



# HARPENDEN TOWN COUNCIL

*CLOSER TO THE COMMUNITY*

## HARPENDEN TOWN COUNCIL MINUTES OF THE MEETING OF THE COMMUNITY SERVICES COMMITTEE

HELD ON WEDNESDAY, 16 SEPTEMBER 2020 7.30PM  
THIS MEETING WAS HELD VIRTUALLY

**Present:** Councillor Brian Ellis (Chair), Councillor Lisa Scriven (Vice-Chair), Councillor Mrs Nicola Linacre, Councillor Matt Cowley, Councillor Paul Cousin, Councillor David Heritage, Councillor Melanie Priggen and Councillor Harry Hill

**In Attendance:** Carl Cheevers (Town Clerk) and Philip Wright (Community Services Manager)

### Apologies:

**1 APOLOGIES**

No apologies received.

**2 DECLARATIONS OF INTEREST**

None.

**3 CHAIRMAN'S REPORT AND URGENT ITEMS**

None.

**4 PUBLIC QUESTIONS IN ACCORDANCE WITH STANDING ORDER 22**

None.

**5 MINUTES**

The Minutes of the **Community Services Committee** meeting held on **13 January 2020** were duly accepted and signed as a correct record.

**6 MINUTES OF OTHER MEETINGS REFERRED TO COMMUNITY SERVICES COMMITTEE**

The Minutes of the **Allotments Working Party** meeting held on **25 February 2020** were received.

The Minutes of the **Christmas Carnival Working Party** meeting held on **9 December 2019** were received.

The Minutes of the **Youth Engagement Working Party** meeting held on **23 July 2020** were received.

The Minutes of the **Christmas Lights Contractor Working Party** meeting held on **30 July 2020** were received.

## **7 OFFICERS' REPORTS**

### **7.1 FORWARD PLANNER AND RESOLUTION TRACKER**

The Committee received a report from the Democratic Services & Civic Officer.

The Committee **RESOLVED** to:

- (i) Note and approve the Forward Planner attached at Appendix A.***
- (ii) Note the Resolution Tracker attached at Appendix B and approve the removal of those resolutions marked complete.***

### **7.2 PUBLIC REALM IMPROVEMENT PLAN**

The Committee considered a report by the Town Clerk.

The Committee **RESOLVED** to:

- (i) Agree the spaces in the scope of the Plan as set out in para 3.3.***
- (ii) Submit any initial ideas for improvements to the public realm to the Town Clerk after the meeting.***

### **7.3 PURCHASE OF NEW VEHICLES AND EQUIPMENT**

The Committee considered a report by the Community Services Manager.

The Committee **RESOLVED** to:

***Approve the release of £90k from Capital Reserves in order to deliver the vehicles improvements and additional equipment that was agreed by Council on 18 May.***

### **7.4 HARPENDEN IN BLOOM COMPETITIONS**

The Committee considered a report by the Community Services Manager.

The Committee **RESOLVED** to:

***Approve the 2021 competitions as outlined at paragraphs 3.5 and 3.6.***

## 7.5 TREE PLANTING AND WOODLAND COVER

The Committee considered a report by the Community Services Manager.

The Committee **RESOLVED** to:

- (i) Approve the delivery of planting at the sites marked 'yes' in Appendix B.
- (ii) Approve the planting of a memorial oak tree on the Common adjacent to the A1081 St Albans Road, just south of the Baa Lambs Car Park.
- (iii) Approve that officers work with the Mayor's Charity the Human Milk Foundation to plant trees in line with Baby Loss Awareness Week.

The Chair requested that the residents' guide be presented to the January meeting.

## 7.6 BUDGETARY CONTROL 2020/21

The Committee considered a report by the Finance Manager.

The Committee **RESOLVED** to:

Note the report.

## 7.7 BUDGET 2021/22

The Committee considered a report by the Finance Manager.

The Committee **RESOLVED** to:

- (i) Note the budget timetable in paragraph 3.5.
- (ii) Note the proposed growth items as detailed in paragraph 3.7.

## 7.8 BOARDWALK BATFORD SPRINGS NATURE RESERVE

The Committee considered a report by the Project Manager.

The Committee **RESOLVED** to:

- (i) Approve the release of £100k Capital Reserves to deliver the Boardwalk project.
- (ii) Approve that the preferred contractor (Maydencroft Ltd), be awarded the Project subject to a reasonable review of their Tender price.
- (iii) Approve that once in contract with the preferred contractor, the 10 outstanding Planning Conditions are discharged as a priority to ensure that works commence within the given timeframe (October 2020 – March 2021). The Planning Conditions can only be discharged with the assistance of the contractor.
- (iv) Approve the timeframe as set out, subject to the approval of

items 2.1.2 and 2.1.3.

**7.9 PLAY AREA REDEVELOPMENT**

The Committee considered a report by the Project Manager.

The Committee **RESOLVED** to:

**Approve the formation of a Working Party to help guide both the design work and evaluation of tenders as set out in section 3.**

**8 EXEMPT BUSINESS**

The Committee **RESOLVED** 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

**8.1 CONCOURSE TRADING ARRANGEMENTS**

The Committee considered a report by the Community Services Manager.

The Committee **RESOLVED** to:

- (i) **Note the current approach to trading on the Concourse.**
- (ii) **Approve that permission can be given for traders that do not have a significant impact on local independent businesses to trade on the Concourse one day a week.**

**8.2 FARMERS' MARKET STALLS**

The Committee considered a report by the Events Officer.

The committee **RESOLVED** to:

**Approve the recommendations given at 2.1.1 and 2.1.2 of the report.**

The meeting closed at 9.06pm.

Chairman .....

Date .....