



LONDON COLNEY PARISH COUNCIL

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

Friday 8th November 2024

You are hereby summoned to attend the meeting of the **ENVIRONMENT & NEIGHBOURHOOD COMMITTEE** to be held on **THURSDAY 14th NOVEMBER 2024, AT 7.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU.**

Jane Johnstone
CEO/ RFO

AGENDA

	Page No
1. APOLOGIES To receive and resolve to approve apologies for absence	1
2. NOTIFICATION OF SUBSTITUTIONS To receive any notifications of substitution made to the Clerk	1
3. DECLARATION OF INTERESTS To receive declarations of interests relating to matters on the agenda and note any dispensations granted.	1
4. MINUTES To approve minutes of the meeting held on 12 th September 2024.	2-4
5. REPORTS TO COMMITTEES	
5.1 Grounds Maintenance Manager's Report To receive this report and note its contents.	5-6
5.2 Environment and Neighbourhood Officer's Report To receive this report and note its contents.	7-11
6. MEMORIAL BENCH APPLICATION Will Chippington replacement memorial bench has been fitted with the Chippington family on Friday 8 th November 2024 in Lowbell Lane	
7. DATE OF NEXT MEETING Tuesday 8 th April 2025 at 7pm at MORRIS WAY	



LONDON COLNEY PARISH COUNCIL

MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE HELD THURSDAY 12 SEPTEMBER 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) and Liz Needham

ATTENDANCE: Matt Fisher (Environment & Neighbourhood Officer)
Leigh Casling (Grounds and Maintenance Manager)
Jane Johnstone (CEO)

1. APOLOGIES

Apologies received from T Lillico

2. NOTIFICATION OF SUBSTITUTIONS

No substitutions needed

3. DECLARATION OF INTERESTS

There were no declarations of interest.

4. MINUTES

The minutes of the meeting held on 28th May were approved as a true record of the meeting.

5. REPORT TO COMMITTEE – Grounds Maintenance

Members received the Grounds Maintenance Report.

5.1.1 Staffing

There has been some staff sickness and holidays and RW has left the grounds team. A temporary position has been advertised to fill 16 hours a week and SR has gone from 3 days to 4 days. Interviews are being held next week.

5.1.2 Vehicles

In recent months all the grounds vehicles had broken down. The truck is now running. The large van is due to go to the garage tomorrow. It was recalled last year and the repair made then has now broken again and so is going back for a diagnostic and repair.

The new mower has been delivered and is a good investment and value for money for the grounds team.

The council thanked the Grounds and Maintenance team for their continued efforts and commitment to their job during challenging times.

5.1.3 Allotments

The allotments are the grounds staff priority. As there is a lot of work to be caught up on.

ACTION - Need to arrange the councillor inspection of allotments and the allotment holders meeting once the grounds staff have cleared both allotments up.

5.1.4 Morris Way Playing Field.

The Splash Park is closing this weekend.

5.1.5 Shenley Playing Field.

The benches are now becoming one of the team's priorities for repair.

5.1.6 Napsbury Sports Ground

The cricket square has been renovated and put to bed for the winter season.

5.1.7 Grounds and Maintenance Team's priorities

- Tidy up the allotments before the annual allotment meeting
- Straighten up the bus shelter on the High Street
- Look at the village sign so it can be reinstated on Telford Bridge
- Repair and replace the benches in Shenley Lane playing field

5.2 REPORT TO COMMITTEE – Environment and Neighbourhood Officer

Matt ran through his report.

5.2.1 Walsingham Way and Lowbell Lake Projects

Walsingham Way and Lowbell Lakes are both going into phase 2 of the projects.

5.2.2 Litter Picking

Litter pick will start back after having the summer off, aiming for once a month. Dog fouling and fly tipping is a big problem, and a discussion was had around the effect it has on the village.

ACTION – It is planned to have a 2-page spread in the next magazine covering these issues and how the community can help to keep London Colney clean

5.2.3 Defibrillator

It was agreed to put a defibrillator in Shenley Lane Playing Field if the parish council has funding for ½. MF is applying for funding for the other half.

ACTION – Refer to Finance and General Purposes for funding for ½ a defibrillator.

5.2.4 Sergo

MF, JJ, Cllr Hopcroft and Cllr Loud visited the Sergo site and spoke to a few key stake holders from Sergo regarding the larger plan and how it will affect London Colney and the surrounding areas.

6. MEMORIAL BENCH APPLICATION FORM

It was passed to put a memorial bench in Lowbell Lakes to replace the damaged bench. It will be in a different position to avoid any further damage to the new bench.

7. LITTER BINS

It was discussed that keeping recycling and general waste separate was very difficult and the waste collection contractors tend to dispose of all waste as general to save any contamination.

ACTION - It was agreed to look at the waste collection contractor for better recycling.

8. ANY OTHER BUSINESS

8.1 Equipment for special needs children – There is some section 106 funding available for CCC and Morris Way Playing Field,

ACTION – Do a proposal for the next finance and General Purposes meeting to be approved to send to SADC re Section 106

8.2 Village Sign – as discussed item 5.1.7 above - Grounds and Maintenance Team's priorities

8.3 Missing Bench on Lowbell Lane – As discussed item 6 above

9. DATE OF NEXT MEETING - 12 November 2024 – 7pm MORRIS WAY

Meeting ended 20:12

Signed: Date:

Grounds and Maintenance Report – Nov 2024

General Comments

As always lots going on, we welcome Colin and Olly to our staff. It's a slow progression but we are defiantly moving forward football is all up and running and finally we can see light at the end of the tunnel.

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 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	Water splash all finished and decommissioned for next year. All football pitches are holding up well with lots of play Had our first major event fireworks all went very well great team effort.	Set up and break down for fireworks Repair broken toilet door in the lady's toilet Repair broken toilet lock in changing room number one.
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 Football pitches rolled as and when required Football pitches harrowed as and when required. Selective weeds kill as and when required Football pitches over marked weekly	Site very wet, unfortunately we have got to re-set and mark one of the football pitches in due to unauthorised play.	Loads of fallen tree debris moved from this site as always. Repair broken door hinge
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.	Just prepping this site for more wildflower areas	
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.	Site looking good for this time of the year. Missed the window to complete all the cricket renovations but will get another small window in Feb	Goal post been put up and down for St Columbus Site completely cut

	<p>Over mark football pitches on a weekly basis.</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>	Site is looking ok for this time of year.	<p>Repairs on main doors</p> <p>Set up and take down decorations for Halloween</p>
Shenley Lane Allotments.	<p>Cut hedges.</p> <p>Paper pick.</p> <p>Cut Grass</p> <p>Top of grass paths.</p>	All pathways now cut and works starting on this site.	Hedges cut
Glebe Allotments.	<p>Cut hedges.</p> <p>Paper pick.</p> <p>Top of grass paths.</p>	All pathways now cut and works starting on this site.	
Chester Gibbons Green	<p>Prune Shrubs Beds</p> <p>Empty litter and dog bins</p> <p>Scarify Grass</p> <p>Cut Grass</p>	Site is looking ok for this time.	A few extra bin empties due to drunks sitting on the benches.
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>	All looking ok	Needs a shrub prune and weed asap
Riverside	<p>Keep swims free from debris.</p> <p>Litter pick</p> <p>Empty dog and litter bins</p> <p>Regular tree inspections</p> <p>Tree pruning</p> <p>Keep river flowing</p> <p>Keep car park clear</p> <p>Keep drains free from debris</p> <p>Cut all grass as and when required</p> <p>Rat bait</p>	This site will need more visits over the next month or so.	<p>Removed fallen trees</p> <p>Cleared pathways</p>
War Memorial	<p>Keep site clean and tidy</p> <p>Weed free</p>	Site looking good for this time of the year	Lots of prep ready for the Memorial march
Halsey Park	<p>Play area inspection</p> <p>Grass cutting</p> <p>Empty litter bin</p>	Site in good order.	
Coopers Wood	<p>Litter pick</p> <p>Empty Dog bin</p> <p>Minor tree works</p> <p>Keep main path clear</p>	Site looking ok for this time of year,	Cut all pathways back and blown paths
Dudley Wood			
General Works Not Grounds	Machine repairs, Maintenance.	Works on the Ferris and tow strimmer	

Environment and Neighbourhood Report – November 14th 2024

General Comments

Lots of projects still underway with second phases nearing fruition. Multiple grants have been applied for 2 successful so far 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 projects via social media, quarterly magazine and our website.

Tracker code:

UNDERWAY

DELAYED / BEHIND SCHEULE

ON HOLD

	Site	Project update (SITREP)	Comments (if applicable)	Future plans / works
1	Walsingham Way Rewilding Project	<p>Maturing and 'wilding' nicely.</p> <p>PHASE 2A - Wildflower Agreed and area prepped for sowing seed w/c 11th Nov 24</p> <p>PHASE 2B – non-funded Pond Moulding acquired for £35 – requires sign off from councillors / members. Risk assessment and method statement completed</p> <p>PHASE 2C - Dead wood habitat, water butt, bug hotels</p>	<p>To introduce bat boxes, bug hotels, dead wood habitat water butts, build pond area all with volunteers / schools / scouts.</p> <p>Wildflower planting scheduled from 12th November onwards</p> <p>Installation of 350L pond from December 2024</p>	
2	Lowbell Lake Project	<p>ColneCAN conference attended on 2nd October with a dedicated 4 hour meet onsite on 31st October. Third party contributor Barnet Angling Club. Need to submit quotes and costings for check-in with Derbyshire Trust.</p> <p>Project has evolved and deviated from initial plan, to maximise water quality and river health rather than just anaesthetics / leisure provisions. It has been a journey of education and input from various agencies and stakeholders.</p> <p>Works to include building up of banks / footpaths, more tree work; to clear most water-based trees / branches, robust water testing, monitoring and channels of communications and interbvention with EA and Thames Water, clearance of the two contributories,</p>	<p>Will share reports / slides from the ColneCAN conference and up to date project plan once amended.</p>	

		plant and build in more marginal growth and filtration, rebuild / repair bridge, installation of water safety (life rings) signage and wood chip from tree work. Ring-fenced nature reserve area. See item 9 Lowbell Lake Nature Reserve		
3	Water testing – River Ver ColneCan - Himalayan Balsam	Undertaken several formal quarterly tests under the guidance and umbrella membership of The River Ver Society (Fresh Water Watch) - looking to form small group to undertake monthly tests. Update – looking to acquire from Lowbell Lake Project funding, a more comprehensive water testing kit with more regular testing. Have established contacts to contact in environmental concerns / emergency	WhatsApp group formed Water test kits x2 procured Awaiting budget allocation from Lowbell Lake Project for more comprehensive organic water testing kit £800-£1000	Regular testing & Monitoring underway
4	Litter Picking	WhatsApp group formed and well underway – Liaison with local Guides (Samantha) Robust process in place with Veolia, for bags / collections etc	Monthly litter picks with access to kit in outside cupboard... to sort cupboard 10 extra hoops acquired at no cost (High Viz vests have now been labelled LCPC for greater visibility of our efforts – to be shared with events.	To build and promote
5	Fly tipping	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 – has been removed – awaiting update on prosecution from SADC. Liaising with Herts County Council to negotiate permit for household waste drop offs to help with fly tips etc	Near to completion – write up in local magazine to deter and affirm action taken. Project progression has stalled at SADC; LCPC paid invoice on 16 th Aug 24	Promote via posters along with litter picking groups. Article in magazine on fly tipping.
6	Dog fouling – clamp down within village -	Project of education with vets / pet shop / dog trainer / surveys	Collaboration for new year launch / next magazine	Will liaise in December
7	SWIFT boxes	Nearing the implementation of phase two with Hertfordshire Swifts. Looking to gain further interest and signups for installation in Spring 2025	Look to advertise and promote	Have secured opportunity and team to install in 2025 so press on with promoting

8	Recycling initiatives	<p>Blister Packs – working well – looking to promote locally with other pharmacies as a new initiative has been created from Terracycle</p> <p>Also looking at forming an alliance / pilot scheme with a recycling company TBC. Liaising with Veolia & SADC</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 *revenue</p>	<p>Blister Packs</p> <p>Pringles – being sent</p> <p>Crisp packets – working with schools</p> <p>Pens – working with schools / Ryman stationers</p> <p>Toothbrushes / electric toothbrushes & heads</p> <p>Ink Cartridges *revenue</p>	
9	Lowbell Lake Nature Reserve (Lowbell Lake - Phase 2 Summer / autumn 2025)	Fencing, planting and bolstering area – to dovetail within Lowbell Lake Project.	Area formally identified (with ColneCAN) with scope of works / timeline being drawn up. This is to be a separate project to Lowbell Lake and funded in part by CMS / local businesses.	
10	Flood prevention and response capability	Flood Warden high vests, sandbags on Lowbell lane – plan to be honed with EA / HCC		
11	Kissing Gate in Napsbury Park	Approximate quotes of £650 obtained - awaiting budget / land ownership		
12	Local MAPS / signage / litter posters	Awaiting completion of projects, renaming, building plans and budget. Also need steer from Neighbourhood plan		
13	Neighbourhood Plan	To pick up and identify areas of development and ownership once new government legislation is announced / quantified. Work to be determined / delegated from Cllrs.		
14	Segro - Rail freight	<p>Open comms with SEGRO liaison team – mention of taking the cycling scheme as concept to proposal.</p> <p>Looking to bolster projects and especially funding for projects agreed, underway and in the pipeline</p>	EO in contact with Segro Community Liaison Team	
15	Water tap	Have now secured and physically have a (near-new) water fountain from SADC, just needs cleaning, installing, commissioning (testing). Need signs and lots of promotion	To be installed Dec / January	
16	Sustainable procurement	Overhauling and doing a deep dive into LCPC procurement by way of environmental impact of vender contracts, waste contracts, buildings etc.		

17	Defibrillator and First Aid provision and training	<p>A consolidation of Defibs with funding for Shenley Playing Fields.</p> <p>To discuss another Defibrillator at the Caledon Centre (we will then have 1 defib at each centre):</p> <p>Morris Way Napsbury Pavilion Shenley Lane Playing Fields <i>Caledon Centre</i></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 (to be confirmed for January 2025 Christmas)? Promote the 15 min Revier course online</p> <p>The Circuit scheme to be overhauled for LCPC – EO to undertake regular checks and be point of contact. Updated MAP for next magazine / poster / website article.</p>	<p>Purchased and taken delivery – just need to install now at Shenley playing fields with suitable electrical feed.</p> <p>Admin (AH) In contact with Danny securing dates for January for a First Aid course for staff and local residents to be held at Napsbury Pavilion / Caledon Centre subject to dates / availability</p> <p>A further defib has been acquired (with the same scheme) at West Hall in Napsbury Park.</p>	
18	Community engagement and integration by forming and bolstering community groups / promote volunteer groups	<p>MF Qualified in EDI Level 2 (Equality Community Champion) – reaching out with Sara to community groups including Mosques.</p> <p>Playing out schemes, churches, SLM Everyone Active (Cotlandswick Sports Centre)</p>		
19	Rewilding Project – Napsbury Park (opposite The Birches, adjacent to Shenley Lane traffic lights and field.	<p>Working with our partner Countryside Management Services (CMS) to deliver a similar project plan to Walsingham Way, it has a similar area with comparable desired outcomes.</p>		
20	Hedgerow building along perimeter of Napsbury Park to fields (alongside rewilding project)	<p>Working with our partner Countryside Management Services (CMS) to deliver a complementary project plan to Walsingham Way and now the Rewilding Project Napsbury Park, it will take the form of creating continuous wildlife corridors to promote nature, BNG and to establish and reinforce habitat (along with 2 ponds and rewilded area) for a very compromised area from ensuing house build and rail freight build).</p>	<p>It will also help shield noise, pollution and the visuals of the proposed / planned building works.</p>	
21	Wildflower area to the south of the road and left of Telford Bridge	<p>Wildflower seed acquired (no cost) to plant wildflower seed mix south</p>	<p>Wildflower planting scheduled from 12th November onwards</p>	

		and to the left of Telford Bridge (along the bank)		
22	Community Pond in Napsbury Park	Grant won and £750 funding agreed Pond Liner, to work with local garden centre and building merchant MKM to acquire materials / plants – requires sign off from councillors / members. Risk assessment and method statement completed		
23	Natural pond / bog in Napsbury Park	Working with and part-funded by CMS (expected no cost to LCPC) area between tennis courts, footpaths and field.	To be a seasonal pond area, anticipated to dry up and remain bogland in summer months. A helping hand project rather than overhaul / transformation.	
24	Napsbury Community Garden / allotments	On hold – capacity building – approved and funding acquired	Yet to start - - consultation to build team to deliver by the community – get real buy in. Looking at sponsorship from MBS, local nursery and perhaps Tarmac / Segro too	
25	Apiary	On hold – capacity building – approved and funding acquired	Early Spring 2025	
26	Cargo E-bike grant applied for with Greener Together approx £3.5k	For use with grounds staff, caretaker (Oli), projects and litter picks Grant applied for with Greener Together – will know result by 10 th December 2024		

Active WhatsApp groups:

Litter Picking / Fly tipping
LC Swift Group
Water Testing
Friends of Walsingham Way

Equipment acquired and responsible for:

Waders size 8 pre-owned £10

Small inflatable Boat to be acquired

Megaphone (Flood Warden)

Litter picking equipment (pickers x 50, hoops x 20, bags, high viz vest shared with Events)

Defibrillators – purchased £750. all 3 (plus 1 in Napsbury) will be managed and registered via The Circuit by Matt Fisher Potential extra unit for Caledon Centre (outside on wall)

Cargo e-bike – awaiting grant with ancillary equipment £3.5k

Solar charging for bike £300-£500

Pond moulding £35

First aid kits £50 for defib (with safety scissors, face mask, foil blanket)

Fly tipping cameras – purchased yet to take delivery / be installed awaiting SADC