



## LONDON COLNEY PARISH COUNCIL

To: Councillors L Winstone (Chair), Loud, Mugele, Needham, Lillico and Prowse

Friday 6<sup>th</sup> September 2024

You are hereby summoned to attend the meeting of the **ENVIRONMENT & NEIGHBOURHOOD COMMITTEE** to be held on **THURSDAY 12<sup>th</sup> SEPTEMBER 2024, AT 7.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU.**

**Jane Johnstone**  
CEO/ RFO

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### AGENDA

	<b>Page No</b>
<b>1. APOLOGIES</b> To receive and resolve to approve apologies for absence	1
<b>2. NOTIFICATION OF SUBSTITUTIONS</b> To receive any notifications of substitution made to the Clerk	1
<b>3. DECLARATION OF INTERESTS</b> To receive declarations of interests relating to matters on the agenda and note any dispensations granted.	1
<b>4. MINUTES</b> To approve minutes of the meeting held on 28 <sup>th</sup> May 2024.	2-4
<b>5. REPORTS TO COMMITTEES</b>	
<b>5.1 Grounds Maintenance Manager's Report</b> To receive this report and note its contents.	5-8
<b>5.2 Environment and Neighbourhood Officer's Report</b> To receive this report and note its contents.	9-10
<b>6. MEMORIAL BENCH APPLICATION</b> Will Chippington has requested a replacement bench in Lowbell Lane	11-15
<b>7. LITTER BINS</b> The litter picking group have asked the committee to discuss numbers and sizes of bins around the village.	16
<b>7. DATE OF NEXT MEETING</b> Tuesday 12 <sup>th</sup> November 2024 at 7pm at MORRIS WAY	



## LONDON COLNEY PARISH COUNCIL

**MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE HELD WEDNESDAY 28 MAY 2024, AT 7.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**PRESENT:** Councillors Liz Winstone (Chairman), Keith Loud, Karl Mugele, Rob Prowse (ex-officio), Liz Needham and Tony Lillico (ex-officio)

**ATTENDANCE:** Matt Fisher (Environment & Neighbourhood Officer)  
Jane Johnstone (CEO)

1. **Election of Chair**  
Liz Winstone nominated for chair by Liz Needham and seconded by Keith Loud
2. **APOLOGIES**  
Apologies received from Leigh Casling
3. **NOTIFICATION OF SUBSTITUTIONS**  
Jane Johnstone for Leigh Casling.
4. **DECLARATION OF INTERESTS**  
There were no declarations of interest.
5. **MINUTES**  
The minutes of the meeting held on 20th February were approved as a true record of the meeting.
6. **REPORT TO COMMITTEE – Grounds Maintenance**  
Members received the Grounds Maintenance Report. In Leigh's absence Jane Johnstone went over the pre-repaired report.
  - 6.1 **Morris Way Playing Field.**  
There is a new memorial bench fitted.  
The Splash Park is now fully opened and operational after all preparation work was completed.
  - 6.2 **Shenley Playing Field.**  
There was mention of lack of benches. These are mostly rotten and out for repair.
  - 6.3 **Napsbury Sports Ground**  
The cricket square has been prepared for the new season.  
The boiler has had some quotes for repair as it is not switching off.  
**ACTION** - The roller blocking the way to the external fields to stop walkers is not working. What can we do to stop the parish council spending money to stop walkers? Could we install a kissing gate?  
**ACTION** - Ask Sarah Tallen at HCC for access and to share the cost with HCC

- 6.4 **Allotments**  
The grounds staff are currently clearing and tidying the allotments.  
**ACTION** - Need to arrange the councillor inspection of allotments and the allotment holders meeting.
- 6.5 **War Memorial – D Day**  
**ACTION** - Make sure the war memorial is tidy and ready for D Day Thursday 6<sup>th</sup> June.  
**ACTION** – Prepare a Facebook post to inform the community of what LCPC are doing for D Day celebrations.  
**ACTION** – Put the D Day flag up at the Caledon Community Centre
7. **REPORT TO COMMITTEE – Environment and Neighbourhood Officer**  
Matt ran through his report.
- 7.1 **Litter Picking**  
Litter pick on 17<sup>th</sup> March went well. More planned for 30<sup>th</sup> May and 12<sup>th</sup> June.  
**ACTION** – need more hoops, update the risk assessment, and put on website for more volunteer litter pickers.  
**ACTION** – Speak and join the previous LC Litter picking group and look for more stakeholders to join the group.  
Fly tipping has been reported via the WhatsApp group and dealt with immediately.  
Discussions around the volume of litter behind Sainsburys carpark and the fly tipping up White Horse Lane by Blue Bell Woods.  
**ACTION** - There are talks with HCC re sharing a camera to catch fly tippers and how to recoup LCPC costs.
- 7.2 **Lowbell Lake Project**  
More focus on the water quality and biodiversity of the wildlife. There have been reports of lack of wildlife in Broad lakes. This could be due to water quality. Tests can be purchased for £12 for 5 sticks to test the water quarterly.  
**ACTION** – There is a vandalised bench that needs looking at.  
**ACTION** – Who owns the road up Lowbell Lane, as its flooding (SADC jane Parker/ HCC)
- 7.3 **Swift Boxes**  
Into Phase 2 of project, there are funds left over from phase 1 in Napsbury Park, now to roll out to the rest of the village.  
**ACTION** – Can we seek blanket approval from SADC for social housing in London Colney to have swift boxes?
- 7.4 **Recycling Update**  
Blister packs have been dropped off. Now there is options to recycle pens and crisp packets.  
There needs to be an overhaul of clothes banks in the village. A new clothes bank around the Caledon Community Centre is now approved.
- 7.5 **Sustainable Saturday**  
On 6<sup>th</sup> July we require volunteers to run Sustainable Saturday. This is following Expo in St Albans on 7-9<sup>th</sup> June.

- 7.6           **St Albans EXOP**  
We have a free stand at the EXPO. This will just have pictures of what environmental projects we have been doing around the village.
- 7.7           **SERGO**  
Sergo are working to mitigate the noise from the construction of the freight station in Park Street. Funds are available to the parish councils (LC and SS). We need to understand how much this is.  
**ACTION** – Jane and Matt to contact the clerk in St Stephen’s to see if there is a joint venture that can be funded.  
**ACTION** – Keith, Vikki and Matt to promote ROW and access to land up to St Albans.
- 7.8           **Community Garden**  
NPMCo have approved the garden with an allotment style community space.
- 7.9           **Clean Air Day**  
20<sup>th</sup> June to take readings from around the village at high emission areas and times (outside schools when parents keep their engines running).  
**ACTION** – Sara and Matt to look at signage around the village and a possible article in the next magazine based on the findings of 20<sup>th</sup> June.
- 7.10          **Walsingham Way**  
**ACTION** - Speak to the grounds team about water provisions and grass cutting.
- 7.11          **Aviva grants**  
There are grants available from Aviva for environmental projects.
- 7.12          **Playing Out**  
The concept of closing off a local road so the community can get together and kids can play out for a period of time.  
**ACTION** – Contact a local person who did similar during Covid.
- 7.13          **Glyphosate**  
Weed killing substance that is considered bad for the environment.  
**ACTION** – speak to the grounds team to see the extent of use in and around the village before any action to be discussed.
8.            **WORK PROGRAMME**  
  
To be discussed at the next meeting.
9.            **DATE OF NEXT MEETING - 10 September 2024 – 7pm MORRIS WAY**

**Meeting ended 20:59**

**General Comments**

So much going on with break downs staff sickness staff leaving never really known a year like it however we are managing to keep the fires at bay, cricket coming to an end and football now in full swing, haven't seen the staff all working together like this for many years.

**Grounds and Maintenance Report – Sept 2024**

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                      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                      Football pitches rolled as and when required                      Football pitches harrowed as and when required.                      Selective weed kill as and when required                      Tennis courts blown when required</p>	<p>Water splash coming to an end now this has been quite a year keeping this all operational, but we got there.                      All football pitches have now been set and marked in</p>	<p>Fit water pump at the water splash                      Cut hedges                      Repair and Put-up shade sales                      Unblock toilets x3                      Set and mark pitches</p>
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.</p>	<p>Site looking ok still lots of catching up with hedges etc.</p>	<p>Loads of fallen tree debris moved from this site as always.                      Set and mark pitches</p>

	<p>Grass Seeding 1 x per year. Football pitches over marked weekly</p> <p>Football pitches rolled as and when required</p> <p>Football pitches harrowed as and when required.</p> <p>Selective weed kill as and when required</p> <p>Football pitches over marked weekly</p>		
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<p><b>Walsingham Way Playing Field</b></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>Hedges cut back as required.</p> <p>Grass cut as and when required.</p>	<p>Not had a good year on this site but its starting to come back around now,</p>	<p>Removed dead tree from side of site</p>
<p><b>Napsbury Sports Ground</b></p>	<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>Over mark football pitches on a weekly basis.</p>	<p>Site looking good for this time of the year we do need to tidy a few long areas but hope to get there over the next few weeks</p> <p>End of year cricket renovations will need to go ahead as soon as cricket finishes.</p>	<p>Cricket has been full on for the whole of the season.</p> <p>Arrange for shutter repair</p> <p>Set and mark all football pitches</p>

	<p>Football pitches over marked weekly</p> <p>Football pitches rolled as and when required</p> <p>Football pitches harrowed as and when required.</p> <p>Selective weed kill as and when required</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>	<p>Site is looking a little scruffy for this time of the year due to machinery breakdowns and wet weather we are on this and confident all will come good.</p>	<p>Repairs on main doors</p> <p>Move bike rack and turn into bin store</p> <p>Reverse above process and turn back into bike area.</p>	
Shenley Lane Allotments.	<p>Cut hedges.</p> <p>Paper pick.</p> <p>Cut Grass</p> <p>Top of grass paths.</p>	<p>Site has been neglected this year we are looking to put this right over the next few months</p>		
Glebe Allotments.	<p>Cut hedges.</p> <p>Paper pick.</p> <p>Top of grass paths.</p>	<p>Site has been neglected this year we are looking to put this right over the next few months</p>		
Chester Gibbons Green	<p>Prune Shrubs Beds</p> <p>Empty litter and dog bins</p> <p>Scarify Grass</p> <p>Cut Grass</p>	<p>Site is looking ok needs a bit of a tidy over the next few weeks</p>	<p>A few extra bin empties due to drunks sitting on the benches.</p>	
High Street and The Bull Shrub Beds	<p>Keep weed free</p> <p>Removed any dead plants.</p> <p>Try to keep topped up with bark.</p>	<p>All looking ok</p>	<p>Needs a shrub prune asap</p>	

Riverside	<p>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</p>	<p>This site will need more visits over the next month or so .</p>	<p>Removed fallen trees Cleared pathways</p>
War Memorial	<p>Keep site clean and tidy Weed free</p>	<p>Site looking good for this time of the year</p>	
Halsey Park	<p>Play area inspection Grass cutting Empty litter bin</p>	<p>Site in good order.</p>	
Coopers Wood	<p>Litter pick Empty Dog bin Minor tree works Keep main path clear</p>	<p>Site looking ok for this time of year,</p>	<p>Cut all pathways back and blown paths</p>
Dudley Wood			
General Works Not Grounds	<p>Machine repairs, Maintenance.</p>		<p>New equipment arrived</p>



## Environment and Neighbourhood Report – Sep 2024

### General Comments

Lots of projects still underway with second phases coming to fruition. Focus on funding and collaboration with SADC, HCC and initiatives such as the Green House, Greener Together, Tree Strategy. Looking to produce a PDF / printout of all projects and any help / interest people may have. Plan to knock on doors / promote via social media and our website.

Site	Project update (SITREP)	Comments (if applicable)	Future plans / works
<b>Walsingham Way Rewilding Project</b>	Maturing and 'wilding' nicely Strimmed and watered and leaning on a small but active team of volunteers. Look to replant / replace dead whips from any spare whips from the HCC your tree our future campaign in December (I have reserved any excess / spare trees from eth giveaway) loss of approx. 5 trees to heat; resulting in approx. 75% uptake (90% bushes 65% trees)	Next phase to introduce bat boxes, bug hotels, dead wood habitat water butts, small pond areas.  Awaiting clarification from wildflower planting	
<b>Lowbell Lake</b>	£25000 Funding secured and ringfenced – on track – awaiting the final piece of the puzzle - ColneCAN consultation. Third party contributor Barnet Angling Club	Will share details of the project in the round by early October	

<b>Water testing – River Ver ColneCan - Himalayan Balsam</b>	Underaken several formal tests under the guidance and umbrella of The River Ver Society - looking to form small group to undertake monthly tests		
<b>Litter Picking</b>	WhatsApp group formed and well underway – Liaison with local Guides (Samantha)	Monthly litter picks with access to kit in outside cupboard...	To build and promote
<b>Fly tipping</b>	Project Oculus FLY TIP – camera purchased / procured – awaiting delivery for White Horse Lane and Caledon centre bin area  Large Fly tip in the form a of a lorry trailer in Riverside Estate – SADC aware and working towards removal and potential prosecution.	Near to completion – write up in local magazine to deter and affirm action taken	Promote via posters along with litter and
<b>Dog fouling – clamp down within village -</b>	Project of education with vets / pet shop / dog trainer	Collaboration for new year launch / next magazine	
<b>SWIFT boxes</b>	Nearing the implementation of phase two with Hertfordshire Swifts	Look to advertise and promote	

<b>Recycling initiatives</b>	<p>Blister Packs – working well – looking to promote locally with other pharmacies as a new initiative has been created from Terracycle</p> <p>Textile Recycling SATco in place and collections made – account set up for payments. Now need to promote. We will manage sites across the parish</p>	<p>Pringles – being sent</p> <p>Crisps – working with schools</p> <p>Pens – working with schools / Ryman stationers</p>	
<b>Meadow – Wildflower (Walsingham Way - Phase 2)</b>	To undertake with support and funding with CMS – phase 2 to rewilding project in order to maximise budget efficiency (creatively anticipating a near zero charge)		
<b>Nature Reserve (Lowbell Lake - Phase 2)</b>	Fencing, planting and bolstering area – to dovetail within Lowbell Lake Project.	Area to be formally identified (with ColneCAN) AGM on 2 <sup>nd</sup> October	
<b>Kissing Gate in Napsbury Park</b>	Approximate quotes of £650 obtained - awaiting budget / land ownership		
<b>Napsbury Community Garden /</b>	Yet to start - - consultation to build team to deliver by the community for the community – get real buy in. Looking at sponsorship from MBS, local nursery and perhaps Tarmac / Segro too		
<b>Neighbourhood Plan</b>	To pick up and identify areas of development and ownership once new government legislation is announced / quantified.		
<b>Segro - Rail freight</b>	Open comms with SEGRO liaison team – mention of taking the cycling scheme as concept to proposal		
<b>Water tap</b>	On hold – need to identify project funding. Circa £3000 including installation and water mains preparation		
<b>Sust Sat (and events)</b>	From our inaugural event looking to build events and connections to bolster green credentials and resources		
<b>Defibrillator and First Aid provision and training</b>	<p>A consolidation of Defibs with funding for Shenley Playing Fields.</p> <p>Appetite to facilitate and organise a First Aid Course (with Danny as we did earlier in the year) to be laid on for the public at Caledon Centre and or Napsbury Pavilion (before Christmas)?</p>		
<b>Reach out to a wide range of community groups</b>	MF undertaking an EDI Level 2 (Equality Champion) – reach out with Sara (E&C officer		

## Chief Executive Officer / RFO

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**From:** Info  
**Sent:** 15 July 2024 10:00  
**To:** Environment Officer; Chief Executive Officer / RFO  
**Subject:** Memorial bench Application  
**Attachments:** Memorial Bench Application - Will Chippington.pdf

Hi Matt / Jane

Please find attached memorial bench application, to be added to your next Environment meeting.

There current bench was placed in Lowbell Lane, and was damaged and therefore removed.

Mr Chippington has been on a visit to the village green with Leigh and both have agreed on a potential new site for the replacement bench, indicated on the attached map.

*A Hall*

**Anita Hall**  
**Admin Officer**  
**London Colney Parish Council**  
**Tel: 01727 821314**  
**Direct Dial Tel: 01727 261103**  
**[www.londoncolney-pc.gov.uk](http://www.londoncolney-pc.gov.uk)**

***Please note I am part time, my usual working hours are Mon, Tue, Thu & Friday 9.00am – 1.00pm***

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\* Re- Replacement for  
Justice Chippington  
Damaged / Vandalised  
in Lowbell Lane  
and Removed



LONDON COLNEY PARISH COUNCIL

RECEIVED  
11/7/24  
AH

### APPLICATION FOR A MEMORIAL TREE OR BENCH

Thank you for your interest in erecting a memorial in London Colney. Please complete the application form and return by email to [info@londoncolney-pc.gov.uk](mailto:info@londoncolney-pc.gov.uk) or by post to:

London Colney Parish Council  
Caledon Community Centre  
Caledon Road  
London Colney  
Herts AL2 1PU

Name of Applicant	William Chippington
Address	22 Richardson Close London Colney Herts AL2 1QR
Phone (home)	
Phone (mobile)	07834008008
Email address	Will.Chippington@yahoo.co.uk
What Memorial would you like to erect? (please tick preferred option)	BENCH <input checked="" type="checkbox"/> TREE <input type="checkbox"/>

### LOCATION OPTIONS

Please let us know where you would like to see your bench/tree installed. The location will depend on several factors including how many other benches are in the area. It must be a site that managed by the parish council e.g., Lowbell Lake, Morris Recreation Ground, the Village Green, Walsingham Way.

LOCATION OF BENCH:



Village Green or close by

LOCATION OF TREE

**COSTS**

A memorial bench installed with plaque costs £950 + VAT

A Memorial tree planted with plaque costs £250 + VAT


**What next?**

The Council will acknowledge receipt of your application and it will be discussed at the next Environment & Neighbourhood Committee meeting. **The Council's decision is final.**

You will be invoiced for the full amount prior to the planting/installing bench. We will charge you for the cost of the tree/bench, plus an installation or planting fee. You will be advised of the indicative cost of the bench/tree prior to any payment being made.

**PLEASE SIGN AND DATE BELOW TO CONFIRM YOU UNDERSTAND THE FOLLOWING:**

- ✓ I have completed the form and the information I have provided is correct.
- ✓ I understand the Council will not be liable for any mistakes I have made in providing this information.
- ✓ I agree to abide by the Memorial Policy that accompanies this application.
- ✓ The Council will make every effort to maintain your tree but as it will be installed on a public site it cannot be held liable for any damage or vandalism.
- ✓ The Council will guarantee the tree against defect (drought, poor quality stock and poor-quality maintenance) until established, which usually takes 1-2 years.

Signature of Applicant	
Name of Applicant	William Chippington
Date	11/6/24

If sending electronically please enter your name, we will deem this to be confirmation of you accepting the above.

## TREE OPTIONS

Please state which species of tree you would prefer. Please leave this section empty if you don't have a preference. NB Only native British species will be planted.

Would you like to present at the planting?

**The tree planting season runs from November – March.**

## MEMORIAL PLAQUE

Please print the wording **CLEARLY IN BLOCK CAPITALS** in the box. Carefully check the spelling as this will avoid your memorial being delayed.

Inscription Wording

IN LOVING MEMORY OF JUSTENE 1969-1993  
BILL 1942-2019 AND JOAN 1946-2023  
CHIPPINGTON

"IF LOVE COULD HAVE SAVED YOU,  
YOU WOULD HAVE LIVED FOREVER"

### Design of Memorial Bench



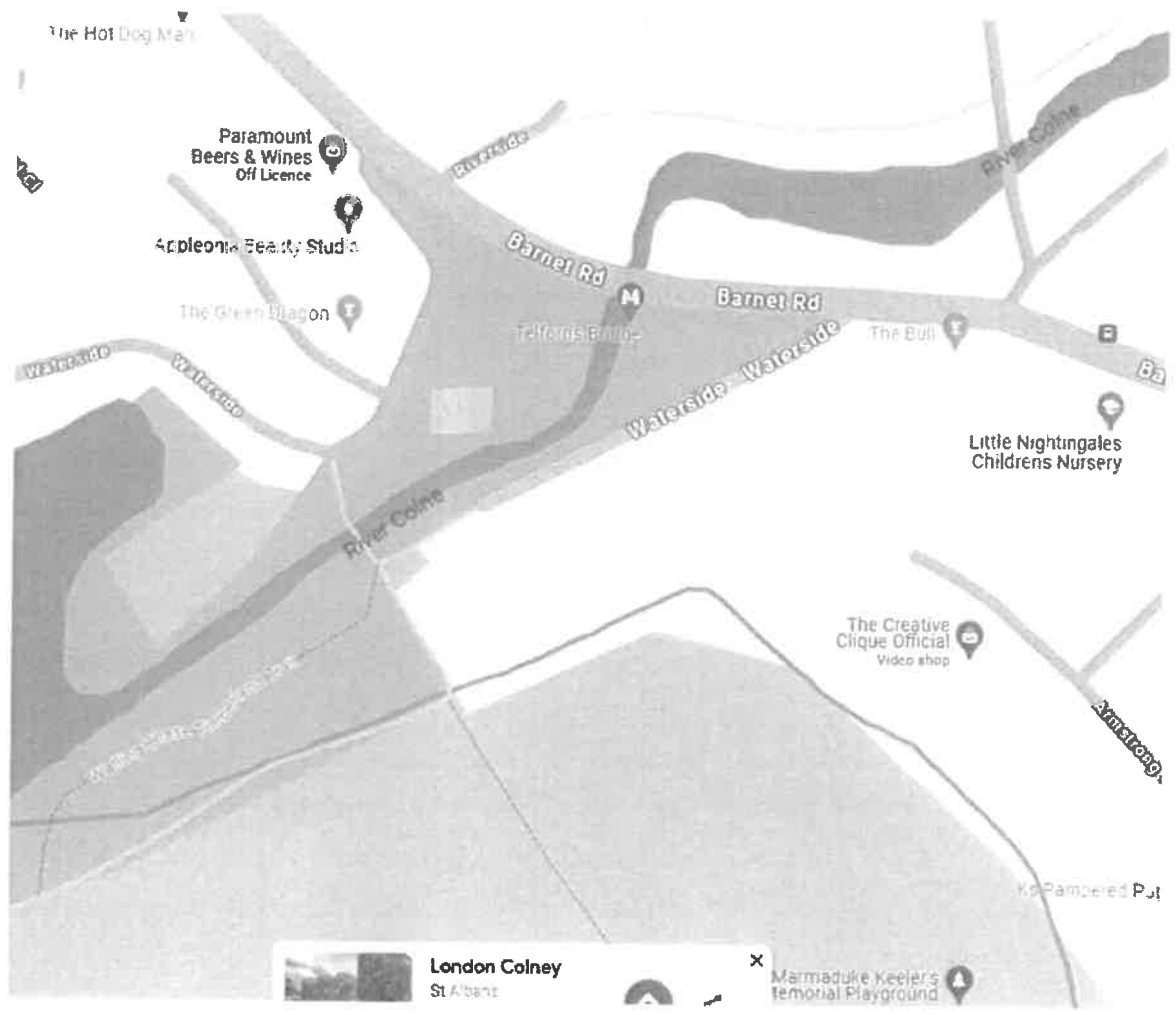
Image for illustrative purposes only.

Dear Sir/Madam,

I would strongly like you to consider moving the location of the bench away from Lowbell Lane. This is because it has been subjected consistent damage over the past 20+ years which has caused the family much distress.

Thankyou in advance for your Understanding in this matter.

With Kind Regards  
Will Chippington



## Chief Executive Officer / RFO

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**From:** Councillor Karl Mugele  
**Sent:** 24 June 2024 10:44  
**To:** Chief Executive Officer / RFO; Environment Officer  
**Subject:** Litter bins in high use public areas

Hi Jane and Matt

As Matt is aware, there has been some discussion on litter collection and appropriate numbers of bins, and bin sizes. This has occurred among groups of interested people on litter-picking groups.

Could we add an agenda item for considering more or larger bins on Parish Council land. One specific area is Wallsingham Way Park, where I believe there are 2 bins (will check). We are doing other work here which may increase the footfall there too, so this may be the first area to consider.

Other areas might be Shenley Lane Park and, if we manage Napsbury Pavillion open space too.

I take it this would be for the next Environment and Neighbourhood meeting.

I'll monitor complaints and may add to the list of locations.

Many thanks

Karl

Sent from [Outlook for Android](#)

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