

**BERKHAMSTED TOWN COUNCIL**

Reports and Minutes of the meeting of

**BERKHAMSTED TOWN COUNCIL**

Held in the Council Chamber, Civic Centre, Berkhamsted on

**Monday 26th July 2010 at 7.30 p.m.**

**PRESENT:**

Councillors

Julie Laws

Town Mayor

Mrs. C. Green

Deputy Mayor

M.J. Allen

D.J. Collins

R.M. Cowie

P.G. Gibbs

Dr. L. Handy

J.D. Lythgoe

Fiona Macdonald

P.B. Matthews (arrived 7.40 p.m.)

Dr. I.M.Reay

G. Stevens

**OFFICERS:**

Mr. Alan Kemp – Town Clerk

Mr. Colin Westwood – Town Clerk (retiring)

**48/10 APOLOGIES**

Apologies for absence were received from Councillors Fairburn and Foster Weinreb.

**49/10 TO RECEIVE DECLARATIONS OF INTEREST REGARDING ITEMS ON THE AGENDA**

Councillors Collins and Reay declared a prejudicial interest in 57/10 as Trustees of the Town Hall and Market Fund.

Councillor Cowie declared a prejudicial interest in 57/10 as Chairman of the Town Hall Trust.

**50/10 MINUTES**

The minutes of the meeting held on the 24<sup>th</sup> May 2010 were agreed and signed by the Chairman.

## **51/10 TOWN MAYOR'S COMMUNICATIONS**

A new handbook on being a good employer, A Guide for Town & Parish Councillors, has been received from HAPTC and is available for reference in the office.

## **52/10 PUBLIC PARTICIPATION**

There were five members of the public present who spoke when the relevant items were discussed.

## **53/10 STANDING COMMITTEE MINUTES – FOR CONSIDERATION AND ADOPTION**

### **a. Town Planning**

It was

#### **RESOLVED**

That the reports and minutes of the Town Planning Committee meetings held on 1<sup>st</sup> June 2010, 21<sup>st</sup> June 2010 and 12<sup>th</sup> July 2010 be approved and adopted subject to:

Vide Item 73/10 – Lawful Development Permitted Applications

It was agreed that the question regarding Copyright restrictions in respect of Lawful Development Permitted Applications should be directed to James Doe, Dacorum Borough Council.

#### **Action Town Clerk**

Public participation

There was no public participation.

### **b. Transport & Environment**

It was

#### **RESOLVED**

That the reports and minutes of the Transport & Environment Committee meeting held on 28<sup>th</sup> June 2010 be approved and adopted subject to:

Vide Item 39/10d – Gritting Routes

Councillor Stevens suggested as there was to be no gritting of Fieldway it might be appropriate for a snow plough to deal with that road if necessary.

#### **Action Town Clerk / Councillor Reay**

Public participation

The Chairman adjourned Standing Orders to allow Mr. Dyer and Mr. Turner to speak in relation to the no. 62 bus route. They confirmed that the service was

working well but there was still a need for an additional bus stop somewhere near the bottom of Swing Gate Lane.

**Action Town Clerk**

The meeting was reconvened.

c. Finance & Policy

It was

**RESOLVED**

That the reports and minutes of the Finance & Policy Committee meetings held on 14<sup>th</sup> June 2010 and 19<sup>th</sup> July 2010 be approved and adopted.

Public participation

The Chairman suspended Standing Orders to allow Mrs. Earl to speak in support of the use of the Town Crest by the Hospice of St. Francis shop. However she stated that the correct Town Crest should be used rather than one of the variety that appeared to be in use within the Parish.

Mr. Dyer said that a summary of the Part II minutes should be published from the Finance & Policy Committee meeting on the 19<sup>th</sup> July 2010 should be published to show what was discussed.

The meeting was reconvened.

**54/10 ALLOTMENT MANAGEMENT TEAM – MEETING HELD ON 15<sup>TH</sup> JULY 2010 – TO APPROVE AND ADOPT THE MINUTES**

To consider a recommendation from the Allotment Management Team to increase land rent by 10p per pole with effect from 29<sup>th</sup> September 2010 and to make no increase in the charge for a water hose licence.

The minutes of the Allotment Management Team meeting held on 15<sup>th</sup> July 2010 were agreed.

It was

**RESOLVED**

That allotment land rent be increased by 10 pence per pole with effect from 29<sup>th</sup> September 2010 and to make no increase in the charge for a water hose licence.

**Action Assistant to Town Clerk**

Public participation

The Chairman suspended Standing Orders to allow Mr. Dyer to state that the land rent already included an element of water charging of which he believed to be approximately half of the fee paid.

The Chairman reconvened the meeting.

**55/10 CANAL & RIVERSIDE PARTNERSHIP – MEETING HELD ON 8<sup>TH</sup> JUNE 2010 – TO APPROVE AND ADOPT THE MINUTES**

The minutes were noted.

Councillor Stevens wished to correct a paragraph in item 4, Future Projects, which stated that resurfacing work at Sandpit Green had been carried out some years previously by BTC when in fact it was Dacorum Borough Council and that he had been incorrectly named within the minutes.

**Action Councillor Stevens**

Public participation

The Chairman suspended Standing Orders to allow Mrs. Earl to say that item 5 on the minutes of the 8<sup>th</sup> June 2010 referred to allotment volunteers along with others, could complete some work and that she would be an ideal person to coordinate the volunteers. To-date she had received no such contact and stated there appeared to be a perception that allotment tenants were readily available when in fact at this time of year, and due to the dry spell, they were extremely busy on their allotments.

The Chairman reconvened the meeting.

**56/10 CIRCULATION OF AGENDA, AGENDA PAPERS AND MINUTES – TO AGREE A POLICY**

Following discussion it was agreed that:

- It was agreed that a mixed approach would be used dependent on individual Councillors needs and requirements.
- All minutes and agendas would be sent electronically and paper copies sent to those Councillors who requested them.

**Action ALL Councillors**

- To continue publishing all agenda papers on the website without additional papers but to investigate whether publishing the additional papers could breach Data Protection legislation where individuals were identified.

**Action Town Clerk**

**57/10 TO CONSIDER A PETITION AND OBJECTION TO THE DECISION OF BERKHAMSTED MARKET FUND TO ALLOW COSTA COFFEE TO EXTEND THEIR OUTSIDE SEATING ONTO THE MARKET AREA OF THE PAVEMENT ON SATURDAYS**

Having declared a prejudicial interest Councillors Collins, Cowie and Reay addressed the meeting and answered a number of questions regarding the management of the Market from other councillors. The Councillors then left the meeting and the Chairman suspended Standing Orders to allow public participation.

Ms. Wheeldon expressed concern as to the future of the Market with pavement cafes expanding. Mrs. Earl endorsed these comments and stated that every endeavour should be made to keep the Market. Ms. Corrie supported the previous comments and stated that the Market should be protected and the encroachment by Costa Coffee set an unwelcome precedent.

The meeting was reconvened.

Following discussion it was decided to ask the Clerk to write to Berkhamsted Town Hall Trust on behalf of the Town Council expressing concern as follows:

- The possible detrimental effect on the Market by allowing Costa Coffee to use the pavement area on Saturdays.
- The development of a future strategy to protect the viability of the Market and the vibrancy of the town centre.
- The amount of rubbish and litter arising from the use of pavement cafes.
- “Pinch points” that were being created by the layout of stalls.

It was agreed that a draft letter should be circulated for approval.

Councillors then returned to the meeting.

#### **Action Town Clerk**

#### **58/10 TO FORMALLY NOTE THE RETIREMENT OF COLIN WESTWOOD FROM THE POST OF TOWN CLERK WITH EFFECT FROM THE 1<sup>ST</sup> AUGUST 2010 AND THE APPOINTMENT OF ALAN KEMP AS HIS REPLACEMENT**

The Chairman offered her personal thanks and those of fellow Councillors past and present to the outgoing Clerk, Colin Westwood, for his dedication, expertise and hard work over the previous 11 years. This was endorsed by all Councillors present.

The Chairman also passed on specific thanks she had received from Susan Johnson, Chairman of Berkhamsted Citizens Association, and her best wishes for Colin’s retirement.

The Chairman further passed on a heartfelt thank you from members of the Allotment Management Team for Colin’s help and guidance over many years.

The arrival of the new Clerk was noted.

#### **59/10 CLOSE OF MEETING**

The meeting closed at 8.47 p.m.