



## Clerk Report September 2020

(information only, resolutions required noted on agenda)

### HCC Updates/ County Councillor

Clerk has contacted the leader of Herts County Council-no response as yet. The Highways Locality Officer has sent the following responses in relation to actions approved at the August meeting. I have also spoken to DBC regarding the verge hardening scheme and an officer there is investigating options for me.

| Subject                             | NMPC Request  | County Officer Response (Aug 2020)  |
|-------------------------------------|---|---|
| Bunkers Lane project.               | Speed and volume survey<br>Speed device<br>Bollards to deter parking near park entrance | .   |
| Red Lion Lane parking restrictions. | Update re proposal to address safety issues<br><b>(around the traffic island only)</b>  |   |
| Verges Project                      | Request for accurate costings in relation to Phase 1                                    | Highways require more information relating to specifics. Full email sent to the working group lead to discuss and report back to council. I have also made enquires with DBC re Verge hardening.  |
| The Denes Project                   | Request for permissions and advice on how to move the project forward                   | Highways have said that any 'section 50' works are currently suspended and have suggested that we approach DBC to see if they can create a plan which HCC will then consider. I have spoken to DBC re this. Full email sent to working group lead to discuss and report back to council on. |
| Grit Bins                           | Bunkers Lane location suggested.  | Highways suggested that we submit a FOI request if needed but a new bin will not be permitted on HCC owned land.  |

### Complaint Received

A complaint was received on Monday 27<sup>th</sup> July 2020. Advice was sought from the Information Commissioner's Office, and our advisory services. A response and a copy of our complaint procedure was sent 30<sup>th</sup> July 2020 requesting further information and the matter will be reported to council once that information is provided in line with our complaint procedure. The Chairman has been consulted re this matter.

**UPDATE 27/8/2020:** I have received no further correspondence following my request for evidence to substantiate claims. Case is now closed.

### Tree Inspections at Bunkers Lane Play Park (approved June Meeting)

Inspection report attached; I have forwarded it on to the school as our landlord to ask for their comment in relation to the works that are required.

### Accessibility Plan

Report Attached.

*The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018*

**Resolution Required** – what actions do NMPC wish to take regarding this?

### Assets of Community Value

Report attached.

**Resolutions Required** –

- Will NMPC permit the clerk to complete the ACV nomination form on behalf of NMPC (in association with nominated Cllr(s))
- Will NMPC create a working group to investigate and draft an interim contingency plan to ensure that there is an outline plan for action should the asset be placed for sale. Membership/Lead to be determined

## **Byelaws**

New DBC Consultation due regarding parks and open spaces – I had a question from a Councillor to see if the byelaw could be extended to include the play park but after discussion with DBC it appears that DBC are unable to help us with this. We could investigate our own byelaws but would then have to consider how we would enforce them.

## **Play Inspections**

The Sovereign report and quotes have been received. Separate agenda point re remedial works.

The Warden has made repairs as someone has removed the top off a piece of equipment-it has now been made safe (screws removed)

## **Fly-tipping & Rough Sleepers Red Lion Lane**

I have spoken to the Canal & Rivers Trust following a resident's complaint due to fly-tipping at Red Lion Lane (slip road down to the canal). It is private land and I am hoping that the Canal and Rivers Trust will be able to help me find out who owns the land, failing that I will consult land registry (cost approx. £45 plus vat)– this is an ongoing problem area.

There have also been two people living in their vehicles. I reported this to DBC and received contact from the outreach support team. These people have now moved on.

## **Remembrance Day**

Due to current Covid-19 restrictions NMPC need to consider the service this year but regardless a wreath will need to be ordered.

### **Resolutions Required –**

Will NMPC Permit the clerk to purchase a wreath using S.137 Monies? (approx. £20)

Will NMPC permit the clerk to order a small token for the Gilman Dorr Blake memorial. (approx. £7)

What (if any) arrangements do NMPC wish to make for the service this year in light of current Covid-19 restrictions. Lead to be determined.

## **Memorial Update**

An order has now been placed with the War Memorial Conservation Company. There has been correspondence to confirm that they were planning to remove the memorial mid-Sept, however there has been a request submitted that they schedule the works earlier to enable the memorial to be back in place for Remembrance day.

## **Training**

Module 1 of CiLCA passed, Module 2 passed (exemplary submission) Module 3 submitted 7/9/2020. 20 out of 30 learning objectives finished. 2 modules left.

Equality and Diversity Training completed.

## **Grass Cutting Bunkers Play Park**

DBC confirmed that playpark cutting is scheduled over 4-5 weeks, occasionally there are access issues due to cars blocking the entrance. On this occasion however the grass was left longer due to pheasants nesting in the middle of the field.

## **Parking Letter (DBC/Cllr Briggs)**

Submitted, awaiting response.

## **S106 Grant**

DBC have notified Cllr Maddern that there is s106 funding of £600 outstanding from the Sappi Development. This is a contribution towards a new parish noticeboard. Clerk to complete application. Funds must be spent within 3 years or they will be reclaimed.

*Nikki Bugden*

*Clerk to the Council*

*7<sup>th</sup> September 2020*

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### **<sup>i</sup> Street works licences.**

(1) The street authority may grant a licence (a "street works licence") permitting a person—

(a) to place, or to retain, apparatus in the street, and

(b) thereafter to inspect, maintain, adjust, repair, alter or renew the apparatus, change its position or remove it,



# TREE SURVEY & RISK ASSESSMENT

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Nash Mills Parish Council

August 2020

**Surveyor: Jack Foskett NDArb.**

## **CONTENTS :**

- 1. Terms of Reference**
- 2. The Site Survey**
- 3. Survey Methodology**
- 4. Findings & Recommendations**
- 5. Re-inspection Procedure**
- 6. Statutory Obligations**

## **Appendices :**

- 1. Schedule of Trees**
- 2. Tree Location Plan**

## 1.0 Terms of Reference

- 1.1 We were instructed by Nikki Bugden, on behalf of Nash Mills Parish Council, to carry out a tree survey and risk assessment within the playpark near the junction of Lower Road and Bunkers Lane, Hemel Hempstead, primarily for health and safety purposes, and to fulfil statutory 'Duty of Care' responsibilities.
- 1.2 All trees have been inspected from ground level only. Any further, more detailed inspection will be mentioned in the recommendations section of the attached schedule. All conclusions and subsequent recommendations are based on the trees at the time of inspection.
- 1.3 It should be noted that any tree, irrespective of its current health and condition, can be subject to a catastrophic failure, given sufficiently severe weather conditions.
- 1.4 This survey and report have been completed by Jack Foskett, who holds the formal qualification NDArb., the LANTRA Certificate in Professional Tree Inspection, and who is a member of the Arboricultural Association.

## 2.0 The Site Survey

- 2.1 The site was visited on 7<sup>th</sup> August 2020 by Jack Foskett. The weather at the time was bright and clear with good visibility.
- 2.2 Numbered tags have been affixed to each individual tree where action is required to mitigate risk; these numbers are used herein to identify the trees.

## 3.0 Survey Methodology

- 3.1 All trees have been assessed for general condition and health & safety issues, using the recognised system known as VTA (Visual Tree Assessment), as devised by Mattheck & Breloer and popularised by eminent arboriculturists such as Dr. David Lonsdale *et al* (Ref. Principles of Tree Hazard Assessment & Management 1999).
- 3.2 The indicative location of each tree or group is shown on the location plan at Appendix 2. Management recommendations have been given for each tree as required, and the recommended works have been prioritised as Urgent, High, Medium or Low as follows:

- **Urgent** – Imminent risk to persons or property – Recommended works to be actioned as soon as practicably possible, whilst access to the target area should be prevented until works can be completed!
- **High Priority** – Those trees which in their current condition represent a high risk to persons or property – Recommended works to be actioned within 3 months
- **Medium Priority** – Those trees which in their current condition represent a moderate risk to persons or property – Recommended works to be actioned within 6 months
- **Low Priority** – Those trees whose current condition represents a very low risk to persons or property, but which could in the future result in a higher level of risk – Recommended works should ideally be actioned within 18 months

#### 4.0 Findings & Recommendations

- 4.1 Details of all trees, as well as recommended remedial works are included in the survey schedule which forms appendix 1 to this report.
- 4.2 All recommended works should only be undertaken by suitably qualified and experienced contractors, and must conform to industry guidelines and best practice (Ref. British Standard 3998 : 2010 ‘Tree Work - Recommendations’).

#### 5.0 Re-inspection Procedure

- 5.1 As regards re-inspection of the trees; we would recommend a default period of **three years**, unless indicated otherwise. Between scheduled inspections (by a professional arboriculturist), impromptu risk assessments should be undertaken by an appropriate person (e.g. parish tree warden); these should immediately follow periods of extreme weather e.g. high winds, heavy rain or snow falls (should there be any doubt regarding the condition of any tree a professional arboriculturist should be consulted immediately).
- 5.2 Should any part of the site or adjacent land undergo a change of or increase in use during the period between routine inspections this could affect the level of risk and hence an unscheduled inspection may be required.

## 6.0 Statutory Obligations

- Any works to trees which are covered by Tree Preservation Orders [TPOs] or are within a Conservation Area [CA] require permission or consent from your Local Planning Authority [LPA]. It is necessary to gain confirmation from the LPA of any TPOs or CAs on the site, and to follow the formal application procedure where tree surgery, or indeed felling, is required in respect of protected trees. Works to sever and/or remove Ivy from trees are exempt, as is removal of dead trees.
- It is a criminal offence under normal circumstances to disturb or destroy - whether intentional or unintentional - the nesting sites of wild birds or the roost sites of bats, under the 'Wildlife & Countryside Act 1981, the 'Countryside and Rights of Way Act 2000' and the 'Conservation of Habitats & Species Regulations 2017'. *We would thus recommend that the tree works are, if possible, undertaken outside of the normal bird nesting season (Mid-March to end of August).*

APPENDIX 1 : TREE SURVEY SCHEDULE OF WORKS (Page 1 of 3)

| Tree ID. | Species<br>(Common Name) | Age Class   | Height (m) | Stem dia.<br>(mm) | Physiological<br>Condition | Structural<br>Condition | Observations / Comments  | Recommendations  | Work<br>Priority |
|----------|--------------------------|-------------|------------|-------------------|----------------------------|-------------------------|--|--|------------------|
| 2673     | Norway Maple             | Mature      | 14         | 420               | Normal                     | Normal                  | Significant deadwood + hanging deadwood throughout crown over park entrance  | Remove all significant deadwood* and hanging branches  | Medium           |
| 2674     | Larch                    | Middle aged | 20         | 400               | Normal                     | Normal                  | Ivy clad throughout crown – unable to fully inspect. Significant deadwood within crown over informal footpath to south   | Remove all significant deadwood*<br><br>Sever Ivy at base  | Medium           |
| 2675     | Larch                    | Middle aged | 22         | 400               | Normal                     | Normal                  | Ivy clad throughout crown – unable to fully inspect. Significant deadwood within crown over informal footpath to north   | Remove all significant deadwood*<br><br>Sever Ivy at base  | Medium           |
| 2676     | Ash                      | Middle aged | 20         | 450               | Normal                     | Normal                  | Ivy clad up to 14m. Significant deadwood throughout crown over informal footpath to south  | Remove all significant deadwood*<br><br>Sever Ivy at base  | Medium           |
| 2677     | Horse Chestnut           | Mature      | 11         | 620               | Fair                       | Fair                    | Significant historic stem failures at 2-3m resulting in ambiguous crown form. Hazard beams throughout crown to north. Low hanging limb to west growing at obscure angle with abnormal form | Remove or reduce branches within crown to north where hazard beams present<br>Remove low hanging limb to west at source (Approx. 7m to recent vertical growth) | Low              |
| 2678     | Horse Chestnut           | Mature      | 10         | 800               | Poor                       | Poor                    | Dead standing stem. <i>Ganoderma</i> fruiting bodies at base. Protected from prevailing wind by neighbouring trees   | Remove to ground level and leave wood on site for habitat  | Low              |



Playpark Tree Risk Assessment – Nash Mills Parish Council – Aug 2020

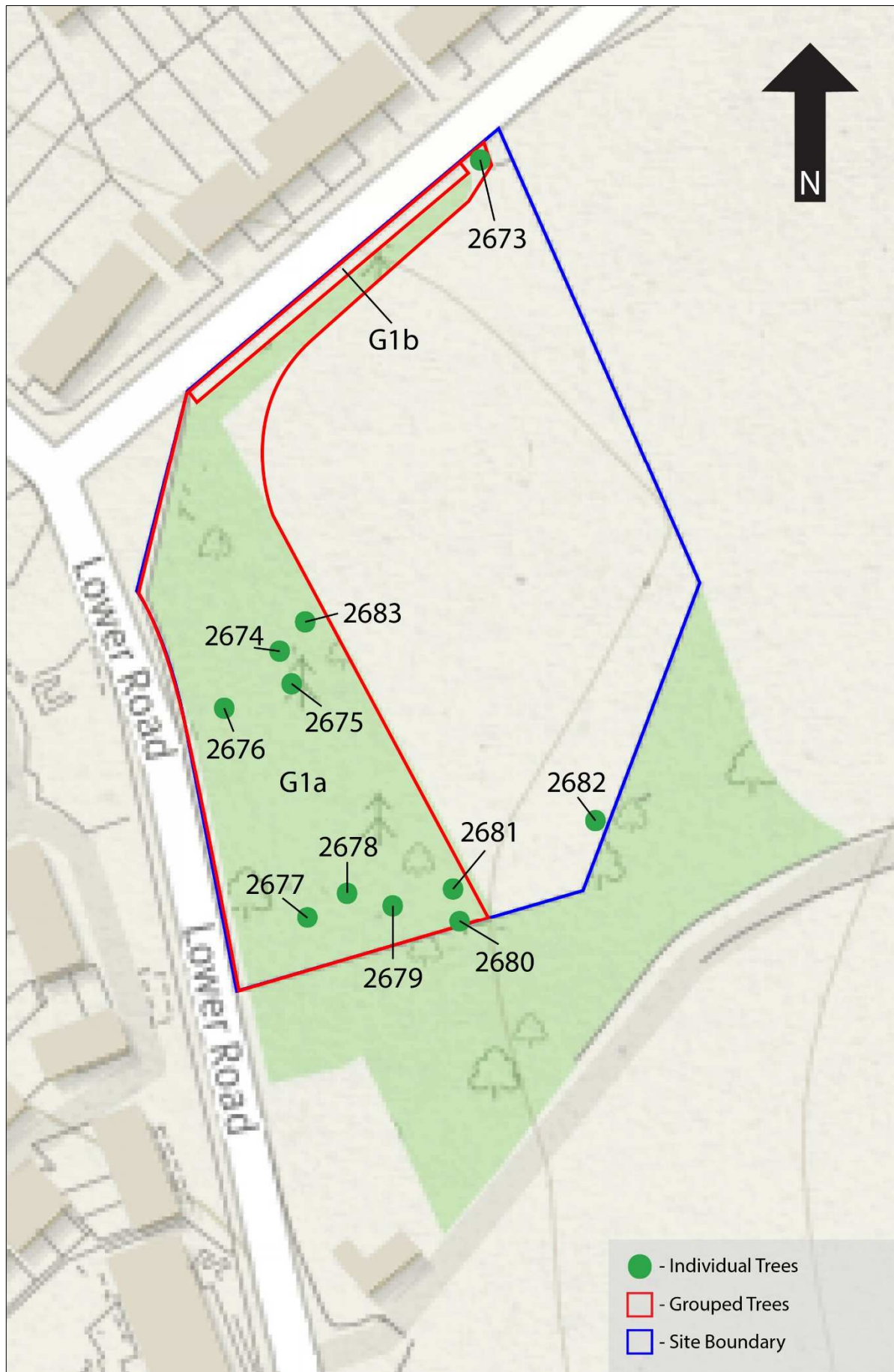
| Tree ID. | Species<br>(Common Name) | Age Class   | Height (m) | Stem dia.<br>(mm) | Physiological<br>Condition | Structural<br>Condition | Observations / Comments   | Recommendations   | Work<br>Priority |
|----------|--------------------------|-------------|------------|-------------------|----------------------------|-------------------------|---|---|------------------|
| 2679     | Larch                    | Mature      | 23         | 680               | Fair                       | Fair                    | Significant deadwood throughout crown over informal footpath to south. Ivy clad throughout crown – unable to fully inspect  | Remove all significant deadwood*<br><br>Sever Ivy at base | Medium           |
| 2680     | Ash                      | Young       | 20         | 250               | Normal                     | Good                    | Significant deadwood within crown to north east over informal footpath. Ivy clad throughout crown – unable to fully inspect | Remove all significant deadwood*<br><br>Sever Ivy at base | Medium           |
| 2681     | Ash                      | Middle aged | 20         | 300               | Normal                     | Good                    | Significant deadwood within crown to south over informal footpath   | Remove all significant deadwood*                          | Medium           |
| 2682     | Ash                      | Middle aged | 12         | 390               | Normal                     | Good                    | Significant deadwood throughout lower crown to north near playground equipment  | Remove all significant deadwood*                          | Medium           |
| 2683     | Larch                    | Mature      | 21         | 480               | Fair                       | Fair                    | Significant deadwood throughout crown over informal mown walkway. Ivy clad throughout crown – unable to fully inspect       | Remove all significant deadwood*<br><br>Sever Ivy at base | Medium           |

GROUPED TREES:

| Group ID. | Tag Range   | Amount | Species (Common Name) | Age Class   | Height (m) (Avg.) | Stem dia. (mm) (Avg.) | Physiological Condition | Structural Condition | Observations / Comments   | Recommendations  | Work Priority |
|-----------|-------------|--------|-----------------------|-------------|-------------------|-----------------------|-------------------------|----------------------|---|--|---------------|
| G1a       | Untagged    | >100   | Mixed Woodland        | Middle aged | 23                | 450                   | Normal                  | Normal               | Significant deadwood throughout crowns - no target where not tagged. Ivy clad throughout crowns of 90% of trees – unable to fully inspect trees that are Ivy clad | Sever Ivy at base of all trees that exceed a stem dia. of 400mm            | Low           |
| G1b       | Spot Marked | 12     | English Oak Sycamore  | Young       | 8                 | 200                   | Normal                  | Fair                 | 12x spot marked trees with orange eco paint growing with a significant lean and biased crown growth to north over highway   | Remove all spot marked trees to ground level to mitigate for future issues | Low           |

**\*Note:** Where removal of “all significant deadwood” has been recommended, this should be taken to mean that which is in excess of 50mm dia. and/or 900mm in length

APPENDIX 2 : Tree Location Plan (indicative)





# Assets of Community Value Sept 2020

## Background

Nash Mills Parish Council has only one community pub remaining in the parish serving its residents and providing a much-valued resource for community engagement. The clerk is bringing the matter back to council for further consideration.

## Purpose

The Localism Act 2011 introduced the concept of Assets of Community Value. This allowed communities to nominate an asset which may be in personal or private ownership as long as it fulfils certain criteria as detailed in the Assets of Community Value (England) Regulations 2012 <https://www.legislation.gov.uk/uksi/2012/2421/contents/made>.

This registration of an interest could be carried out by a community organisation such as a parish council or by a separate community group (conditions apply). This could offer protections in the following cases.

### Development by current owner

Once accepted by the local authority this registration would be in place for five years and **could** then be used in the planning process as a material consideration should the site be considered for development by its current owner. This could potentially mean that the granting or refusal of planning permission might take into account the fact that the property was listed as an asset. Local planning policies would apply therefore this is not a guaranteed restriction.

### Sale of Property

If the property was being considered for sale the owner would have an obligation to inform the local authority who would have to notify the party who had registered the asset. There would be a 6 week period for the nominator to register an interest in the '[community right to bid](#)', followed by a 6 month moratorium where the local community group, Parish Council or a collaboration could convene to consider ways in which it could purchase the asset.

To get an asset listed there would have to be a demonstration that the asset adds value to the local community (the CAMRA link below is a good resource for this).

### What the provisions do not do

- These provisions do not restrict in any way who the owner of a listed asset can sell their property to, or at what price. They also do not confer a right of first refusal to community interest groups.

- The provisions do not place any restriction on what an owner can do with their property, once listed, so long as it remains in their ownership. This is because it is planning policy that determines permitted uses for particular sites. However, the fact that the site is listed may affect planning decisions.

It should be noted that there is always the right for any building owner to appeal the decision and NMPC would need to check that any liability for costs arising from an ACV being registered should be investigated prior to any action being taken as this may have prohibitive risk for NMPC.

## **Recommendations**

Listing the parish public house as an asset of community value would offer a means of highlighting the contribution that this valuable local resource provides to our local community and may offer a degree of protection for its future.

I would recommend that Nash Mills Parish Council consider the following for resolution.

- Permit the clerk to complete the ACV nomination form on behalf of NMPC (in association with nominated Cllr(s))
- Create a working group to investigate and draft an interim contingency plan to ensure that there is an outline plan for action should the asset be placed for sale. Investigate whether there are any other areas within the parish that should be considered i.e. the play park, allotments etc. Membership/Lead to be determined.

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## **REFERENCE MATERIAL FOR FURTHER READING**

### **CAMRA Information**

<https://s3-eu-west-1.amazonaws.com/www1-camra/wp-content/uploads/2019/05/07152605/Nominating-a-pub-as-ACV-A-CAMRA-Guide.pdf>

### **Dacorum Borough Council Information**

[https://www.dacorum.gov.uk/docs/default-source/community-living/community\\_right\\_to\\_bid\\_-\\_non-localism-statutory\\_advice\\_note\\_for\\_local\\_authorities.pdf?sfvrsn=2490f9f\\_0](https://www.dacorum.gov.uk/docs/default-source/community-living/community_right_to_bid_-_non-localism-statutory_advice_note_for_local_authorities.pdf?sfvrsn=2490f9f_0)

<https://www.dacorum.gov.uk/home/community-living/introduction-to-localism>

<http://www.dacorum.gov.uk/docs/default-source/community-living/asset-of-community-value-nomination-form.pdf?sfvrsn=4>

### **About CAMRA involvement / challenging the decision:**

<https://www.christie.com/news-resources/blogs/august-2016/pub-owners-everything-you-need-to-know-about-asse/>

### **Challenging decision / costs:**

<https://www.penningtonslaw.com/news-publications/latest-news/2019/assets-of-community-value-and-challenging-a-listing>

**BBPA position:** <http://beerandpub.com/wp-content/uploads/2018/02/ACV-position-paper.pdf>

*Nikki Bugden*

*Clerk to Nash Mills Parish Council*

*25/8/2020*



# Website Accessibility August 2020

## **Purpose**

The Public Sector Bodies (Websites & Mobile Applications No.2) Accessibility Regulations 2018 came into force in late 2018. Its aim is to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities.

By **September 2020**, all parish, town & borough councils must have a website that complies with Website Content Accessibility Guidelines (WCAG) 2.1 AA rating so that it meets Accessibility Guidelines as set in the Public Sector Bodies Accessibility regulations.

WCAG is measured in 3 ratings – A, AA & AAA. The Government require public body websites to meet AA rating as a minimum standard. WCAG 2.1 AA compliance covers many areas of a website and include how it is constructed, how the user navigates around it, how the information is presented & displayed. In addition, the public body must be aware of all the website's content and what may not be compliant and publish an Accessibility Statement.

As a simple guide, to conform with these accessibility guidelines, a public body must comply with the following key points.

## Accessibility Requirement

Public sector bodies must take the necessary measures to make their websites and mobile applications accessible by making them perceivable, operable, understandable and robust – Reg 6.

## Disproportionate Burden

Public sector bodies are not required to comply with the accessibility requirement when doing so would impose a disproportionate burden on them. **A full assessment will need to be undertaken** Reg 7.

## Accessibility Statement

Public sector bodies must publish an accessibility statement and keep the statement under regular review – Reg 8.

## Standards

Websites and mobile applications must comply with the international WCAG 2.1 AA accessibility standard or its European equivalent – Reg 9.

## Monitoring & Reporting

The Minister for the Cabinet Office will monitor compliance by sampling websites and applications. It will be required to report back to the European Commission. If a public sector body fails to comply with regulation 8, the Minister will take enforcement action and publish the name of that public sector body and its decision on “gov.uk” – Reg 10 & 14.

## Background

The clerk brought this to council in March 2020 when she was first made aware of the requirements (the previous briefings had been published prior to the clerk taking up her role).

The construction of the new website was undertaken by an experienced parish website provider who should have been aware of the requirements, he was instructed during the time that this change in the law was passed.

The website designer was contacted, and he confirmed that NMPC had a compliant website and the clerk arranged for the creation of the accessibility statement and added it to the website.

Whilst networking the clerk raised some additional questions regarding the website and decided to carry out further investigations. By using the recommended application ‘wave’ <https://wave.webaim.org/> it would appear that the website still has numerous issues that have not been resolved to ensure compliance.

Under regulation 7 of the aforementioned act Council can state that making all necessary adjustments would place a disproportionate burden on them but this can only be claimed if a full review has been undertaken.

NALC recommends, as a minimum, that a plan of action and an accessibility statement should be in place by 23<sup>rd</sup> September 2020.

I have updated the accessibility statement in line with the guidance and a copy is attached.

## Recommendations

There should be a two-phase approach as detailed in the NALC guidance a copy of which is attached to the email circulated with this report.

Phase 1 Evaluation

Phase 2 Remedy.

Due to the urgency of this I would like to request assistance to complete the evaluation actions as I do not have capacity or technical knowledge myself. I would like council to confirm whether my concerns re compliance are justified.

***Since drafting this report Cllr Cobb has looked at the website using the ‘wave’ software and it appears that the majority of issues relate to the contrast on each page relating to the links and standard text. The website designer had apparently already addressed this but I have gone back to inform him that it is still not sufficient to comply with the guidelines and I am awaiting a response.***

The proposed action plan from the NALC guidance (attached to this email) is below

| Evaluation Phase   | Date Completed/Notes |
|--|----------------------|
| 1 Have the clerk and all councillors read this briefing and legislation?   |                      |
| 2 Who have we approached to do an evaluation? Internal / external company/ student / volunteer groups / local resident |                      |
| 3 Have we identified potential costs for evaluation?   |                      |
| 4 Have we identified a timeframe for evaluation?   |                      |
| 5 How will we fund an evaluation? Reserves / precept increase / grants / principal authorities                         |                      |
| 6 Has a decision been made about the route we will take?   |                      |
| 7 Have we created a text only version of the website?  |                      |

|  |  |
|--|--|
| 8 Have we created an accessibility statement page? Clearly linked to from other pages.                                       | Clerk has actioned August 2020 (see transcript attached) |
| 9 Has the party doing the review been briefed with an agreed completion date? Log the proposed completion date.              |  |
| 10 Has the work been completed with actions for improvement identified?  |  |
| 11 Has the accessibility page been updated?  | Updated August 2020                                      |
| 13 Have we got a quarterly review and reporting process in place? Review and update council and the accessibility statement. |  |

| Remedial phase  | Date Completed/Notes   |
|---|--|
| 14 Have we drawn up a brief for the remedial work based on the evaluation results?                                      |  |
| 15 Who have we approached to do remedial work?  |  |
| 16 Have we identified potential costs for remedial work?  |  |
| 17 Have we identified a timeframe for remedial work?  |  |
| 18 How will we fund remedial work? Reserves / precept increase / grants / principal authorities?                        |  |
| 19 Has a decision been made about the route we will take?   |  |
| 20 Has the accessibility page been updated to reflect the position?   |  |
| 21 Has the party doing the remedial work been briefed with an agreed completion date? Log the proposed completion date. |  |
| 22 Has the work been completed with any gaps identified?  |  |
| 23 Has the accessibility page been updated?   |  |
| <b>CONCLUSION</b>   | <ul style="list-style-type: none"> <li>• You need a plan</li> <li>• It will be an ongoing approach</li> <li>• Reasonable adjustment and disproportionate burden will change over time— keep reviewing</li> <li>• You must have an accessibility statement on your website — keep it updated</li> </ul> |



## **Accessibility Statement for Nash Mills Parish Council**

Nash Mills Parish Council (NMPC) is committed to ensuring digital accessibility for people with disabilities. We are continually improving the user experience for everyone and applying the relevant accessibility standards in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

### **Measures to support accessibility**

Nash Mills Parish Council takes the following measures to ensure accessibility of The Council:

- Regular updates using a web design specialist.
- Regular review of documents.
- Documents available on request in alternative formats (subject to availability).

Whilst we will undertake actions to ensure compliance we will also consider that the steps taken be proportionate to our scope.

### **Conformance status**

The Web Content Accessibility Guidelines (WCAG) defines requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level A, Level AA, and Level AAA.

The Council is partially conformant with WCAG2.1 level AA. Partially conformant means that some parts of the content do not fully conform to the accessibility standard.

### **Compatibility with browsers and assistive technology**

Nash Mills Parish Council is designed to be compatible with the following assistive technologies:

- Mobile Phones
- PC and Mac Computers
- All Tablet devices
- All known Browsers
- Screen Readers

### **Technical specifications**

Accessibility of Nash Mills Parish Council relies on the following technologies to work with the particular combination of web browser and any assistive technologies or plugins installed on your computer:

- HTML
- CSS
- JavaScript

These technologies are relied upon for conformance with the accessibility standards used.

## **Limitations and alternatives**

Despite our best efforts to ensure accessibility of NMPC, there may be some limitations. Below is a description of known limitations, and potential solutions. Please contact us if you observe an issue not listed below.

Known limitations for NMPC

1. Comments from users: Uploaded images may not have text alternatives because we cannot ensure the quality of contributions.
2. Some older PDFs may not comply.
3. Historic documents have not been updated.
4. Some scanned documents may not be accessible. Due to privacy regulations we have no option but to manually redact some documents and then scan them on to the system.

For any of the issues listed or issues that you have personally encountered please contact the clerk as we may be able to provide them in an alternative format.

## **Content that's not within the scope of the accessibility regulations**

### **PDFs and other documents**

Many of our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2 (name, role value).

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services.

Any new PDFs or Word documents we publish will endeavour to meet accessibility standards and we will always do our utmost to provide documents in alternative formats if requested.

### **Assessment approach**

Nash Mills Parish Council assessed the accessibility of it's website by the following approaches:

- Self-evaluation

NMPC are currently reviewing the website to achieve a higher degree of accessibility. This self-evaluation will be ongoing therefore please contact the clerk should you find any areas that limit your accessibility so that they may be considered for improvement.

### **Reporting accessibility problems with this website**

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact: [clerk@nashmillsparishcouncil.gov.uk](mailto:clerk@nashmillsparishcouncil.gov.uk) / 07943 519458 giving the page title and the nature of the problem.

## **Enforcement procedure**

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the ‘accessibility regulations’). If you’re not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

## **Formal approval of this accessibility statement**

This Accessibility Statement is approved by Nash Mills Parish Council, Nikki Bugden, Clerk to the Council