



# HARPENDEN TOWN COUNCIL

*CLOSER TO THE COMMUNITY*

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

**HELD AT THE COUNCIL CHAMBER, TOWN HALL,  
LEYTON ROAD, HARPENDEN AL5 2LX  
ON WEDNESDAY, 17 NOVEMBER 2021 AT 7.30PM**

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

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

**Apologies:**

**17 APOLOGIES**  
None.

**18 DECLARATIONS OF INTEREST**  
Cllrs Butterworth, Ellis, Heritage and Scriven declared a non-pecuniary interest as a St Albans City & District Councillor in respect of Item 7.5 on the Agenda – Update on the Rothamsted Park Management Plan – Verbal Update.

**19 CHAIRMAN'S REPORT AND URGENT ITEMS**  
No items.

**20 PUBLIC QUESTIONS IN ACCORDANCE WITH STANDING ORDER 22**  
None.

## 21 MINUTES

The Minutes of the **Community Services Committee** meeting held on **15 September 2021** were duly accepted and signed as a correct record.

## 22 MINUTES OF OTHER MEETINGS REFERRED TO COMMUNITY SERVICES COMMITTEE

The Minutes of the **Christmas Carnival Working Party** meetings held on **24 August 2021 and 24 September 2021** were received.

The Minutes of the **Rothamsted Park Sub-Committee** meetings held on **27 July 2021, 8 September and 6 October 2021** were received.

## 23 OFFICERS' REPORTS

### 23.1 FORWARD PLANNER AND RESOLUTION TRACKER

The Committee considered a report by the Democratic Services & Civic Officer and the Internal Operations Manager.

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.**

### 23.2 BUDGETARY CONTROL 2021/22

The Committee considered a report by the Finance Manager.

The Committee **RESOLVED** to:

- (i) **Note the report.**
- (ii) **Note the release of the reserves set out in paragraph 3.2**

### 23.3 PUBLIC REALM IMPROVEMENT PLAN - AGREE OPTIONS

The Committee considered a report by the Projects Manager.

The Committee **RESOLVED** to:

**Agree the broad concept and to officers carrying out scoping so as to be able to bring something further back to Committee.**

### 23.4 REVIEW OF MEMORIALS POLICY

The Committee considered a report by the Community Services Manager.

The Committee **RESOLVED** to:

**Approve the Memorials Policy at Appendix A which has been amended as per paragraph 3.3.**

The word 'completely' was deleted from the recommendation.

**23.5 UPDATE ON THE ROTHAMSTED PARK MANAGEMENT PLAN - VERBAL UPDATE**

The Committee received a verbal update from the Town Clerk.

**23.6 BUS SHELTER REPLACEMENT - BATFORD**

The Committee considered a report by the Community Services Manager.

The Committee **RESOLVED** to:

- (i) Approve the installation of a new bus shelter in Batford to replace the existing shelter.
- (ii) Approve the release of £5k from the Earmarked Reserves to fund this replacement.

**24 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: Green Spaces Improvements  
Redevelopment of Both Roundwood Lane and Wood End Play Areas  
– Appointment of Contractor/s

**24.1 GREEN SPACES IMPROVEMENTS**

The Committee considered a report by the Community Services Manager.

The Committee **RESOLVED** to:

- (i) Approve the resurfacing of the Southdown Pond pathways by NCS Countryside Services Ltd for the sum of £11,044.
- (ii) Approve surface improvement works to Harpenden Common Horseride surface by NCS Countryside Services Ltd for the sum of £15,200 and agree to release £15,200 of Capital Reserves.
- (iii) Approve the completion of Batford Springs Management Plan Year One works by Maydencroft for the sum of £22,840.

**24.2 REDEVELOPMENT OF BOTH ROUNDWOOD LANE AND WOOD END PLAY AREAS – APPOINTMENT OF CONTRACTOR/S**

The Committee considered a report by the Projects Manager.

The Committee **RESOLVED** to:

- (i) Approve the appointment of Proludic to redevelop the play area subject to confirmation of securing ownership of Roundwood Lane Play Area.
- (ii) Approve the appointment of Kompan to redevelop the play area

**subject to confirmation of securing ownership of Wood End Play Area.**

The meeting closed at 9.19pm.

Chairman .....

Date .....