



Clerk Report Sept 2024 (including any Aug updates)

Save The Date

Engagement event for Town, Parish and Community Councils and Parish Meetings, both Councillors and Clerks, on **Thursday 26 September 2024 at 18:00 – 19:30** at Robertson House, Stevenage (with option for attendees to join online).

Budgets 2025/26

The first draft version of the new budget will be presented at the October meeting. Please notify the clerk asap of any potential expenditure for the coming year.

War memorial and Gardens

Remains under dispute. New mgmt. committee for the Wharf Estate will be taking over the running of the whole development, however historic roles and responsibilities in relation to the gardens remain unresolved and will need to be clarified. Our warden has been tidying with help from Abbots Hill.

Defib

Defib sent back repaired and back in service.

Georgewood Steps

Chased DBC surveyor (Aug 24) They have chased the contractor. DBC surveyor has asked for my help as no responses are forthcoming from the contractor. I have asked the District Cllr for assistance to raise this at a more senior level within DBC (with the manager who is responsible for the relationship with the contractor).

Working Group leads

I have chased regarding forward planning of meetings/actions. Some have responded. Still waiting for some w/g to take action. Suggest agenda item in October to disband groups who aren't taking any actions.

CIL Summary

Information for CIL total circulated by DBC incorrect. Our total is lower. DBC advised.

Warden Updates

Playpark report received; all items low risk. Warden has completed actions required, that he can resolve, on the play equipment.

Christmas Lights

Stage 1 licence has been submitted, awaiting response from HCC/Ringway.

Clerk/ Cllr training/CPD

- Clerk attended SLCC Summer Meeting

- Cllrs Bayley, Briggs and Cobb attended the DBC proposed ward boundary changes presentation (slides circulated to all)

Further Action List Updates

- See separate business planning excel sheet [business planning WG.xlsx](#)

Correspondence received (please note that this will not include all items dealt with by the clerk)

- Complaint about nettles in playpark. Warden has checked, only nettles are in woodland area. Weeds near play equipment have been removed.
- Complaint about fly tipping on canal slip road. This is unadopted land. Cllr Maddern chasing enforcement.

County & Borough Cllr Updates

- Crossing at Bunkers Lane to the playpark under s106 funding. No further updates-this remains with HCC. Following Cllr query at last NMPC meeting, crossing still required on that road even if playpark status were to change.

Clerk Action List updates (status post July meeting)

- Metal fencing opposite Meadow Way-being removed by DBC
- EV charging points. Cllr Maddern unaware of any proposed provision for Nash Mills.
- Lease-clerk has formally written with offer, waiting for response.
- Chaffinches Green – with Cllr Maddern as she has undertaken a site visit.
- Georgewood Road trees-Cllr Maddern has supported proposals, and action supported by HCC.
- East Green – HCC RESPONSE- This issue was reported to us in mid-July and was found to not meet the criteria for an urgent repair (ref. 401004224705). As this is the case, we can only suggest re-reporting the issue if it gets worse.
- High Barns Trees -HCC RESPONSE - No reports of overhanging trees so would suggest this is reported on the link below so our inspectors can be notified and can consider urgent measures if it meets our criteria (clerk has now reported) Reported HCC response; no action to be taken.

Nikki Bugden 29/8/2024



Mark Youngman
Development Management Group Manager
Hertfordshire County Council
Postal Point CHN115
Farnham House
Six Hills Way
Stevenage
SG1 2ST

Response to Planning application from Hertfordshire County Council (T and CP GDP Order 2015)

Director of Planning

Dacorum Borough Council
The Forum
Marlowes
Hemel Hempstead
Hertfordshire
HP1 1DN

District ref: 24/01424/MOA
HCC ref: DA/21461/2024
HCC received: 28 June 2024
Area manager: Alan Story
Case officer: Adam Whinnett

Location

Land At Shaffold Knoll Farm Lower Road Nash Mills Hemel Hempstead HP3 8Rt

Application type

Outline

Proposal

Outline Planning Application for construction of 33 dwellings (Use Class C3) and (up to) a 70 bed care home (Use Class C2), with new access to Lower Road and pedestrian links to canal tow-path (landscaping reserved).

Recommendation

Notice is given under article 22 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 that Hertfordshire County Council as Highway Authority does not wish to restrict the grant of permission subject to the following conditions:

1. Outline Condition

No development shall commence until full details have been submitted to and approved in writing by the Local Planning Authority to illustrate the following:

- a. 5.5m wide carriageway for the internal road for the proposed dwellings within the site;*
- b. Appropriate pedestrian crossing points within the site including raised tables or pedestrian dropped kerbs / tactile paving as appropriate and visibility of 25m in either direction;*
- c. Visibility splays of 2.4m by 43m in either direction from the access point onto Lower Road.*
- d. An indicative plan illustrating double yellow lines on Lower Road fronting the site and extending north to where the existing double yellow lines commence.*
- e. Design, level and siting of cycle parking, including cycle stores for both the dwellings and the care home.*

Reason: To ensure suitable, safe and satisfactory planning and development of the site in accordance with Policy 5 of Hertfordshire's Local Transport Plan (adopted 2018).

2.A: Highway Improvements – Offsite (Design Approval)

Notwithstanding the details indicated on the submitted drawings no on-site works above slab level shall commence until a detailed scheme for the necessary offsite highway improvement works have been submitted to and approved in writing by the Local Planning Authority. These works shall include:

- *Amended vehicle access to create the new vehicle bellmouth access and any associated works including tactile paving and pedestrian dropped kerbs on either side;*
- *Any works associated with construction access into the site.*

B: Highway Improvements – Offsite (Implementation / Construction)

Prior to the first use of the development hereby permitted the offsite highway improvement works referred to in Part A of this condition shall be completed in accordance with the approved details.

Reason: To ensure construction of a satisfactory development and that the highway improvement works are designed to an appropriate standard in the interest of highway safety and amenity and in accordance with Policy 5, 13 and 21 of Hertfordshire's Local Transport Plan (adopted 2018).

3. Provision of Internal Access Roads, Parking & Servicing Areas

Prior to the first use of the development hereby permitted the proposed internal access roads, on-site car parking and turning areas shall be laid out, demarcated, surfaced and drained in accordance with the approved plan and retained thereafter available for that specific use.

Reason: To ensure construction of a satisfactory development and in the interests of highway safety in accordance with Policy 5 of Hertfordshire's Local Transport Plan (adopted 2018).

4. Construction Management Plan

No development shall commence until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the construction of the development shall only be carried out in accordance with the approved Plan. The Construction Management Plan shall include details of:

- Construction vehicle numbers, type, routing;*
- Access arrangements to the site;*
- Traffic management requirements*
- Construction and storage compounds (including areas designated for car parking, loading / unloading and turning areas);*
- Siting and details of wheel washing facilities;*
- Cleaning of site entrances, site tracks and the adjacent public highway;*
- Timing of construction activities (including delivery times and removal of waste);*
- Provision of sufficient on-site parking prior to commencement of construction activities;*

Reason: In order to protect highway safety and the amenity of other users of the public highway and rights of way in accordance with Policies 5, 12, 17 and 22 of Hertfordshire's Local Transport Plan (adopted 2018).

Highway Informatives

HCC recommends inclusion of the following highway informatives to ensure that any works within the public highway are carried out in accordance with the provisions of the Highway Act 1980:

Construction standards for works within the highway (s278 works):

The applicant is advised that in order to comply with this permission it will be necessary for the developer of the site to enter into an agreement with Hertfordshire County Council as Highway

Authority under Section 278 of the Highways Act 1980 to ensure the satisfactory completion of the access and associated road improvements. The construction of such works must be undertaken to the satisfaction and specification of the Highway Authority, and by a contractor who is authorised to work in the public highway. Before works commence the applicant will need to apply to the Highway Authority to obtain their permission and requirements. Further information is available via the website <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx>

Planning Obligations

A Travel Plan for the Care Home aspect of the application in accordance with the provisions as laid out in Hertfordshire County Council's Travel Plan Guidance, would be required to be in place from the first occupation/use until 5 years post full occupation. A £1,200 per annum (overall sum of £6000 and index-linked RPI March 2014) Evaluation and Support Fee would need to be secured via a Section 106 agreement towards supporting the implementation, processing and monitoring of the full travel plan including any engagement that may be needed. Further information is available via the County Council's website at:

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx> OR by emailing travelplans@hertfordshire.gov.uk

Comments / Analysis

The planning application consists of the development of 33 dwellings in addition to a care home with upto 70 bed on land at Shafford Knoll Farm, Lower Road, Nash Mills. Lower Road is designated as an classified C local access road, subject to a derestricted speed limit of 30mph and classified as P1/M2 (inter-urban road)) on HCC's Place and Movement Network.

A Transport Assessment (TA) and Travel Plan (TP) have been submitted as part of the application.

1. Access

a. Highway Works

The proposals include amending the existing access into the site to facilitate access to the residential development in the form a new bellmouth vehicle access as indicated on drawing number 6063/001 D. The location and general design of the access is considered to be acceptable by HCC as Highway Authority.

Visibility splays of 2.4m by 40m are shown to be available in either direction from the access point. In order to be acceptable visibility splays of 2.4m by 43m would need to be illustrated and provided to ensure that visibility levels are provided in accordance with Manual for Streets (MfS) and HCC's recently adopted Place & Movement Planning and Design Guidance (PMPDG) for a 30mph speed limit.

It is recommended that double yellow lines are provided fronting the site and extending north to where the existing double yellow lines commence. These would be necessary to ensure that the necessary visibility splays from the site access are maintained free from any parked vehicles and to ensure that vehicles do not park on part or all of the existing highway footway, which is the main pedestrian route from the site into Nash Mills and Hemel Hempstead, including the nearest public transport provision. There is existing evidence that cars park on parts of the public footway, which would detrimentally impact pedestrian access to and from the site.

It is recommended that the double yellow lines be illustrated on the proposed highway works plan and then can be included as part of any 278 application / 278 technical review process, in addition to the other highway works referred to below (albeit the double yellow lines themselves also needing to be secured by a separate Traffic Regulation process).

The applicant would ultimately need to enter into a Section 278 Agreement with HCC as Highway Authority in relation to the approval of the design and implementation of the necessary works that would be needed on highway land. The works would include:

- Amended vehicle access to create the new vehicle bellmouth access and any associated works including tactile paving and pedestrian dropped kerbs on either side;
- Any works associated with construction access into the site.

The applicant would need to submit a full Stage One Road Safety Audit and Designers Response as part of the 278 application. Please see the above conditions and informatives for more information in relation to applying for the 278.

b. Internal Site Road Layout

The proposed access arrangements are shown on submitted drawing numbers 3185.PLN.101 A and 6063/001 D. The proposals include a 6m carriageway width for the initial stretch of carriageway into the site and a 2m wide pedestrian footway on either side (one footway leading into the care home and one leading to the dwellings), which is considered to be acceptable by HCC as Highway Authority. It would be recommended that the access carriageway for the dwellings is 5.5m to ensure that the proposals are in accordance with design standards for a P2/M1 road class (residential street) as laid out in the P&MPDG Part 3, chapter 1 and 8.

Swept path analysis plans have been submitted as part of the TA (appendix 9) to illustrate that a refuse vehicle and fire tender would be able to use the proposed internal site access arrangements from the highway, turn around on site and egress to the highway in forward gear. Any access and turning areas would need to be kept free of obstruction to ensure permanent availability and therefore consideration would need to be given to preventing vehicles parking on any turning areas and access routes. The aforementioned 5.5m wide carriageway would also assist in ensuring that there is two way vehicle for all vehicles in this respect. The collection method for refuse would also need to be confirmed as acceptable by Dacorum Borough Council (DBC) waste management.

The overall works would need to be built to a design speed of 20mph in accordance with guidelines as documented in MfS and the P&MPDG, which does appear to be the case when taking into account the proposed features at this stage. Crossings points would need to be designed and provided in accordance with Cycle Infrastructure Design: Local Transport Note 1/20 (LTN1/20), 2020 and Inclusive Mobility: A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure (IM), 2021 as necessary.

Visibility splays of 2.4m by 25m would need to be provided and maintained at any internal junctions within the site. This is to ensure that the visibility levels are sufficient for the design speed of 20mph. It would therefore be recommended that such splays are illustrated on a scaled plan.

The Highway Authority does not have any specific concerns in respect to access for emergency vehicles. Nevertheless due to the number of dwellings, as part of the highway authority's assessment of this planning application, we have forwarded to Hertfordshire Fire and Rescue for any comments which they may have. This is to ensure that the proposals are in accordance with guidelines as outlined in MfS, Roads in Hertfordshire; A Design Guide and Building Regulations 2010: Fire Safety Approved Document B Vol 1 – Dwellings (and subsequent updates).

The HA would not agree to adopt any of the proposed internal access roads as the route would not be considered as being of utility to the wider public. However the works would need to be built to adoptable standards to be in accordance with guidelines as documented in HCC's P&MPDG. The developer would need to put in place a permanent arrangement for long term maintenance. At the entrance of the development, the road name plate would need to indicate that it is a private road to inform purchasers of their future maintenance liabilities.

c. Sustainable Travel Options

A 20mph site design would assist in ensuring that pedestrian and cycling access through the site is promoted and maximised. Cycling provision would be on-carriageway which is acceptable for a 20mph speed as laid out in LTN1/20. HCC as HA would be supportive of the proposed pedestrian links to the adjacent towpath footpath adjacent to the Grand Union Canal. The pedestrian links would improve pedestrian permeability in and around the site. It is recommended that the Canal and River Trust is formally consulted for their views on the links to the towpath as it is maintained by them.

The submitted TA states that cycle parking and storage provision would be provided at a level in accordance with DBC's parking standards, which would be necessary and supported by HCC as HA to promote and maximise cycling as a sustainable form of travel to and from the site. Further details on the proposed cycle stores would need to be submitted and approved. Any design should be in accordance with the P&MPDG and LTN1/20.

The nearest bus stops to the site are located on Red Lion Lane, approximately 360m (using the public footway) from the site and therefore within the normal desirable walking distance of 400m. Whilst it is acknowledged that services are limited at present from this stop, there are additional more frequent services from the London Road (A4251) bus stops approximately 450m to 600m from the site (dependent on whether the footway or towpath route is taken) therefore there is potential for bus services to provide a convenient sustainable travel option for future residents. Apsley Railway Station is located approximately 1.2km from the site and therefore within an easy cycling distance and reasonable walking distance for some.

DBC has adopted the Community Infrastructure Levy (CIL). Therefore contributions towards strategic and local transport schemes as outlined in HCC's South West Hertfordshire Growth & Transport Plan (2019) would be sought via CIL or 106 planning obligations as appropriate.

2. Car Parking

The proposals include 74 car parking spaces for the proposed dwellings in addition to 29 car parking spaces for the proposed Care Home. HCC as HA would not have any specific objections in respect to the level of parking. In respect to electric vehicle charging (EVC) provision, the submitted TA states each dwelling will have one active EVC point whilst the care home would have 3 active space and a further 4 provided with passive provision. This would be supported by HCC as HA to ensure that the proposals are in accordance with LTP4, Policy 5h, which states that developments should "ensure that any new parking provision in new developments provides facilities for electric charging of vehicles, as well as shared mobility solutions such as car clubs and thought should be made for autonomous vehicles in the future".

DBC as the parking and planning authority for the district would ultimately need to be satisfied with the overall proposed parking levels on site taking into account DBC's PSSPD, use class, accessibility zone and the local area.

3. Trip Generation

A trip generation assessment has been included in section 6 the TA, the details of which have been based on trip rate information from the TRICS database. This approach is considered to be

acceptable by HCC as Highway Authority. The number of vehicular trips associated with the overall proposed development are estimated to be 22 two-way vehicle movements in the AM peak (0800-0900) and 23 two-way vehicle movements in the PM peak (1700-1800).

From a highways and transport perspective, HCC as HA has assessed the trip generation in the context of paragraph 109, National Planning Policy Framework (NPPF) (update 2023), which states that: "Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe". In this context and in conjunction with a review of the application and above trip generation, it has been demonstrated that the trip levels would not be significant or constitute a severe impact on the road network.

4. Travel Plan Planning Obligations

A Travel Plan (TP) has been submitted as part of the application for the care home aspect of the site to support the promotion and maximisation of sustainable travel options to and from the site and to ensure that the proposals are in accordance with Hertfordshire's Local Transport Plan and the National Planning Policy Framework (NPPF). Following consideration of the size of the proposed care home, a full updated TP would need to be secured via a Section 106 planning obligation. Developer contributions of £6000 (index-linked RPI March 2014) are sought via a Section 106 Agreement towards supporting the implementation, processing and monitoring of a full travel plan including any engagement that may be needed.

As such, the TP would need to be updated taking into account the following:

- *Reference to Hertfordshire's Active Travel Strategy, as part of the local policy context.*
- *Provide details of an interim travel plan coordinator (TPC).*
- *Add text to say that a secondary contact will be provided to HCC, upon appointment of a TPC.*
- *Estimate time to be allocated to TPC role.*
- *State whether the TPC role will be fulfilled on or off site.*
- *State whether there is an intention to create a steering group.*
- *Name the external partners that will be sought e.g. public transport operators.*
- *Mention Hertfordshire Health Walks in walking measures section.*
- *Consider adding Dr Bike sessions, or cycle training provision via Bikeability cycling measures section.*
- *Update baseline figures, following baseline survey.*
- *Update targets in consultation with HCC, following baseline survey.*
- *Supply, as an Appendix, an example travel survey.*
- *State that, as part of monitoring, multi modal traffic counts will be carried out annually, as per HCC Travel Plan Guidance.*
- *Alter text to say that surveys will be undertaken annually for five years post full occupation (baseline and then five additional years of monitoring).*
- *State that the TP will be updated annually and that a review report will be submitted to HCC within 3 months of surveys having been undertaken.*
- *Insert text to say that the travel plan will be secured by an S106 agreement with a £1200 p/a evaluation and support fee.*

5. Conclusion

Following consideration of the overall application and the associated off-site highway works, HCC as Highway Authority has considered that there would not be sufficient ground to recommend refusal from a highways perspective. The applicant would also ultimately need to enter into a Section 278 Agreement with HCC to cover the technical approval of the design, construction and implementation of the necessary highway and access works. Therefore HCC as Highway Authority would not wish to

object to the granting of outline planning permission, subject to the inclusion of the above planning conditions, informatives and comments in respect to the TP.

Signed

Adam Whinnett

10 July 2024

FINANCIAL SCHEDULE

Minutes ref

Payee	Method	Description	code	Amount	Vat	Amount
SALARIES/HMRC/PENSION	SO	Salaries, HMRC,Pension	Various	£ 2,633.32	£ -	£ 2,633.32
Vodaphone	DD	Clerk's Mobile	4060	£ 18.42	£ 3.68	£ 22.10
NMVHA	SO	Hall Hire	4165	£ 30.00	£ 0	£ 30.00
DBC	DD	Garage Rental	4175	£ 58.39	£ 11.68	£ 70.07
Paybureau	SO	Monthly Wages Fee	4050	£ 18.80	£ 3.76	£ 22.56
Chess ICT	DD	onthly fees for Cllr emails due (paid 28th mo	4120	£ 36.00	£ 7.20	£ 43.20
Viking supplies	Online	Stationery	4075	£ 62.34	£ 12.47	£ 74.81
Keep Britain Tidy Campaign	Online	dog signage	4170	£ 140.00	£ 28.00	£ 168.00
SUBTOTAL				£ 2,997.27	£ 66.79	£ 3,064.06
Payment made using Debit Online						£ -
Amazon Expert workwear	debit card	High Vis vest for warden	4170	£ 6.66	£ 1.33	£ 7.99
The Purple Guide	debit card	Health & Safety guide	4140	£ 25.00	£ 5.00	£ 30.00
Payment above using delegated powers				£ 3,028.93	£ 73.12	£ 3,102.05

23/102/FPC

PAY HMRC			
PAY PENSION	Date	Chairman	
VAT RECEIPT GARAGE		Second signatory	
Change Dave DD		RFO	
Change NW DD			

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 31st March 2024

Last Year Ended 31 AUG 2024		Current Year Ended 31st March 2024
	Operating Income	
51,340.27	Income	52,791.82
593.06	Parish Magazine	0.00
1,333.19	VAT Data	0.00
<u>53,266.52</u>	Total Receipts	<u>52,791.82</u>
	Running Costs	
46,857.89	Administration	21,755.30
3,025.00	Parish Magazine	0.00
2,627.60	Projects	40.00
1,475.31	VAT Data	-284.38
<u>53,985.80</u>	Total Payments	<u>21,510.92</u>
	Receipts and Payments Summary	
<u>95,831.56</u>	Opening Balance	<u>95,112.28</u>
53,266.52	Add Total Receipts(As Above)	52,791.82
149,098.08		147,904.10
53,985.80	Less Total Payments(As Above)	21,510.92
<u>95,112.28</u>	Closing Balance	<u>126,393.18</u>
	These cumulative funds are represented by:	
786.44	Lloyds Current A/C	30,715.80
0.00	Lloyds Holding TF Account	0.00
61,937.57	NatWest BR	21,133.40
9,642.28	NatWest Current A/C	1,451.88
0.00	NatWest 35 Day Ac (456)	20,064.91
0.00	NatWest 95 Day Ac (464)	30,126.92
22,745.99	Lloyds 32 Day	12,900.27
0.00	Lloyds 6m Deposit	10,000.00
0.00	DNU - Lloyds 32 Day	0.00
<u>95,112.28</u>		<u>126,393.18</u>
	Reserve Balances are represented by:	
-719.28	Current Year Fund	31,280.90
29,823.79	General Reserves	30,729.60
10,000.00	EMR - Business Expenses	10,000.00
4,981.64	EMR - Playpark	4,981.64
3,000.00	EMR - Election Costs 2027	3,000.00
3,000.00	EMR - Election Costs 2030	3,000.00
4,842.50	EMR - Community Support	1,309.50
10,000.00	EMR - Verges	10,000.00
404.11	EMR - Community Events	174.11
6,906.09	EMR - Projects, Denes Defib Jub	6,906.09
11,501.34	EMR - CIL (Conditional spend)	13,639.25

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 31st March 2024

Last Year Ended 31
AUG 2024

11,372.09

0.00

95,112.28

EMR 4-Yr Plan reserves

EMR-Parish map and board fund

Current Year Ended
31st March 2024

6,372.09

5,000.00

126,393.18

Signed : _____ (Chairman) _____ (RFO)

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Nash Mills Parish Council – HT0074**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

15/07/2024

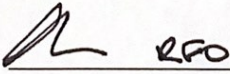
Nash Mills Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Nash Mills Parish Council for the year ended 31 March 2024 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Nash Mills Parish Council on application to:</p> <p>(a) <u>The Clerk (NIKKI Bugden)</u> <u>clerk@nashmillsparishcouncil.gov.uk</u> <u>Po Box 1602 Henet Nepton NP155T</u></p> <p>(b) <u>Tues 9-5</u> <u>Thurs 9-5</u></p> <p>3. Copies will be provided to any local government elector of the area on payment of £ <u>1</u> (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u> RFO</u></p> <p>Date of announcement: (e) <u>1/8/2024</u></p>	<p style="text-align: center; font-size: small;">Notes</p> <p style="font-size: x-small;">This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Nash Mills Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2024

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/07/2024 Lloyds Current A/C	30,715.80
2	01/08/2024 Natwest BR	21,133.40
3	01/08/2024 NatWest Current A/C	1,451.88
4	31/08/2024 Lloyds 32 Day	12,900.27
6	31/05/2024 LLoyds 6m deposit	10,000.00
7	28/06/2024	20,064.91
8	28/06/2024	30,126.92
		126,393.18
<hr/>		
<u>All Cash & Bank Accounts</u>		
1	LLoyds Current A/C	30,715.80
2	NatWest BR	21,133.40
3	NatWest Current A/C	1,451.88
4	Lloyds 32 Day	12,900.27
5	Lloyds Holding TF Account	0.00
6	Lloyds 6m Deposit	10,000.00
7	NatWest 35 Day Ac (456)	20,064.91
8	NatWest 95 Day Ac (464)	30,126.92
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	126,393.18
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AGENDA REQUEST FORM
(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)

PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED

Please note the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

NAME:	<u>Nicola Cobb</u>	DATE:	<u>22 August 2024</u>
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AGENDA ITEMS - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

- To consider whether council wish to make a donation towards heating costs at St Mary’s Church to help with keeping the food bank open for local residents (St Mary’s being the closest food bank to Nash Mills).

BACKGROUND INFORMATION - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

In our spring magazine, the following information was included in the article from St Mary’s Church:

The foodbank, as well as being open between 10am and midday every Thursday, is now also open between midday and 2.30pm on a Tuesday, with meals and food to take away for home use being provided at both. Hopefully over the coming year the situation for those who come will improve and the need will reduce. The cost of heating for both these events must be paid for by the church’s congregation and this is putting a heavy strain on the church’s finances. At present we are looking for sponsorship to help meet these important costs and if you would be willing to help, please contact me for more information.

BACKGROUND DOCUMENTS LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

COSTS - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

REPORT TO NMPC September 2024

Library Box Working Group Report



Working Group Members: Lisa Bayley, Alan Briggs, Nicola Cobb, Jamie Kitson.
Report by: Alan Briggs

RECAP

Council has provisionally agreed that the space next to the Jubilee bench at The Denes would be the ideal installation location.



Two design principals has been considered.

Wooden boxes similar to that installed at North Crawley.



Metal boxes similar to those witnessed in some locations in France.



Clerk to have discussions with DBC / HCC regarding the location and installation permissions.

REPORT TO NMPC September 2024

Library Box Working Group Report



CURRENT STATUS

The Clerk has received provisional DBC approval for installation. Council needs to determine its preference for the format of the box to be installed, installation quotes can then be obtained.

Quotation received from “LIRE AND SOURIRE” in France for a metal format library box as per the photo above. Price excludes duty and UK delivery: 1350€.

Wooden library boxes are bespoke; Councillor Alan Briggs has tried to obtain design and quotation proposals from several local businesses. Only one has responded favourably and proceeded to a detailed design and quotation. As the item is so specialist it has proved impossible to obtain 3 quotes and therefore despite striving to do that, Council may wish to decide that a local tradesman would be best.

The detailed quotation for a wooden library box (with Perspex doors) as per the provided images is as follows. The quotation excludes a mounting post or other mechanism to fix the box to the ground. The proposed installers will be asked for the input to determine the final design and potential update to the box quotation.

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Labour	3.5	£ 220.00	£ 770.00
Non-Structural Hardwood Plywood - 18 x 1220 x 2440mm	1	£ 46.00	£ 46.00
25mm Marine Plywood 610mm x 610mm (2ft x 2ft)	2	£ 56.35	£ 112.70
Perspex 340 x 215 mm x2	1	£ 25.00	£ 25.00
25x25mm Planed All Round Meranti Hardwood (20x20mm Finished)	1	£ 3.68	£ 3.68
Roof Pro Black Shed felt, (L)10m (W)1m	6	£ 32.20	£ 193.20
Clear All Purpose Silicone Sealant - 300ml	1	£ 6.44	£ 6.44
Verve Beds & Borders Landscaping fabric (W)1m (L)10m	1	£ 8.05	£ 8.05
Zinsser B-I-N Shellac-Based Primer Sealer White 1Ltr	0.5	£ 26.43	£ 13.21
Cuprinol Garden Shades Matt Wood Treatment Paint - Colour TBC	1	£ 20.00	£ 20.00
Paint brush, roller, cloths etc	1	£ 5.00	£ 5.00
Screws, Pins, Adhesives, Tacks	1	£ 5.00	£ 5.00
Hinges	1	£ 25.00	£ 25.00
Handles	1	£ 10.00	£ 10.00
Magnets	1	£ 8.00	£ 8.00
			£ 1,251.28

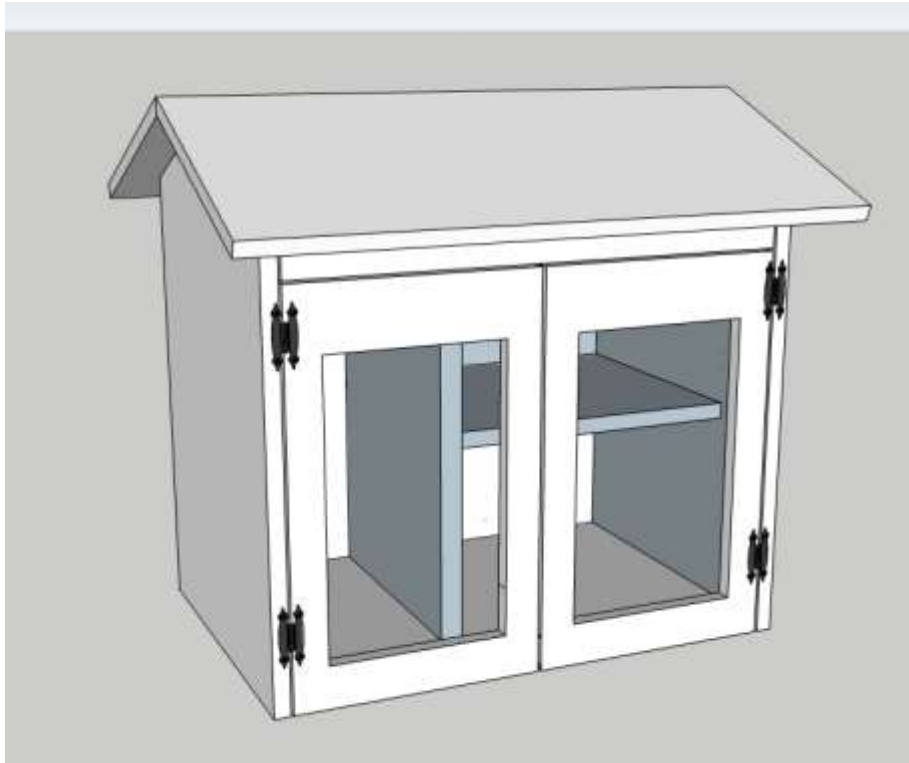
DECISIONS REQUIRED:

- Approval of the wooden design recommended by the Working Group
- Clerk to be requested to proceed to obtain the installation quotation for the approved design.
- Working Group to review paint colour options and make a recommendation.

A decision to proceed will be considered by a future full council meeting once finalised quotations are available.

REPORT TO NMPC September 2024

Library Box Working Group Report



Doors visible with hinges (no Perspex in model but cut out visible for where it'll sit - handles to go on too)

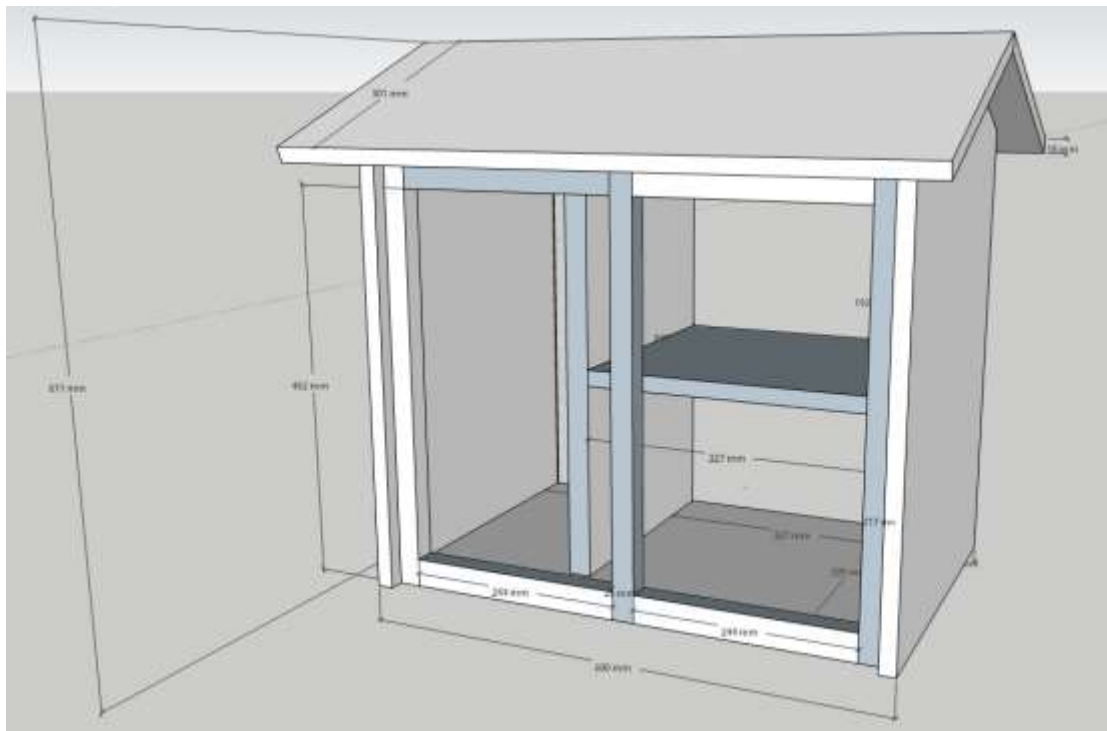


REPORT TO NMPC September 2024

Library Box Working Group Report



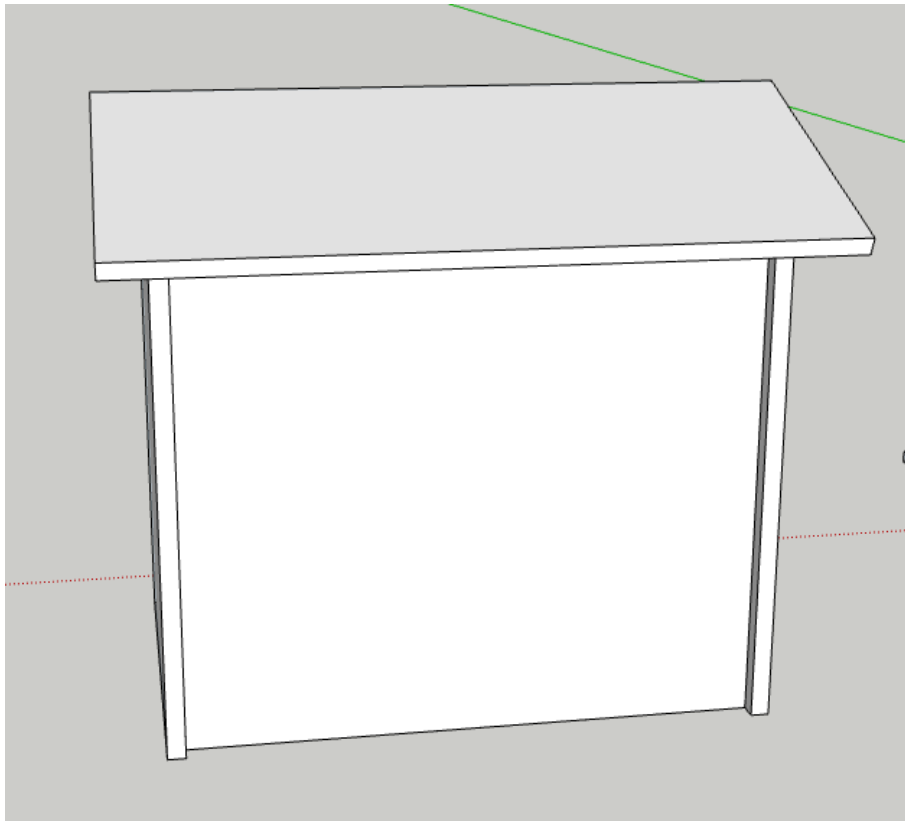
Side on (roof overhang) with dimensions (no doors in this view, just 25mm hardwood waterbar frame)



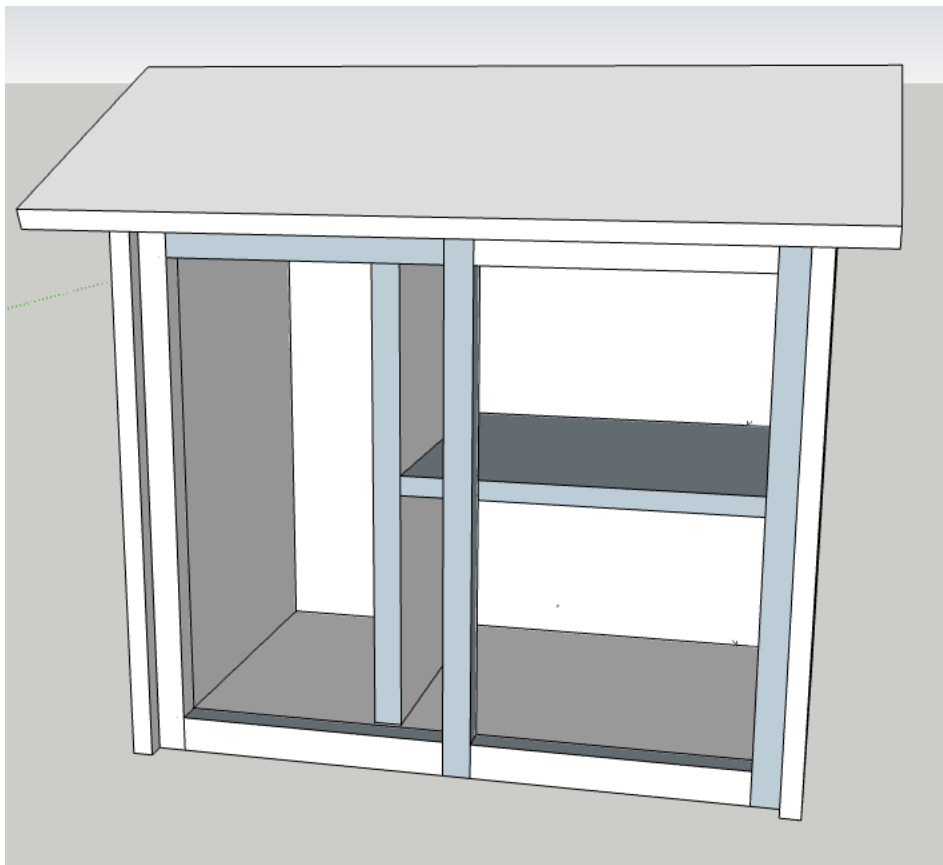
Front angled view with dimensions (no doors - just 25mm hardwood water bar frame)

REPORT TO NMPC September 2024

Library Box Working Group Report



Back



Front view no doors



Clerk Report – Warden & Concurrent Services Review by DBC Sept 2024

Council Actions Required (agenda items)

- To consider the clerks completion of the attached schedule and to make any amendments prior to submission to Dacorum Borough Council

Background

NMPC have received grants from DBC for several years to support the warden role and the provision of concurrent services.

Concurrent services include allotments, bus shelters, public seats, village halls, grass cutting, closed churchyards, street cleaning, litter bins, playgrounds, playing fields and footway lighting.

I have been unable to obtain any service level agreement from DBC to explain exactly what this grant applies to in relation to our parish. Historically it appears that this grant covered the warden's salary plus an additional sum as surplus to cover the concurrent services. Over the last few years NMPC have brought the wardens salary up in line with comparable roles locally and this surplus is now minimal.

	Warden Grant	Concurrent Services Grant
2022/23	£8594.31	£1468.39
2023/24	£9649 (increased by DBC 5.92%)	£1468.39

Total proposed loss at 50%	£5285 per annum.	Potential impact per band D property (5285/1327) = £3.98 increase
Total proposed loss at 100%	£10571per annum.	Potential impact per band D property (10571/1327) = £7.96 increase

Our total precept demand last year was **£38897** (this was after NMPC committed use of reserves at £1050).

Our precept breakdown last year was £30.41 per band D property.

It should be noted that over previous years we have also lost the council tax support grant of £371 per annum.

Information from DBC

As part of the approval of its 2024/25 budget, Dacorum Borough Council identified a savings requirement of £3.9m over the next four years. This is a challenging target, which requires the council to look at all areas of income and expenditure to identify possible savings. This includes the grants we make to parish and town councils.

Dacorum pays around £0.25m to parish and town councils in the borough to support the delivery of warden services and concurrent services, such as grounds maintenance. These are activities valued by local people and we recognise the important role parish and town councils currently have in their delivery. Since 2013-14, government grants have reduced by over 57% in cash terms, the 2013-14 the total core government grants totalled £9.2m, and in 2024-25, the Dacorum core grant is circa £4m.

In this same period of time, inflation (Cumulative Consumer price index), has increased Council costs on average by 38% (ONS Annual data 2013-2024) providing additional expenditure pressures. In this increasingly challenging financial environment, it is necessary to assess all Council income and expenditure. The purpose of this request is to help Dacorum better understand the services supported by the warden and concurrent service grants paid over to parish and town councils. Dacorum also wants to understand the implications for service delivery were these grants to reduce or cease.

Considerations & Clerk Recommendations

Any reduction, whether in full or in part will impact on our residents as we will have no option but to fund this loss via our own precept demand. NMPC have always budgeted to keep any increase to the minimum, cutting costs wherever possible, without impacting actions, to achieve this.

Our warden works hard to keep our parish safe, neat and tidy. The role supplements the under resourced and overstretched DBC and HCC roles and makes a tangible difference to the appearance of Nash Mills. It is unclear yet whether Dacorum Borough Council will be increasing their proportion of the council for the coming year.

It would be prudent for NMPC to clearly communicate the reasons behind any potential increase to the parish precept as it is unlikely that costs can be cut from any other areas.

Nikki Bugden
Clerk & RFO
29/8/2024

DACORUM BOROUGH COUNCIL / TOWN AND PARISH COUNCIL WARDEN AND CONCURRENT SERVICES REVIEW

Parish:
Form completed by:
Position:
Date:

Services	Information requested	Parish/ Town Council response	Annual cost/ (Income) (£)	Expected impact on service if Warden and Concurrent Service grants from Dacorum Borough Council were reduced by 50%	Expected impact on service if Warden and Concurrent Service grants from Dacorum Borough Council were to cease.
Warden Services					
Warden Services	Please provide the following details for parish warden services delivered: * Whether warden services are delivered by a salaried employee or by an external contractor * Nature and frequency of activities undertaken	We employ a warden on PT hours for 16 hours per week	£11,811	NMPC would have 2 choices . Option 1 Reduce the warden hours and push all duties back to DBC to clean and maintain their own land. Option 2 increase precept by nearly £6000	NMPC would have 2 choices. Option One , Stop the warden service, impacting on the cleanliness and safety within the parish. The duties would be passed back to DBC to maintain and inspect the land owned by them. The second option would be to increase our precept by over £11000 which is an increase of over 25%
Concurrent Services					
Cemeteries and Churchyards	Please provide a list of cemeteries / churchyards being maintained, and for each please detail: * Location / address of the churchyard * Size of the churchyard * Nature and frequency of activities undertaken * Confirmation that the cemeteries are closed	None			
Noticeboards	Please provide detail as to the number of noticeboards that are being maintained including for each: * Nature and frequency of activities being undertaken * Specific detail as to the location / address of the noticeboard * Details of who owns the noticeboard	Noticeboard held at the Denes, owned by NMPC, however we also maintain a second community noticeboard on Highbams		see above	see above
Open and Recreational Spaces, Gardens, Playing Fields	Please provide a list of open spaces, recreation areas, gardens etc., and for each please detail: * Location / address * Nature and frequency of maintenance activities being undertaken * Details of ownership (who owns the land)	We lease a playpark on Bunkers Lane. We maintain a garden at the Denes (land owned by DBC), for which we pay DBC for grass cutting. Warden litter picks and reports all fly tipping at Bunkers Park (park partly in parish but owned by DBC), warden conducts all daily inspections of the playpark and collects all refuse. Warden also undertakes all small repairs on this equipment. These items receive daily visits for litter collection and safety checks. Costs are currently included under warden salary but the additional grass cutting of £1300 is listed separately. This would be increased should we have to employ additional safety checks at approx £100 per visit to the park.	£1,300	see above	see above
Public Halls	Please provide a list of public halls and spaces and for each please detail: * Location / address * Who owns the hall * Facilities and services available * Who the hall is available to / used by * Any income received back for the use of the hall (please provide specific detail as to charging structures, annual income etc.)	None			
Grounds Maintenance and Grass Cutting	Please provide detail of any grounds maintenance, grass cutting or other similar work other than that detailed in the open spaces section above including specific detail as to: * Location / address of the area being maintained * Size of the area being maintained * Nature and frequency of work undertaken * Details of ownership (who owns the land)	see above			
Other	Please provide detail of any other services provided that are not included in the above; please provide as much background as possible as to nature of activities undertaken, frequency, location etc.	Warden collects refuse and reports fly tipping across Nash Mills. Warden sorts refuse at The Denes and Gade Tower. Warden checks the defibrillator at the Denes. Warden litter picks throughout the parish. Warden grits outside the senior living accommodation next to the Denes and grits at The Denes, Warden paints and maintains all 4 'welcome to Nash Mills Signs'. Warden maintains the memorial garden at Gade Tower (land owned by DBC)	see above	see above	see above

Any other comments:
not included above that may be

The duties undertaken by our warden ensures that Nash Mills remains a clean and well-maintained parish. Many of the duties that he undertakes are not the statutory responsibility of the parish as they are undertaken on DBC or HCC land. With the grant we have been able to ensure that we utilise his time for the benefit of all residents. His actions also benefit the DBC teams who have no option but to neglect their duties in the areas that he covers due to their lack of resourcing.

The warden supports the DBC teams in their actions and supports the service that they provide. Should NMPC be unable to afford to employ a warden the duties will remain the responsibility of the over worked and under resourced DBC teams. There appears to be no capacity for the DBC teams to take on additional duties.

In our opinion it is unfair for DBC to consider the leverage gained via the parish precept raising powers to pass any additional costs on to residents. The reality is that residents will view this as a parish tax when it is DBC who are looking at alternative ways to fund their expenditure or to cut services that our residents pay their council tax to fund.



Clerk Report – Nash Mills Village Hall Open Day

Council Actions Required (agenda items)

To determine whether NMPC wishes to send information, representation or attend the open day.
Sat 28th Sept 9.30am-1pm

Background

NMVHA are holding an Open Morning drop in event on Saturday 28th September between 9.30 am and 1 pm at the hall to raise awareness of what they have to offer to the local community.

The Nash Mills Village Hall Trustees and Management Committee would like to invite people to the hall to look at the newly refurbished kitchen and to see the newly installed outdoor bench. They will also be showcasing their current hirers and the groups that use the hall, providing some children's activities and refreshments and for a short time towards the end of the morning hold the trustees' AGM.

They would like our support. By doing so it may help entertain any visitors but could also attract further interest for the work of the parish council.

Options for involvement

Option 1

We can either send a short 'blurb' about NMPC and say who it is open to, when we meet and how residents should contact us. We could provide a leaflet, poster or a logo to be included in the advertising and on display boards on the morning.

Option 2

We could offer to come and do something on the morning, for example they have a Ringcraft Group that are considering running a pet Dog Show and another regular user that has offered to make refreshments for visitors.

Considerations & Clerk Recommendations

This is a good opportunity for community engagement. Would council consider hosting a 'table'? We have hedgehog highways and wildflower seeds available to give away and should council decide to join CPRE (see agenda point Sept meeting) they may have resources we could share about planning in the green belt, wildlife initiatives etc.

Nikki Bugden
Clerk & RFO
31/8/2024

Full Council Action List

July 2024 (post meeting)

Cllr Actions from Most Recent Meetings	Comment	
Awaiting Further Updates		
<small>items in red have been outstanding for more than 3 months</small>		
Cllr Cobb to liaise with Cllr Kennedy re FB		
Cllr Cobb to liaise with Cllr Roberts re PC mag planning.	In progress	
Cllr Cobb to liaise with Cllr Bales re magazine pricing.		
Cllr Kitson-Website working group	Clerk requested that this be looked at after end June 2024	
Cllr Briggs -Heritage working group		
Cllr Kennedy- Events working group		
Cllr Roberts- Business working group-2 items handed back to WG (Gardens & Environment/Good Neighbour)	clerk emailed details 18/3	
Clerk Actions (Most Recent Meetings for Information Only)	In addition to standard duties	
2 o/s emails re Cllr interest forms		
Load all interest forms to website		
Bank rec July	Actioned	
Submit planning comments x 1	Actioned	
Add minutes and draft minutes to website	Actioned	
Submit planning comments	Actioned	
Work though items on business planning spreadsheet		ONGOING MEETING SCHEDULED WITH WG LEAD
Find details of landowner re mailbox	Outstanding-emailed previous shop owner awaiting response Chased, no response, try alternative route	
Pay Willows grant	ACTIONED	
Complete 2 x proformas for mailbox	Outstanding	
Write to shopkeepers re maintenance	ACTIONED	WROTE 22/8
Breakfast at AH school (collate dates)		
Liaise with DBC for playpark permissions (see separate plan)	Awaiting outcome re lease	
Liaise with DBC for Library Box permissions	Given	
Chase bin relocation (Georgewood)	Chased	
Contact new 'cover' PCSO	Tried/no response	
Update WG list with new Nash Chills WG	Actioned	
Appoint internal Auditor	Actioned	
Earmark £5000 to new map/boards fund	Actioned	
Write to AH school formally re lease	Actioned, waiting for response.	
Liaise with Cllr Cobb re Dog posters	Waiting for response to email	
Doary reminder 2025 armed forces day	Actioned	
Check out bleed kits	actioned details sent to AB Back on Oct agenda	
Write to all agencies and developer r memorial garden	Actioned. DBC and developer still in dispute	
Wite to thank AHS for grass cutting	done	
Liaise with Cllr Cobb re dog posters	Actioned	
Chase DBC re boundary review presentation	Actioned, link circulated	

Write to DBC/HCC re EV charging points	Actioned-none planned	
Set up 2-factor authentication	AB actioned	
Chambersbury Lane RA -write re keeping updated	actioned	
Write to C/llr re Chambersbury lane/impact on rest of parish	actioned	
Clerk ongoing actions (longer term)		
Community Outreach -make initial contact	Emailed 20/5, 11/8 waiting for alternative contacts details from LB	
Long Term Actions No Immediate Resolution (Reminders)		
Borough Councillor Actions/ County Councillor Actions		
The Denes enforcement/blocking of spaces at rear - investigating	Oct 23	
Fly Tipping-escalation re certain names and addresses being found in numerous bags on numerous occasions at various locations within Nash Mills	Oct 23	Chased April 24 Update Aug 24 JM has approached enforcement and DBC re the unadopted and. More fly tipping (with addresses) reported.
Georgewood Steps-query/complaint re workmanship and condition. Query re lighting	Sept 23 Email forwarded to HCC for investigation Jan 23 Chased for response 15/2/2023 Chased Cllr to chase DBC 18/3/24 Chased FOI 13/5/2024 June 2024 survey conducted, and contractor instructed	NMPC to submit a FOI request to see the report (April 24) Actioned chased response 7/5/2024 Chased surveyor 11/8/24 for update
S106 Teal Way/Willows fence/Osprey Close		

For internal clerk use only

Clerk additional reminders		
Finance meetings Scheduling	Check dates with GK, EMAIL SENT AUG 24 (Tuesday monthly -prior to meeting? time?)	
Order Dave Hi Vis (personalised)	Actioned	
Update password list to Chairman	Actioned	
Aug/Sept financials	Actioned	
Sept clerk reports	Actioned	
Aug/Sept policies	Actioned	
Sept supporting reports	Actioned	
Aug/Sept pension return	Actioned	
Monitor progress on Georgewood Steps	Chased 11/8	SEE CLERK REPORT

Playpark WG actions (see report for full details)

Waiting for outcome of lease negotiations.

Item	Responses
Nature / Woodland trail	
Entrance Sign	
Gates	
1 Bay 2 Seat Cradle Swing	
Resi-PD survey	Post lease renewal
Football Goal	

Assets WG Actions

SUMMARY OF PROJECTS

Cost *estimates* shown.

Project Code	Description	Material	Installation	Other	Permissions/Responses
202405-AW-01	Chambersbury Lane - SIGN			DBC	
202405-AW-02	Highbarns – PRUNE OVERHANGING TREES			DBC	Email to trees and woodlands 20/6/24 HCC responsibility. JM emailed 31/7/2024 to support
202405-AW-03	Highbarns temporary METAL FENCING			-	Email to JM 20/6/24-DBC have confirmed they will remove
202405-AW-04	East Green – PRUNE OVERHANGING TREES			DBC	Email to trees and woodlands 20/6/24 HCC responsibility. JM emailed 31/7/2024 to support
202405-AW-05	East Green – ROADSIDE VERGE			VERGE PROJECT	
202405-AW-06	Georgewood Road – WATER MAIN SIGN			-	Email to JM 20/6/24, Affinity responsibility - email to affinity 11/8/2024
202405-AW-07	Georgewood Road – NEW TREES	£ -	?		Email to trees and woodlands 20/6/24 HCC responsibility. JM emailed 31/7/2024 to support
202405-AW-08	Nash Green / East Green – SEATING BENCH	£ 600	£ 340		Email to RC 20/06/2024 Chased 23/7/2024 DBC team at capacity atm with new playground installations/refurbishments so delay in works/responses. Installation costs have increased since previous works. Will chase end Aug 2024 (diarise)
202405-AW-09	The Park – 119/201 Chambersbury Lane – PICNIC BENCH	£ 1,000	£ 340		Email to RC 20/06/2024 See above

202405-AW-10	Chambersbury Lane – SEATING BENCH				Email to RC 20/06/2024 <i>See above</i>
	OR	£ 600	£ 340		
202405-AW-11	Market Oak Lane and Chaffinches Green Junction – SEATING BENCH				Email to RC 20/06/2024 <i>See above</i>
202405-AW-12	Market Oak Lane and Chaffinches Green Junction – ROADSIDE VERGE			VERGE PROJECT	
202405-AW-13	Barnacres Road Play Park – LITTER BIN			Not in Parish	Chased DBC, waiting for response.

It should also be noted that Council has previously identified the Bunkers Lane play park as a potential location for bench(es) and a bin. Funds will need to be earmarked for these projects in the event that the lease issues are resolved.