b>	New budget items for 2024-25	Clerk	To consider new budget items for 2024/25	Internal Control
	Tennis Booking System	Clerk	tennis booking system	Action from previous meeting
	Open Space Management	Clerk	To consider this policy and recommend its adoption by Council	Policy Review
	Grounds Maintenance Report	G&M Manager	parish council land assets	Standing item
	Dudley Wood Management	E&N Officer	increase biodiversity	Climate Change and Biodiversity Policy
	Play Area Inspections	Grounds Maintenance Manager	To receive a report on the play area inspections including a proposed scheme of works to rectify those areas identified in the report.	Risk Management
	S106 Proposal for play equipment	Clerk	To receive an update on this project	Action from previous meeting

<b>14/11/2023</b>	Budget 2024-25	Clerk	To review this committee's budget for 2024/25	Internal Control
	Tree Policy	Clerk	To review this policy and recommend its adoption by Council	Policy Review
<b>09/01/2024</b>	Grounds Maintenance Report	G&M Manager	To receive a report on the management of parish council land assets	Standing item

<b>05/03/2024</b>	Environment Policy	Clerk	To review this policy and recommend its adoption by Council	Policy Review
	Grounds Maintenance Report	G&M Manager	To receive a report on the management of parish council land assets	Standing item