

COLNEY HEATH PARISH COUNCIL

✉ Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA

☎ Telephone: (01727) 825 314

🌐 Website: <https://colneyheathparishcouncil.gov.uk>

✉ E-mail: clerk@colneyheathparishcouncil.gov.uk



**MINUTES OF THE COLNEY HEATH PARISH COUNCIL
ENVIRONMENT COMMITTEE MEETING
HELD AT THE ATRIUM, HIGHFIELD PARK TRUST VISITOR CENTRE
WEDNESDAY 6 JULY 2022, 7pm**

Members in attendance	
Cllr K Barnes (from 7.20pm) Cllr H Brazier Cllr P Cook, ex-officio Cllr J Llewellyn	Cllr J Mulroney Cllr K Slaughter (Chairman) Ms L Chaplin, Clerk of the Council
Other attendees 2 members of the public	

EC-01	APOLOGIES & ANNOUNCEMENTS Cllr Barnes had confirmed his attendance but apologies were accepted.
EC-02	DECLARATIONS OF INTEREST a) Nothing in advance raised with the Clerk b) Councillors confirmed unanimously that declarations were correct and up to date.
EC-03	QUESTIONS FROM THE PUBLIC <i>7.01pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i> <ul style="list-style-type: none"> • There was a question about the overgrown area at the end of the Tyttenhanger access, it was confirmed that this would be discussed later in the agenda but the email sent to all and the comments made were noted. • A resident asked how the Committee would be dealing with the fly-grazing of The Warren, it was noted that this was an agenda item <i>7.03pm Standing Orders were reinstated</i>
EC-04	MINUTES OF PREVIOUS MEETINGS OF THE ENVIRONMENT COMMITTEE Minutes of 16 March 2022 – Noted as approved in Full Council 21/04/2022. The meeting minutes were circulated with papers and the Chairman asked for any comments as to their accuracy. As there were none, the minutes were duly proposed and seconded and unanimously RESOLVED by a show of hands to be a true and accurate reflection of the meeting. Chair signed the minutes.
EC-05	ENVIRONMENT COMMITTEE DELEGATED BUDGET a) Budget and position at month 2 was noted. b) The prepared starting budget position for the two options both remain as one Parish Council and the recommended split of the urban and rural areas of the Parish Council was noted as circulated and the budget was debated line by line. The following changes were agreed to the 'split' budget, any codes not noted remained the same, a new amended budget would be circulated with the draft minutes: <ul style="list-style-type: none"> • 4470 Beating the Bounds £200 to be removed from the budget • 4500 Parish Grass Cutting to remain as quoted but the Clerk was instructed to speak with the current contractor on a price for 2023/24

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	<ul style="list-style-type: none"> • 4510 Bus Shelter cleaning reduced to £1000 and amended to bi-monthly <i>Cllr Barnes was in attendance from this item onwards (7.20pm)</i> • 4520 Dog Waste Collection, figure to remain at £3000 but the Committee agreed that in Q3 Oct-Dec 2022 a trial of emptying the dog waste bins bi-weekly would be undertaken to see if this could possible reduce costs during the winter months with weekly collections during the hotter summer months, the budget would be adjusted accordingly • 4525 Play Area Inspections were now to be reduced as in contract with SADC although currently not including the new play area so the figure was reduced to £200 to reflect all 4 play areas • 4556/4557 Environment Initiatives/Bio Diversity events were removed from the budget • 4200 Repairs & Maintenance to the Common reduced to £1000 • 4502 Hedges & Trees on the Common was reduced to £2000 • 4555 Flood defences for the Colne were put at £2500 • New Code for Play Area Maintenance would be created and £2000 allocated as the budget which could be spent across any of the play areas that required maintenance resulting in reductions to named play area amounts • 4518 Roestock Park Hedges and Trees was reduced to £1000 • 4540 Roestock Hut Maintenance was reduced to £1000, the Committee asked that the grass around the hut be cut soon • 4200 Four Horseshoe field was removed as a budget line to be restored to the Council main budget until such time as a plan for the area was in place <p>The changes made were to the rural split budget only. In the event the Community Governance Review results in the Parish remaining as both urban and rural the draft budget would require only minor changes which will be reviewed at the September meeting after 5 months of expenditure in 2022/23.</p> <p>The updated Environment Committee delegated rural budget 2023/24 was reduced from £50,891 to £45,791 and the budget which will be recommended to the Finance & Governance Committee Budget meeting 19th July can be viewed at the following link from the Parish Council website: https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2022/07/Environment-Committee-Budget-2023-24-Urban-Rural-Aplit-budget-070722.pdf</p>
<p>EC-06</p>	<p>CLIMATE EMERGENCY POLICY & ACTION PLAN There was no update or any additions to the action plan at this meeting but a review would be added to the agenda for the September 2022 meeting</p>
<p>EC-07</p>	<p>ENVIRONMENT COMMITTEE TASK LIST</p> <p>a) The damaged pipe which has been placed on the Colney Heath Common from a property on Heathside had been reviewed and reported that there is no further deterioration or damage to the pipe since the last time it was reviewed, photographs were taken for the file. Committee asked whether any contact from the owner of the pipe had been received and the Clerk confirmed no contact to date. Chair confirmed that correspondence received from a third party and this had been responded to. Committee confirmed that would be no further action at</p>

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this time but that a further review would be carried out and reported on for the September 2022 meeting.

- b) The quotes to install 30 bollards at the village end of Coursers Road were noted and the options for wood, concrete and metal costs debated. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that 30 metal green bollards at a cost of £6,888 should be installed along Coursers Road to protect Colney Heath Common and stop the deterioration of the Common by parking. The funds for this work would come from 4550 Common Expenditure. Residents on Coursers Road to be informed of the works when an installation date confirmed.
- c) The bus shelter report was noted as circulated. Each bus shelter was reviewed in detail and all Committee members had the opportunity to comment on the use and benefits of each shelter. After review the following was proposed, seconded and unanimously **RESOLVED** by a show of hands:
- Costs would be requested for the removal of the following bus shelters: Lyon Way/Hatfield Road (urban) Station Rd west opp Smallford Motors (rural) Tollgate Road north (rural). These costs were delegated to the Clerk to obtain and would be circulated to the Committee by email for confirmation and action.
 - Two bus shelters were marked for replacement and these would be High Street, Colney Heath nr Post Office (rural) and Hill End Lane nr Bramley Way (urban) The estimated costs for two bus shelters would be between £7-8k, the Committee have £5,900 in their budget which they would use but would require further funding to carry out these replacements from ear marked reserves which would be a decision for Council. The Clerk would add this to July agenda for approval.
 - The Clerk was instructed to liaise with the bus company and the County Council regarding the overhanging trees being cut back
- d) The Chairman reviewed several items on the action list and the following would be actioned and added to the task list:
- Damage to The Warren by the continued fly-grazing. The Clerk requested confirmation that the Committee approve use of a specialist horse bailiff to remove the horses as required. It was duly proposed, seconded and unanimously **RESOLVED** that the Clerk use any and all legal avenues including use of a horse bailiff to deal with the fly-grazing.
 - The Chair spoke of her site visit to Tyttenhanger accessway area and commented that there appeared to be some nice rocks and stones beneath the weeds, it was suggested that she would volunteer her time to do some weeding to see what is there and potentially use some bee bombs to create a wilding area, she would update on progress.
 - It was confirmed that the noticeboard to be installed at the bus shelter near Notcutts had arrived and an installer needed to be found.
 - The recent access by 4x4 vehicles onto the Common was reported, in conjunction with a site visit by the Common Ranger a quote for two further hooped bollards for installation near the Village Hall were suggested. It was duly proposed, seconded and unanimously **RESOLVED** to install the bollards and use funds from EMR 320 in the amount of £1782.70

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	<ul style="list-style-type: none">• Roestock Park pedestrian gate was reported to have been removed and when it was reinstalled it was damaged. A new gate was suggested and a quote for £1808.35 for a gate in the same style as the main double gates was duly proposed, seconded and unanimously RESOLVED to be installed. Funds would be taken from 4200 Roestock Park Maintenance £1200 with the remainder to be taken from the monies currently allocated to 4200 Gloucester Park and 4200 Horseshoe Field where it was unlikely to be any works at the moment.• The quote for tree and hedge works at Colney Heath Recreation Ground to reduce the large Beech Tree by 30% and raise crown by 2 metres and to trim back the hedge along top end of the car park was duly proposed, seconded and RESOLVED to be carried out in the budget amount of £1160.00 to be taken from 4502 currently £2000 in that budget line.
EC-08	<p>QUESTIONS FROM THE PUBLIC</p> <p><i>8.51pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i></p> <ul style="list-style-type: none">• A resident raised concern regarding the damaged timber post at Sleafshyde Pond resulting in the gate not closing.• Also raised was the drainage ditch created when the Smallford Works new bellmouth was created that leads to nowhere. This should be raised as the bus stop is affected by the fact the drain is not connected to anything• Sleafshyde pump was requiring work to repaint as now bare metal was showing <p><i>8.56pm Standing Orders were reinstated</i></p> <p>The Clerk was asked to make an additions to the task list of:</p> <ul style="list-style-type: none">• the timber gate post obtaining quotes but was given delegated authority to carry out repairs as necessary.• Carry out further investigation on the ownership of areas within Sleafshyde including the verge outside the pond and the area where the pump is located. <p>Both items would be reported back on at the September meeting.</p> <p>Chair thanked all councillors and members of the public for their attendance and closed the meeting at 8.57pm</p>

Meeting closed at 8.57pm

L Chaplin LCGI PSLCC CiLCA CPFA

Drafted 07/07/2022

Approved by Full Council 28/07/2022

Approved by Environment Committee 20/09/2022

Signed Chair of Environment Committee

Councillor Kate Slaughter

20/09/2022