

BERKHAMSTED TOWN COUNCIL

Minutes of a Meeting of the

TRANSPORT & ENVIRONMENT COMMITTEE

Held in the Council Chamber, Civic Centre, Berkhamsted

On Monday 21 October 2019 at 7.30 pm

MEMBERS PRESENT:

Councillors: N Taylor (Chairing in Cllr W Conian's absence)
S Cloughton
P Fisher
M Hardinge
A Peeler
T Porter

ALSO PRESENT:

Town
Councillors: Cllr G Corry
Cllr P de Hoest

Hertfordshire
County Council: Cllr I Reay

Officer: J Mason – Town Clerk

TE 66/19 To receive **apologies for absence**

Apologies for absence were received from Cllr W Conian.

TE 67/19 To receive **Declarations of Interest** regarding items on the agenda

None

TE 68/19 To approve the **minutes of the meeting** held on 19 August 2019

The minutes of the meeting held on 19 August 2019 were approved as a correct record and were duly signed as such by the Chair.

TE 69/19 Actions taken following the 19 August 2019 meeting not covered elsewhere on the agenda were **noted**.

TE 53/19 Hertfordshire County Council Cllr I Reay – The works programme has been posted on the website. The possible part funding of the possible extension of footpath reconstruction to Bridgewater Road, will be referred to the CIL Working Group.

TE 55/19 (iii) Parking standards consultation – the Town Council’s response was sent to DBC following discussion at Town Planning on 27 August 2019.

TE 56/10 (iv) (c) – The Moor – the proposed meeting had still to be arranged due to other pressures.

Cllr S Cloughton gave an update on the arrangements for the proposed meeting referred to above and advised that discussions would be subsumed into the next meeting of the Parking Forum. DBC is working towards a multi storey car park completion date of January/February.

Action Parking Forum

TE 57/19 Phasing of Traffic Lights at Kings Road/High Street/Lower Kings Road - The Town Clerk wrote to Andrew Freeman confirming agreement to the proposals regarding the £22,000 puffin light project and also regarding his department’s involvement in a longer term dialogue. He had since advised that the work on the lights has been commissioned and should soon be able to advise the Town Council of a start date. He is currently seeking further information regarding the status on the work to progress the Road Traffic Order for waiting restrictions and the mini roundabout in Lower Kings Road.

The Town Clerk gave a further update on the above. Although a date for the work to commission the new lights is still awaited, HCC had confirmed that the work itself would take the best part of a week. Whilst each arm was being worked on pedestrians would not be able to cross at that particular point and would have to cross three roads to reach the opposite pavement. This would cause a degree of inconvenience and HCC has advised that some towns have a moratorium on works in the run up to Christmas. It was **agreed** that it would be better if the work did not take place in at least the three weeks prior to Christmas. The Town Clerk would consult with the Chamber of Commerce before reverting to HCC on the timing and would urge HCC that the works should be completed in November; HCC would also have to be mindful of DBC’s earlier projected completion date for the MSCP. **Action Town Clerk**

Turning to the waiting restrictions, HCC had advised that the formal consultation is about to commence and this could take between 4 – 6 weeks.

TE 59/19 (iii) CIL Working Group – the additional project proposals have been added to the list of possible CIL projects.

TE 59/19 (v) Visit to CCTV Control Centre – Cllrs G Corry and N Woolner will be attending on 24 October 2019.

TE 70/19 Chair’s Communications

- (i) Environment Agency Report - River Bulbourne Low Flow Study August 2019
- (ii) Minutes of the Dacorum Environmental Forum quarterly meeting 5 Sept 2019
- (iii) Walking in Hertfordshire September 2019

- (iv) Berkhamsted and District Chamber of Commerce Autumn networking lunch Tuesday 29 October 12.30pm
- (v) NALC Chief Executive's Bulletin 20 September 2019
- (vi) NALC Annual Conference 28/29 October 2019 reminder "Save the planet"
- (vii) Herts County Council Press Release 24 September 2019 Sport England Chief Executive visits Hertfordshire's Active Ageing programme for Older Persons Day
- (viii) Visit Herts | Our News and Activity Newsletter 27 September 2019
- (ix) Tree Charter Newsletter 27 September 2019
- (x) Chief Executive's bulletin 27 September 2019
- (xi) HAPTC Bulletin October 1 October 2019
- (xii) Rectory Lane Project Bulletin No 27 October 2019
- (xiii) Enjoy Dacorum Tourism Partnership - Next meeting date 31-10-19
- (xiv) NALC Chief Executive's Bulletin 4 October 2019

It was noted that there are no Government plans to extend council tax referendum principles to local councils in the 2020 – 21 fiscal year.

- (xv) Tring Climate Change Event Victoria Hall, Akeman Street, Tring on Saturday 26th October between 10am and 3pm
- (xvi) Open Door Community Space's 'Campaign to End Loneliness Launch.' 28 October 2019 6pm to 7.30pm
- (xvii) Invitation to the second annual conference of the Colne Catchment Action Network (ColneCAN) Friday 29th November 2019 10am – 4pm at Q Vardis, Old Mill Lane, Uxbridge, UB8 2JH

It was **noted** that this conference was on the same day as DBC's Parish & Town conference. Cllr S Cloughton would be happy to attend the Colne event and would book a place shortly.

- (xviii) 7 October e-mail from Project Officer (Colne Rivers), Groundwork South asking for suggestions re kingfisher nesting box locations on the Bulbourne
- (xix) London Luton Airport Runway Consultation 16 October – 26 December 2019. There will be an event at the Civic Centre Berkhamsted on Friday 8 November 2019 from 3 pm – 7 pm.

Cllrs G Stevens and N Taylor will **review** the details and will **prepare** a draft for discussion and, as appropriate, agreement, at F & P on 9

December 2019. This will be circulated to other councilors for comment in advance of that meeting. **Action Cllr G Stevens and Cllr N Taylor**

TE 71/19 Public Participation

The Chair suspended standing orders to enable member of the public to speak.

REPORTS FROM OTHER BODIES

TE 72/19 Hertfordshire County Councillor I Reay

- (i) HCC Councillor I Reay was welcomed to the meeting and gave an update on the following issues:

Dropped kerb provision in the Castle Street/Station/ Station Road area causing difficulties for people with mobility scooters – Cllr Reay proposed that he and a colleague meet with a small group of councillors to look at possible locations suitable for dropped kerbs which might then be incorporated into the wider project to improve the condition and appearance of Station Road (this is a project that has been referred to and discussed at the CIL Working Group). Cllr Reay commented that the HCC contribution to the project would be coming from his localities budget which was already 50% committed for the next financial year. Cllr Reay was asked to ear-mark up to £30k pending a decision on CIL funding although it was acknowledged that a commitment from the Town Council would be needed quite soon. It was **proposed** that a CIL meeting should be arranged (**Action Deputy Town Clerk**) and that the site meeting to look at dropped kerbs should be attended by Cllr S Claughton and Cllr G Corry **Action Town Clerk/ Deputy Town Clerk**

School buses obstructing Castle Street and the possibility of a **one way system** in the Town Centre – This matter had been raised by a concerned resident who had also noticed drivers dangerously using the pavement when the road was at its busiest. The Town Clerk had reported this to the police and the local sergeant had undertaken to patrol the road at the appropriate times. Cllr Reay stated that this was a perennial problem and the current parking bay and lining configuration had been agreed over four years ago and there was little more that could be done. A one way system had been examined previously, however, the configuration and narrow nature of the streets did not make this a feasible project. HCC officers were also of the view that a one way system would lead to speeding in an area that would be in the 20 mph zone.

20mph zone and extension to zone – Cllr Reay advised that due to changes in design, the signage had been delayed by around six months (originally scheduled for installation during June). As previously advised, it was the intention to extend the use of 20 mph zones. The Town Council would be consulted on this project and roads to be included;

Flooding/mud adjacent to Victoria School - still causing problems on the path linking Butts Meadow to Prince Edward Street – Cllr Reay

advised that work had been undertaken to raise the kerb in Kings Road to divert water away from Butts Meadow and hence the school. The second remedial measure was to ensure that all adjacent gullies in Kings Road were cleared. This latter action had been delayed due to weather conditions. Any further works by either HCC or DBC would be contingent on the outcome of the completion of the gulley clearing. Councillors suggested that all the gullies in Kings Road should be cleared and reference was made to the inadequacy of the 18 month gulley programme. It was suggested that problem areas should be ranked and given increased frequency of clearing as necessary. It was **agreed** that this matter should be referred to Full Council. It was **noted** that where there was an imminent danger of flooding then gullies would be cleared as a priority.

Action Town Clerk

It was further **agreed** that DBC, at the forthcoming meeting regarding trees, should be asked if more trees could be planted at Butts Meadow to help reduce flooding.

Action Town Clerk

Flooding Trevelyan Way – this had been cleared and further remedial works would be undertaken next year.

Ashlyns School tree work

This work would be undertaken during the week commencing Monday 28 October and would necessitate the closing of Chesham Road. The Headteacher would be asked to ensure that the school website contained an item giving information on the work. **Action Town Clerk**

Bridgewater Road Parking restrictions to deter commuters

Cllr Reay was pleased to report that all the associated yellow lining had at last been completed.

- (ii) To **consider** any actions arising from the report

The Chair reinstated standing orders. All actions agreed are included, for ease of reference, in (i) above. Cllr Reay was thanked for his valuable contribution and he then left the meeting.

TE 73/19 Berkhamsted Castle Trust (BCT)

To receive **an update report** on any issues relating to the above.

A written report had been circulated earlier in the day, from Mr P Matthews, the Town Council appointed trustee on BCT.

The Town Clerk reviewed the report and drew particular attention to continued discussions between the Trust and English Heritage regarding local management; the geophysical survey work; results of the recent tree survey; the success of the recent Heritage Day tours and increased use of the castle for a variety of different functions; the latter fulfilling one of the main goals of the

Trust. Volunteers have also received thanks from the Trust and English Heritage for their crucial and invaluable work.

TRANSPORT

TE 74/19 Parking

(i) Parking Forum

Following a meeting at DBC with the Assistant Director (Corporate and Contracted Services) and the Multi Storey Car Park Project Manager, Cllr G Stevens reported that a Parking Forum meeting date was now in the process of being agreed. The meeting would deal in particular with the charging schedule and operational regime together with matters arising from the recent BDCC survey of businesses about their future anticipated usage of the new parking facilities. Arising from the survey discussions would also cover whether there might be a discounted scheme for regular users.

(ii) Multi storey car park project and The Moor temporary car park

As had been already reported, DBC anticipate a completion date of January/February 2020. Six charging points for electric vehicles were being installed. The ducting infrastructure will already be in place should it be agreed to increase this number at a future date. Cllr Stevens hoped that the reinstatement of The Moor would be able to start sooner rather than later. This could not start immediately or DBC would be in breach of its planning consent for the MSCP, albeit The Moor is temporarily closed. An application to extend the planning permission for use of The Moor by up to six months will be made. The project manager has said that the restoration of The Moor will start once the MSCP is completed, subject to the weather.

Turning to arrangements at other car parks, the maximum two hour parking period at Water Lane (behind Tesco) would remain. DBC is of the view that there will be ample longer term parking around the Town. In the meantime, BDCC are investigating whether any of the business owned spaces around Chiltern House might be made available to shoppers at the weekends.

TE 75/19 Community Bus Service (WC)

(i) To **receive** an update report from the Cllr W Conian, with particular reference to the recently launched survey

In Cllr Conian's absence, Cllr Stevens reported that to date over 300 responses had been received with a target of over 1,000 by early November. Overall, responses had been very positive. Cllr Conian was currently working on a model cost structure which would be considered in detail during preparation of the Town Council's 2020 – 21 budget proposals.

- (ii) It was **noted** that Hertfordshire County Council and the county's bus operators are proposing to enhance the bus network in Hertfordshire. A consultation is open from 16 October 2019 – 10 November 2019. [Click here](#) for a link to the consultation;
- (iii) To **consider and agree** any further action relating to the above consultation.

It was **agreed** that councillors should respond as private individuals should they wish.

ENVIRONMENT

TE 76/19 Air quality monitoring – trial diffusion tubes

- (i) Following the Town Clerk's 25 June 2019 e-mail to DBC's Chief Executive Sally Marshall and the reminder sent on 5 August 2019, it was **noted** that there has now been an e-mail exchange between the Town Clerk and Group Manager, Environmental and Community Protection. Specifically, regarding the Town Council's invitation for DBC to conduct a pilot trial whereby diffusion tubes are mounted as tandem pairs – one at head height in the same locations as current, with Lower Kings Road being suggested as a pilot location. On 11 October the Group Manager wrote:

Obviously, there will be a resource implication locally with the additional time and additional funding required to duplicate the results. The results will not be able to be used in our standard reporting and does not fit into the measures we are prioritising for our Draft Air Quality Action Plan. As discussed, the need for monitoring and the requirements to ensure that this data is comparable is set at a national level not a local one, therefore the data would need to be elevated to a national level to bring about changes, and I fear that the data set would be too small to bring about a change in national policy. I would appreciate it if the committee could clarify the reason for the request so we can understand the specific concerns, we may then be able to clarify or direct them to someone more able to address the concerns.

- (ii) In light of the above, it was **agreed** that the Town Clerk should ask the group manager: whether there was any extant research on the correlation between the height tubes are positioned and the concentration of particulates in the air at that height; sources of such data and also, depending on the outcome, whether it would be feasible for the Town Council to initiate a trial either separately or with DBC. A contribution to funding of a joint project might also be considered. She would report back at the next meeting. **Action Town Clerk**

TE 77/19 Tree issues in Berkhamsted

As reported previously, the meeting scheduled for 19 August 2019 with Mr D Austin of DBC had been postponed. It was **noted** that numerous e-mails and telephone calls have been made to rearrange the meeting. It now looks likely

that the meeting will be in November. Replanting of street trees and other issues previously raised at the 17 June 2019 meeting had already been notified to DBC (TE 42/19 refers).

TE 78/19 Climate Change Steering Group and Working Groups

- (i) The notes of the following were **received, considered and approved** (Travel Working Group notes to follow):
- (a) Climate Change Steering Group meeting held on 2 October 2019. The work of the three working groups had been reviewed together with the need to develop budget proposals. The possibility of rolling out Climate Emergency initiatives using pilot schemes had also been discussed.
 - (b) Energy Working Group meeting held on 26 September 2019. Four work streams emerged: Strategy and measurement; Public education and awareness; Retrofitting properties and Community energy schemes. Members will report back on these areas at the next meeting of the group on 22 October 2019.
 - (c) Habitats Working Group meeting held on 25 September 2019. The meeting had been well attended with specialists and local people in attendance in addition to Town Councillor members. Group members had outlined their particular interests and suggested areas to be considered. A number of actions were agreed and the Group hopes to develop one year and three year plans and will present project costs for consideration by the F & P Committee and Full Council when next year's budget is discussed. The next meeting would be on 21 October 2019.
 - (d) The Travel Working Group had met on 2 October 2019 and there had been an open discussions resulting in some interesting proposals. In particular, the Group supported the enhancement of cycle ways throughout Berkhamsted although they acknowledged the constraints arising from the nature of the town.
- (ii) Working Group Terms of Reference

The revisions to the terms of reference agreed at Full Council on 2 September 2019 had been made and the revised documents circulated to all Councillors.

TE 79/19 Memorial bench installation

The Town Clerk reported on a recent request by a member of the public to install a memorial bench in Torrington Road. She had referred this to HCC who were unable to spare the resources to make the arrangements. The Town Clerk had agreed to make the necessary arrangements on the understanding that the member of the public donated the money to the Town Council for the bench, the plaque, installation and utility searches. This was **noted**. Councillors concurred that although it is rewarding to fulfil such requests it is also time consuming, especially so given the current and on-going staff vacancy.

TE 80/19 Plastic Free Berko (PFB)

Cllr P de Hoest had attended the meeting on 1 October 2019. The group is thriving and working towards accreditation as a plastic free town by the organisation Surfers Against Sewage, under their Plastic Free Communities initiative. Plastic Free Berko organisers have recently make presentations at Bridgewater School and to Girlguiding groups. A talk is also planned at Ashlyns School. More information can be found on PFB's Facebook page.

TE 81/19 Angle Passage Flower Bed

It was **RESOLVED** that the Town Clerk should write a letter to Mrs S Garrett thanking her for maintaining, on a voluntary basis, the Angle Passage flower bed (photos were circulated to Councillors on 15 October 2019).

Action Town Clerk

TE 82/19 Canal and Riverside Partnership

Although CARP reports to Full Council members will be interested in the following recent developments:

- (i) To **receive** a report following a meeting with the Canal and River Trust Engagement Officer on Friday 11 October 2019 at 2 pm, attended by The Town Clerk, Cllr G Stevens, Cllr N Taylor and Cllr R Freedman;

The Town Clerk reported that the Engagement Officer had been very pleased to have been invited and either he or a member of his team would attend meetings of CARP once arranged. Recent communication issues between the Council and the Trust have been exacerbated by a huge restructure at CRT which had been repurposed from Waterways to Waterways and Wellbeing. The Trust hoped to provide "the Natural Health Service". Recent projects have been supported by s106 and CIL funds; National Lottery Heritage Funding; corporate volunteering etc. TfL had also paid for tow path improvements in Greater London.

During discussion, the Engagement Officer had undertaken to provide a map of land owned by the CRT in the area, which would help inform projects that might be considered by CARP. He agreed with the vision put forward by the councillors present for the improved usage of the canal. The tow paths are ideal for cycling between settlements (so reducing car use) and for exercise. Commercial activities were also touched upon but are accompanied by a detailed licencing regime. It was noted that commercial income could not be ringfenced for Berkhamsted. Much of the CRT's current expenditure is focussed on the Monmouthshire and Brecon Canal.

Canal festivals and greening were discussed together with creating tow path task forces locally, adopting stretches of tow path, improving the general environment around canals and graffiti removal. Kayaking and canoeing were popular and feasible activities. All projects proposed need to have demonstrated widespread consultation/engagement processes. They should also be congruent with CRT's key themes

governing activities over the next five years. These are: welcoming, safe and clean so ensuring consistent standards across the network; breaking down barriers eg through engagement with those who perhaps do not use the canal at present; tackling graffiti eg by having areas for street art or improving lighting particularly at locations that provide hiding places; managing capacity and tow paths (this includes the interface between cyclists and pedestrians) ; making the canal system as popular as parks. CARP needs to bear these themes in mind when making proposals. Sums available of between 5 -10 k were mentioned for projects paid by CRT.

The next step is to review membership of CARP, review terms of reference and set a date for a meeting.

In conclusion, Cllr Taylor advised that this had been a very productive meeting. Examples of initiatives in other localities, that had drawn people in to use the canal, had been discussed. It was hoped that future CARP meetings would concentrate on projects and improvements and should not be used to list maintenance tasks for which there was a formal reporting process. He was pleased that the Chalk Stream Officer (see ii) below, would also like to be involved.

- (ii) It was **noted** from recent correspondence with the Chiltern Conservation Board Chalk Stream Officer that he would be delighted to re-join the group and to attend future meetings;
- (iii) In the light of discussion the Town Clerk **will review** the Terms of Reference of the Canal and Riverside Partnership for approval at Full Council;
- (iv) Arrangements will also be made for a meeting of CARP.

Action Town Clerk

BUDGET PREPARATION

TE 83/19 It was **noted** that Cllr W Conian has asked the chairs of the three working groups of the Climate Change Steering Group to bring forward project proposals and associated costs to the Steering Group meeting scheduled for 4 November 2019. These would then be included in proposals for consideration by F & P and Full Council during budget and precept discussion.

TE 84/19 Close of Meeting

The meeting closed at 9.25 pm.

Signed.....

Date.....