

**BERKHAMSTED TOWN COUNCIL**

**Minutes of a Meeting of the  
TRANSPORT & ENVIRONMENT COMMITTEE**

**Held in the Council Chamber, Civic Centre, Berkhamsted**

**On Monday 19 March 2018 at 7.30 pm**

**MEMBERS PRESENT:**

**Councillors:** S Beardshaw (Chair)  
S Bateman  
F Earl  
P Matthews  
I Reay  
T Ritchie  
G Yearwood

**ALSO PRESENT:**

**Councillors:** G Corry  
G Stevens

**Officer:** J Mason – Town Clerk

1 member of the public was present

**OPENING MATTERS**

**TE 20/18 Apologies for absence**

There were no apologies for absence.

**TE 21/18 Declarations of Interest** regarding items on the agenda

None.

**TE 22/18 Approval of the minutes of the meeting** held on 29 January 2018

The minutes of the meeting held on 29 January 2018 were approved as a correct record and were duly signed as such by the Chair.

**TE 23/18 Actions taken following the 29 January 2018 meeting** not covered elsewhere on the agenda **were noted** as set out below:

TE 07/18 – Butterflies for Berkhamsted: Sue Taylor's presentation was discussed at the Allotment Management Team Meeting on 19 February. Other sites which the Town Council maintains have recently been inspected by the

Town Clerk, Town Warden and Sunnyside Rural Trust's CEO with a view to drawing up butterfly/bee friendly planting schedules.

TE 13/18 - Thomas Coram and Victoria Schools Consultation: The outcome of the consultation is that the schools' governors voted to proceed with establishing a single governing body called Castle Church of England Federation to oversee both schools. Cllr Matthews reminded the Committee that although the schools came under the aegis of the Diocese of St Albans the admissions policy was inclusive and not restricted to Church of England members.

TE 16/18 - Japanese Knotweed: Guidance for land and property owners is now available on the website and from the Town Council office.

Cllr Bateman raised a query about whether Dacorum Borough Council has any powers to take action against landowners who fail to restrict the plant. The Town Clerk will ask colleagues at DBC and report back at the next T & E meeting scheduled for 23 April 2018.

**Action: Town Clerk**

## **TE 24/18 Chair's Communications**

The following had been received:

- (i) West Herts Urgent Care Consultation Schedule;
- (ii) Minutes of the Dacorum Environmental Forum quarterly meeting 22 February 2018;

Cllr Stevens stated that he would be happy to continue as the Town Council's representative on this body.

- (iii) Notice of Berkhamsted Citizens' AGM - 14 March;

The Committee was very pleased to be advised by Cllr Reay that Hertfordshire County Council had received an award at the AGM for the junction improvements and installation of smart traffic lights at the Kings Road/Shootersway/Kingshill Way junction;

- (iv) Hertfordshire PCC Newsletter, March 2018;
- (v) News from Herts and Middlesex Wildlife Trust - March 2018;
- (vi) 20 February e-mail from Christopher Talbot-Ponsonby, Treasurer, Fairtrade Berkhamsted, advising that the Steering Group has wound up and Berkhamsted no longer has Fairtrade status;
- (vii) The Hospice of St Francis - April news;
- (viii) Advice March 2018 from UK Power Networks: "Ever wondered how your relative would cope during a power cut?"
- (ix) HCC press release: Breaking news - Hertfordshire to benefit from new tourism project;

- (x) Berkhamsted Chamber of Commerce – Reminder about Chamber Breakfast - Wednesday 14 March;

**TE 25/18 Public Participation**

It was **RESOLVED** that **Standing Orders** should be suspended during the course of the meeting so that **members of the public might speak**.

**ENVIRONMENT**

**TE 26/18 Replacement of trees in High Street**

It was **noted** that as advised by DBC's Trees & Woodlands Team Leader, three tree pits had now been dug out in the High Street. The tree planting will follow soon and the contractors have been asked to telephone the Town Clerk when they are on site.

**TE 27/18 Play area at Normandy Drive/ Dellfield**

- (i) It was **noted** that a site meeting with a member of DBC's Neighbourhood Action & Children's Services Team has been held on Friday 16 March 2018.
- (ii) To **receive** feedback from that meeting.

The Town Clerk reported that at the meeting the DBC officer had confirmed that the aim was to have the project completed in time for the start of the school summer holidays. The plan was for the installation of two new sets of replacement swings and an item incorporating climbing/playhouse elements. This item will be less enclosed than the one at The Moor and various options are being considered. The springer will be left in situ and all surfacing will be replaced with wetpour. The fate of the existing small climbing apparatus will be reviewed once quotations are received. Hopefully, the trees/shrubs that are beginning to encroach on the area will be cut back and benches from stock installed for parents and carers. Any vacant equipment sites that might remain should be left in place in case funding for additional items becomes available in due course. Further meetings will be held as the project progresses.

**Action: Town Clerk**

**TE 28/18 Requirement for Fencing around The Moor Play Area in Berkhamsted**

At the time the agenda was sent out The Playground Inspection Company's safety report had not been received by DBC. However, it had been forwarded to the Town Council that afternoon. The Committee was very disappointed to be advised that the inspector had not identified the need for perimeter fencing around the play area. In addition, the metal fencing adjacent to the River Bulbourne had been identified as low risk.

It was **RESOLVED** that the Committee's previously expressed concerns should be reiterated strongly, in writing, to DBC. In addition, the impact of the possible use of The Moor for temporary parking (see TE 30/18 ii below) during the

construction of the car park should be referred to as a further factor supporting the need for the play area to be fenced in. **Action: Town Clerk**

**TE 29/18 Castle Site Working Group**

- (i) It was **noted** that the 7 March 2018 meeting had been cancelled;
- (ii) Update

The Chair suspended standing orders to enable Mr A Barham of Berkhamsted Local History and Museum Society/Berkhamsted Castle Trust to speak.

Although there was not a great deal to report since the last meeting, he advised that the Charity had now registered with HMRC for gift aid and could receive donations, including those made via text or on-line. Mallinckrodt had scheduled an event for 11 May 2018 to celebrate the land transfer to Berkhamsted Castle Trust together with the financial contribution. A site meeting had been held with English Heritage the previous week to discuss arrangements. In the meantime Mr Barham would ensure that the Town Clerk had received a copy of the Charity's constitution which sets out its objectives and powers. As previously advised the Charity's Trustee board would replicate membership of the Castle Liaison Group. A Trustee profile was being drawn up to ensure that those nominated to the Trust had a deep interest in the Castle and support for the charity's objectives.

Thanking Mr Barham for his contribution the Chair reinstated standing orders.

Following a discussion it was **RESOLVED** that a meeting of the Castle Site Working Group should be arranged to take place soon after the 11 May event. In the meantime, discussions would take place within the Town Council to review the constitution, consider the appointment of an appropriate Trustee and review the Town Council's involvement.

**Action: Town Clerk**

- (iii) Letter to English Heritage's Chief Executive regarding funding to enable the production of a Conservation Management Plan.

The Chair suspended standing orders to enable Mr Barham to speak. He advised that although English Heritage had recently advised that no funds were available for the Conservation Management Plan, there had since been a change of heart and a contribution in the region of £10,000 was now being proposed. Thanking Mr Barham for this information the Chair reinstated standing orders.

It was **RESOLVED** that the Town Clerk should write to EH's Chief Executive emphasising how critical the CMP will be to the future of the Castle Site and the significance placed on such a project by the Duchy of Cornwall. The objective would be to urge EH to contribute the full cost of preparing the plan. **Action: Town Clerk**

## TRANSPORT

### TE 30/18 Berkhamsted Town Council Parking Forum / Multi Storey Car Park

- (i) The minutes of the meeting held on 19 February 2018 were received and approved.
- (ii) Cllr Ritchie advised that the Parking Forum had commented positively about the awarding of the contract to Huber. Correspondence between the Town Clerk and James Deane, DBC's Corporate Director (Finance & Operations) was discussed regarding DBC's proposals to create **temporary parking at The Moor** to supplement parking during construction. This is currently being discussed with HCC pending an anticipated planning application.

It was **agreed that the Town Clerk should** advise Mr Deane of support for these proposals and also refer in that correspondence to the resultant increased urgency to install fencing round The Moor play area on grounds of safety. **Action: Town Clerk**

Turning to the car park drawings, the Parking Forum had been provided with the employer's requirements documents but not the contractor's working documents. **Cllr Ritchie undertook** to progress a request for these documents to be sent in advance of the next Parking Forum meeting . It was noted that a joint meeting with DBC officers and the Parking Forum was also being sought. **Action: Cllr T Ritchie**

### TE 31/19 Close of meeting

The meeting closed at 8.26 pm

Signed.....

Date.....