

BERKHAMSTED TOWN COUNCIL

01442 800146
enquiries@berkhamsted.towncouncil.gov.uk

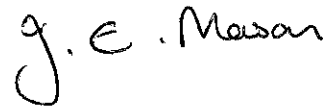
www.berkhamstedtowncouncil.gov.uk

2nd Floor
Civic Centre
161 High Street
Berkhamsted
Herts
HP4 3HD

11 June 2019

SUMMONS TO ALL MEMBERS

Notice is hereby given that there will be a meeting of the **TRANSPORT and ENVIRONMENT COMMITTEE** held in the Council Chamber, Civic Centre, Berkhamsted, on **Monday 17 June 2019 at 7.30 pm** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend.



Mrs J Mason
Town Clerk

MEMBERS:

Councillors: S Cloughton
W Conian
P Fisher
M Hardinge
A Peeler
T Porter
N Taylor

Substitutes: A Armytage
P de Hoest
R Freedman
N Woolner

THE PUBLIC ARE INVITED TO ATTEND ALL MEETINGS OF THE TOWN COUNCIL

- TE 31/19** (i) To **elect a Chair** of the Committee for the Council year **2019/20**
- (ii) To **elect a Vice-Chair** of the Committee for the Council year **2019/20**
- TE 32/19** To receive **apologies for absence**
- TE 33/19** To receive **Declarations of Interest** regarding items on the agenda
- TE 34/19** To approve the **minutes of the meeting** held on 1 April 2019.
- TE 35/19** Actions taken following the 1 April 2019 meeting. (An update will be presented at the meeting.)
- TE 36/19** **Chair's Communications**
- (i) 3 April e-mail from Jennifer Ponsford, Project Manager, Ashridge Car Park Improvements, updating the Town Council on reasons for delays to the project.
*(3 April 2019 & 5 June 2019)
- (ii) Berkhamsted Chamber of Commerce Chair's Report 2018-19
*(8 April 2019 & 5 June 2019)
- (iii) HCC - Walking in Hertfordshire – May
*(26 May 2019 & 5 June 2019)
- (iv) WhyNotWater Affinity Water Manifesto
*(5 June 2019)
- To **consider** any action arising from the above.
- (v) Proposed Waiting Restrictions Robertson Road Area – decision not to proceed – HCC Lance Holman's 14 May e-mail refers
*(5 June 2019)
- (vi) NALC Annual Conference 28 October 2019
*(3 June 2019)
- (vii) Chiltern Society Event - Outdoor Nature Sound Spa 4 June 2019
*(24 May 2019)
- (viii) Transforming West Herts Hospital Estates and Services - Emerging preferred way forward. Thursday 13 June at Metropolitan Police Bushey Sports Club Ltd, Aldenham Road, Bushey, WD23 2TR Registration opens at 6.15pm for a 7pm start.
*(22 May 2019)
- *date circulated to councillors
- TE 37/19** **Communication with representatives from other organisations**
- (i) Hertfordshire County Council
- To **note** that the Town Clerk has been in discussion with Cllr I Reay of Hertfordshire County Council regarding his future input to the Committee's deliberations. He is very happy to attend meetings if

available and/or to submit written comments subject to this being acceptable to the Committee. The Committee is asked to **approve** the above.

(ii) Berkhamsted Castle Trust and Friends of St Peter's

Mr P Matthews is the Town Council nominated Trustee on BTC and Friend's of St Peter's. Following discussions it is proposed that he would prepare written reports for the committee and/or Full Council augmented with an annual verbal report. It is also proposed that he attend the final meeting of the Castle Liaison Group meeting on 28 June 2019. The Committee is asked to **approve** the above.

TE 38/19 Public Participation

To suspend Standing Orders so that **members of the public might speak**

ENVIRONMENT

TE 39/19 Air quality monitoring and Clean Air Day (WC)

(i) Air Quality

Dacorum Borough Council is monitoring air quality using a number of diffusion tubes located at key sites in Berkhamsted. All are mounted at heights well above the levels at which pedestrians, including young children, are likely to breathe vehicle emissions. The selection of tube locations, their height and the subsequent analysis is a standardised national process: this may result in data that does not reflect the actual exposure of poor air quality by residents. Therefore the T & E Committee's **approval** is sought for the following course of action:

1. This committee invites the Borough Council to conduct a pilot trial, over a 12 month period at least, whereby diffusion tubes are mounted as tandem pairs – one at head height in the same locations as current.
2. The Committee suggests the Lower Kings Road as one such pilot.
3. The data should be logged along with the Borough's body of diffusion tubes and made known to this Committee on a regular basis.
4. If the cost of such pilot is a deterrent to the Borough the costs should be made known to Council for consideration of financial support.

(ii) Clean Air Day

The national campaign to reduce air pollution has designated 20th June as Clean Air Day. Publicity material is to be found at: URL <https://www.cleanairday.org.uk>

The T & E Committee is asked to **endorse** the statement that:

"This council supports the endeavour and plans to display relevant posters on its notice boards and will request the Borough Council to publicise the Clean Air Day".

TE 40/19 CIL Working Group

To **receive and adopt** the notes of the meetings held 20-02-19 & 24-04-19 (previously circulated).

TE 41/19 To consider the following issues raised recently by members of the public

- (i) Reduction of speed limit in Cross Oak Road to 20 mph;
- (ii) Poor state of pavements in Shrublands Road;
- (iii) State of the cobbles and general maintenance Church Lane;
- (iv) To note congratulations and issues raised in Ms J Woods' 9 May e-mail previously circulated;
- (v) Condition and repair of the Victorian iron railings opposite Berkhamsted Station, adjacent to the canal;
- (vi) Graffiti on canal bridge walls near station.

TE 42/19 Tree issues in Berkhamsted

- (i) To confirm and agree the summary of tree related concerns and possible actions set out below:
 - a) There is a need to initiate with DBC further planting of trees in the High Street, particularly in the stretch to the west of the High Street/Kings Road/Lower Kings Road junction;
 - b) As illustrated by a freedom of information request made of DBC by a member of the public, a substantial majority of replanted trees do not survive, most possibly because of lack of watering after planting. This situation should be remedied;
 - c) Trees that are felled are often not replaced, particularly in residential roads. This would seem to be contrary to DBC's Tree Policy;
 - d) Tree felling as a result of development is of particular concern. The need for such felling should only be agreed if such action can be clearly justified against stringent and pre-agreed criteria. Replanting of any felled trees should be a condition of planning permissions and should be robustly enforced;
 - e) Historic trees in public and other places are valuable community assets. Therefore, areas of the town where additional TPOs could be introduced should be identified. For example, trees around The Moor not covered by TPOs already in place in the vicinity.
- (i) To **discuss and agree** an action plan with a view to remedying the concerns identified and achieving and developing the solutions

suggested. In agreeing such an action plan an update will be received from Cllr S Claughton on recent discussions with DBC's tree officer together with a proposal from Cllr W Conian that an application should be made to the Woodland Trust for trees on behalf of local schools;

TE 43/19 Footpath application - Chesham Playing Fields, Berkhamsted (HCC ref: DAC/155/MOD)Right of Way Appeal

- (i) To confirm and agree that once the appeal notification has been received the Town Council should forward appropriate comments to the Planning Inspectorate supporting the original application;
- (ii) To **agree** the process for drafting and approving such comment.

TRANSPORT

TE 44/19 Parking

Report on the Parking Forum Meeting held on 12 June 2019 (Cllr G Stevens);

TE 45/19 Community Bus Service

(Cllr W Conian will present a short paper – copy attached)

To **consider** a proposal to set up a working party to examine a proposal that a community bus service be piloted with the objective of cutting individual car journeys at peak times.

JEM 11-06-19

PROPOSAL FOR AN AROUND TOWN HOPPER BUS - PILOT SCHEME

17 June 2019

1. Proposal

Berkhamsted Town Council proceeds with work to establish a pilot project to run an around town hopper bus service

2. Purpose of pilot scheme

To test the feasibility of establishing a permanent service.

3. Purpose and aims of the service

- The overall aim of the bus service would be to reduce private car traffic in the town centre, especially at peak times, with a positive impact on congestion, air quality and carbon emissions.
- The service would initially be aimed at reducing the number of short journeys that are made into and around the town centre.
- The service would potentially target the following:
 - commuters using the station
 - school run traffic
 - people who both live and work within the town ie with a very short commute

4. Key features

- The service would be provided in partnership with Community Action Dacorum
- The service would be not for profit in the first instance if using S19 or S22 licence
- The service would be affordable and accessible
- The service would complement rather than compete with established local commercial services such as Little Jim's

5. Community Action Dacorum

Community Action Dacorum (CAD) currently has a fleet of 12 minibuses ranging from 13 - 17 seats including driver. 9 of the 12 minibuses are accessible and have a passenger lift. The vehicles are located across the Borough of Dacorum with the majority parked in Hemel, 1 in Bourne End and 1 in Tring.

CAD is a not for profit organisation and hire the minibuses to not-for-profit community groups and charities to support them with their transport needs. The minibuses are hired with either a volunteer driver or as a self-drive hire. During the period April 18 - March 19 CAD took

2080 bookings from over 60 community groups within Dacorum and transported 25432 passengers.

6. Regulatory information – Section 19 and 22 permits

As a not-for-profit organisation CAD operates the Community Transport service using Section 19 and 22 permits. These permits allow CAD to operate transport services for hire or reward without the need for a full public service vehicle operator's (PSV 'O') licence.

Section 19 permits relate to the use of vehicles by educational and other bodies.

They are either 'standard permits' for vehicles which are adapted to carry no more than 16 passengers (excluding the driver) or 'large bus permits' for vehicles which are adapted to carry 17 or more passengers. These permits may be granted to organisations that operate vehicles without a view to profit to transport their members, or people whom the organisation exists to help. Section 19 permit vehicles can't be used to carry members of the general public.

The hires to community groups fall within the Section 19 permit remit.

Section 22 are community bus permits. They are issued to bodies concerned for the social and welfare needs of one or more communities. They operate vehicles without a view to profit and use those vehicles to provide a community bus service. Unlike section 19 permit vehicles, community bus services are 'local bus services' and can carry the general public. Local bus services are defined as services using public service vehicles for the carriage of passengers by road at separate fares on which passengers may travel for less than 15 miles.

This permit is used for 2 of CAD's scheduled bus routes namely the 207 linking Tring Rural villages & Wigginton with Hemel Hempstead on a weekly basis and the 212 linking Hemel Hempstead residents with Woodwells Cemetery on a fortnightly basis.

7. Options for the Berkhamsted scheme

- I. CAD provide a minibus shuttle service using Section 19 permits. The pickup locations and times can be flexible depending on demand. Users would need to commit to using the service and pay a weekly/monthly fee to cover the costs. The hire would need to be set up under a not-for-profit Community group. This would be similar to a service CAD run for the Gaddesden Society where a minibus is located in Little Gaddesden for the home to school transport to Tring School. Parents pay a set amount to cover the invoice costs from CAD and The Gaddesden Society is the organisation 'hiring' the vehicle. There is also a parent's rota of drivers.
- II. CAD provide a minibus shuttle service using Section 22 permits. This is a scheduled bus route with set bus stops and times. The service will need to be registered with the

traffic commissioner and will take approx. 4 months to be approved. Passengers would pay a set 'fare' for the transport on embarking the minibus.

For both options we would need to look for drivers. The options are to use volunteer drivers or paid drivers. Paid drivers may be easier to recruit but it will depend on the number of hours and timing of the service.

8. Cost

- CAD make a charge for the hire of a vehicle and whichever option we choose for the service would need to cover the costs.
- The current charge is a daily rate of £43.50 for 30 miles and £1 per mile for every mile thereafter.
- If a Section 22 permit is applied for there will be a £55 cost
- Cost of employing a driver if we don't opt for volunteers
- Cost of conducting feasibility study

9. Next Steps

- Set up a BTC Working Party to manage the project and report back
- Conduct a feasibility study to ascertain need and demand (also to include potential routes, type of permit, drivers, IT/app support) - CAD can help with this
- As part of the above, survey target groups
- Firm up costs and sources of funding if needed
- Decision on best transport option to meet need
- Application to Traffic Commissioner if applicable
- Target timing – complete feasibility study by October in time for start of budget process

10. Issues

- Can we operate to a scale sufficient to make an impact?
- Finding volunteer drivers if we decide to go that route