

BERKHAMSTED TOWN COUNCIL

Minutes of a Meeting of the

TRANSPORT & ENVIRONMENT COMMITTEE

Held in the Council Chamber, Civic Centre, Berkhamsted

On Monday 17 February 2020 at 7.30 pm

MEMBERS PRESENT:

Councillors: W Conian (Chair)
N Taylor (Vice Chair)
S Cloughton
P Fisher
M Hardinge
T Porter (Cllr Porter left the meeting at 8.30 pm)

ALSO PRESENT:

Town Councillors: Cllr G Corry
Cllr G Stevens (Town Mayor)
Cllr P White

Officer: J Mason – Town Clerk

TE 01/20 To receive **apologies for absence**

Apologies for absence were received from Cllr A Peeler and Cllr I Reay, Hertfordshire County Council.

TE 02/20 To receive **Declarations of Interest** regarding items on the agenda

Cllr N Taylor declared a personal interest in item TE 05/20 (ix) because he is an employee of Network Rail.

TE 03/20 To approve the **minutes of the meeting** held on 16 December 2019.

The minutes were **approved** as a correct record and were duly signed as such by the Chair.

TE 04/20 Actions taken following the 16 December 2019 meeting not covered elsewhere on the agenda were noted as follows:

TE88/18, (also TE 69/19 & TE 57/19) – work on traffic lights at junction to convert to “Puffin” installation. As advised in A Freeman’s 22 January 2020 e-mail to the Town Clerk further funding has become available. So, following subsequent consultation within the Town Council and the MSCP project team it

has been agreed that a more comprehensive upgrade of all the signals equipment (posts, signals, controllers, push buttons etc) will therefore take place.

The upgrade is limited to the signals hardware and controller so will be an aesthetic improvement and obviously all hardware being replaced will provide a considerably longer lifespan as well as improving reliability which can always be an issue as equipment ages. It will not produce a sea change in the junction operation but the originally smaller scope upgrade was not going to deliver that either.

The downside is that as this funding was unexpected HCC would not be able to carry out the full refurb in February as planned as there is considerably more planning and design involved. It is more likely to be implemented in May/June – subject to network approval.

In response to a verbal question from Cllr P White, the Town Clerk advised that she had replied to an e-mail query from him about lights. She reiterated that yes, smart technology was available that would enable buses to communicate their approach to traffic signals which would then stay at or change to green allowing the bus to pass through without a delay. The cost and logistics of ensuring that bus providers had the technology on board all buses using a particular service route was an issue, however, such developments must be borne in mind for future strategic transport plans for the town.

TE91/19 Flooding around Victoria School – At short notice the Town Clerk applied for and was granted £1,000 P3 funding (Parish Paths Partnership) to carry out work at the rear of Victoria School. This work will be undertaken via DBC. Once the adjustments to the drainage are implemented DBC will be able to access whether any additional work is required from them.

The Town Clerk also undertook to ask DBC's tree officer if replanting of trees on Butts Meadow (field not allotment) would help mitigate the flooding. Apparently a number of trees were removed relatively recently.

Action Town Clerk

TE 94/19 (A) White Lining – The list of sites requiring refreshed lining has been sent to HCC.

Cllr G Corry mentioned that the lining around High Street disabled spaces also needed refreshing. The Town Clerk said she would check to see if this was on the list and, if not, would ask the Town Warden to report this item.

Action Town Clerk/Town Warden

TE 94/19 (B) Air quality monitoring – trial diffusion tubes – The Town Clerk is liaising with ITP Energised about additional/parallel data gathering and the collection of data at lower levels using a hand held device. Additional data collection at sensitive locations eg schools is also being explored. An estimate of costs is awaited. She will report back for further discussion once all the details are available.

Action Town Clerk

TE 95/19 Planting of Wild flowers in Verges – Both HCC and DBC would be receptive to this proposal. (DBC mow the verges for HCC.)

It was suggested that a meeting with Cllr Ian Reay and DBC's Craig Thorpe should be arranged to discuss the detail of taking this forward. The outcome of discussions would be reported back to this committee. There would also be a need to cross reference discussions and proposals with the Habitats Working Group.

Action Town Clerk

TE 05/20 Chair's Communications

- (i) BDCC Networking Lunch - 19th February 2020
- (ii) Hertfordshire Forward Conference Report 2019
- (iii) NALC Study Tour 2020/21
- (iv) NALC Chief Executive's Bulletin 10 January 2020
- (v) HCC Press release re Fostering entitled "Have you got Something Missing in your life?"
- (vi) HCC e-mail dated 16-01-20 re BRG190024 Ravens Lane Canal Bridge - Essential Bridge Works. Commencing 6 February 2020 for approximately 6 weeks
- (vii) Rectory Lane Cemetery Project Bulletin January 2020
- (viii) NALC Chief Executive's Bulletin 24 January 2020
- (ix) NALC chief Executive's Bulletin 31-01-20
- (x) Chiltern Society – Exciting events Across the Chilterns
*(5-02-20)
- (xi) Network Rail tree works adjacent to Ellesmere Road. The Chair has received a letter from a George Street resident asking that the Town Council request replacement planting in mitigation;

To **discuss the above and agree** any action, as required.

Cllr Conian had attended the recent consultation in the Civic Centre about the above works and had been assured that replacement planting would take place although not necessarily in Berkhamsted. It was **agreed** that the Town Clerk should arrange for a letter to be sent to Network Rail seeking clarification and asking for replanting in Berkhamsted. Details of the budget would be sought and the location and logistics of achieving the planting would also be discussed. **Action Town Clerk**

TE 06/20 Public Participation

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

There were no members of the public present.

REPORTS FROM OTHER BODIES

TE 07/20 Hertfordshire County Councillor I Reay

To **receive a written update report** on HCC issues from Cllr I Reay, HCC, to include input from Cllr W Conian and the Town Clerk who met with Cllr Reay on 28 January 2020;

Cllr Reay had reported on the Shootersway Junction and this is covered under item TE 11/20 below. Additionally he advised on the following:

20 mph Zone - Some s106 funding has been applied for to help fund this project. When all the relevant authorities within the department have signed this off the project can commence immediately.

Bridgewater Road - He is still waiting for the second parking survey to take place. His own personal observation is that there has not been significant displacement into adjacent roads, but the observations are complicated by the amount of house building work going on the vicinity which is leading to a lot of parking by builders teams.

Castle – It is anticipated that the trees and vegetation growing up the castle wall next to the railway line to be cleared within the next month or so. Some vehicles will need to be moved to achieve this.

Cllr Conian gave a brief update on matters covered at an informal meeting she had had with Cllr Reay and the Town Clerk on 28 January. Amongst other matters, the perennial problems caused by the Berkhamsted school buses, particularly in Castle Street, had been raised. Cllr Reay was of the view that HCC had probably made all the changes that were feasible to accommodate the buses. It was up to the school to manage the arrival of buses and make use of the Hall Park waiting facility. Cllr Conian would take this up with Berkhamsted School when the opportunity presented itself. **Action Cllr W Conian**

TE 08/20 Berkhamsted Castle Trust

Mr P Matthews' (Town Council nominated trustee) report is attached to these minutes.

TRANSPORT

TE 09/20 Parking Forum

- (i) MSCP Update – The Parking Forum would be meeting on 18 February. In the meantime, the Project Manager had advised that Storm Denis had delayed the energising of the site. Huber plan to leave site at the end of February. Cllr W Conian and Cllr S Cloughton had raised some concerns with the Project Manager about the location of pedestrian crossings, particularly the inconvenience

for pedestrians who wanted to cross the site on the west side of Lower Kings Road. An additional crossing was needed at this point. They were of the view that internal walkways were too narrow which could lead to pedestrian safety problems. Sight lines and turning space, especially for large delivery trucks, were also problematic. These matters would be raised at the Parking Forum the next evening. It was noted that the installation of the mini roundabout was a condition of the planning permission and the car park could not be commissioned before this work was completed. Landscaping and planting issues would also be raised on 18 February when an update on the revised opening time should also be available.

Action Cllr G Stevens.

In response to questions, Cllr Stevens advised that to avoid the loss of a tree covered by a TPO the tactile paving would be relocated. Membranes for the living wall were being installed.

- (ii) It was **noted** that the Town Council's response to the MSCP TRO consultation on charges and hours had been circulated to Town Councillors 17 January 2020.

TE 10/20 Gulley Clearance Policy- Berkhamsted Town Council 19/HCS/859

- (i) To **receive, consider and discuss** the 21 January response from HCC's Assistant Asset Manager Drainage, Highways Operations , Environment & Infrastructure regarding the matters (circulated to Town Councillors 7 February 2020)

It was **agreed** that the Town Clerk should request a copy of the schedule referred to which indicates which gullies are subject to which length of interval between clearances. The following sets out the intervals between clearance depending on the prevailing circumstances:

- 6-month cycle for vulnerable gullies. The list of vulnerable gullies is reviewed and updated on a regular basis to ensure that only those gullies in need of more frequent emptying and cleaning are included (based on sound asset information and evidence)
- 12-month cycle to remain for gullies situated on high-speed roads
- 18-month cycle to remain for gullies where silt levels are recorded as average or poor; but to be monitored during the next cleaning cycle before committing to change the cleaning frequency.
- Move gullies from an 18-month cycle to a 24-month cycle where silt levels are recorded as good.

- (ii) It was **agreed** that, as suggested by the Assistant Asset Manager, a site meeting should be arranged to discuss the efficacy of the clearance policy and whether there could be any changes in the timings and frequency of gulley clearance in particular locations. At Cllr Corry's suggestion the Assistant Asset Manager would also be asked about clearance of gullies not owned by HCC;

- (iii) The Town Clerk will liaise with Town Councillors regarding attendance at the site meeting and it is hoped that at least one councillor per ward will be able to attend.

Action Town Clerk

TE 11/20 Kings Road/Kingshill Way/Shootersway junction safety concerns regarding the right turn from Kings Road into Shootersway

- (i) Whilst acknowledging that the lights are a great improvement, the Committee **discussed** concerns regarding the above which have been raised intermittently by members of the public since the lights were installed in 2017. The key issue is that when waiting to turn right a green light can be visible indicating that it is safe to turn, when in fact the traffic coming from the A41/Chesham Road has priority;
- (ii) It was **agreed** that this should be pursued with HCC with a view to improving the signage so that drivers do not assume incorrectly they have the right of way at this point. Cllr Reay had already reported that there have been no reportable personal injury collisions (PICs) at this junction in the last three years. In fact, none have been recorded along Shootersway to the junction with Denny's Lane, all the way down Kings Road to the High Street and Kingshill Way to the A41 junction. In the five-year record there are three collisions in Kings Road, the nearest 206m from the junction with Shootersway and Kingshill Way the rest on the route to the High Street. In the five-year record there were also no PICs from Kingshill Way to the A41 junction, and in Shootersway, none before the junction with Denny's Lane. This data comes from the Police, who only report collisions involving personal injury.

In the view of the signals and highways engineers, there are sufficient visible signal heads to indicate when drivers have right of way and STOP lines to wait at when signals show red, together with road markings to guide motorists where to position themselves when turning right. However, in view of the concerns raised, the signals team have been asked to comment. When their response is received Cllr Reay will let the Town Council know. In the meantime, the Town Clerk will advise Cllr Reay that several Councillors had witnessed near misses and she will emphasise that when trying to turn right into Shootersway, the light directly ahead of drivers shows green, but they still do not have right of way.

Action Town Clerk/Cllr I Reay

TE 12/20 BTC Statement on Sustainable Travel within Berkhamsted

It was **noted** that Cllr W Conian has commenced work on drafting the above for future discussions.

ENVIRONMENT

TE 13/20 Tree issues

- (i) Update on continued discussions with DBC, including information about proposals for tree planting in the coming season (Cllr Claughton).

Following the meeting with DBC representatives in November a list of proposed tree planting sites had been sent to the Town Council. This would be forwarded to Cllr Hardinge as Chair of the Habitats Working Group. DBC hoped to plant 1,000 trees before the end of the year. Indeed 70 had been planted in both January and February respectively although none were street trees. "Where practical" each tree removed would be replaced by two trees. Cllr Claughton had asked how this commitment would be monitored. A new tree policy would be accompanying the Local Plan. Cllr G Stevens added that the commitment to plant 1,000 trees had been discussed at the Dacorum Environmental Forum and it appeared that DBC had been in touch with the Herts Wildlife Trust about seeking volunteers to assist.

- (ii) Urban/City Trees (Town Clerk).

The Town Clerk had been in touch with a Waltham Forest Borough councillor about these "trees", examples of which have been installed in Leytonstone. They are moss filled structures that can do the pollution reducing work of 275 trees. She will report back once she has more details about costs and feasibility. **Action Town Clerk.**

TE 14/20 Climate Change Steering Group and Working Groups

- (i) The committee **received, considered and approved** as appropriate any notes of recent meetings of the CCSG and Working Groups:

The climate event referred to below (TE 17/20) had been discussed together with an update on the group's forward plan. Additionally ATM update forward actions

- (a) Climate Emergency Steering Group: Meeting scheduled for 10 February 2020 (circulated on 11 February);

Cllr Conian advised that the group had reviewed actions and priorities. In particular they had discussed the climate event to be discussed under item TE 17/20 below. In addition, arrangements for the Town Meeting had been discussed and it had been agreed that Working Group chairs/members should prepare displays and have members present to explain their work and engage with residents.

Action: All working group chairs to produce materials and supply to Town Clerk in good time

- (b) Energy Working Group: Meeting scheduled for 10 February 2020 subsequently postponed. Details had been received regarding group members' liaison with local schools regarding energy assessment and

potential use of solar panels. The 10 February meeting has been rescheduled for 3 March 2020.

(c) Habitats Working Group: 14 January 2020 meeting.

(d) Travel Working Group: 2 October 2019 meeting. (Next meeting is scheduled for 24 February 2020.)

(ii) Reminder about GDPR responsibilities associated with running working groups

The Town Clerk would be recirculating to working group chairs the information and permission forms previously circulated by the Deputy Town Clerk. She will also be including a column to log the organisation that an individual is representing (if any). These are to be completed and kept up to date with copies retained in the office. **Action Town Clerk**

(iii) Community Bus Project Update (WC).

Cllr Conian reported that detailed information was awaited from CAD prior to more detailed work being undertaken regarding the trial. Such information was required to inform the Town Clerk's work on seeking quotes from other providers which would then be considered by Full Council. Cllr P White was of the view that authorisation was not in place to run the trial and he asked that the bus group's Terms of Reference be written up. He also advised that he had spoken to another bus company. The Town Clerk referred to a list of meetings where the matter had been discussed and advised that following the setting of the budget, seeking information in advance of presenting quotations, seemed a sensible way forward and in accordance with Financial Regulations. There was further discussion. On a separate matter, Cllr Conian was able to advise Cllr Corry that the issue of accommodating bus passes had been resolved should a community service operate the route.

Cllr Stevens stated that the key issue was to plan the trial. Cllr Conian stated that she would seek advice from HCC about the status of operators of commercial bus services together with other options and report back. She would also be convening a further meeting of the Bus Working Group

Actions: Cllr W Conian; Town Clerk

(iv) During the above discussion the Town Clerk referred to work on revising standing orders and this is minuted as item TE 18/20 (iii) below.

TE 15/20 Keep Britain Tidy Great British Spring Clean 30 March – 13 April 2020

(i) Berkhamsted Litter Pickers Event Wednesday 25 March 2020
This will start at 10am, meeting at Lower Kings Road and volunteers are sought from Town Councillors. The Town Clerk **will e-mail councillors** seeking volunteers and hopes to be able to help on the day.

Bags and additional litter picker sticks provided by the Town Council.
DBC's CS&G team will collect the bags;

- (ii) Other volunteers **will be sought** from the Youth Town Council.
- (iii) Event **to be advertised on website and Facebook** together with details of other groups organising litter picks. It was **noted** that Transition Towns Berkhamsted will be holding an event Sunday 1 March 2020.

Actions Town Clerk

TE 16/20 CIL Working Group notes 15 January 2020 meeting

- (i) The Committee **received and adopted** the notes which were circulated to Town Councillors on 30 January 2020;
- (ii) Arising from minute 6 b the Committee **discussed** the level of contribution from CIL monies to be contributed by the Town Council to the improvements to the roadways and pavements proposed in Station Road. It was **agreed** that at this stage £10,000 should be committed and that Dacorum Borough Councillors present should ask Dacorum Borough Council if matched funding could be obtained from its proportion of CIL monies or s106 for sustainable transport. **Action Cllrs Stevens/Taylor/ Claughton.**

The above funding recommendation made **will be referred** to Full Council via F & P Committee or an extraordinary meeting of Full Council, whichever is the sooner.
Action Town Clerk

TE 17/20 BTC Climate Emergency Event October 2020

- (i) It was **agreed** that should BTC should proceed with arrangements to hold an event for residents to comment on and contribute to further development of the Council's Climate Emergency Action Plan;
- (ii) It was **agreed** that the event should be held in October to highlight the run up to and importance of COP26 to be held in Glasgow from 9 November;
- (iii) This proposal supports both the Council's action on its climate emergency declaration and the adopted communications strategy. More detailed plans and a proposed budget for the event **will be submitted for approval** by the F & P Committee. **Action Cllr W Conian**

GOVERNANCE ISSUE

TE 18/20 Frequency of T & E Meetings

- (i) To was **noted** that under the current governance arrangements agreed by the Town Council in 2016, the T & E Committee has 6 scheduled meetings per Council year;
- (ii) Following **discussion it was agreed**, in view of the volume of business, that the T & E Committee should be scheduled to meet on a more frequent basis. The possibility of holding 10 meetings a year was mooted

with some dates earmarked for strategic meetings. This would be discussed further with a view to making detailed recommendations to Full Council on 30 March.

Action Town Clerk/Cllr W Conlan

- (iii) The Town Clerk advised that revised Standing Orders would be discussed at Full Council on 16 March (this will be an extraordinary meeting already arranged for 7 pm in advance of F & P on the same evening). In particular these would address in greater detail the operation of Working Groups and the obligations placed upon all members, whether councillors or members of the public.

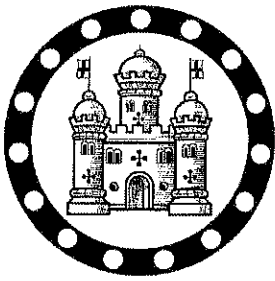
Action Town Clerk

TE 19/20 Close of meeting

The meeting closed at 9.50 pm.

Signed.....

Date.....



BERKHAMSTED CASTLE TRUST

A Charitable Incorporated Organisation
Registered Charity (England & Wales) No. 1176286

Update for Berkhamsted Town Council

17th Feb 2020 from Peter Matthews, Trustee

The trustees held a strategy day in January with a view to planning the various activities that facilitate the management and maintenance of the Castle and the Trust's lands on New Road. Some of the topics were; site fabric, habitats, visitors, facilities, events, research and next steps. BCT will continue to plan to enable the best possible use of the Castle and to re-integrate the Castle into the town events.

BCT are in discussion with the planners for the Medieval Event planned for August bank holiday 2020 to see what role the castle and trust can play in the event.

RSK Geophysics have concluded their survey and are now analysing the results. BCT will be interested to discuss the results with them.

Sadly, the application made by BCT to the Castle Studies Trust has been unsuccessful. The Castle Studies Trust (CST) felt that in our application there was an emphasis on conservation and not research. CST is mostly a research-based organisation. This means that we are not able to proceed with the core sampling through the moats at the Castle. There was also a feeling that any results would be mostly of advantage to Berkhamsted and not castles in general. We are looking into the possibility of funding from other quarters to enable us to carry out this important survey, but it is unlikely that we complete this work in 2020.

Social media sites that have been set up for Castle information

twitter.com/BerkoCastle

facebook.com/BerkoCastle

instagram.com/BerkoCastle

youtube.com/BerkoCastle