

**BERKHAMSTED TOWN COUNCIL**

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Civic Centre  
Berkhamsted  
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27 August 2013

**SUMMONS TO ALL MEMBERS OF THE COUNCIL**

Notice is hereby given that there will be a meeting of **Berkhamsted Town Council** in the Council Chamber, Civic Centre, Berkhamsted, on **Monday 2 September 2013 at 7.30 pm** 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	Dr. I. M. Reay	Town Mayor
	P.B. Matthews	Deputy Mayor
	A. Armytage	
	S.A. Bateman	
	D Bonnett	
	D.J. Collins	
	E.R. Collins	
	R. M. Cowie	
	Mrs C. Green	
	Dr. L Handy	
	Julie Laws	
	Fiona Macdonald	
	T. Ritchie	
	G. Stevens	
	P.C. Warren	

**MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL**

## AGENDA

### Opening Matters

**FC 73/13** Apologies for absence.

**FC 74/13** To receive declarations of interest regarding items on the agenda.

**FC 75/13** To receive and adopt the minutes of the Full Council meeting held on 27 June 2013.

### **FC 76/13 Town Mayor's Communications**

No communications have been received.

### **FC 77/13 Public Participation**

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

*It would be helpful, though not essential, if questions could be put in writing to the Town Clerk in advance of the meeting.*

### **FC 78/13 Youth Town Council**

To discuss the **representation of the Youth Town Council and all other young people in Berkhamsted at local, regional and national level**, including through the UK Youth Parliament, with Youth Town Council member Kirsty Robertson.

### **FC 79/13 Annual Town Meeting**

To note progress on **actions being taken forward from the Annual Town Meeting**. (Paper attached)

### **FC 80/13 Fun Fair**

To consider for approval an **application from Childrens Funfair.com** (formerly Webb's Funfair) to hold a Funfair on The Moor from 11 to 16 September 2013. (Paper attached.)

### **FC 81/13 Standing Committees**

*To receive and adopt the minutes of the:*

#### **i Town Planning Committee**

Held on: 15 July 2013  
29 July 2013 and  
19 August 2013

ii **Street Name for the Development at New Lodge, Bank Mill Lane**

To consider and decide on a street name for the New Lodge development following a Town Planning Committee review of proposals made by residents and groups from across the town (see FP 113/13). (Paper attached)

*To receive and adopt the minutes of the:*

iii **Finance and Policy Committee**

Held on: 1 July 2013

iv **Transport & Environment Committee**

Held on: 22 July 2013

**FC 82/13 Working Groups**

*To receive and adopt the minutes of the:*

i **Allotment Management Team**

Held on: 11 July 2013 (Minutes attached)

ii **Allotment Rents for 2012/13**

To consider and approve the recommendation from the Allotment Management Team that charges for land rent and an optional rent for use of water hoses remain unchanged for 2013/14 (see AMT 13/65) at:

Land Rent	£2.50 per 25 m <sup>2</sup> (one pole)
Water Hose Rent	£1.50 per 25 m <sup>2</sup>

This equates to:	Full plot	Half plot
Land Rent	£25	£12.50
Water Hose Rent (optional)	£15	£ 7.50

*To receive and adopt the minutes of the:*

iii **Canal & Riverside Partnership**

Held on: 18 July 2013

iv To note that the final expenditure on towpath repairs between Castle Street and Canal Fields Bridge was £7,000 under budget (see para 3 i of 18 July 2013 minutes); and to consider options for the Town Council's share of the underspend amounting to £1,136, currently retained by the Canal and River Trust.

*To receive and adopt the minutes of the:*

v **Community Infrastructure Levy Working Group**

Held on: 21 August 2013

**FC 83/13 Police Community Support Officer Report**

To note the report for July – August 2013 submitted by Police Community Support Officer James McLean.

**FC 84/13 Pay Awards**

To note that the National Joint Council has reached agreement on a 1% pay increase for staff from 1 April 2013 and an increase of £8 a year in London Weighting and Fringe Allowances; and to approve this pay rise be made to Town Council staff. (Paper attached)

The increase in the Town Council paybill for the award, and including employers national insurance and pension contributions will be £972. This sum was anticipated and included in the 2013/14 budget.

**Part 2**

**Closed Session – Exclusion of the Press and Public**

To

**RESOLVE**

That under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded during the items in Part II of the agenda for this meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential nature of the business or for other special reasons stated in the resolution, arising from the nature of the business or proceedings.

*For discussion and resolution*

**FC 85/13 Procurement of Information and Communications Technology Services and Support**

To consider an assessment of suppliers' proposals and costs to meet the Town Council's IT and telephone requirements; agree an award of contract and approve the funding needed for those services and support. ('Commercial in Confidence' Paper attached)

**ACTIONS ARISING FROM THE ANNUAL TOWN MEETING ON 16 MAY 2013**

Full Council is invited to note the progress on outstanding actions raised at the Annual Town Meeting.

- 1. Gravel Path Speed Limit.** Mr Parsons of Gravel Path welcomed proposals in the Urban Transport Plan for a 20mph speed limit along Gravel Path. The Safer Gravel Path Action Group has been campaigning for this limit for many years. Mr Parsons advised that a flashing speed sign would not be effective and asked that the speed limit be effectively policed.

*The issue of reducing and policing the speed limit would be raised at the next meeting on the Urban Transport Plan.*

**The Urban Transport Plan now contains further proposals for traffic calming measures to reduce speeding on Gravel Path. The responsibility for enforcing speed limits rests with the police. Clerk to contact the local police for advice on their policy on enforcement.**

**The Clerk has spoken to Sgt Huffer regarding enforcement of speeding limits. The police are actively engaged with the Safer Gravel Path Action Group in addressing speeding on this road. They conduct and will continue to conduct regular speed checks on traffic using the road, in accordance with ACPO guidelines and have stopped and warned a number of local speeding drivers. Cleared**

- 2. HGV Traffic on Kings Road.** Lucy Carmody of Kingsdale Road raised an issue about substantially increased numbers of HGV using Kings Road as the route into Berkhamsted and the impact that had in further increasing pedestrian crossing problems at the junction of Kingshill Way and Shootersway.

Two reasons were suggested for this increase:

- i. The brown tourist sign** for Berkhamsted on the A41, which might be moved towards the next junction south, to encourage traffic to use the A41 London Road exit into the town, which was better equipped to deal with heavy vehicles.

*The Town Council undertook to look into the possibility of moving the tourist sign.*

**Clerk to write to HCC on moving the tourist signs and report back.**

**Response received from HCC:**

**Brown Tourist Signs**

The brown tourist signs do not feature in the UTP. The best way to approach a change of location for these would be to discuss your initial thoughts with our Network Manager Geoff Bailey who returns from leave next week. I have copied him in on this email so that you have his email address. We have a guidance document on highways signs which you can find through the link below:

<http://www.hertsdirect.org/docs/pdf/h/hwsiguidv2.pdf>

As you will see from this link, the costs of application plus design, approval and installation are down to the promoter so it would be wise to talk to Geoff Bailey before making a (non refundable) application which costs £123. The removal and relocation costs etc. if approved would also need to be met by the promoter.

### **Signs to Berkhamsted from the A41**

The UTP Consultation responses indicated that the location of signage into Berkhamsted from the A41 is perceived to be problematic resulting in unnecessary congestion through the town centre. Due to the current location of access signs from the A41 to Berkhamsted, there is a large amount of traffic travelling through Northchurch and West Berkhamsted to access Berkhamsted Town Centre. Combined with inaccurate parking signage within the town centre unnecessary congestion occurs along Berkhamsted High Street.

As a result there is a perception that transferring access signage to A416 instead of A4251 would reduce town centre congestion and also improve air quality through Northchurch and west Berkhamsted. To deliver the proposed measure two traffic signs would need to be replaced along the A41. In addition changes to the signal timings at High Street / Kings Road would need to consider increased traffic along Kingshill Way. The UTP also proposes replacing the missing sign on the A41/A4251 junction and replacing the broken sign to Berkhamsted on the A41 junction southbound off-slip road.

- ii **Satellite navigation systems** seem to direct all traffic for or through Berkhamsted via Kings Road. Might the Town Council contact sat nav companies to see if there was any way of changing travel guidance, again to direct vehicles to use the A41 London Road?

**Clerk to write to HCC and sat nav providers and report back.**

### **Response received from HCC:**

At present HCC does not have any process for liaising with satnav companies about varying routes. My understanding is that the factors such as road category, speed limits, junctions, traffic signals and distance influence the route recommended (and of course further dependant on the route options selected by the driver such as shortest, fastest, non motorway etc.). I have heard of some organisations have had some success by contacting satnav companies to lobby for changes where there is a good case to avoid specific routes or hazards or to alert them to mapping inconsistencies or errors.

- 3. **HGV Restrictions in Berkhamsted Town Centre** Wendy Conian of Bridgewater Road suggested that the Urban Transport Plan might include a proposal to restrict HGVs in the town centre at certain times.

**Clerk to write to and HCC for inclusion in the Urban Transport Plan and report back.**

### **Response from HCC received:**

There are no proposals in the UTP to restrict HGV's in the Town Centre at certain times. Apart from weight limits on structures such as bridges HGV restrictions are normally in place to prohibit HGV's from certain routes or towns if they are purely passing through them. With a few exceptions where there is an HGV "ban" it still allows HGV's to pass and repass through the area if they have business within that zone ie deliveries, collections etc. I am not clear if you are considering a night time ban or a peak hour ban but the process to introduce a ban would be broadly the same.

In order to enable any future consideration HGV restrictions:-

1. the rationale for any restrictions would need to be established and supported politically
2. the impact of such restrictions on both businesses and residents would need to be considered
3. extensive consultation would need to take place including road freight organisations
4. the Police would need to be consulted regarding enforcement.

**Note: The UTP is due to come before HCC Highways and Waste Panel for endorsement on 12 September 2013 and, if approved, will be available on [www.hertsdirect.gov.uk](http://www.hertsdirect.gov.uk).**

FC 80/13

BERKHAMSTED TOWN COUNCIL

APPLICATION FOR THE USE OF LAND FOR SPECIAL EVENTS

Nature of Event: FUNFAIR  
Site and Location: The Moor, Berkhamsted  
Date of Event: Wednesday 11/9/13 to Sunday 15/9/13  
Period of Hire: Monday 9/9/13 to Monday 16/9/13  
Organising Body: Childrens.funfair.com  
Contact Name: Mark Roberts  
Contact Numbers (Day): 07794 349 642 (Evening) (as daytime)  
07970 650 775

**DEFINITIONS:**

"The Site" is the area of land being applied for.

"The Event" is the activity for which the site is required.

"The Hirer" is the person or organisation making the application to use the site, irrespective of whether a fee is charged.

"The Period of Hire" is the total length of time for which the site is required, irrespective of the duration of the event.

**CONDITIONS:**

1. The Hirer hereby indemnifies Berkhamsted Town Council and Dacorum Borough Council, jointly and severally, against all actions, costs, proceedings, claims and demands arising out of any negligent act, error or omission of the hirer, its agents or contractors, resulting in loss of damage to property, injury or illness to persons, in connection with the Hirer's use of the site. The Hirer is responsible for all aspects of safety during the period of hire and must ensure that all current legislation is adhered to. **A period of twenty eight days notice must be given of an intention to hire prior to the commencement of the operating period.**

2. The Hirer hereby undertakes to arrange Public Liability Insurance cover for their event (minimum level £5 million). Failure to obtain this invalidates the hiring agreement. The Hirer must hold a current certificate of worthiness for any fairground type rides used and they must also obtain any licences applicable, e.g. entertainment, liquor, etc. The Hirer shall provide Berkhamsted Town Council with full documentary evidence of such insurance cover and certification.
3. The site must be kept clean and tidy during the event and handed back in like condition. The Hirer hereby agrees to pay the cost of any repairs and reinstatement work necessary as a result of their use of the site. The Hirer is responsible for the removal of all rubbish from the site immediately after the event.
4. Hiring to commercial operators for fairs and the like is confined to fourteen operating days or parts of days in any period of ninety days. No one hirer shall be permitted to operate for more than **seven** days in any period of ninety.
5. Each hirer will be permitted to enter the site on the day before the period of operating in order to set up and will be permitted to remain on the site until noon of the day following the completion of operating in order to remove equipment and return the site to its original condition.
6. The erection of advertising banners and fly-posters is prohibited. The Hirer will be required to pay the cost of removing any such advertising. All permitted forms of advertising (on official notice boards) must be removed immediately after the event.
7. Vehicles are not permitted on grassed areas, other than on the site, unless previously authorised by Berkhamsted Town Council, in writing. Any areas being re-seeded must be left undisturbed. Authorised vehicles must drive no faster than walking pace whilst on the parkland.
8. The Hirer must contact the Police where there is any likelihood of traffic congestion resulting from the event.
9. Access to The Moor by large vehicles is prohibited from Castle Street where such vehicles are likely to cause damage to the frontage of no.40. Large vehicles may only access from Mill Street via Water Lane car park.
10. For events where a hire fee is charged by Berkhamsted Town Council, the sum requested must be paid in full, in advance, and an official receipt obtained. Cheques should be made payable to Berkhamsted Town Council.
11. Existing access to the site must not be restricted in any way, nor may it be charged for by the Hirer.



12. The Hirer must provide Berkhamsted Town Council with a complete list of the activities proposed as part of the event at least two weeks prior to the event. Berkhamsted Town Council reserves the right to refuse permission for certain activities, at its sole discretion. The Hirer will bear the cost of cancelling any performance or activity, which is refused permission.
13. Hirers must keep the footpath across The Moor free of equipment and must not obstruct the entrance to the play area. As much grass as possible should be left free of equipment so as not to interfere with normal recreation. Noise caused during operating times must be kept to a reasonable level.

**ACCEPTANCE OF CONDITIONS:**

I am the Hirer or a duly authorised Agent of the Hirer. I have read these conditions, accept them and agree to abide by them.

Signed:  ..... Date:  .....

Please note that the issue of this form does **NOT** constitute an acceptance of the Hirer's application to use the site. One copy of this form should be completed and returned to Berkhamsted Town Council, Civic Centre, Berkhamsted, Hertfordshire, HP4 3HD. On receipt of the completed form and the other paperwork requested, Berkhamsted Town Council will consider the application and notify the Hirer of their decision.

## NEW LODGE STREET NAME

### Summary of Town Planning Committee Review

The Town Planning Committee reviewed suggestions made by local residents and groups for the street name for the New Lodge development, to be put forward to Full Council for decision.

Following discussion, **the preference was for 'Townsend Gate' and some support for the street to be named Saxon Gate.**

There was also **unanimous support for the retained New Lodge building to retain that name as a separate identity within the development**, and be the address of the flats within New Lodge itself.

### Full list of suggestions received

The full list of suggestions made by Groups and residents were:

- **Townsend Gate**  
The house is on the site of the original 17th/ 18th century Townsend Lodge or Farm so it would be nice to incorporate the name Townsend, perhaps Townsend Gate,  
*Suggested separately by Berkhamsted Local History and Museum Society and Berkhamsted Citizens Association:*
- **No. 1 New Lodge, Townsend Close** (for example).  
And that the retained building on the site known as 'NEW LODGE' should retain that name as a separate identity within the development, and be the address of the flats within New Lodge.  
*Suggested by Berkhamsted Citizens Association*
- **Townsend Close or Townsend Gardens**  
'Townsend Farm' (or Lodge) was the former name of New Lodge and has historical significance; but even today the new development represents the 'end of the Town' on the north side of the London Road - a significance which we hope will continue far into the future.  
*Suggested by Berkhamsted Citizens Association*
- **Le Marchant or Smith-Dorrien**  
These families owned New Lodge at different times: Knipe, Boehm, Le Marchant and Smith-Dorrien. New Lodge was used as the Dower House for Ashlyns Hall from the mid 19th century until WWII. A street name incorporating one of those families would maintain a historical link to New Lodge.  
*Suggested by Berkhamsted Local History and Museum Society*
- **Raymond Way**  
Raymond Way was the owner of the Lodge and surrounding land in the 1940's and was a major car and motor cycle dealer. He was president of the local motor cycle club and annual rallies were held at the fields surrounding New Lodge. His large garage at New Lodge contained many exotic vehicles which included Sir Winston Churchill's Daimler used during the War.  
*Suggested by a resident*
- **Pepper Road**  
It would be a great tribute if this road or maybe another more prominent road / street in the town could be renamed to reflect the contribution the Pepper Foundation and all the volunteers have made to the Iain Rennie Hospice at Home Service and to Berkhamsted life.  
*Suggested by a resident*
- **Sunnyside View, Sunnyside Meadows or Sunnyside Gardens**  
Reflecting that New Lodge is in the parish of St Michael's Sunnyside.  
*Suggested by a resident*

- **Mitchell Mews**

New Lodge was, in its day a fine building of great local historical interest and appropriate to consider naming the road after Leslie Mitchell, who was president of the local history society at the time of his death:

*Suggested by a resident*

- **Saxon Gate**

The site is at eastern 'gate' to town and Saxon is a nod to the earlier settlement hereabouts. We already have 'Hall Park Gate' on the southern side.

*Suggested by a Councillor*

- **New Lodge Road, New Lodge Gardens, Riverside Meadows, Riverside Gardens, Bank Mill Gardens**

*Suggested by a resident*

**BERKHAMSTED TOWN COUNCIL**  
*ALLOTMENT MANAGEMENT TEAM MEETING*  
**MINUTES**

*For a meeting held at 10.30am in Berkhamsted Council Chamber on*  
**THURSDAY 11<sup>th</sup> JULY 2013**

**Members in attendance:**

- Anthony Armytage (Chairman), Berkhamsted Town Council
- Mrs Elaine Collins, Berkhamsted Town Council
- John Bushby, Berkhamsted Town Warden
- John Eaton, Sunnyside Allotment Representative
- John Fisher, Butts Meadow Allotment Representative
- Diana Reay, Dellfield Allotment Representative
- Geoffrey Wallington, Deputy Butts Meadow Allotment Representative
- Gary Sinfield, Activity Centre Manager, Sunnyside Rural Trust, Substitute for Keely Charlick, Chief Executive, Sunnyside Rural Trust, non-voting Allotment Management Team member

**Officers:**

- Gary Cox, Town Clerk
- Bob Price, Assistant to the Town Clerk

**13/50 APOLOGIES FOR ABSENCE**

- David Collins, Berkhamsted Town Council
- Julie Laws, Berkhamsted Town Council
- Lin Phillips, Deputy Sunnyside Allotment Representative
- Keely Charlick, Chief Executive, Sunnyside Rural Trust, non-voting Allotment Management Team member

**13/51 MINUTES OF THE MEETING HELD 9<sup>TH</sup> MAY 2013**

13/51.1 The minutes of the meeting of 9<sup>th</sup> May were agreed as a true and accurate record of that meeting.

**13/52 MATTERS ARISING**

13/52.1 There were no matters arising raised at the meeting.

**13/53 PUBLIC PARTICIPATION**

13/53.1 Ted Dyer stated that the tenant of SSN-13 had now moved out of the area. **Action: Assistant to the Town Clerk.**

**13/54 ALLOTMENT INCOME & EXPENDITURE VARIANCE ANALYSIS:  
01/04/13 TO 31/05/13**

13/54.1 Details were noted.

## 13/55 SITE REPRESENTATIVES REPORTS

- 13/55.1 Members agreed to amend the format of the site representative's reports to include a space to record site inspections. **Action: Assistant to the Town Clerk.**
- 13/55.2 Following discussion members agreed to retain the three stage warning/eviction letter procedure covering instances where a tenant is in breach of any of the clauses of the allotment tenancy agreement.
- 13/55.3 Dellfield Site Report
- 13/55.3.1 There is one vacant plot and one person on the waiting list.
- 13/55.3.2 An overgrown warning letter is to be sent to the tenant of DF-40a. **Action: Assistant to the Town Clerk.**
- 13/55.4 Sunnyside Old and New Site Report
- 13/55.4.1 There are ten vacant plots and six people on the waiting list.
- 13/55.4.2 There are rabbits in the corner of Grantham Mews.
- 13/55.4.3 The grass needs strimming within the Sunnyside Coppice. John Eaton agreed to contact the Town Clerk regarding this issue. **Action: John Eaton.**
- 13/55.5 Butts Meadow Site Report
- 13/55.5.1 There are three vacant plots and twelve people on the waiting list.
- 13/55.5.2 An overgrown warning letter is to be sent to the tenant of BM-18. **Action: Assistant to the Town Clerk.**
- 13/55.5.3 John Fisher agreed to contact the tenants of plots BM-19 & BM-20 regarding the condition of these plots. **Action: John Fisher.**

## 13/56 SUNNYSIDE RURAL TRUST REPORT

- 13/56.1 Gary Sinfield stated that there were no significant issues to report and the work of the Trust was going well.
- 13/56.2 John Eaton requested Sunnyside Rural Trust to give due consideration to dealing with the overshadowing caused by the trees growing along the western boundary of SSO-C9. **Action: Gary Sinfield.**

## 13/57 OWNERSHIP & RESPONSIBILITY FOR NON-ORGANIC WASTE ON ALLOTMENT PLOTS

- 13/57.1 Members noted details of the relevant clauses of the allotment tenancy agreement which clearly show that the disposal of non-organic waste is the responsibility of the tenant. Members were informed that failure to enforce these rules would mean that the Town Council would be left to deal with the issue.

- 13/57.2 Members agreed to amend the standard eviction letter to include a request that the outgoing tenant remove all non-organic waste from the plot. **Action: Assistant to the Town Clerk.**
- 13/57.3 To avoid ambiguity members agreed to remove the following wording from the allotment tenancy termination form: "after which point I accept that they become the property of the Town Council". **Action: Assistant to the Town Clerk.**

### **13/58 RESULTS OF ALLOTMENT PLOT INSPECTIONS**

#### 13/58.1 Dellfield

- 13/58.1.1 Diana Reay had nothing to report.

#### 13/58.2 Sunnyside Old and New

- 13/58.2.1 Members were informed that nine warning letters have been sent as a result of a recent site inspection.

#### 13/58.3 Butts Meadow

- 13/58.3.1 John Fisher had nothing to report.

### **13/59 ALLOTMENT RISK ASSESSMENTS (STANDING ITEM)**

#### 13/59.1 Allotment Representatives and Town Warden verbal update.

- 13/59.1.1 The Town Warden stated that there was a child's playhouse, trampoline, and two sheds located on SSN-7. John Eaton agreed to approach the tenant regarding this situation. **Action: John Eaton.**

- 13/59.1.2 The Town Warden informed members that a broken tree branch overhanging Butts Meadow plot BM-17 had been safety cut down and removed from site.

### **13/60 VIDE 13/8.5.1: PROGRESS ON REGISTERING AN S31 (6) DEPOSIT WITH HERTFORDSHIRE COUNTY COUNCIL FOR EACH ALLOTMENT SITE. ACTION TOWN CLERK.**

- 13/60.1 The Town Clerk informed members that the process of registration was nearing its final stages for all sites.

### **13/61 MANAGEMENT OF EXISTING TREES ON ALLOTMENTS SITES**

- 13/61.1 The Town Clerk informed members that he had obtained a quotation for the management of existing trees on allotment sites.
- 13/61.2 The Town Clerk stated that to survey and maintain all trees across all allotment sites would cost £3500 per year.
- 13/61.3 The Town Clerk stated that to survey all sites and deal with only trees requiring urgent attention would cost £1400. John Eaton and Diana Reay asked the Town Clerk to ensure that the trees that were overshadowing plots are included in this figure. With

this proviso members gave the Town clerk authorisation to spend up to £1500 from the allotment reserves in order to proceed with this work. **Action Town Clerk.**

- 13/61.4 Diana Reay queried whether allotment tenants should be made to pay for work to trees on allotment boundaries over and above those just on allotment plots. Members asked the Town Clerk to determine the legal position regarding the matter. **Action Town Clerk.**

### **13/62 SHOOTING RABBITS**

- 13/62.1 The Town Clerk informed members that, legally, it is the allotment tenant rather than Town Council who is responsible for dealing with nuisance rabbits emanating from their allotment plot.

- 13/62.2 Members agreed to give permission for Mr Woolfe, who holds a licence to control rabbits, to ferret and shoot rabbits on Sunnyside New and ferret rabbits on Sunnyside Old subject, in all cases, to the terms and conditions provided to him by the Town Clerk. Safety of tenants, Sunnyside Rural Trust clients and staff, and members of the public was paramount. Members asked that Mr Woolfe be requested to provide the Town Council with details of the results of his work. **Action Town Clerk.**

### **13/63 QUOTATIONS FOR RABBIT PROOF FENCING**

- 13/63.1 Members agreed to proceed with the quotation obtained by the Town Clerk covering the repair of the rabbit proof fencing. **Action Town Clerk.**
- 13/63.2 Members agreed to install rabbit proof steel mesh to the allotment access gate serving Grantham Mews. **Action Town Warden.**

### **13/64 INITIAL ALLOTMENT WORKS PROGRAMME FOR BUDGET FORECAST FOR THE 2014/15 AND MEDIUM TERM FINANCIAL PLAN**

- 13/64.1 The Town Clerk informed members that, as a result of discussions he had had with site representatives, he had a list of items of work across all allotment sites that potentially require attention. He agreed to present costings for each one at the next meeting. **Action Town Clerk.**

### **13/65 ALLOTMENT RENTS FOR THE COMING YEAR**

- 13/65.1 Allotment Income & Expenditure variance analysis: 01/04/12 to 31/03/13.
- 13/65.1.1 Details were noted.

13/65.2 Determination of rents applicable from 29<sup>th</sup> September 2013.

13/65.2.1 Following discussion members agreed not to increase the land and water rent, so they remain as follows:

- Land rent: £0.098845 per square metre (equivalent to £2.50 per pole)
- Water rent: £0.059307 per square metre (equivalent to £1.50 per pole)

13/65.3 Timetable and proposals for rent collection for 2013/14.

13/65.3.1 Details were noted.

## 13/66 DATE OF NEXT MEETING

13/66.1 Thursday 17<sup>th</sup> October 2013 at 10.30am.

Original	File
CC	Members as listed (10 Nr) – email
	Remaining Councillors (12 Nr) – email only
	8 Nr Hard copies for
	<ul style="list-style-type: none"><li>• Anthony Armytage</li><li>• David Collins</li><li>• Julie Laws</li><li>• John Bushby</li><li>• Town Clerk</li><li>• Bob Price</li><li>• Members of the public (2Nr)</li></ul>



**Berkhamsted Town Council**

**Canal and Riverside Partnership Meeting CARP**

**18 July 2013**

**Attendees**

Cllr David Collins DC  
James Clifton JC  
David Hilling DH  
Gordon Bluck GB

Berkhamsted Town Council BT  
Canal and River Trust C & RT  
Inland Waterways Association  
Berkhamsted Citizens' Association

1. Apologies for absence

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

2. Minutes of meeting 25 April 2013: agreed. Item 1 Towpath should read JC confirmed that due to an early finish there would be a likely underspend

3. i) Towpath repair. JC tabled a report on the towpath upgrade completed between Castle Street Bridge and Waitrose – Canal Fields Bridge. The final spend was £68,415, £7,000 below estimate. JC also tabled the Omnibus Framework Contract for this type of work under which the contract was awarded.

Lifespan – the specification used for the repair is widely used by C & RT including Stratford Canal and this was over 12 years ago. It has not needed repairs thus far and none is planned. 35 km of repairs over five years have been completed using the specification.

ii) Future projects: CARP requested budgeting estimates for further towpath repairs from Waitrose – Canal Field Bridge towards Stag Lane: Option A to past Lock 51 gas Lock 1 – 70 metres £95,000, Option B to Past Lock 52 – 308 metres £55,000. C & RT and BTC to discuss with other parties including Herts County Council potential funding support for the work.

iii) Maintenance: work to repair canal wall adjacent to Castle Street approved. BTC confirmed underspend on Towpath Repair to be allocated to repair/maintenance improvements..

iv) Graffiti: BTC Town Warden to be asked to prepare a list of sites along towpath. C & RT/BTC to agree a process. C & RT to check ownership of Lower Kings Road Bridge.



**COMMUNITY INFRASTRUCTURE LEVY WORKING GROUP**

**Note of Meeting on 21 August 2013**

**Present**

Gordon Bluck, Berkhamsted Community Partnership  
Councillor David Collins  
Paul Crosland, Berkhamsted Citizens Association  
Ted Dyer, local resident  
Meg Grant, Berkhamsted School  
Hugo Hardy, Transition Town Berkhamsted  
Ian Reay for Chamber of Commerce  
Kirsty Robertson, Berkhamsted Youth Town Council  
Councillor Garrick Stevens  
Jacky Webby, Ashlyns and Primary Schools

Robert Freeman, DBC  
Gary Cox, Town Clerk

**Apologies**

Councillor Armytage  
Councillor Matthews  
Mike Moore, Age UK Dacorum

**Introduction**

1. Cllr Collins welcomed everyone to the meeting, which was to consider emerging proposals on the use of Community Infrastructure Levy (CIL) money drawn from building development, and to be used to support planned growth of the town.

**Presentation**

2. Robert Freeman, lead officer on CIL for Dacorum Borough Council gave a presentation on:
  - a background to CIL, charging rates and distribution of CIL - on the basis of 85% to Borough and County Infrastructure Projects; 15% to local Berkhamsted Infrastructure Projects and 5% to DBC for administration
  - Robert clarified that CIL monies raised from Berkhamsted development going to the County and Borough Councils would not all be spent exclusively on Berkhamsted infrastructure. However the 15% provided to the Town Council could be spent on local infrastructure
  - planned growth for Berkhamsted of 1,180 homes by 2031 as set out in the Core Strategy Of these, 491 had already been built and did not qualify for CIL, which was to be introduced for developments from 2015.
  - evidence so far in determining infrastructure requirements relating to transport, education, health, open spaces, utilities and other items (such as waste collection and an upgrade to the Berkhamsted Sports centre).
3. In discussion, attendees:
  - recognised that more information was needed from the local Health Trust on the development of Hemel Hempstead Hospital

- raised a concern whether Boxwell Road and Gossoms End surgeries would have sufficient space and capacity to deal with the increased number of residents up to 2031
- noted plans for allotments at Hanburys as part of that proposed development
- noted £2m for Grand Union Canal improvements in the Borough
- that schemes to provide utilities infrastructure (gas, electricity, water) would be provided by suppliers from revenue from consumer bills rather than CIL and that any concerns on current and future provision should be raised with suppliers and their regulators

#### **Potential Infrastructure Gaps**

4. In looking at potential gaps in infrastructure, the following initial comments were made;
  - Was there scope to include local small scale power generation as part of the infrastructure projects?
  - The need for a community centre or community space in Berkhamsted was raised.
  - Mike Moore had also emailed in comments for infrastructure that would support: older people participate in activities that support healthy lifestyles, improvements that would enable more vulnerable people to feel safe in the town, and support continued independence into older age.
5. **Group members agreed to consider any other potential gaps in infrastructure and advise Robert and the Town Clerk as soon as possible.**

#### **Berkhamsted Town Council CIL Funding**

6. Robert explained that DBC would provide Berkhamsted Town Council with 15% of CIL receipts. This funding had to be used to support development in the town, and spent on providing, improving, replacing and maintaining infrastructure or anything else that addresses demands the development places on the area.
7. At this stage it was unclear how much CIL funding the Town Council might receive in any year, but this may equate to a few tens of thousands of pounds a year.
8. Any CIL money could be aggregated over time to spend on larger projects, but had to be spent within 5 years of receipt. The Town Council would be required to report on CIL receipts and expenditure every year.
9. It was noted that there was potential to seek match funding for local town infrastructure projects.
10. Robert asked the Town Council to identify and prioritise the smaller scale local infrastructure projects it would want to consider funding from CIL receipts and to provide them and likely costs to him by the end of October.
11. **Attendees agreed to consult with colleagues, take into account the likely impact of growth of the town and provide suggestions for infrastructure projects for the town, and their likely costs wherever possible, to the Town Clerk.**

#### **Next Meeting**

12. It was agreed to **meet again at 10.30am on Monday 30 September in the Council Chamber to review, develop and prioritise suggested infrastructure projects for the town.** That prioritised list would form part of wider consultation on the use of CIL funding being taken forward by DBC.

FC 83/13

### Town Council PCSO report July – August 2013

During the last two months I have been assigned to and attended 18 different incidents which include: Neighbourhood dispute, criminal damage, parking issues, nuisance youths, nuisance vehicles, dealing with a shoplifter and a drunk male.

Over the summer period I have been heavily patrolling the parks and green spaces in Berkhamsted including the local schools to deter any nuisance behaviour and damage. During my patrol I had to remove some alcohol from some youths who were congregating in Butts Meadow, this was detained and disposed of. There have been several school and community events that I have attended including St. Petertide fair, Westfield School garden party and Victoria School fete. These provide an opportunity to engage with parents and children and also listen to any concerns local residents have.

One of our priorities is dwelling burglaries, I have provided 5 home security checks to local residents and have also been increasing our neighbourhood watch numbers via OWL (Online Watch Link). I have been patrolling the residential streets in my area to deter any crime and have also been speaking to residents when I have located insecurities.

As the weekends are a busy time for shoppers along the high street I have been providing static patrols during the day. I have found these very useful as a lot of people come up and speak to me both asking questions and also asking for advice. During the last two months I have attended my regular meetings including coffee mornings, Youth Town Council meetings and also the Swan Youth Centre. During August I have been working with the Swan Youth Centre down at Lagley Meadow, in helping them to engage with local youths and users of the astro turf area.

During routine patrols I was alerted to a shoplifter in a clothes shop along the high street. After visiting the store I obtained a brief description of this person and also the vehicle that was used. After a short period of time they were located at their home address and were dealt with by a Police Officer.

Back in May I was investigating a crime from a supermarket where someone had their purse stolen. I collected and viewed the CCTV which led to identity for one of the offenders, who following a cross border operation was arrested by Berkhamsted Safer Neighbourhood Team and was subsequently charged and remanded.

Over the last few months I have been working with local residents and partner agencies in assisting a homeless man who has been living rough along the canal. Following his decline in health it was decided that he needed to go to hospital for his own welfare and after much persuasion he agreed. Following conversations with housing, social services and the ambulance service, he was admitted to hospital and is undergoing treatment. I used the Dacorum food bank to provide assistance in supplies and also the local charity shops in providing me with new clothes for him.

**Anti-social Behaviour:** I have received reports of Anti-social behaviour along the canal behind Northbridge Road industrial park. Following visits to local residents I obtained sufficient information to solve this problem. After identifying who was responsible, I visited those involved and there have been no further issues at this location.

PCSO 6214 McLean

Berkhamsted Neighbourhood Team

FC 84/13

# National Joint Council for Local Government Services

**Employers' Secretary:**

Sarah Messenger  
Local Government House, Smith Square  
London, SW1P 3HZ  
Tel: 020 7187 7373 Fax: 020 7664 3030

**Trade Union Secretaries**

Fiona Farmer, Unite  
Brian Strutton, GMB  
Heather Wakefield, UNISON

Address for correspondence:  
UNISON Centre  
130 Euston Road  
London NW1 2AY  
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**To: Chief Executives in England, Wales and N Ireland  
(copies for the Finance Director and HR Director)  
Members of the National Joint Council**

15 July 2013

Dear Chief Executive,

## 2013/14 PAYSCALES & ALLOWANCES

Agreement has now been reached on rates of pay applicable from **1 April 2013**.

The new rates are attached at **Annex 1**. The new rates for allowances up-rated in line with the pay increase of 1.0% are also set out in the annex.

It has been agreed that Spinal Column Point 4 (SCP4) will be deleted with effect from 1 October 2013. Therefore, employees on SCP4 shall progress to SCP5 on 1 October and, if automatic increments apply, shall progress to SCP6 with effect from 1 April 2014.

Yours sincerely



Sarah Messenger



Fiona Farmer



Brian Strutton



Heather Wakefield

Joint Secretaries

SCP	1 Apr 09	1 Apr 13
4	£12,145	£12,266
5	£12,312	£12,435
6	£12,489	£12,614
7	£12,787	£12,915
8	£13,189	£13,321
9	£13,589	£13,725
10	£13,874	£14,013
11	£14,733	£14,880
12	£15,039	£15,189
13	£15,444	£15,598
14	£15,725	£15,882
15	£16,054	£16,215
16	£16,440	£16,604
17	£16,830	£16,998
18	£17,161	£17,333
19	£17,802	£17,980
20	£18,453	£18,638
21	£19,126	£19,317
22	£19,621	£19,817
23	£20,198	£20,400
24	£20,858	£21,067
25	£21,519	£21,734
26	£22,221	£22,443
27	£22,958	£23,188
28	£23,708	£23,945
29	£24,646	£24,892
30	£25,472	£25,727
31	£26,276	£26,539
32	£27,052	£27,323
33	£27,849	£28,127
34	£28,636	£28,922
35	£29,236	£29,528
36	£30,011	£30,311
37	£30,851	£31,160
38	£31,754	£32,072
39	£32,800	£33,128
40	£33,661	£33,998
41	£34,549	£34,894
42	£35,430	£35,784
43	£36,313	£36,676
44	£37,206	£37,578
45	£38,042	£38,422
46	£38,961	£39,351
47	£39,855	£40,254
48	£40,741	£41,148
49	£41,616	£42,032

**Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment**

**1 Apr 13**  
£33.27

**RATES OF PROTECTED ALLOWANCES AT 1 APR 13  
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

**Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance**

**1 Apr 13**  
£1,189

**Paragraph 28(14) Laboratory / Workshop Technicians**

City and Guilds Science Laboratory Technician's Certificate Allowance

**1 Apr 13**  
£193

City and Guilds Laboratory Technician's Advanced Certificate Allowance

**1 Apr 13**  
£141

**Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum**

Inner Fringe Area

**1 Apr 13**  
£806

Outer Fringe Area

**1 Apr 13**  
£561

**Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session**

**1 Apr 13**  
£26.76

**FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)**

**Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum**

Inner Fringe Area

**1 Apr 13**  
£806

Outer Fringe Area

**1 Apr 13**  
£561