

## BERKHAMSTED TOWN COUNCIL

01442 228945  
berkhamsted.towncouncil@dacorum.gov.uk  
www.berkhamsted.gov.uk

Civic Centre  
Berkhamsted  
Herts  
HP4 3HD

14<sup>th</sup> May 2013

### SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that the Annual Meeting of **Berkhamsted Town Council** will be held in the Council Chamber, Civic Centre, Berkhamsted on **Monday 20 May 2013** at **7.30** p.m. for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend.



Gary Cox  
Town Clerk

#### **MEMBERS:**

Councillors A Armytage  
S A Bateman  
D J Collins  
E R Collins  
R Cowie  
Mrs C Green  
Dr L Handy  
Julie Laws  
Fiona Macdonald  
P B Matthews  
Dr I.M.Reay  
T Ritchie  
G Stevens  
PC Warren

**THE MEETING IS OPEN TO PRESS AND PUBLIC**

## AGENDA

**FC 33/13 Election of Town Mayor**

To elect a Town Mayor to hold office until the appointment of a successor at the Annual Meeting of the Town Council in 2014

**FC 34/13 Declaration of Acceptance of Office**

To receive the Town Mayor's Declaration of Acceptance of Office and Code of Conduct

**FC 35/13 Apologies for absence**

To receive apologies for absence

**FC 36/13 Election of Deputy Mayor**

To elect a Deputy Town Mayor to hold office until the appointment of a successor at the Annual Meeting of the Town Council in 2014

**FC 37/13 Declarations of Interest**

To receive declarations of Interest regarding the following items on the agenda

**FC 38/13 Standing Committee Membership**

To note governance arrangements for 2013/14 and to appoint for the ensuing year, membership of the: (Paper attached):

- i Finance & Policy Committee
- ii Town Planning Committee
- iii Transport and Environment Committee

Standing Committees will consider their membership at their next meeting and will elect then their Chairman and Deputy Chairman for the forthcoming year (other than for the Allotment Management Team - see agenda item 40/13)

**FC 39/13 Membership of Sub-Committees, Working Parties and Groups**

To appoint for the ensuing year, membership of the:

- i Allotment Management Team (3 councillors, one of whom must be nominated as chairman)
- ii Canal & Riverside Partnership

- iii Lagley Meadow Youth and Community Centre Sub-Committee
  - iv Events Committee
  - v Parish Paths Partnership
  - vi Young Peoples Facilities (Swan Centre)
  - vii Communications
  - viii Support Services
  - ix Community Infrastructure Levy Working Group
  - x Parking Provision and Management Forum
  - xi Appearance of the Town Group
- FC 40/13 Chair of the Allotment Management Team**
- To elect the Chair of the Allotment Management Team
- FC 41/13 Representatives to Outside Bodies and Joint Committees**
- To appoint for the ensuing year, **representatives to outside bodies and joint committees** (Paper attached)
- FC 42/13 Meeting Dates for 2013/14**
- To approve the **dates of meetings of the Town Council for 2013/14** (Paper attached)
- FC 43/13 Annual Subscriptions**
- To review payment of annual subscriptions for 2012/13 and **approve these subscription payments for 2013/14** (Paper attached)
- FC 44/13 Deeds and Trusts**
- To note **deed and trust instruments in the custody of the Town Council**. (Paper attached)
- FC 45/13 Mayoral Engagements**
- To note **Mayoral Engagements during 2012/13** (Paper attached)

**FC 46/13 Standing Orders**

To adopt the **current version of Standing Orders** for the ensuing year (as revised by Full Council at the meetings on 21 January (FC 6/13) and 18 March 2013 (FC 20/13) (Attached)

**FC 47/13 Financial Regulations**

To adopt **the current version of Financial Regulations** for the ensuing year (as revised by Full Council at the meeting on 21 January (FC 6/13) (Attached)

**FC48/13 Insurance Cover**

To note the review of the Town Council's annual insurance cover, to **determine the level of fidelity insurance cover and note proposals to renew insurance cover** for the next three years (Paper attached)

**FC 49/13 Minutes of Last Meeting**

To receive and adopt **the minutes of the last Full Council Meeting** on 18 March 2013

**FC 50/13 Town Mayor's Communications**

- i To note that the statutory notice on the exercise **of electors' rights to inspect the Town Council accounts and supporting documents relating to the Accounting Statements** is being displayed from 20 May to 2 June 2013 (Paper attached)

The notice provides for the Town Council to make these documents available to the public for inspection between 3 June and 28 June 2013

- ii To note a letter from Berkhamsted Citizens Association welcoming the proposed working **group to improve the appearance of the town and that BCA would like to be represented on the Group** (Paper attached)
- iii To note a letter from Berkhamsted Citizens Association welcoming the proposed **Friends Group for Canal Fields and that BCA would like to be represented on the Group** (Paper attached)
- iv To note that Dacorum Borough Council has advised that an **election to fill a Councillor vacancy in East Ward will be held on 13 June 2013** (Paper attached)
- v To note that the Chilterns Conservation Board is **inviting comments on a review of their draft Management Plan for 2014/19**. A copy of the initial scoping report is available in the Town Council offices. The closing date for responses is Wednesday 19 June 2013 (Paper attached)

**FC 51/13 Public Participation**

To suspend Standing Orders to allow any member of the public present to speak

**FC 52/13 Ambulance Service**

To consider a request from a resident for the Town Council to **lobby the East of England Ambulance Service to improve the ambulance response for the town** (Paper attached)

**STANDING COMMITTEES**

To receive and adopt the minutes of the:

**FC 53/13 Town Planning Committee**

Held on: 2 April 2013  
22 April 2013  
13 May 2013

**FC 54/13 Transport & Environment Committee**

Held on: 15 April 2013

**FC 55/13 Finance & Policy Committee**

Held on 29 April 2013

**FC 56/13 Review of Receipts and Payments**

To note that Councillors D Collins and Stevens **review the detailed receipts and payment records on a regular basis** and sign that the records and the resultant Income and Expenditure summary reports were accurate; and **to note that under these arrangements, the record of payments and receipts for 1 - 28 February 2013 as summarised in the attached note were agreed** (Paper attached)

**WORKING GROUPS**

To receive and adopt the minutes of the:

**FC 57/13 Allotment Management Team**

Held on: 9 May 2013

**FC 58/13 Annual Closure of Allotment Sites to Members of the Public**

To note that the first annual closure of allotment sites to members of the public took place on Monday 15 April 2013 (see AMT 13/14); and to **agree future closures on Tuesday 15 April 2014 and Wednesday 6 May 2015**

To receive and adopt the minutes of the:

**FC 59/13 Canal & Riverside Partnership**

Held on: 25 April 2013 (Minutes attached)

**COMMUNITY SAFETY**

**FC 60/13 Police Community Support Officer Report**

To note the **report for April 2013 submitted by Police Community Support Officer James McLean** (Paper attached)

**TOWN COUNCIL PRIORITIES**

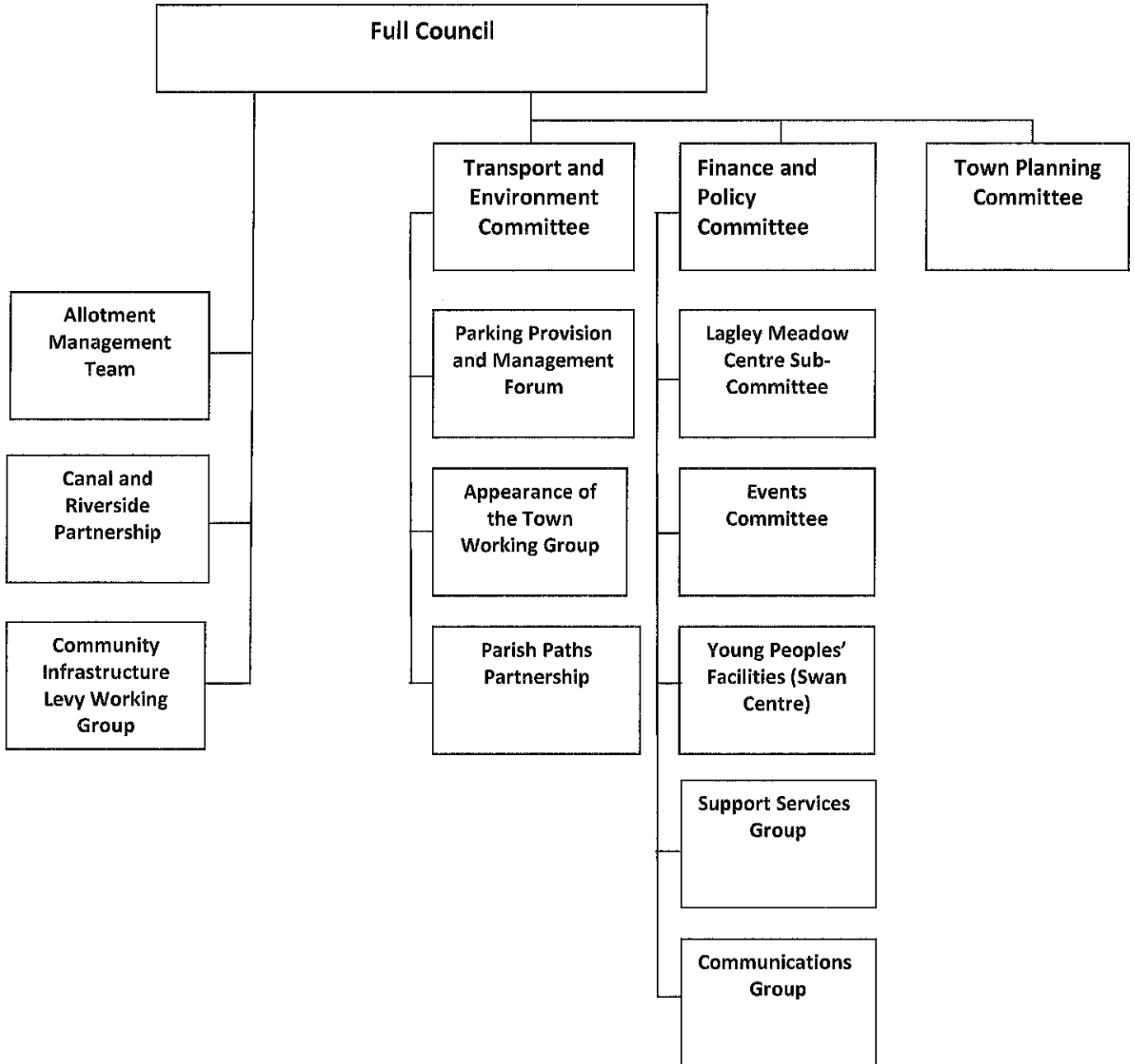
**FC 61/13** To consider and agree **priorities for the Town Council** over the remainder of the present term (Paper attached)

FC 38/13

BERKHAMSTED TOWN COUNCIL

GOVERNANCE ARRANGEMENTS 2013-14

SUMMARY



## STANDING COMMITTEE LIST 2013-14

The Town Mayor and the Deputy Town Mayor are Ex-Officio Members of all committees. The Town Mayor has the vote as an ex-officio member but the Deputy Town Mayor does not.

### FINANCE & POLICY COMMITTEE:

Councillors: D Collins  
R Cowie  
Mrs C Green  
G Stevens  
P Matthews  
T Ritchie

Substitutes: S Bateman  
L Handy  
Vacancy

### TOWN PLANNING COMMITTEE:

Councillors: A Armytage  
Dr L Handy  
J Laws  
T Ritchie  
G Stevens  
P Warren  
Vacancy

Substitutes: D Collins  
R Cowie  
P Matthews

### TRANSPORT & ENVIRONMENT COMMITTEE:

Councillors: E Collins  
R Cowie  
S Bateman  
F Macdonald  
P Matthews  
G Stevens

Substitutes: D Collins  
T Ritchie  
Vacancy

### **Proposals:**

**Vacancy to be held pending election to fill Councillor vacancy in East Ward**



**TOWN COUNCIL WORKING PARTIES 2013-14**

The Town Mayor is an ex -officio Member of all Working Parties

**ALLOTMENT MANAGEMENT TEAM**

Reports to Full Council

Councillors A Armytage  
E Collins  
J Laws

J Bushby, Town Warden  
J Fisher, Butts Meadow  
D Reay, Dellfield  
J Eaton, Sunnyside

**CANAL & RIVERSIDE PARTNERSHIP**

Reports to Full Council

Councillors D. Collins  
F. Macdonald  
+ co-opted members

**LAGELY MEADOW YOUTH AND COMMUNITY CENTRE SUB-COMMITTEE**

Reports to F&P

Councillors D Collins  
I Reay  
P Warren  
+ co-opted members

**EVENTS COMMITTEE**

Reports to F & P

Councillors J Laws  
F Macdonald  
P Matthews  
T Ritchie  
P Warren  
+ co-opted members

**PARISH PATHS PARTNERSHIP**

Reports to T & E

Councillor R. Cowie  
+ co-opted members

**YOUNG PEOPLES FACILITIES:  
(Swan Centre)**

Reports to F & P

Councillor A Armytage

**COMMUNICATIONS:**

Reports to F & P

Councillors R Cowie  
P Matthews  
P Warren  
G Stevens



## TOWN COUNCIL WORKING GROUPS 2013-14

### **COMMUNITY INFRASTRUCTURE LEVY WORKING GROUP**

**Reports to Full Council**

Councillors    A Armytage  
                    D Collins  
                    P Matthews  
                    G Stevens.  
                    + co-opted members

### **PARKING PROVISION AND MANAGEMENT FORUM**

**Reports to T & E**

Councillors    David Collins  
                    I M Reay  
                    Tom Ritchie  
                    + co-opted members

### **APPEARANCE OF THE TOWN GROUP**

**Reports to T&E**

Councillors:    J Laws  
                    T Ritchie  
                    G Stevens  
                    P Warren  
                    + co-opted members

### **PROPOSALS:**

**Festival of Light Working Party:** Subsumed in Events Committee

**Land Availability and Use Working Party:** Disbanded

**River Bulbourne Partnership:** Subsumed in Canal and River Partnership

**Jubilee Working Group:** Disbanded

**Castle Events Liaison Group:** Subsumed in Events Committee

**Friends of Rectory Lane Cemetery:** Disbanded, as replaced by Friends of St Peters, Great Berkhamsted, an outside body with a Councillor representative on that Friends Group

**Residents Parking Zone:** Disbanded and replaced by Parking Provision and Management Forum

**Youth Centre Working Group:** Disbanded and subsumed in Lagley Meadow Youth and Community Centre Sub-Committee

**Canal Fields Liaison Group:** Disbanded and subsumed in Appearance of the Town Group

**Berkhamsted & Northchurch Transport Plan:** Disbanded and subsumed in Parking Provision and Management Forum

**Pavements Group:** Subsumed in Appearance of the Town Group

FC 41/13

**TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES AND JOINT COMMITTEES 2013-2014**

Age Concern Dacorum:	Councillor:	P Warren
Berkhamsted Castle Liaison Group:	Councillors:	D Collins P Matthews  Mrs P O'Shea
Berkhamsted Community Partnership	Councillor:	D Collins
Berkhamsted Market Fund:	Councillors:	D Collins I Reay
Bourne and Salter Educational Foundations:	Councillor:	E Collins  Mrs Jenny Habib Mr I Gent Mrs P O'Shea
Community Action Dacorum:	Councillor:	J Laws
Dacorum Action on Disability (Berkhamsted / Tring Area Committee):	Councillor:	D Collins
Dacorum Environmental Forum	Councillors:	A Armytage P Matthews G Stevens
Fairtrade Berkhamsted:	Councillor:	G Stevens
Friends of St Peter's, Berkhamsted	Councillor:	P Warren
Graham Greene Birthplace Trust:	Councillor:	E Collins
HAPTC:	Councillor:	D Collins
London / Luton Airport Town and Village Councils Consultative Committee:	Councillor:	I Reay

Northchurch United Charities:

Councillor: T Ritchie

Mr C Talbot-Ponsonby  
Mr D Kay

St. Peter's Parochial Charities:

Councillor: Mrs C Green

Mrs J Habib  
Mrs F Tucker  
Mrs P O'Shea

The Swan Project Trustee:

Councillor: A Armytage

Town Hall Trust:

Martin Hillier

FC42/13

<b>BERKHAMSTED TOWN COUNCIL - MEETING DATES 2013/14</b>	
<b>2013</b>	
May 20	<b>Annual Meeting of Council</b>
June 3	Town Planning
June 24	Town Planning
June 27 - Thursday	<b>Full Council (approval of end year accounts)</b>
July 1	Finance and Policy
July 11 - Thursday	Allotment Management Team
July 15	Town Planning
July 22	Transport and Environment
July 29	Town Planning
August 19	Town Planning
September 2	<b>Full Council</b>
September 9	Town Planning
September 30	Town Planning
October 7	Finance and Policy
October 17 - Thursday	Allotment Management Team
October 21	Town Planning
October 28	Transport and Environment
November 11	Town Planning
November 18	<b>Full Council</b>
December 2	Town Planning
December 9	Finance and Policy
December 16	Town Planning
<b>2014</b>	
January 6	Town Planning
January 9 - Thursday	Allotment Management Team
January 13	Finance and Policy
January 20	<b>Full Council (Precept)</b>
January 27	Town Planning
February 10	Transport and Environment
February 17	Town Planning
March 10	Town Planning
March 31	Town Planning
April 7	Finance and Policy
April 14	Town Planning
April 24 - Thursday	Allotment Management Team
April 28	Town Planning
1 May - Thursday	<b>Annual Town Meeting – at the Town Hall</b>
May 12	Transport and Environment
May 19	<b>Annual Meeting of Council</b>

All meetings are held in the Council Chamber on a Monday at 7.30pm unless indicated. Any additional meetings will be advertised by Public Notice 7 days in advance on Town Council Noticeboards and website @ [www.berkhamsted.gov.uk](http://www.berkhamsted.gov.uk)

FC 43/13

Annual Subscriptions paid by the Town Council

NAME	AMOUNT £	
	2012/13	2011/12
HAPTC Membership	1122.15	1115.59
NALC Membership	749.80	719.75
LCR NALC Magazine	15.50	15.50
Society of Local Council Clerks	227.00	190.00
Data Protection Registrar	35.00	35.00
Chiltern Society	25.00	25.00
Open Spaces Society	40.00	40.00
Countryside Development Agency	30.00	30.00
Chamber of Commerce	30.00	30.00
Berkhamsted Review	5.00	3.00
Dacorum Council Voluntary Services	25.00	25.00
<b>Total</b>	<b>2304.45</b>	<b>2228.84</b>

PC 44/13

# AUSTINS

## PENNY & THORNE

SOLICITORS

175 HIGH STREET BERKHAMSTED HERTFORDSHIRE HP4 3HG  
TELEPHONE 01442 872141  
FAX 01442 862222  
DX 80851 BERKHAMSTED  
E-MAIL austins.berkhamsted@virgin.net

BERKHAMSTED TOWN COUNCIL  
COMMITTEE REF:

14 MAY 1999

FILE REF:

Colin Westwood Esq  
Town Clerk - Berkhamsted Town Council  
The Civic Centre  
161-163 High Street  
Berkhamsted  
Herts  
HP4 3HB

Your Ref:

Our Ref:  
NGF/AE/B110203/Berkhamsted

13 May 1999

Dear Mr Westwood

**Re: Berkhamsted Town Council - Deeds and Trust Instruments.**

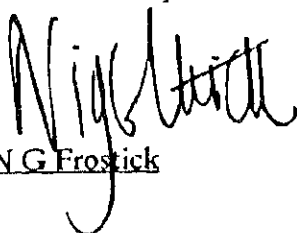
You have asked me to provide a list of those items which fall into the category of the above and which are held here for safekeeping. The items are in date order:-

- 1 Tenancy Agreement dated 7<sup>th</sup> November 1924 with London Midland and Scottish Railway Company in respect of a strip of land on the upside line abutting Sunnyside Church - this not strictly a Deed.
2. Conveyance dated 25<sup>th</sup> February 1925 of Dellfield Allotments and Old Sunnyside Allotments (with Memoranda of Disposals).
3. Conveyance dated 26<sup>th</sup> April 1927 of Sunnyside New Allotments
4. Counterpart Lease dated 23<sup>rd</sup> September 1969 of Sub Station Site on Allotment Land adjacent to Ivy House Lane
5. Counterpart Lease dated 6<sup>th</sup> December 1982 of 0.339 acres of car park land to Sunnyside P.C.C.

As for Butts Meadow, we hold a photocopy of a Deed of Gift of 19<sup>th</sup> October 1914 from Mrs Helen Lucas to the former UDC, handed over by Dacorum Borough Council to the Council in 1974. The original deed is not available.

I do hold Agreements which cannot be classified as Deeds and of which I will supply you with details on request. We hold no Trust instruments.

Yours sincerely

  
N.G Frostick



PC 45/13

## MAYORAL ENGAGEMENTS

Ref	Date	Official	Event
1	09-Jun-12	Deputy	Dacorum Talking Newspaper AGM
2	13-Jun-12	Deputy	Hertfordshire Company of the Year Competition
3	25-Jun-12	Neither	Hertfordshire Scouts AGM 2012
4	16-Jun-12	Deputy	Petertide Fair
5	26-Jun-12	Deputy	Annual visit of Spanish students
6	4-Jun-12	Mayor	Queen's Diamond Jubilee celebrations - High Street party
7	23-May-12	Deputy	Highways Liaison meeting (also attending as County Councillor)
8	24-May-12	Neither	Berkhamsted Arts Trust AGM
9	3-Jun-12	Mayor	Chesham Town Civic Service
10	8-Jul-12	Mayor	Herts Youth Games 2012
11	5-Jul-12	Deputy	Berkhamsted School Speech Day 2012
12	3-Jul-12	Neither	Berkhamsted School Vale
13	2-Jul-12	Deputy	Visit to Berkhamsted Town Council of Gossoms End Cub Pack
14	15-Jul-12	Mayor	Pepper Show
15	14-Jul-12	Mayor	Herts County Council Chairman's Garden Party
16	30-Nov-12	Mayor	Age Concern Dacorum AGM
17	12-Aug-12	Deputy	Sunnyside Allotment Open Day
18	15-Jun-12	Deputy	West Herts District Scouts AGM
19	25-Jun-12	Deputy	Armed Forces Day Ceremony
20	27-Aug-12	Deputy	Lions Bank Holiday Monday Fete
21	Various	Neither	Herts Music Service Summer Concert Series
22	05-Aug-12	Mayor	DBC Mayor's fundraising Afternoon Tea
23	08-Sep-12	Mayor	Berkhamsted Choral Society Concert
24	07-Dec-12	Deputy	Connect Dacorum/Dacorum Community Trusts Christmas Lunch
25	15-Sep-12	Mayor	Lions Club 34th Charter Anniversary Dinner
26	09-Aug-12	Neither	Roy Chapman Ladies Evening
27	21-Nov-12	Deputy	2012 Awards for Hertfordshire Young People of the Year
28	18-Aug-12	Mayor	Dacorum Bronze Olympian - Max Whitlock Civic Reception
29	14-Sep-12	Mayor	Northchurch Parich Council Annual Reception
30	30-Nov-12	Mayor	The Dacorum Olympic Torchbearers Reception
31	28-Aug-12	Mayor	Paralympic Torch Relay through Berkhamsted
32	20-Oct-12	Mayor	Dacorum Symphony Orchestra 40th anniversary concert
33	02-Sep-12	Neither	Opening of new taxi firm at Berkhamsted Football Club
34	13-Sep-12	Neither	West Herts Against Crime - Home Tasks Show
35	29-Sep-12	Mayor	Graham Greene Birthday Toast & Dinner
36	02-Dec-12	Mayor	Festival of Light
37	10-Oct-12	Mayor	Dacorum District Citizens Advice Bureau AGM
38	12-Oct-12	Mayor	Volunteer Centre Dacorum AGM
39	19-Oct-12	Mayor	Berkhamsted School Founder's Day 2012
40	16-Oct-12	Mayor	Berkhamsted School Blessing of Kings Chapel
41	16-Oct-12	Deputy	Community Action Dacorum AGM
42	28-Sep-12	Neither	Macmillan Worlds Biggest Coffee Morning
43	05-Oct-12	Mayor	Hospice launch of new retail venture at Northbridge Road
44	05-Oct-12	Deputy	Way Inn Gallery birthday celebration
45	15-Feb-13	Neither	Road Victims Trust Gala concert
46	16-Jan-13	Mayor	Berkhamsted Youth Town Council meeting

## MAYORAL ENGAGEMENTS

47	20-Oct-12	Mayor	Hospice of St Francis fundraising event by Robert Martell & Ptnrs
48	21-Nov-12	Mayor	Meeting and lunch with Director of the Hospice of St Francis
49	10-Nov-12	Mayor	Royal British Legion Poppy Stall
50	11-Nov-12	Mayor	Remembrance Day Parade & Service
51	23-Nov-12	Deputy	DBC Mayor's Charity Quizz for The Royal British Legion
52	15-Nov-12	Neither	Open evening at Kempston TA Centre
53	02-Dec-12	Mayor	Iain Rennie Grove House Hospice Care fundraising lunch
54	08-Dec-12	Mayor	Berkhamstged Choral Society Christmas Concert
55	12-Dec-12	Mayor	Chesham Town Carol Service
56	<b>21-Mar-13</b>	Deputy	Dacorum Rotary Technology Tournament
57	Various	Neither	County Youth Music Groups Autumn 2012 Concert Series
58	03-Dec-12	Mayor	1066 Club for Blind Christmas Party
59	07-Dec-12	Mayor	Lockers Park School Junior Play "Dick Whittington"
60	22-Dec-12	Mayor	Lions Club Hamper Draw
61	<b>02-Feb-13</b>	Deputy	DBC Mayor's Charity Theatre evening
62	<b>03-Mar-13</b>	Mayor	Berkhamsted Fun Run & Half Marathon
63	<b>05-Mar-13</b>	Mayor	Fairtrade Coffee Morning
64	<b>22-Feb-13</b>	Mayor	DBC Mayor's Charity Quiz evening
65	<b>08-Mar-13</b>	Mayor	DBC Mayor's Civic Reception
66	<b>07-May-13</b>	Mayor	Dacorum Mencap Diamond Jubilee celebrations
67	<b>26-Apr-13</b>	Neither	DBC Mayor's Charity Race Night
68	<b>27-Apr-13</b>	Mayor	Lagley Meadow Astroturf Launch
69	<b>06-Mar-13</b>	Mayor	Berkhamsted Air Cadets Open Evening
70	Various	Neither	Herts County Council Spring 2013 Concert Series
71	<b>15-May-13</b>	Mayor	Friends of St Peter's Church & Rectory Lane Cemetery Talk
72	<b>04-May-13</b>	Mayor	DBC Mayor's Charity Dance
73	<b>28-Apr-13</b>	Mayor	DBC Mayor's Civic Service
74	<b>26-Mar-13</b>	Neither	Lockers Park School Junior Play 'Treasure Island'
75	<b>11-Apr-13</b>	Mayor	Matthew Loddy's Marathon Month
76	<b>21-Apr-13</b>	Neither	St George's Day Parade in Tring
77	<b>15-May-13</b>	Neither	Friends of St Peter's Church - Charitable Trust Launch
78	<b>15-May-13</b>	Mayor	Dacorum Borough Council Annual Meeting of Council
79	<b>11-May-13</b>	Mayor	Berkhamsted Choral Society Concert

FC 48/13

**REVIEW OF INSURANCE COVER FOR 2013/14**

**Purpose**

1. The Town Council has a 3 year insurance cover policy with Zurich Municipal at an annual premium of £3,121.93 and which is due for renewal on 1 June 2013.
2. This paper invites the Town Council to note the results of a review of the Town Council’s insurance cover requirements, including a review of financial and other risks, any changes to or re-evaluation of assets and a discussion with Zurich Municipal to review the extent and appropriateness of cover, in advance of insuring the Town Council for 2013/14.

**Review**

3. The review affirmed that there are no substantive changes to the Council’s insurance requirements and that cover should continue to be set for:

	Value Insured
• Material damage to fixtures, fittings and contents at Lagley Meadow	£5,150
• Business Interruption	£50,000
• Assets and General Office Contents/Equipment	£100,000
• Loss of Money	£250,000
• Public liability	£10,000,000
• Employers Liability	£10,000,000
• Personal Accident (one person/one incident)	£500,000/£2,000,000
• Legal costs and expenses	£100,000
• Libel and Slander	£250,000
• Comprehensive Motor Vehicle, Accident	£5,000,000
• No Claims Discount protection for all car travel to business meetings	

**Fidelity Insurance**

4. To complete that review, and in accordance with Financial Regulations, the Town Council is asked to determine the level of insurance cover for Fidelity Guarantee Insurance. The Town Council’s current level of risk to loss or fraud is £300,000. Insurers set premiums for Fidelity
5. Insurance at banded levels of risk. The Town Council’s Fidelity Insurance is set within the £250,000 – £500,000 band. The Town Council is asked to consider whether the level of Fidelity Insurance provided in the insurance cover is adequate for the renewal policy.

**Next Steps**

6. Subject to that determination, as responsible Finance Officer, and comparing other quotes, I propose to renew the Town Council insurance policy for the next 3 years with Zurich Municipal, at a cost of £2,121.77 a year. Zurich Municipal is a responsible, reputable and financially sound insurance company which is also covered by the Financial Services Compensation Scheme.

Gary Cox  
Responsible Finance Officer

# APPENDIX 5

## Berkhamsted Town Council NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF ELECTORS' RIGHTS ACCOUNTS FOR THE YEAR ENDED 31 March 2013

Audit Commission Act 1998, Sections 15 and 16  
Accounts and Audit (England) Regulations 2011 (SI 2011/817)

This notice will be displayed from 20 May 2013 to 02 June 2013

Each year Berkhamsted Town Council's annual return is audited by an auditor appointed by the Audit Commission. Any person interested has the right to inspect the accounts and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts relating to the Accounting Statements.

These documents for Berkhamsted Town Council are to be made available on reasonable notice by application between the hours of 9:00 AM and 4:00 PM on Mondays to Fridays (excluding public holidays).

Commencing on	<u>03 June 2013</u>
And	
Ending on	<u>28 June 2013</u>

If you wish to view them then please contact the named Council representative:

Name	<u>GARY COX</u>
Position in Council	<u>TOWN CLERK</u>
Address	<u>THE CIVIC CENTRE</u>
	<u>161 HIGH STREET</u>
	<u>BERKHAMSTED</u>
	<u>HERTS HP4 3HY</u>
Phone number	<u>01442 228 945</u>

Local electors and their representatives have rights to question the auditor about the accounts and object to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the council/meeting. The auditor can be contacted at the address below for this purpose from the 01 July 2013 until the audit has been completed.

The council/meeting's audit is being conducted under the provisions of the Audit Commission Act 1998, the Accounts and Audit (England) Regulations 2011 and the Audit Commission's Code of Audit Practice.

The audit of Berkhamsted Town Council is being carried out by:

BDO LLP  
Arcadia House  
Maritime Walk  
Ocean Village  
Southampton  
SO14 3TL  
023 8088 1941

FC 50/13(ii)

**Gary Cox**

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**From:** Paul Crosland [peejaycee@yahoo.com]  
**Sent:** 29 April 2013 10:48  
**To:** Gary Cox  
**Subject:** Setting up of a Working Group to Improve the Appearance of Berkhamsted

To the Town Clerk, Berkhamsted Town Council

Dear Sir

On behalf of the Berkhamsted Citizens Association (BCA), I would like to welcome the initiative instigated by the Town Council to set up a Working Group to improve the appearance of Berkhamsted.

I note that the paper forming part of the Agenda papers for the Town Council Transport and Environment Committee on 15 April 2013 (reference TE24/13) recorded that the membership of the Working Group might include the BCA. We have discussed this in the Sub-committee of which I am the Chairman, and I am writing that we would indeed like to be represented on the Working Group, should its formation proceed.

I would be pleased if you would keep me informed of any developments.

Yours faithfully

Paul Crosland  
Chairman, Town Amenities Sub-committee (TASC), Berkhamsted Citizens Association

Click [here](#) to report this email as spam.

FC 50/13 (11)

**Gary Cox**

---

**From:** Paul Crosland [peejaycee@yahoo.com]  
**Sent:** 29 April 2013 10:49  
**To:** Gary Cox  
**Subject:** Friends of Canal Fields

To the Town Clerk, Berkhamsted Town Council

Dear Sir

On behalf of the Berkhamsted Citizens Association (BCA), I would like to welcome the proposals to re-invigorate the 'Friends' group for Canal Fields

I note that the exchange of e-mails forming part of the Agenda papers for the Town Council Transport and Environment Committee on 15 April 2013 (reference TE25/13). The BCA would be happy to assist in any initiatives to attract membership to the Friends group; Canal Fields is an important amenity of the town and deserves to be supported by the local community. We feel that groups formed to object to things (housing developments, parking restrictions etc.) attract support easily, whilst those seeking to promote initiatives find supporters more difficult to come by, which is a pity.

We have discussed this in the BCA Sub-committee of which I am the Chairman. Perhaps some of the active community engagement which was pulled together to such wonderful effect for the "Berkhamsted Games 2012" project last year could be garnered to make Canal Fields a sort of 'Olympics legacy' project.

I would be pleased if you would keep me informed of any developments.

Yours faithfully

Paul Crosland  
Chairman, Town Amenities Sub-committee (TASC), Berkhamsted Citizens Association

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FC 50/13(V)

# NOTICE OF ELECTION

## Berkhamsted Town Council

### Election of Town Councillor

For the Ward listed below: -

Ward	Number of Councillors to be elected
Berkhamsted East	One

#### 1. NOMINATION PAPERS

Nomination Papers may be obtained from the offices of the Returning Officer, Civic Centre, Marlowes, Hemel Hempstead, Herts, HP1 1HH on Monday to Thursday 9am to 5pm and Friday 9am to 4pm (excluding Bank Holidays), who will at the request of any elector for the ward prepare a nomination paper for signature.

#### 2. DELIVERY OF THE NOMINATION PAPERS

Nomination Papers must be delivered to the Returning Officer, Civic Centre, Marlowes, Hemel Hempstead, Herts, HP1 1HH on any date after the date of this notice on Monday to Thursday 9am to 5pm and Friday 9am to 4pm (excluding Bank Holidays), but no later than **NOON on THURSDAY 16 MAY 2013**.

#### 3. POLL

If the election is contested, then a poll will take place on **THURSDAY 13 JUNE 2013**.

#### 4. ABSENT VOTES

Electors and their proxies should take note that applications to vote by post must reach the Electoral Registration Officer by 5pm on **WEDNESDAY 29 MAY 2013** if they are to be effective for this election. This includes electors or their proxies who wish to make alterations to their existing arrangements on a permanent basis or who wish to make separate application for their ballot paper to be sent to a different address for this particular election.

Applications to appoint a proxy must reach the Electoral Registration Officer by no later than 5pm on **WEDNESDAY 5 JUNE 2013** except in cases where unforeseen illness or incapacity occurs after that time in which case applications may be made up until 5pm on **THURSDAY 13 JUNE 2013**.

All applications and notices regarding absent voting must be sent to the Electoral Registration Officer, Civic Centre, Marlowes, Hemel Hempstead, Herts, HP1 1HH.



**Daniel Zammit**

Returning Officer

Dated: 8 May 2013

FC S2/13(v)

**The Chilterns  
Conservation Board**

Chilterns AONB Office  
The Lodge  
90 Station Road  
Chinnor  
Oxfordshire  
OX39 4HA



Contact: Colin White  
Tel: 01844 355507  
Fax: 01844 355501  
E Mail: [cwhite@chilternsaonb.org](mailto:cwhite@chilternsaonb.org)  
[www.chilternsaonb.org](http://www.chilternsaonb.org)

Chairman: Mike Fox  
Vice Chairman: Cllr Ian Reay  
Chief Officer: Steve Rodrick

8<sup>th</sup> May 2013

**To: Statutory and other Consultees in the Chilterns AONB**

My Ref.: Management Plan/2014-19/SEA/Letter re consultation 080513  
Your Ref:

Dear Colleague,

**Publication of the Chilterns AONB Management Plan 2014-19 – Strategic  
Environmental Assessment Scoping Report Draft for Consultation**

The Chilterns AONB Management Plan 2014-19 Strategic Environmental Assessment (SEA) Scoping Report Draft has been published for consultation and is attached to the email that this letter has been sent with. Also attached is a Project Plan which provides information about this and later stages in the production of the Chilterns AONB Management Plan 2014-19.

If you believe that someone else in your organisation should receive the consultation documentation can you please either forward the message and attachments or let us know who to send it to?

The consultation period runs from today, Wednesday 8<sup>th</sup> May 2013, until 5pm on Wednesday 19<sup>th</sup> June 2013. During this period the Board would welcome any comments you may have on the documentation and particularly if you feel that we have not addressed any particular issues.

Please ensure that any comments you may have are sent marked for my attention at the address shown above or sent electronically (in word form to ensure accurate copying of comments) to the following email address: [cwhite@chilternsaonb.org](mailto:cwhite@chilternsaonb.org)

We look forward to receiving your responses to the consultation. Even if you have no specific comments to make we would be grateful if you could let us know. Any comments received will be reported to the Conservation Board and will feed into preparation of the AONB Management Plan, which is due to be published for consultation in September 2013.

Yours sincerely,

**Colin White MRTPI  
Planning Officer  
For and on behalf of the Chilterns Conservation Board**



**From:** Geoffrey [wgeoffrey28@hotmail.com]  
**Sent:** 13 May 2013 23:59  
**To:** Berkhamsted Town Council Mailbox  
**Subject:** Ambulance Cover

Dear Town Clerk

Thanks for your Email. I will contact the people you suggest (MP and HCC portfolio holder) to enlist their support in getting an adequate ambulance response for Berkhamsted.

The case I made out a few years ago has now been validated by no less than the ambulance service itself. However, I still request that as we are talking about Berkhamsted's cover, the Town Council should talk to the East of England Ambulance Service [EEAS], acting as lobbyist/pressure group for the town.

It seems that there is a wider issue with ambulance cover than just Berkhamsted, but as I have said for several years, the diversion of ambulances following the closure of our local A&E at Hemel Hempstead Hospital means that although we have an ambulance station in Berkhamsted, the assigned ambulance might have to come from elsewhere (regularly I see ambulances coming into the town on blues & twos, on the *outward* journey: going to patients).

- Our situation deteriorated with the closure of Hemel's A&E, so an ambulance might sometimes have to be assigned after dropping off a patient at Watford.
  - **Longer distance=longer time**
- We already have the longer return journey to an A&E, so on occasions also having a longer *outward* ambulance journey could mean loss of life or more serious permanent disability (e.g. stroke response).
- Car-based paramedics can only do so much, and as EEAS insiders have said publically (I have sent some clippings earlier), waiting up to 2½ hours after requesting ambulance attendance, means the paramedic-car response cover is reduced while the paramedic waits for his colleagues to arrive.
- Also, one regularly sees blues & twos ambulance going to Hemel Hempstead's hospital. Not taking a patient there, but going to pick up a patient that this downgraded hospital cannot treat, who needs to be taken from Hemel to Watford A&E. More use of ambulances that was not needed before the closure of Hemel's A&E

Unless extra ambulances are introduced, especially in view of the above special local issues, life could be lost, or permanent disability suffered. Ambulances journeys changed, but the provision of extra ambulances to deal with this, I believe did not.

I request the town council (among others) lobbies on behalf of the town's citizens to get a good ambulance response. EEAS has already admitted changes are needed; possible death or disability are issues that are critical; BTC needs to be playing its part in pressing for change for the better locally.

I look forward to being informed of BTC's efforts on behalf of its constituents.

Regards, *Geoffrey Barnes*

Click [here](#) to report this email as spam.

Friday, April 26, 2013

The chief executive of the region's ambulance service today admitted that the deployment of 25 extra ambulances may not be enough as he presented plans to turnaround the fortunes of the ailing NHS trust.

Andrew Morgan has pledged to recruit an additional 351 front-line staff and expand the East of England Ambulance Service's fleet of double staffed ambulances to deliver an improved service following months of concerns from patients, staff, MPs and the health regulator.

The interim chief executive today admitted that the extra 25 ambulances may not be enough to fully resolve the slow response times across Norfolk, Suffolk, Cambridgeshire, Essex, **Hertfordshire** and Bedfordshire.

He said: "The extra 25 will help our situation, but my unscientific view is that it is not enough. I have a clear view that there are not enough ambulances out there. The 25 ambulances will undoubtedly help and every extra ambulance helps. It will help the gap, but I'm not sure it will completely fill it."

Mr Morgan, who has been interim chief executive of the ambulance service since December following the retirement of Hayden Newton, presented his turnaround plan today, which includes the recruitment of 82 specialist paramedics, 149 paramedics, 24 technicians and 96 emergency care assistants in 2013/14

However, his proposals do not include the findings of Anthony Marsh, the chief executive of the West Midlands Ambulance Service, who has been parachuted in by the Department of Health to conduct a review of the failing trust. Mr Morgan said the turnaround plan would be amended and Mr Marsh's final report was due next month.

"There are far more things we do well than we do badly. We have not be delivering our 999 service well enough. We need much better leadership and need to support our staff better."

"We have had too many plans and this plan will be delivered and will be regularly monitored. This is not one of those plans that will be put on the shelf somewhere," he said.

4<sup>th</sup> January 2013

## **Paramedic in Hertfordshire says East of England Ambulance Service is in 'state of collapse'**

Paramedics in Hertfordshire said the ambulance service is "in a state of collapse" as the number of 999 calls surges in the face of massive funding cuts.

Staff from the East of England Ambulance Service NHS Trust, who wished to remain anonymous, said patients can be left waiting up to three hours for an ambulance.

One paramedic said these included patients with chest pains, spinal injuries, and even one with symptoms of a stroke.

Figures obtained from the trust show an extra 679 heart attack patients had to wait more than half an hour to be taken to a specialist cardiac centre by ambulance in November 2012 compared to last year.

The number of patients in Hertfordshire with other injuries who had to wait more than an hour for an ambulance increased from five in December 2011, to 87 in November 2012.

Paramedics warned that with the additional pressure of winter, it was only a matter of time before someone died as a result of no ambulances being available.

One said: "There are not enough ambulances and fast response vehicles available to cope with the volume of calls. If you dial 999 in an emergency, chances are there will be no ambulance to send."

The trust is facing a £50million cut over five years, and logged a 20 per cent increase in 999 calls during 2012.

Paramedics accused the trust of attempting to plug the gap with emergency care assistants who receive basic first aid training, and fast response cars, which cannot take people to hospital.

The number of people in Hertfordshire waiting more than half an hour for an ambulance increased from 37 in December 2011, to 376 in November 2012, peaking at 427 in September.

In the East of England, the number of patients waiting more than two and a half hours for an ambulance increased from three to 15, peaking at 33 in June 2011.

One paramedic, who works in a fast response car, said: "On almost every occasion I request backup from an ambulance, I am told that there are none available, and there is a queue of outstanding 999 calls.

"This means patients are delayed in getting to hospital, and until an ambulance arrives, I cannot attend other calls."

The paramedic compiled a list of delayed jobs which include a teenager with a spinal injury, who waited 40 minutes for a fast response vehicle, and then another hour for an ambulance.

An elderly woman with symptoms of a stroke had to wait an hour to be taken to hospital, and another waited two hours for an ambulance after falling and breaking her ribs.

The paramedic added: "I can only see things becoming more dire. Someone in south Hertfordshire will die this winter as a result of no ambulance being available at the time of the emergency.

"It is not a matter of if, but when."

Another paramedic said as another consequence of the delays, ambulance crews often have to enter a hostile environment.

They said: "Verbal abuse is just accepted as part of the job, I'm surprised that the public are not complaining more."

Neil Storey, director of operations for the trust, said it was working on improving the figures by the end of this financial year.

He blamed the increase in figures on a new reporting system and a rise in calls to the service.

One of the paramedics added: "The figures are there in black and white and still our senior managers are not accepting that there is a problem.

"My colleagues feel they are forced to play Russian roulette with people's lives as the work load increases.

"I don't think the people of south west Hertfordshire are aware that the service is in such state of collapse until they call upon it for help.

"I joined to help people, not to see them suffer at the hands of a failing ambulance service."

FC 56/13

**SUMMARY OF RECEIPTS AND PAYMENTS : 1 February 2013 to 28 February 2013**

**RECEIPTS**

Net Bank Cash Receipts           £2861.83

Net Customer Invoices           £500.00

Net Supplier Credit Notes       £17.00

**PAYMENTS**

Net Bank Cash Payments       £3.43

Net Supplier Invoices           £12,575.50

Fc 59/13

**Berkhamsted Town Council  
Canal and Riverside Partnership Meeting – CARP  
25 April 2013**

**Attendees**

CLlr David Collins DC	Berkhamsted Town Council BTC
James Clifton JC	Canal and River Trust C & RT
David Hilling DH	Inland Waterways Association IWA
Gordon Bluck GB	Berkhamsted Citizens 'Association

**Apologies**

CLlr Fiona Macdonald FM	Berkhamsted Town Council
Robert Cassidy RC	Dacorum Borough Council DBC
Graham Cox GC	Berkhamsted Community Partnership BCP
Allen Beechey	Chiltern Chalkstreams

The minutes of the meeting of the 10 January 2013 were agreed.

**Review of Projects**

1. Towpath

The refurbishment between Castle Street and the Waitrose Bridge was completed ahead of schedule. The quality of the finish between Waitrose Bridge and Lower Kings Road bridges requires further rolling and this will be completed. JC to confirm anticipated life span of the refurbishment. C&RT to confirm they will make good the grass on The Moor. JC confirmed that due to early finish there is a likely underspend of around £2,000. Herts County Council are embarking on a Safer Routes to School budget and requires some expenditure on the towpath near Mandelyns Estate and their share of the underspend may be used for this.

2. Canal Mooring Policy

C&RT tabled a proposed Mooring Policy and Mooring Zones covering the Berkhamsted Area. See map attached. This includes a Visitor Mooring Scheme and an area for Shopping Mooring adjacent to the Waitrose Bridge. A budget for the work has yet to be established, however, C&RT will approach Waitrose to see if they would be prepared to support the work in some way. To include Welcome Signs and Display Panels and mooring rings every 10 metres will require a budget of around £12,500 and to have moorings rings every 5 metres will require up to £25,000. Quay wall adjacent to Castle Street Bridge does require maintenance and JC to confirm this is in the 2013/2014 business plan.

3. Maintenance

No changes to plan.

4. Any Other Business

Nothing to report.

5. Date and time of next meeting - Berkhamsted Council Chamber

**18 July 2013 at 9.00 am**

FC 60/13

Town council PCSO report April – May 2013

During the last two month I have been assigned to and attended 15 different incidents which include: Neighbourhood dispute, Criminal damage, Parking issues, Nuisance youths, Nuisance vehicles, dealing with a drunken person and a road traffic collision.

In Berkhamsted we have been experiencing an increase in burglaries and in response to this i have been out in the local area patrolling the streets, in particular the burglary hotspots. I have also been speaking to many locals, Residents are very responsive to our increase in patrols and are reporting any suspicious behaviour or people to me. I have also been signing people up to OWL, our neighbourhood watch message system. This is a way of disseminating information very quickly to residents of Berkhamsted and also enables recipients to communicate any concerns or information back to the police.

In May I have been appointed the DBAC Lead (Dacorum business against crime), This is an initiative in the town and is a form of shop watch. There is a radio which is a direct link between the shops and the police. This is carried by myself or whoever else is on patrol and is designed to be an instant form of contact should any shop in the service require assistance.

As the weather has finally shown signs of improving, myself and my colleagues will be increasing our patrols around the parks and green areas of Berkhamsted to deter any anti-social behaviour. I have been liaising with the allotment owners regarding anti-social behaviour in past few years. In response to this I will be paying attention to these areas and will be asking owners to report any problems.

I have also recently taken a bicycle course with the police, this will enable me to cover the town and parks a little easier. Following on from a bike patrol along the canal, a few narrow boat owners were very pleased that I was on the tow path cycling and provided me with some information regarding an incident.

**Anti-social Behaviour:**

I have been working closely with the town clerk and warden regarding Gossoms end and the astro turf area. This area is very heavily patrolled by myself and the whole team and i have a very good relationship with many of the users of this facility. With the summer rapidly approaching I will be patrolling this area and will work further with the council should this be required.

PCSO 6214 McLean

Berkhamsted Neighbourhood Team



FC 6/1/13

## **PRIORITIES FOR THE TOWN COUNCIL OVER THE REMAINDER OF THE PRESENT TERM**

The priorities listed below should be seen in the overall context that the precept will be kept as low as possible. We will pursue these priorities by direct action where we have the power, by encouragement where we have influence and by directing funds through our grant scheme where appropriate.

1. The most visible priority will be the visual look of the town. We celebrate the work that the Planning Committee does in encouraging good design for new construction in the town. By working with Dacorum planning department we will ensure that all new development in the town is designed to a good standard in keeping with the environmental quality of the town and the Conservation Area.
2. The visual quality of the town is also reflected in the care it receives in other environmental features. In particular;
  - a. Flowers, hanging baskets and planting. We will enable more and more colourful hanging baskets, enhance the flower beds across the town, and enable more planting in, e.g., the grounds of St Peters Church, and in the High Street.
  - b. We will work to plant a wild flower bed near the Waitrose bridge across the canal. We will seek to gain the support of Transition Towns and the Sunnyside Rural Trust to achieve this.
  - c. We will ensure the management of the cemetery in Three Close Lane by supporting the St Peters Trust.
3. Several groups of volunteers have emerged across the town. We should engage with volunteering in the town to encourage the greater community spirit that this exemplifies. Examples are

- The gritting group recently started in the Chapel Street area.
- We have a working group that is attempting to improve the paving stones in the town for safety and aesthetic reasons. We should recruit volunteers to join this activity, reporting poor surface quality to the Town Warden and the County Council.
- We should work with the Canal and River Trust to provide a volunteer scheme for improving the towpath and canal bridges.
- We will continue to support and enable the Berkhamsted Litter Pickers.

We will set up a Working Group to bring forward proposals for improving the appearance of the town in these respects.

4. We should continue to seek ways of alleviating the parking problems in the town, including dialogue with the Borough on the proposed multi-storey car park. This will be co-ordinated through the Parking Discussion Forum. It will involve facilitating businesses and land owners in the town to get together to provide spaces and also encourage ways of reducing car use (web-sites, more cycle use etc.).
5. The infrastructure deficit is becoming more evident and can only get worse as more house construction comes on line. We will set up a Working

Group to prepare a list of projects to prioritise the funds expected to arise as a result of the Community Infrastructure Levy from new developments.

6. Events. We are forming an Events Committee, which should maximise the asset value of the Castle and the High Street. Thanks to the Market Fund Trust we now have a thriving market on two days a week. We have a well regarded Xmas Lights display. Last year we had two very successful street events: the Jubilee and the Paralympic torch - we should try and build on this.

We should also seek further ways of involving local residents and businesses in the council's activities in the town.