



HARPENDEN TOWN COUNCIL

CLOSER TO THE COMMUNITY

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

Thursday 6 January 2022

You are hereby invited to an **INFORMAL MEETING** of the **COMMUNITY SERVICES COMMITTEE** to be held on **WEDNESDAY, 12 JANUARY 2022** commencing at **7.30 pm**. **This meeting will be held 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

Recording, filming and broadcasting

The Town Council record all public meetings held in the Council Chamber or virtually. Under new legislation members of the public are able to record, film and broadcast from a designated area. Please be aware that the meeting may be recorded and might be filmed or broadcast.

This meeting will be held virtually. The meeting will be broadcast on our YouTube channel:

https://www.youtube.com/channel/UCPwadqFhZ_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 7 January 2022**.*

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:

- (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 To confirm the Minutes of the Community Services Committee meeting held on 17 November 2021 – circulated herewith.	1 - 4
6.	MINUTES OF OTHER MEETINGS REFERRED TO COMMUNITY SERVICES COMMITTEE To receive the Minutes of the Allotments Working Party meeting held on 9 November 2021 – circulated herewith. To receive the Minutes of the Christmas Carnival Working Party meeting held on 12 November 2021 – circulated herewith. To receive the Minutes of the Remembrance Day Working Party meeting held on 2 December 2021 – circulated herewith. To receive the Minutes of the Rothamsted Park Sub-Committee meeting held on 3 November 2021 – circulated herewith.	5 - 16
7.	OFFICERS' REPORTS	
7.1	FORWARD PLANNER AND RESOLUTION TRACKER Report attached.	17 - 24
7.2	BUDGETARY CONTROL 2021/22 Report attached.	25 - 30
7.3	HTC TREE POLICY - REVIEW Report attached.	31 - 40
7.4	GREEN SPACES BYELAWS - UPDATE Report attached.	41 - 44
7.5	VARIATIONS TO HTC'S TREE PLANTING PLAN Report attached.	45 - 54
7.6	HARPENDEN COMMON GOLF CLUB DEVELOPMENT PLAN Report attached.	55 - 80
7.7	REQUESTS FOR MEMORIALS Report attached.	81 - 84
7.8	BUS SHELTER REPLACEMENT - BATFORD Report attached.	85 - 88
7.9	BRAND EVENTS - THE ALFRESCO THEATRE Report attached.	89 - 126

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: