



HARPENDEN TOWN COUNCIL

CLOSER TO THE COMMUNITY

To: Councillor Brian Ellis, Councillor Lisa Scriven, Councillor Mrs Nicola Linacre (Town Mayor), Councillor Matt Cowley, Councillor Paul Cousin (Deputy Town Mayor), Councillor David Heritage, Councillor Melanie Priggen and Councillor Harry Hill.

Thursday 10 September 2020

You are hereby summoned to the **MEETING** of the **COMMUNITY SERVICES COMMITTEE** to be held on **WEDNESDAY, 16 SEPTEMBER 2020** commencing at **7.30 pm**. **This meeting will be conducted virtually.**

To assist in the speedy and efficient dispatch of business, Members requiring further information on items included in the Agenda are requested to enquire prior to the meeting.

Carl Cheevers
Town Clerk

In order to follow the Government guidelines on social distancing, this meeting will be held virtually.

*The meeting will be broadcast on our YouTube channel:
https://www.youtube.com/channel/UCPwadgFhZ_UfrQGTyejST_g*

Our Standing Orders (rules that govern how we must operate) set out a process for public questions at our meetings. Public questions are subject to the following provisions:

- (a) A question must address a specific agenda item or be relevant to the activities, functions, powers or duties of the Council and in any case must be relevant to the delegated functions attributed to the meeting;*
- (b) The asking of a question shall last for no more than three minutes;*

- (c) *A resident shall be allowed to speak on one occasion only at any meeting; or more at the discretion of the Chairman;*
- (d) *The total time allocated to public questions at any one meeting shall not exceed 15 minutes; at the discretion of the Chairman;*
- (e) *A resident wishing to ask a question must notify the Town Clerk of his or her intention to do so by no later than midday on the Friday preceding the meeting.*

*If you wish to submit a public question for this meeting, you must notify Carl Cheevers, Town Clerk on carl.cheevers@harpenden.gov.uk no later than **12 noon on Friday 11 September.***

When notifying the Town Clerk you should include details of your question so that it can be assessed against provision (a) above. If provision (a) is satisfied, you will be provided with the details of how you can join the virtual meeting.

AGENDA

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| 1. APOLOGIES | |
| 2. DECLARATIONS OF INTEREST | |
| Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on this Agenda. | |
| You should declare at this part of the meeting or when it becomes apparent your interest by stating: | |
| <ul style="list-style-type: none"> (a) the item you have the interest in (b) whether it is a disclosable pecuniary interest and the nature of the interest, whereupon you will not participate in the discussion or vote on that matter, unless dispensation has been requested and granted (c) whether it is a personal interest and the nature of the interest | |
| Members are also reminded of their obligation to report any amendment to their Register of Interests to the Town Clerk as soon as it becomes apparent. | |
| 3. CHAIRMAN'S REPORT AND URGENT ITEMS | |
| 4. PUBLIC QUESTIONS IN ACCORDANCE WITH STANDING ORDER 22 | |
| 5. MINUTES | 1 - 4 |
| To confirm the Minutes of the Community Services Committee meeting held on 13 January 2020 – circulated herewith. | |

6.	MINUTES OF OTHER MEETINGS REFERRED TO COMMUNITY SERVICES COMMITTEE	5 - 16
	To receive the Minutes of the Allotments Working Party meeting held on 25 February 2020 – circulated herewith.	
	To receive the Minutes of the Christmas Carnival Working Party meeting held on 9 December 2019 – circulated herewith.	
	To receive the Minutes of the Youth Engagement Working Party meeting held on 23 July 2020 – circulated herewith.	
	To receive the Minutes of the Christmas Lights Contractor Working Party meeting held on 30 July 2020 – circulated herewith.	
7.	OFFICERS' REPORTS	
7.1	FORWARD PLANNER AND RESOLUTION TRACKER Report attached.	17 - 22
7.2	PUBLIC REALM IMPROVEMENT PLAN Report attached.	23 - 26
7.3	PURCHASE OF NEW VEHICLES AND EQUIPMENT Report attached.	27 - 28
7.4	HARPENDEN IN BLOOM COMPETITIONS Report attached.	29 - 30
7.5	TREE PLANTING AND WOODLAND COVER Report attached.	31 - 58
7.6	BUDGETARY CONTROL 2020/21 Report attached.	59 - 62
7.7	BUDGET 2021/22 Report attached.	63 - 66
7.8	BOARDWALK BATFORD SPRINGS NATURE RESERVE Report attached.	67 - 70
7.9	PLAY AREA REDEVELOPMENT Report attached.	71 - 72

8. EXEMPT BUSINESS

To RESOLVE that:

In view of the confidential nature of the following items, which relate to the business matters of other individuals and organisations, the public and accredited representatives of the press shall be excluded while they are discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.

*Item: Concourse Trading Arrangements
Farmers' Market Stalls*

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| 8.1 | CONCOURSE TRADING ARRANGEMENTS | 73 - 76 |
| | Report attached. | |
| 8.2 | FARMERS' MARKET STALLS | 77 - 80 |
| | Report attached. | |