



# HARPENDEN Q TOWN COUNCIL

QUALITY  
TOWN  
COUNCIL

*CLOSER TO THE COMMUNITY*

## **ANNUAL REPORT**

### **2008/2009**

Dated : May 2009



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## **Statement of Responsibilities**

Harpenden Town Council is responsible for the preparation of an Annual Report and for the information set out within it

The Town Council is satisfied that the information and assessments included in the Report are in all material respects accurate and complete.

### **1. THE ANNUAL REPORT FOR THE RESIDENTS OF HARPENDEN**

1.1 The Annual Report is a statement of the performance and achievements during the preceding financial year 2008/2009 and includes key targets that the Town Council aim to achieve in 2009/2010.

#### **1.2 EFFICIENCY IMPROVEMENT**

The Town Council is committed to continuous improvement through regular review, continuous consultation and implementation change. In addition, the Council seeks to identify opportunities to improve services which will encourage efficiency and/or financial savings and attract additional income. Where this can be achieved, this will provide the opportunity to enhance a service or consider new, imaginative and innovative schemes to improve performance or provision for the benefit of the community.

### **2. PEN PORTRAIT OF HARPENDEN TOWN COUNCIL**

#### **2.1 THE PARISH OF HARPENDEN**

Harpenden is a bustling, thriving commuter Town comprising the Town Centre and smaller shopping centres at Batford, Kinsborne Green and Southdown. There are several industrial sites within the parish boundary. The Town helps support the business community through a 'keeping it local' Harpenden directory.

Harpenden's most significant asset and its key feature is the Common which is 96.32 hectares. This includes Hatching Green, Kinsbourne Green, Bowers Parade Sensory Garden, Southdown Green and Southdown Ponds.

#### **2.2 THE TOWN COUNCIL**

Harpenden Town Council was created in 1974 following local government re-organisation. Harpenden is the largest parish in the St Albans District with a population of approximately 30,000. Each Ward – North, South, East and West – is represented by four Town Councillors.

There are presently sixteen Town Councillors who are elected to serve a four-year term which commenced on the 3 May 2007. Each year, the Council elects from amongst its members the Town Mayor and Deputy Town Mayor.

Details of the Town Councillors, District Councillors and County Councillors during 2008/2009 is attached at **APPENDIX 1**

The Town Mayor receives an allowance to cover Civic duties. The Town Council agreed during the year to provide an allowance of £300 per Councillor for a full year. This was in line with the basic allowance recommended by the Independent Remuneration Panel which entitled Councillors to the payment of an allowance. No other form of allowance or expenses can be claimed other than approved travel and subsistence for attending functions on behalf of the Town Council. The majority of Councillors declined to take an allowance for 2008/2009.

### **2.3 COMMITTEE STRUCTURE AND MEETINGS**

Full Council meetings are normally held five times per year, and all Councillors are involved in all policy decisions of the Council. In 2008/2009 there were seven meetings which included two additional extraordinary meetings. As part of the democratic decision-making process, the Town Council also comprises four main committees; Policy & Finance, Environment, Human Resources and Planning, all with delegated responsibilities, plus Working Parties and Community Forums.

The Town Council also holds an Annual Town Meeting for all residents of Harpenden.

The Committee and Working Party Structure for 2008/2009 is attached as **APPENDIX 2**

Membership of Committees and Working Parties for 2008/2009 is attached as **APPENDIX 3**

Town Council meetings are normally held in the Council Chamber, Town Hall, Leyton Road, Harpenden AL5 2LX. All meetings are open to the public. Notices advertising meetings are posted on all the Council's notice boards which are situated adjacent to the Town Hall, opposite Lloyds Bank in the High Street and next to the Co Operative Welcome Store, Batford. A Programme of Meetings for the 2008/2009 municipal year is available on the Town Council website [[www.harpenden.gov.uk](http://www.harpenden.gov.uk)] and is attached as **APPENDIX 4**

Copies of Agendas for Full Council, all Committees and Working Party meetings can be obtained from the Town Hall and the Library prior to a meeting, or can be viewed on the Town Council's website [[www.harpenden.gov.uk](http://www.harpenden.gov.uk)]. Agendas for Full Council are available ten days before a meeting and Committees three days. There is an opportunity for the public to speak at all meetings of the Council, in accordance with Standing Order 61 attached as **APPENDIX 5**

### **2.4 STAFFING**

The Town Clerk, John Bagshaw, was supported by seven full-time staff and seven part-time permanent staff (3.89 full-time equivalent) comprising professional, technical and administrative Officers and ancillary staff. This team delivered all the Town Council services, implemented the Council's policies and complied with government legislation. Harpenden Town Council Organisation Structure for 2008/2009 is attached as **APPENDIX 6**

## **2.5 LOCAL GOVERNMENT STRUCTURE IN HERTFORDSHIRE**

Harpenden Town Council is the largest of ten parish councils situated in St Albans District. In addition to the Town Council, two principal councils serve Harpenden, St Albans City and District Council and Hertfordshire County Council.

## **3. ANNUAL REPORT OF THE TOWN MAYOR, COUNCILLOR MRS PAT KENT**

### **Report to the Annual Town Meeting held on Monday 6 April 2009:**

The Mayor reported on the period 2008/2009 by congratulating all the recipients of the Award of Merits and thanked her charities committee for their unstinting support which had helped to produce such a wonderful sum for her two chosen charities.

The Mayor explained that she had started her year by establishing a theme for her Civic Service. In recognition of the work of the previous Mayor, Councillor Bert Pawle, and having done her apprenticeship she was keen to progress the success of the previous year and therefore chose 'moving forward' as her signature. She recognised that this was not just an ambition for the Council but also for herself.

Moving forward was picking up on many of the projects that had been started under the previous Mayor. The new interpretation boards were installed around the Common and received many complimentary remarks regarding their attractive and informative addition. In conjunction with the boards the Council were currently installing a heritage trail, which gave greater relevance to the interpretation boards and provided a focus to enjoy the Common.

In 2008 the Town collected a second Green Flag award. Planning permission had now been granted to fly the flag and the installation of a flag pole was eagerly anticipated.

The Mayor recognised that one of the contributing factors of the achievement of the Green Flag status had been the very successful project days. This had not only ensured that a range of works had been carried out on the Common, to make it more accessible and a better environment, but also had brought together a variety of people to focus on a common cause and enjoy each others company.

With the dissolution of the Parish Liaison Committee by St Albans District Council this made way for the Parish Conference. Whilst it was reported that this was an unconvincing move forward it did present the opportunity to challenge St Albans District Council's focus on the City and the City Vision. In recognising how important this process was in developing a Local Development Framework it provided the occasion for the Town Council to lobby for a Rural Vision to compliment the City Vision. The Mayor expressed how important it was that local residents became involved in the Rural Vision and encouraged them to attend the public consultation that was planned for the 2 May 2009 in the High Street, later at Somerfields in Southdown and finally the Co-Op in Batford.

The Mayor mentioned the disappointment of the closure of the Post Office at 107 Station Road despite an excellent campaign, promoted by Town Councillors, to challenge the decision and overwhelming public opinion. Worst was to follow as the Post Office in Southdown also closed, albeit not part of the Post Office closure

programme. In the case of the latter it was reported that there were moves to reopen the Post Office and it is hoped that this bears fruition.

In promoting the benefits of engagement with the public over a variety of local matters the Mayor mentioned the initiative called Issue Response. The purpose of Issue Response was to gather from members of the public, who register their email address with the Town Council, their attitude, opinion and comment upon important issues affecting the Town. This would help Councillors in making decisions on how to move the Town forward. Clearly they would have the support of the residents from the results that could be gathered from Issue Response. Members of the public were invited to register their interests in Issue Response and let us have their opinion.

Batford had been a difficult issue in the forward thinking of the Town Council and it was reported that progress was being made in turning Porters Hill Park from just a green space into a football pitch with a pavilion, a multi use games area and a children's playground. Funding has been provided by the Town Council to assist in the provision of a pavilion and had also been set aside for a children's playground. After much lobbying St Albans District Council had agreed to provide a multi use games area and persistent pressure had seen the provision of a football pitch, whilst the Town Council continued to fund raise for the much needed pavilion.

The Mayor reported that after much lobbying and pressure St Albans District Council had issued funding to the Town Council to invest in the development of a variety of initiatives. In determining which projects to take forward it had been proposed and agreed that a participatory budgeting exercise would be undertaken. The Mayor reported that in the very near future the Council would be rolling out a programme which will invite and engage local residents to identify the key criteria they feel the Town Council should be investing in.

Whilst significant savings had been achieved in the 2007/2008 budget the Council had continued to move forward and maintain these savings by increasing efficiency and maximising methods of service delivery. The Mayor mentioned that the Council were looking to improve services through savings in the grounds maintenance contract and entering into an agreement with Herts Highways to help with service delivery.

The Farmers Market, it was reported, continued to be a particular favourite with residents of the Town. Attendance had always been high whatever the weather and the market stalls did brisk business. The market brought a lot of visitors to the Town, which was regarded as important particularly in these harsh times. Although the market did not make a profit, its baseline figure had been reducing in year on year and it is the ambition of the Council to make the market cost neutral by 2010.

The Mayor reported on the number of highly successful events in the Town to which she was regularly invited. She thanked and congratulated all the organisations, charitable groups and volunteers that had invited her to their meetings, AGMs and events. In 2009 another popular event will be taking place in the Town with the first CAMRA Beer Festival supported by the Town Council taking place in the Public Halls during the St Albans Food and Festival fortnight. During the week there would also be an opportunity to participate in the Commons

walk, attend the Chinese State Circus and at the end of the week the Farmers Market. Something for everybody all of which is community driven.

It was reported that the Town Council was one of the first Councils in the Country and certainly Hertfordshire to achieve Quality Status. This was not an insignificant achievement as it registered the Town Council as being a pro-active, competent Council capable of delivering services within the community. It meant that the Council could expect a more meaningful dialogue with the principle authorities, attract funding from Central Government and provide a widely ranging series of services. In 2008 the Council were obliged to submit for reaccreditation and it was with pleasure the Mayor was able to report that the Council had been successful in its application.

In conclusion the Mayor thanked everyone for their support during her term of office.

#### **4. THE TOWN COUNCIL'S AIMS AND OBJECTIVES – A VISION FOR THE FUTURE**

##### HARPENDEN TOWN COUNCIL – A VISION FOR THE FUTURE

###### **Mission Statement:**

To promote and represent the community's views and aspirations at local, county, regional and national level.

###### **Corporate Objectives:**

To promote the area as a place to live, a place to work, a place to visit and a place to invest.

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To serve those who live in the Town, work in the Town and visit the Town.

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To promote growth of Council activities where new services can be taken on effectively and efficiently.

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To strive to improve the quality of life for all residents of the Town.

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To work in partnership at local, county, regional and national level to promote and provide for the well being of the Town.

To achieve these Aims, the Town Council's Objectives are:

- To consult with the community to establish its aspirations for the future.
- To promote the vitality and viability of the Town Centre, Southdown and Batford.
- To encourage and participate in partnership and agency working with the public, private and voluntary sectors for the betterment of Harpenden.

- To promote sustainable policies that strive to improve the environment to meet the needs of the present without compromising the ability of future generations to meet their needs.
- To help to create a socially inclusive and caring community which embraces all its residents irrespective of age, culture, wealth, race or religion and which seeks to develop their well being, knowledge, understanding and mutual co-operation.
- To strive for a safer environment for the community.
- To deliver the best possible services for the lowest possible cost. Our aim is seamless local government delivering better, more cost effective services to residents.
- To ensure improved access to all Council services by working in close partnership with District and County Councils through on-line access at home, in Libraries and at Council Offices.
- To promote greater Police presence in the Town.
- To continue to lobby Hertfordshire County Council for improved roads and pavement maintenance.
- To continue to defend the character of the Town, oppose inappropriate development, preserve the green belt and critically analyse the proposed East of England Plan and respond appropriately to the final document.
- To work for a cleaner and greener Harpenden.
- To work in partnership with the County Council and voluntary groups to deliver improved youth facilities in the Town.
- To work with St Albans District Council to seek the modernisation and improvement to the Public Halls to meet the needs and demands of Harpenden residents.
- To work with the History Society to find a permanent home for them in Harpenden.
- To work with local sports groups, clubs and residents groups to seek the mix and quality of facilities wanted by local residents.
- To actively support good ideas and encourage local initiatives.
- To oppose over-expansion and re-alignment of the runway at London Luton Airport where this would significantly impact on Harpenden.
- To lobby the Government to ensure the infrastructure needed to support London Luton Airport is provided.
- To improve services delivered to the elderly, disabled and less mobile members of the local and wider community.
- To encourage the inclusion of affordable/key worker accommodation.

## **5. PARTNERSHIPS**

**5.1** Apart from direct provision of services, coupled with the consultative and representative role, the Town Council has entered into partnership/agency agreements with its two principal Councils to strengthen local representation:

### **5.1.1 ST ALBANS DISTRICT COUNCIL**

- Delivery of a District Council information service from the Town Hall.
- Management of Lydekker Park and Car Park.
- Management of two public toilet facilities in the Town.
- Management of the Harpenden section of the Nickey Line.
- Member of the Rothamsted Park Management Working Party.
- Delivery of Local Planning Advisory Service.

### **5.1.2 HERTFORDSHIRE COUNTY COUNCIL**

- Participation in the Parish Paths Partnership project.
- Delivery of a local information service from the Town Hall.
- Development of a Transportation Plan for Harpenden.
- Information Technology support.

### **5.1.3 HERTFORDSHIRE HIGHWAYS**

The Council also works with Hertfordshire Highways to identify road and traffic problems in the Town and facilitate meetings with the community to resolve issues.

## **5.2 PARTNERSHIPS WITH OTHER AGENCIES AND THE LOCAL COMMUNITY**

- Working with Countryside Management Service and Hertfordshire Biological Records Service to implement the 10 Year Management Plan for the Common.
- Working with the Agronomy Service of the Sports Turf Research Institute to maintain a Pesticide Policy for the Common.
- Management of 15 allotment sites in partnership with South Harpenden Allotment and Garden Society and East Harpenden Gardening Club.
- Working with the Friends of Cosne Cours sur Loire and Friends of Alzey to foster links with Harpenden's Twin Towns.
- Working with the Business Community and Retailers to help deliver a locally driven agenda.
- Working with the Schools on issues affecting the Town and participation through various competitions.
- Support a Youth Town Council aided by Youth and Community Services and Secondary Schools.
- Establishment of a Harpenden in Bloom Committee and entry into the Anglia in Bloom competition in partnership with The Horticultural Society, St Albans Rotary Club, Harpenden Photographic Society, South Harpenden Allotment and Garden Society and East Harpenden Allotment and Garden Society, 15 JMI and Secondary Schools, Scouting and Guiding Groups, the Brownies, Batford Community Action Group, Harpenden Village Rotary Club, John O'Conner's Maintenance Ltd and Townsend Nursery.
- Providing a Business and Community Governance Forum with local businesses, Police, St Albans District Council, Hertfordshire County Council, The Harpenden Society, Fire & Rescue Service and interested members of the community to identify issues in the Town and seeking solutions and funding.
- Promoting community safety with the local Neighbourhood Police Team.

## **6. THE COST OF TOWN COUNCIL SERVICES**

### **6.1 OUTTURN – 2008/2009**

- 6.1.1** During 2008/2009 a surplus of £101,104 (2007/2008 – £146,121) arose which has been added to the Council's reserves. This surplus was achieved predominantly due savings in staffing and administration costs, lower than anticipated take up in members allowances and various efficiencies and increased income.

**6.1.2** The Town Council's outturn is reported in full, with a more detailed analysis, in the Annual Statement of Accounts for 2008/2009. These figures are subject to audit.

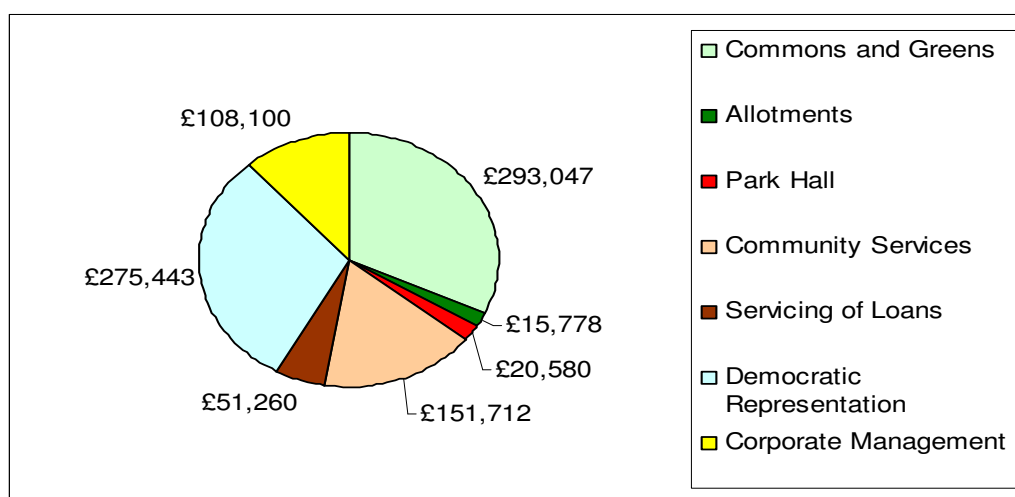
**6.1.3** A summary was:

2007/2008 Actual £	<b>Net Expenditure</b>	2008/2009 Actual £
147,878	Commons & Greens (including Nickey Line)	190,950
19,907	Allotments	13,094
19,712	Park Hall	14,551
92,551	Town Centre	101,850
4,313	Lydekker Park & Car Park	3,798
11,601	Other Amenity Activities	9,886
21,176	Public Toilets	13,931
4,078	Farmers Market	3,028
10,724	Community Safety	93
205,558	Democratic Representation & Management	198,606
64,158	Corporate Management	115,935
12,600	Section 137 Expenditure	11,455
13,094	Election Expenditure	--
--	Non Distributed Costs – Past Service Costs	16,000
<b>627,350</b>	<b>Net Cost of Services</b>	<b>693,177</b>
(6,742)	Interest (net)	(9,224)
(9,000)	Pension Interest & Expected Return on Assets	--
<b>611,608</b>	<b>Net Operating Expenditure</b>	<b>683,953</b>
(870,147)	Precept on St Albans District Council	(883,307)
<b>(258,539)</b>	<b>Net (Surplus)/Cost for Year</b>	<b>(199,354)</b>
	Adjustments required to reflect the actual General Fund Balance:	
12,372	Re Measurement of Financial Instruments	--
(28,494)	Capital Charges Reversals	(28,263)
11,000	Removal of Pension Adjustments (net)	11,000
20,707	Loan Repayments	22,276
--	Capital Expenditure funded from Revenue	7,980
96,833	Transfers to Earmarked Reserves	85,257
<b>(146,121)</b>	<b>(Increase in General Fund Balances)</b>	<b>(101,104)</b>
<b>(118,849)</b>	<b>Balance brought forward</b>	<b>(264,970)</b>
<b>(264,970)</b>	<b>(Surplus) on General Fund Balance carried forward</b>	<b>(366,074)</b>

## 6.2 BUDGET – 2009/2010

**6.2.1** The Budget for 2009/2010 was approved by the Council on 2 February 2009 and represents the collective resolutions of the Environment and Policy and Finance Committees.

6.2.2 Harpenden Town Council Total Council Tax requirement for 2009/2010 is £915,920 and is analysed both graphically and by service below:



BUDGET SUMMARY	Budget 2008/2009 £	Budget 2009/2010 £
Corporate Management	130,718	112,040
Civic Expenses	12,435	8,780
Democratic Representation	189,384	180,350
Communication	7,400	16,440
Section 137 Expenditure	12,725	15,930
Agency	(964)	1,540
Elections	2,000	2,000
Town Hall	65,000	64,980
Park Hall	30,978	20,880
Town Centre Management	110,482	103,180
Projects (Revenue)	30,000	7,000
Public Toilets	16,770	10,710
Farmers Market	6,000	6,160
Community Safety	13,250	6,260
Lydekker Car Park	(24,050)	(20,480)
Lydekker Park	33,300	40,810
Commons & Greens	224,383	250,380
Nickey Line	3,900	9,590
Other Amenity Activities	15,370	24,700
Allotments	15,417	21,020
<b>Net Cost of Services</b>	<b>894,498</b>	<b>882,270</b>
Interest Payable	28,984	28,980
Interest Income	(32,500)	(16,000)
Financing Capital Expenditure	-	25,000
Reversal of Capital Charges	(29,951)	(26,610)
PWLB Principal Repayments	22,276	22,280
<b>Precept for the year</b>	<b>883,307</b>	<b>915,920</b>
Band 'D' Equivalent	£65.38	£67.25
Increase in Band D tax		2.9%
<b>General Reserve 01/04/2008</b>	<b>£264,970</b>	
<b>Earmarked Reserves 01/04/2008</b>	<b>£101,833</b>	

**6.2.3** The Council is committed to improving services, developing initiatives and working in partnership with residents, businesses and other groups in the Town. This budget allows the Council to include other initiatives for the 2009/2010 financial year including:

- Respond to concerns from the public by allowing for parking regulations to free up the car parks on the Common at Leyton Road and opposite the Silver Cup from commuter parking all day and allowing these spaces to be used for their original intent, for shoppers and walkers on the Common.
- Following the second year's award of the Green Flag to continue in its campaign to fly the flag from the Common in recognition of our Civic Trust award.
- Make provision for investment into recreational facilities at Porters Hill in Batford for all age groups of the community to benefit from and enjoy.
- Increase the contribution to both Allotment Societies in the Town, recognising the valuable role that they make and the increasing demand for this leisure pastime.
- Provide for the necessary restoration works to the War Memorial and on-going maintenance.
- Support new initiatives of a Harpenden Beer Festival, as part of the District Arts and Food Festival celebrations.
- Recognise the increasing work of the Harpenden Town Youth Council by providing more support for the events they have planned during 2009/2010.
- Introduce a new role of General Assistant to work alongside the Town Warden in order that the Council can undertake and respond to work rather than having to contract it out. This will not only provide greater flexibility and ownership in the range of tasks that will be carried out but it also extends the opportunity for partnership working by achieving additional benefits to the Town as a consequence, particularly when considering joint projects such as improving the street scene with St Albans District Council.
- Provide joint provision with Hertfordshire Highways for a Bus Shelter in Sun Lane, an amenity that will benefit local residents and school children alike.
- Ensure that funding is "earmarked" for schemes including the development of Westfield and the possible collaborative work with Hertfordshire County Council regarding the Oaklands College site in Victoria Road.

**6.2.4** The budget is not only a responsible budget, robust in its requirement to meet all of the Council's obligations and commitments; it is a budget which provides the scope for enhancing amenities and facilities for local people. The Council will continue to build on its reputation for finding efficiency savings, by working smarter and in collaboration with other agencies and partners.

**6.2.5** As an example of cost per household for Harpenden:

- 2008/2009 – there were 13,510 'D' band equivalent properties. Therefore, with a total precept of £883,307, a band D equivalent Council Tax was £65.38. (£883,307 divided by 13,510).
- 2009/2010 – there were 13,620 'D' band equivalent properties. Therefore, with a total precept of £915,920, a band D equivalent Council Tax is £67.25. (£915,920 divided by 13,620).

## **7. TOWN COUNCIL SERVICES**

The Town Council provides services either directly, in partnership or by Agency Agreement. The Town Council's service areas identified each detail the following:

- Objectives in providing the service.
- Achievements last year – 2008/2009.
- Key targets for the service for the year commencing 1 April 2009.
- Any relevant agency/partnership working arrangements.

The services delivered by the Town Council have been split into four main groupings:

### **7.1 ENVIRONMENT**

### **7.2 COMMUNITY SERVICES**

### **7.3 DEMOCRATIC REPRESENTATION AND MANAGEMENT**

### **7.4 CORPORATE MANAGEMENT**

## **7.1 ENVIRONMENT**

### **7.1.1 HARPENDEN COMMON AND GREENS**

The Town Council owns and manages 96.32 hectares of Common and Greens. This includes Hatching Green, Kinsbourne Green, Leyton Green, Bowers Parade Sensory Garden, Southdown Green and Southdown Ponds. The Common supports two cricket pitches, two football pitches, a golf club, a horse ride, nature trail, picnic area and 5 designated car parks which includes the picnic area. Income is generated from the use of parts of the Common by fairs and circuses, as well as licences and leases with sporting organisations.

The Common is a County Wildlife Site managed through a Ten Year Management Plan. This large and important part of the Town Council's portfolio of assets forms much of the heart and character of Harpenden.

In 2003, the Town Council entered into a Countryside Stewardship Agreement with the Department for Environment, Food and Rural Affairs (DEFRA), which provide funding towards hayfield management, hedgerow restoration and heath land restoration.

Countryside Management Service and Hertfordshire Biological Records act as advisory bodies for the Town Council and helped in the production of the Ten Year Management Plan. The Management Plan was split into two five year periods with the Five Year Plan (2007-2012) being developed in 2006 during a lengthy consultation process involving the local community, tenants on the Common and the Council's advisory bodies.

The Council also manage the definitive footpath network as part of the Parish Paths Partnership Initiative, the Nickey Line and Batford Springs Local Nature Reserve. The core Common and Greens service objective is to enable residents and visitors to enjoy use of all Common land.

### **The Town Council's objectives in providing this service**

- Provide an amenity open space that can be enjoyed by the community for 'air and exercise', and ensure the Common is a living part of community life.
- Regulate uses of Common land for community enjoyment whilst preserving its character.
- Strive to improve the environment to meet the needs of the present without compromising the ability of future generations to meet their needs, that is, to promote sustainable policies.
- Implement, as far as possible, maintenance and planting programmes that will promote sustainable living.
- Monitor the performance of the contractors in providing these services.
- Work for a cleaner and greener Harpenden.
- Maintain and protect the ecological balance of the area whilst enabling its use for air and exercise by the community.

### **Achievements in the Year 2008 – 2009**

- ✓ *Green Flag Award*  
Harpenden Common was one of 743 Green Flag award winners in 2008/2009. It is the second successive year that the Common has won the prestigious title. Planning permission was granted by St Albans District Council to erect a flagpole on the Common from which to fly the flag.
- ✓ *Harpenden War Memorial*  
A grant application from the English Heritage/Wolfson Foundation, via the War Memorials Trust, to carry out cleaning and minor repairs to the Town's War Memorial was successful. Planning permission was also granted by St Albans District Council for the works to the Grade II listed structure.
- ✓ *Volunteer Project Days continue with success*  
Following the first Volunteer Project Day, which was held on 25 September 2007, another twelve successful events have been held. Works undertaken have included litter picking, post painting, scrub clearance and path creation.
- ✓ *Big Lottery Breathing Places Grant Award*  
Successful award of a Big Lottery Breathing Places grant which has been used to support its volunteers by purchasing tools, a trailer and enabling them to undertake training courses.
- ✓ *Trakmats Purchased*  
Purchased 40 trakmats which have been used extensively for access/egress onto grassed areas on the Common and Greens.
- ✓ *Sports Forum Established*  
Establishment of a Sports Forum to allow better communication between the Town Council and the various sports clubs who reside on the Common.
- ✓ *Public Events on the Common*  
Three fairs, one circus, Classics on the Common, the Art Fair and a fungi foray were held on the Common during 2008/2009.
- ✓ *New Orientation/Interpretation Boards and Nature Trail Posts*  
New orientation/interpretation boards and nature trail posts were installed across the Common. Coloured waymarkers will be affixed to the posts in the near future.
- ✓ *Health and Safety Tree Works*  
Various works were undertaken in numerous locations across the Common and Greens included:
  - pollarding of a number of Lime trees in the High Street.

- removal of a Norway Maple tree on the High Street which was suffering from parasitic and fungal diseases. A new tree donated by Jarvis Group Ltd was planted in its place.
- heavy pollarding of two large oak trees with major defects.
- emergency works to remove many broken and high hanging branches from trees following the snow fall in October 2008.
- pruning the apple trees on East Common.
- ✓ *Green Waste Site*  
A tripartite approach between the Town Council, Rothamsted Research and John O'Conner had enabled a local green waste site to be established which will recycle green waste from the Town's Common, greens and allotment sites.
- ✓ *Pesticide Policy Review*  
A pesticide review was undertaken by the Sports Turf Research Institute.
- ✓ *Bat Survey*  
A bat survey was undertaken on the Common.
- ✓ *Banner Space Utilised*  
Several local groups had utilised the banner advertising space on the Common for promoting their community events.
- ✓ *Batford Springs Local Nature Reserve*  
Enter into negotiations to seek devolvement of the management of Batford Springs Local Nature Reserve to the Town Council.

### **Key Targets for the Year April 2009 – March 2010**

- *Green Flag Award*  
Achieve the Green Flag Award for Harpenden Common for 2009/2010, for the third consecutive year.
- *Management Plan for the Common*  
Hold an Annual Public Meeting on 12 October 2009 and a Common Walk on 25 June 2009 for all users of the Common to review work completed on the Common and consider planned work for 2009/2010.
- *Harpenden Common Discovery Day*  
Organise and hold a Harpenden Common Discovery Day on the Common on Saturday 13 June 2009. The aim of the event is to:
  - raise the Town Council's profile in managing the Town's largest asset.
  - encourage more people to join the volunteer project days to help to develop and maintain the Common.
  - raise awareness of the natural environment to children and residents, to encourage them to find out more about the Common, how they can use it, respect it and get involved and support local 'groups' who use the Common as a vehicle to promote their group and attract new members.
- *Parking Enforcement*  
Introduce parking restrictions following local resident's requests, in the Leyton Road and Baa Lambs car parks to stop all day parking.
- *Rejuvenation of the Picnic Area*  
Improve the area with replacement seats/tables and cutting back the foliage.
- *Storage Facilities*  
Pursue a secure storage depot for the vehicle, trailer, trakmats and equipment.
- *Tenants on the Common*  
Manage tenants on the Common in accordance with their Tenancy Agreement, the Management Plan and the Pesticide Policy.

- *Information Boards*  
Review the content of the information boards on the Commons and Greens on a monthly basis.
- *Educational Leaflets*  
Produce educational literature to enable schools to use the Common as part of the National Curriculum.
- *Wayleaves across the Common*  
Monitor the existing wayleaves across the Common and to consider any applications for new wayleaves or changes to existing wayleaves.
- *Health and Safety Tree Works*  
Continue to monitor the tree stock via Health and Safety reports and site visits and to carry out any recommended works.
- *Southdown Ponds*  
Monitor the ponds including the water, marginal plants and wildlife.
- *Common Land Registration*  
Pursue Land Registry issues surrounding the Town greens.
- *Definitive Footpath Network*  
Ensure that the Definitive Footpath Network is walked once a year.
- *Byelaws/Travellers*  
Advertise and implement new byelaws once approved by the Government for Harpenden Common and to revise the travellers policy.

### **Agency/Partnership Working: Golf Course Licence and Rental of two properties**

Harpenden Common Golf Club leases an area of Common Land and two cottages. A review of the lease was due in 2008 and is currently being undertaken.

### **The Council's objectives in leasing this area of Common Land**

- Enable utilisation of this area of land for recreational and sporting purposes by the community.
- Ensure this area is maintained to an acceptable standard for public use as well as for use as a golf course.
- Ensure public access is maintained to this area of Common Land.

### **Achievements in the Year 2008 – 2009**

- ✓ *Golf Club*  
Regular meetings were held with the Golf Club to ensure compliance with the Ten Year Management Plan, the Pesticide Policy and that access to this area by the community has been maintained.

### **Key Targets for the Year April 2009 – March 2010**

- *Cottages on the Common*  
Ensure all major and minor works to the two cottages will be completed within the five year period 2005-2010 as identified in the condition survey undertaken in 2004.
- *Golf Club*  
The Management Plan will be implemented on land leased to Harpenden Common Golf Club within the Five Year Plan for 2007-2012. Access will be maintained across the Golf Course for use by the community. Health and Safety tree works on the Common will be managed using the guidelines issued by an Arboriculturist consultant.

### **7.1.2 ALLOTMENTS**

The Town Council owns 12 Allotments sites and leases a further 3 sites from St Albans District Council. The sites are administered on behalf of the Town Council by South Harpenden Allotments and Gardens Society (SHAGS), which manage nine sites and the East Harpenden Gardening Club (EHGC), which manage six sites. The Council supports both allotments societies with a grant. There are 577 plots available for rent.

#### **The Town Council's objectives in providing this service**

- Provide allotments where a demand exists.

#### **Achievements in the Year 2008 – 2009**

- ✓ Ensured the allotment sites were maintained and managed to a high standard.
- ✓ Publicised the availability of allotment plots.
- ✓ Gates, fences and watering facilities at several sites were repaired or replaced as required.
- ✓ Removed asbestos from sites, as required.
- ✓ Hertfordshire County Council litter pick the Piggottshill site adjacent to the Harpenden Household Waste Recycling Centre on a regular basis.

#### **Key Targets for the Year April 2009 – March 2010**

- Ensure that the allotment sites are maintained and managed to a high standard, ensuring site security and tidiness to attract new plot holders.
- Work with the Allotment Clubs to provide sustainability for allotment holders.
- Hold an annual meeting with the trustees of the South Harpenden Allotments and Gardens Society and East Harpenden Gardening Club to agree grant aid for the following year and discuss any current issues.
- Conduct one annual inspection of all allotment sites.
- Continue the policy of publicising allotments to the local community.

### **7.1.3 LYDEKKER PARK AND CAR PARK**

The Town Council manages Lydekker Park on a 30 year lease and the fee-paying car park on a 10 year lease from St Albans District Council, which commenced 1 July 1998. The leases include the maintenance and management of both areas.

The income from the fee paying car park was expected to cover the costs incurred in managing the Park and Car Park. In recent years this has been exceeded mainly due an on-going campaign by the Town Council to raise awareness of the facility.

The contract to manage the St Albans District car parks and on-street parking has since been awarded to NCP. NCP therefore manage Lydekker car park under Harpenden Town Council's management agreement with St Albans District Council.

#### **The Town Council's objectives in providing this service**

- Provide and promote the use of a formal Park and accessible open space supported by a 93 space fee paying car park for the enjoyment of the local community and visitors to the Town.
- Implement, as far as possible, maintenance and planting programmes that will contribute towards sustainable living.

- Monitor the performance of the contractors in providing these services.
- Increase awareness of the Park and the car park.
- Continue to offer use of the car park free of charge on Saturdays and Sundays to enhance the vibrancy of the Town.

#### **Achievements in the Year 2008 – 2009**

- ✓ Organised another very successful Teddy Bears' Picnic in conjunction with Busy Bees Day Nursery in the Park for approximately 100 children and adults.
- ✓ A Public Meeting was held on the 13 October 2008, to discuss the management and use of Lydekker Park.
- ✓ Health and Safety tree work was carried out in the Park/Car Park.

#### **Key Targets for the Year April 2009 – March 2010**

- Promote Lydekker Park and increase awareness of its location
- Hold events in Love Park Week 25 July – 2 August.
- Enter the park into Britain's Best Park Competition.
- Maintain car parking charges at 60% of those charged by St Albans District Council for other car parks in Harpenden, with free parking on Saturdays and Sundays and increase awareness of its location.
- Hold a Teddy Bears' Picnic in conjunction with Busy Bees Day Nursery.
- Maintain and manage both areas to a high standard, including carry out further health and safety tree work in the park.
- Provide and promote the use of a formal Park and accessible open space.
- Implement environmental enhancements to Park and landscaped areas.
- Hold a Public Meeting on the 12 October 2009.
- Enter into negotiations with St Albans District Council to either:
  - devolve ownership of the car park and open space to the Town Council.
  - enter into a further 10 year lease for the car park.

#### **7.1.4 NICKEY LINE**

The Nickey Line runs from Hemel Hempstead to Harpenden, and was a branch line of the London North Western Railway which opened in 1877. It is approximately 8½ miles long and now a cycleway and footpath. Features of the Nickey Line still include the Holt passenger platform and the old railway signal.

The Town Council has a management agreement with St Albans District Council to maintain the Nickey Line within the Harpenden boundary on a day-to-day basis.

There are three County Wildlife Sites that have been designated along part of the Line. One of which is Knott Wood which adjoins the Line in Harpenden and is Ancient Woodland.

#### **The Town Council's objectives in providing this service**

- Provide and promote the use of the cycle way and footpath.
- Increase awareness of the Nickey Line.
- Monitor the performance of the contractors in providing this services.

#### **Achievements in the Year 2008 – 2009**

- ✓ Monitored and maintained the Nickey Line in accordance with the Nickey Line Management Plan, in partnership with Countryside Management Service and St Albans District Council.

- ✓ Carried out tree reduction work in accordance with the Management Plan.
- ✓ Carried out coppicing on the Line.
- ✓ Carried out a Nickey Line Walk.
- ✓ Worked with the 'Friends of the Nickey Line' Group.

### **Key Targets for the Year April 2009 – March 2010**

- Work with the Friends of the Nickey Line Group to enhance the Nickey Line.
- Carry out further tree reduction work on the Line in accordance with the Nickey Line Management Plan.
- Promote the use of the cycleway and footpath on the Nickey Line in the Forum Newsletter.
- Carry out coppicing on the Line in accordance with the Management Plan.
- Enter into negotiations with St Albans District Council to either:
  - seek devolution of the service to the Town Council.
  - negotiate a management agreement .

### **7.1.5 LAND ASSETS**

The Town Council owns two parcels of land, 0.407 hectares adjacent to the Former Westfield Road Allotment site and 0.208 hectares adjacent to Porters Park/Pickford Hill Allotment site. Both of these areas were previously allotment land. Lack of demand has resulted in the Secretary of State consenting to the disposal of these areas as allotment land under the Allotments Act 1925 – Section 6. Both these sites offer considerable development potential, for either leisure or housing, including affordable accommodation developments.

#### **The Town Council's objectives regarding this land**

- Make best use of these assets for the community.
- Consider the use of any receipts to support community projects.
- Maintain the areas to an acceptable standard whilst fallow.

#### **Achievements for the Year 2008 – 2009**

- ✓ Maintained the areas to an acceptable standard whilst in a fallow condition.
- ✓ Agreed to investigate the provision of affordable accommodation at the Former Westfield Allotment site.

### **Key Targets for the Year April 2009 – March 2010**

- Progress the development potential of the Former Westfield Allotment site and if appropriate seek to provide affordable accommodation to the benefit of local residents.
- Work with St Albans District Council and Batford Community Action Group on the unused Porters Park/Pickford Hill allotment site to achieve the best facilities for the benefits of the local residents.
- Seek external funding and implement a playground area on the unused Allotment site.
- Continue to negotiate with St Albans District Council for the devolvement of Porters Hill Recreation ground.
- Consider opportunities for the devolution of land and estate management with St Albans District Council and review any land availability with a view to acquisition.

## **7.2 COMMUNITY SERVICES**

### **7.2.1 TOWN HALL INFORMATION POINT**

A one-stop shop information service is delivered at the Town Hall from 10.00am to 4.00pm, Monday to Friday. This also offers access to St Albans District Council and Hertfordshire County Council services, as well as tourist and local community information. In addition, an electronic link to St Albans District Council systems enables access to District Council information and resident accounts.

#### **The Council's objectives in providing this service**

- Enable residents to access information and services from all three tiers of local government.
- Provide a 'one-stop' information service for visitors, tourist and the local community.

#### **Achievements in the Year 2008 – 2009**

- ✓ Provided assistance and support to visitors to access St Albans District Council services, including on-line information for residents details on Council Tax, Rent and Sundry Debtors.
- ✓ Provided assistance and support to residents to access Hertfordshire County Council services, including Children, Schools and Families, Adult Care Services and Hertfordshire Highways.

#### **Key Targets for the Year April 2009 – March 2010**

- Provide an Information Point service, from the Town Hall, in conjunction with St Albans District Council.
- Continue to support access to Hertfordshire County Council services.
- Upgrade the installation of the electronic link with St Albans District Council to enable on-line payments to be taken.
- Continue to improve and sustain effective relations with St Albans District Council and Hertfordshire County Council in respect of the delivery of the Information Point.
- Seek to develop a 'one-stop-shop' facility to serve all residents and visitors.
- Provide an enhanced Reception Area, taking on board the proposed changes to the viewing of planning applications via the Planning Portal.

### **7.2.2 PARK HALL COMMUNITY BUILDING**

Park Hall is a Grade II listed building and was leased to the Town Council on a 99-year lease by St Albans District Council in January 1994. It comprises a main hall, fully fitted commercial kitchen, disabled toilet, baby change facilities, separate toilet facilities for ladies and gents, cloakroom and store. All of these areas are available for hire. Park Hall is accessible for people with disabilities and is fully compliant with the Disability Discrimination Act.

#### **The Town Council's objectives in providing this service**

- Provide a facility for use by non-commercial hirers and local organisations at an affordable rate.
- Generate additional income from commercial hirers.

#### **Achievements for the Year 2008 – 2009**

- ✓ New Altro safety flooring was installed throughout the building for safety and ascetic reasons.

- ✓ As part of on-going consultation, a questionnaire was sent to all hirers of Park Hall to provide feedback on the service.
- ✓ Continued on-going maintenance to a high standard.

#### **Key Targets for the Year April 2009 – March 2010**

- Promote and market the Hall to increase usage, utilise its full capacity and attract business to the Town.
- Maximise income generation through the hire of Park Hall.

### **7.2.3 HARPENDEN IN BLOOM**

The Town Council, together with tremendous community support, enters Harpenden annually in the Anglia In Bloom Competition. In 2008, Harpenden was awarded a Silver Gilt Award in the Large Town Category.

#### **The Town Council's objectives in providing this service**

- Enhance the appearance of the Town throughout the year.
- Promote a sense of civic pride.
- Promote a safer environment.
- Promote and organise the poster and junk garden competitions

#### **Achievements for the Year 2008 – 2009**

- ✓ Harpenden won a Silver Gilt Award in the Anglia in Bloom Competition.
- ✓ Initiated several competitions and events throughout the year to promote the Harpenden as a place to live, work, and visit.
- ✓ Visibly enhanced the gateways to the Town and Town Centre designed to increase vibrancy.
- ✓ Completed the improvements to the Sensory garden.

#### **Key Targets for the Year April 2009 – March 2010**

- Enhance the appearance of the Town throughout the year.
- Promote a sense of ownership of the Town by the community.
- Enter the Anglia in Bloom Competition with the intention of promoting civic pride, engaging the community and enhancing the environment.
- Organise competitions to encourage continued interest and the sustainability of the initiative.
- Obtain partnership funding to provide this service in the Town.

### **7.2.4 FARMERS' MARKET**

The Farmers' Market has been successfully running since 2005. The Market is held on the fourth Sunday of each month from 10.00am to 2.00pm in the Lower High Street/Bowers Parade. With a wide variety of locally produced goods being sold, the Farmers' Market has become extremely popular attracting many visitors whatever the weather conditions.

#### **The Town Council's objectives in providing this service**

- Provide an event which enhances and promotes the vibrancy of the Town.
- Ensure residents and visitors to the Harpenden Farmers' Market are able to buy a wide range of food products direct from the producer/grower.

#### **Achievements for the Year 2008 – 2009**

- ✓ Increased the vitality and vibrancy of the Town Centre on market days.
- ✓ Economic growth for other commercial outlets in the Town Centre who are able to capitalise on the additional Sunday trading hours.

- ✓ Promotion of Harpenden as an attractive venue for visitors to the area.
- ✓ The collaboration of the Christmas Carnival and Farmers' Market resulted in one of the most well attended community events held in Harpenden.
- ✓ Farmers' Market has a waiting list for traders.

### **Key Targets for the Year April 2009 – March 2010**

- Ensure that a monthly Farmers' Market is provided, maintained and managed to a high standard.
- Ensure that rules and regulations are adhered to.
- Reduce costs and increase income to achieve a cost neutral budget.
- Ensure that a variety of locally produced products are available at each market.
- Promote the market in order to attract visitors to the Town.
- Undertake a survey to establish attitudes towards the market from various organisations, users and retailers.

## **7.2.5 COMMUNITY SAFETY**

The Town Council supports community safety initiatives to minimise both actual crime and the fear of crime, safety at public events. It is very proactive, working closely with the local Neighbourhood Police Team and Joint Agency Group, and has been involved in many initiatives including:

### **Closed Circuit Television (CCTV)**

CCTV is used to monitor areas prone to anti-social behaviour, to reduce such behaviour and create a safer environment for the local community. CCTV can also reduce retail crime. The Town Council is a member of and attends the St Albans District Council's CCTV Monitoring Group.

### **Restricted Alcohol Zone**

Harpenden assisted in the implementation of a Designated Public Place Order (DPPO), or 'Restricted Alcohol Zone'.

### **Safety at Public Events**

The Town Council is a member of and attends the St Albans District Events Safety Advisory Group which provides essential advice and guidance to all public event organisers. The group consists of many represented local Agencies/Organisations.

### **The Town Council's objectives in providing these services**

- Make Harpenden a safe place in which to live, work and visit.
- Reduce anti-social behaviour and alcohol related disorder.
- Have a proactive response to Community Safety initiatives.

### **Achievements for the Year 2008 – 2009**

- ✓ Maintained excellent working relationship with the Neighbourhood Police Team through regular Police liaison meetings and the Business and Community Governance Forum.
- ✓ St Albans District Council agreed to take responsibility for the CCTV cameras maintenance and communications costs from 2008, saving the Town Council £11,000 per annum.
- ✓ Participated in the St Albans Crime and Disorder Reduction Partnership, the CCTV Monitoring Group and the St Albans District Events Safety Advisory Group meetings to create a safer environment for Harpenden.

### **Key Targets for the Year April 2009 – March 2010**

- Respond to community issues that may occur throughout the year.
- Continue to maintain excellent relationship with the Neighbourhood Police Team through regular Police liaison meetings and Business and Community Government Forum.
- Continue to participate in the St Albans Crime and Disorder Reduction Partnership, St Albans District Events Safety Advisory Group and CCTV monitoring meetings to create a safer environment for Harpenden.
- Support the provision of a Designated Public Place Order (DPPO) or 'Restricted Alcohol Zone' in Harpenden and work with the Police to review the area or introduce additional areas, as appropriate and necessary

### **7.2.6 CHRISTMAS EVENTS**

The Town Council provided administrative support for the Christmas Carnival which is organised by a Christmas Carnival Committee comprising Councillors, businesses and representatives from local organisations. It is extremely popular with some 8,000 people attending. In addition, the Town Council provides all festive lighting throughout the Town Centre, Southdown and Batford. This includes the purchase of lights, erection and dismantling, compliance with Health and Safety regulations and energy costs. The Town Council also holds community events and competitions at Christmas time, including the Christmas Window Display competition and the Town Mayor's Christmas Poster competition for children.

#### **The Town Council's objectives in providing this service**

- Make the Town Centre, Southdown and Batford attractive for residents, shoppers and visitors throughout the Christmas period.
- Promote and enhance the commercial viability and vitality of the Town Centre, Southdown and Batford during the peak trading period.

#### **Achievements for the Year 2008 – 2009**

- ✓ Provided illuminations in the Town Centre, Southdown and Batford.
- ✓ Extended Christmas lights in Batford.
- ✓ Purchased new lights for the three Christmas trees in the Town Centre, Southdown and Batford and LED lights for Thompsons Close.
- ✓ Provided administration for the Christmas Carnival Committee.
- ✓ Local businesses participated in the Christmas Window Display competition.
- ✓ Local children participated in the Christmas Card Poster Competition.

### **Key Targets for the Year April 2009 – March 2010**

- Provide appropriate illuminations during Advent and Christmas.
- Encourage participation in the shop Window Display Competition.
- Consult with businesses and the local community on the Christmas Carnival event.
- Hold the annual Town Mayor's Christmas Poster Competition.

### **7.2.7 PUBLIC TOILETS**

The Town Council manages two of the four public conveniences in the Parish, on behalf of St Albans District Council. This arrangement is currently under review, subject to discussion and negotiation, with the District Council.

### **The Town Council's objectives in providing this service**

- Provide and maintain public conveniences to a high standard.
- Provide disabled access in compliance with the Disability Discrimination Act.

### **Achievements in the Year 2008 – 2009**

- ✓ Facilities cleaned to a high standard.
- ✓ Full compliance with the Disability Discrimination Act.
- ✓ Compliance with Health and Safety Regulations.
- ✓ 100% of all repairs were completed within three weeks.

### **Key Targets for the Year April 2009 – March 2010**

- Ensure facilities are necessary, maintained, cleaned to a high standard and all repairs completed within a three week period.
- Ensure compliance with Health and Safety Regulations.
- Work with St Albans District Council to provide access in compliance with the Disability Discrimination Act.
- Continue to lobby St Albans District Council to provide public toilets in Rothamsted Park.
- Enter into negotiations with St Albans District Council to seek devolution of the service to the Town Council.

## **7.2.8 STREET FURNITURE**

The Town Council provides and maintains a number of bus shelters, benches, community notice boards, dog waste bins, litter bins and bicycle stands throughout the Parish, including in the Town Centre, Southdown, Batford, Lydekker Park and on the Common and Greens.

### **The Town Council's objectives in providing this service**

- Provide notice boards to display Council meetings, civic events and community posters.
- Encourage the use alternative modes of transport to the car, by providing cycle racks, seats at regular intervals and bus shelters.
- Ensure a cleaner Town by providing adequate litter and dog waste bins.

### **Achievements for the Year 2008 – 2009**

- ✓ Maintained the notice boards throughout the Town.
- ✓ Updated the information on the notice boards on a regular basis.
- ✓ Installed two notice boards in Lydekker Park.
- ✓ Repaired and maintained shelters and bicycle stands as damage was reported.
- ✓ Ensured regular emptying and maintenance of litter and dog waste bins.

### **Key Targets for the Year April 2009 – March 2010**

- Maintain shelters, notice boards, benches and dog bins owned by the Town Council.
- Work with the County Council on the introduction/replacement of new bus shelters.
- Ensure regular litter picking is organised throughout the Parish.
- Maintain all notice boards and ensure notices are up-to-date.
- Increase the number of notice boards in the Town to reach all areas.

## **7.2.9 HIGH STREET BANNER**

The Town Council provides the facility of raising awareness of a local community event or information by displaying a Banner across Harpenden High Street.

The Town Council sponsor the following Banners by funding the erection and dismantling:

- Christmas and Harpenden Carnivals
- Highland Gathering.
- Gang Show.

The Town Council also sponsored the following Banners during 2008/2009 but this arrangement will be withdrawn in 2009/2010:

- Musicale.
- Harpenden Town Council Farmers Market and Information Point.

### **The Town Council's objectives in providing this service**

- Support local charities and non-profit organisations.
- Ensure compliance with any required regulations/permissions, in particular Planning, Traffic Management and Health and Safety.

### **Achievements in the Year 2008 – 2009**

- ✓ Compliance with Traffic Management regulations.
- ✓ Compliance with Health and Safety regulations.

### **Key Targets for the Year April 2009 – March 2010**

- Comply with Public Highway Traffic Management regulations.
- Comply with the Health and Safety regulations.
- Effect any repairs required within a three week period.
- Promote the opportunity to advertise events or information using this medium.

## **7.3 DEMOCRATIC REPRESENTATION AND MANAGEMENT**

### **7.3.1 COMMITTEE AND MEMBER SUPPORT**

The Town Council currently holds five Council meetings per year. There are also 4 standing committees (Policy and Finance, Environment, Human Resources and Planning) with delegated functions and agreed Terms of Reference that deal with the day-to-day business of the Council. These are all held in public and all decisions are taken at these meetings.

As part of the Council's commitment to greater consultation and involvement with the community, other Working Parties and Forums are also held. These include Allotments Working Party, Business and Community Governance Forum, Retail Business Forum, Harpenden in Bloom Working Party, Batford Springs Local Nature Reserve, Information for the Elderly, Former Westfield Allotment Land Working Party, Town Twinning, Schools Liaison and Harpenden Youth Town Council. In addition, public consultation meetings are held annually to enable residents to 'have their say', and comment upon the management of the Common and Greens, Lydekker Park and the Town Council's civic role in twinning with Cosne and Alzey.

The Town Council continues to strengthen representation on outside bodies and principal authority Forums, Working Parties and Management Groups, is represented on the St Albans District Council's Local Strategic Partnership and has attended 'Task and Finish' Scrutiny Working Parties.

An Annual Town Meeting is also held for all residents of the Town to discuss or question any business of the Council. It also provides an opportunity for the Town Council to present their achievements during the previous year.

#### **The Town Council's objectives in providing this service**

- Represent the community's views on issues, proposals and plans which affect the Town.
- Identify the needs of the community in order to improve and enhance living, working and visiting Harpenden.
- Represent the views of the community by commenting on District, County, Regional and National documentation and promote sustainable development.
- Encourage partnership working for the benefit of the local community.

#### **Achievements for the Year 2008 – 2009**

- ✓ Held regular engagement with the public through Council Meetings, Working Parties, Forums and public consultation.
- ✓ Supported Councillors and the democratic decision making through the efficient administration of the Town Council.

#### **Key Targets for the Year April 2009 – March 2010**

- Be represented on outside bodies whose policies affect the Town.
- Continue to lobby Hertfordshire County Council for improved roads and pavement maintenance.
- Explore the potential for planning applications presently determined by St Albans District Council Officers to be delegated to the Town Council.

### **7.3.2 CIVIC REPRESENTATION**

The Town Council preserves and continues the Civic and ceremonial traditions of Harpenden. The Town Council appoints a Town Mayor and Deputy Town Mayor each year. The Town Mayor may also act as both Leader and Civic Representative of the Town Council. Each year, the incoming Town Mayor selects charities for which funds are raised during their term of office.

#### **The Town Council's objectives in providing this service**

- Preserve the traditions and unique identity of Harpenden.
- Support and highlight the work of local organisations for the benefit of members of the community, through the attendance of the Town Mayor and Deputy Town Mayor at events and meetings.
- Promote the Town at District, County, National and International level.
- Provide a focus and fundraiser for local good causes.

#### **Achievements for the Year 2008 – 2009**

- ✓ Elected the Town Mayor, Councillor Mrs Pat Kent, and Deputy Town Mayor, Councillor Nicola Linacre, at the Mayor Making Ceremony on 19 May 2008.
- ✓ Represented at over 170 community events and meetings, with the Town Mayor personally attending over 150 of these.
- ✓ The Town Mayor raised £5,025 for her nominated charities. The charities were Harpenden Friends of Cancer Research UK and The Lady Taverners.

- ✓ In partnership with the Royal British Legion, the Town Council provided administration support and attended Remembrance Sunday.
- ✓ Awards of Merit were presented to Mr Jim Wade, Mrs Betty Mainwaring, Mrs Christine Roberts and Mr David Clarke.
- ✓ Past Town Mayor's Badge was awarded to Councillor Bert Pawle on 19 May 2008.

### **Key Targets for the Year April 2009 – March 2010**

- Elect the Town Mayor and Deputy Town Mayor at the Annual Meeting of the Town Council.
- Organise and hold the Harpenden Civic Service.
- The Town Mayor to support and attend civic and community events.
- The Town Mayor to nominate, promote and fundraise for local charities.
- In partnership with the Royal British Legion, to support the Veterans Day and Remembrance Sunday ceremonies.
- Receive nominations and select candidates for Merit Awards.

## **7.3.3 PLANNING AND DEVELOPMENT MANAGEMENT**

### **Harpenden Town Council Planning Committees A and B**

The Town Council, as part of the consultation process, is consulted on all planning applications within the parish boundary. This includes proposed government legislation, licensing, appeals, circulars, planning policy statements and the kind.

The Town Council's Planning Committees A and B meet on a fortnightly basis to consider all Harpenden applications within the District and provides St Albans District Council, the Planning Authority, with the views of the Town on each application.

As with all Town Council meetings, members of the public are welcome to attend, and applicants, their representatives and residents may speak for and against an application.

### **Harpenden Town Council Development Control Service**

The Town Council provides impartial advice and guidance on the application process including viewing all plans for the Parishes of Harpenden, Wheathampstead and Redbourn, which are available from the Information Point between the hours of 10.00am to 4.00pm, Monday to Friday.

### **The Planning Process**

The Town Council, as an elected tier of Local Government has, and will continue to promote good design and sustainable development in all aspects of planning and development management in Harpenden.

The St Albans District Council's 'The Scheme of Delegation to Council Officers' provides for a 'call-in' procedure that only District Councillors are able to enact. They are able to 'call in' applications of significant importance, controversial or complex in nature. Residents are able to bring planning applications for mediation and decision by St Albans District Council's Planning Committee through the Town Council's planning process. Local District Councillors are then alerted to applications of concern and able to decide on whether to 'call them in'.

### **Local Development Framework**

The main consultation on the Issues and Options Core Strategy of the Development Plan Documents of the Local Development Framework was held in July 2007. The Town Council responded with recommendations being sent to the St Albans District Council for consideration.

The Town Council continues to closely monitor the preparation of these policies by:

- being responsive to community aspirations, creating or reinforcing local distinctiveness.
- seeking to create safe and accessible environments in accordance with section 17 of the Crime and Disorder Act 1998.
- promoting visually attractive development as a result of good architecture, sustainability and appropriate design and landscaping.
- promoting appropriate mix of uses and support for local facilities and transport networks.
- ensuring the views and concerns of Harpenden are voiced by participating in the Rural Vision consultation.

### **London Luton Airport - Project 2030**

Although progress on the Master Plan concerning the proposed expansion of the Airport is slow, the Town Council in partnership with the Harpenden Green Belt Association, The Harpenden Society and LADACAN, continues to raise public awareness. The Council will continue to monitor the situation.

### **London Luton Airport – NATS Air Traffic Consultation**

The Town Council will review the consultation documents, and respond on behalf of the Town, and ensure full consultation is carried out both for participation and progress information. This has recently included responding to their night Noise Policy.

### **East of England Plan – Regional Spatial Strategy (RSS14)**

The East of England Plan was launched in December 2004 and estimated, amongst other issues, the predicted housing targets for the period 2001 to 2021.

The Town Council in partnership with Redbourn and Wheathampstead Parish Councils, the Harpenden Green Belt Association, The Harpenden Society and LADACAN have previously produced a leaflet which was circulated to all Harpenden residents requesting their support in contesting the East of England Plan.

### **The Council's objectives in providing this service**

- Promote good design as well as sustainable development.
- Provide an accessible outlet for all Harpenden, Redbourn and Wheathampstead planning applications.
- Provide an efficient and informed service to residents on the status of all applications North of the District.
- Liaise with St Albans District Council concerning residents' concerns.
- Provide an open venue for residents to come and speak for or against applications at Town Council planning meetings.
- Offer impartial advice on all planning matters.
- Monitor all Appeals, Premises and Variations Licences and Tree Application Licences.

- Represent the Town Council at the St Albans District Council Planning (Development Control) North Committee.

#### **Achievements for the Year 2008 – 2009**

- ✓ Maintain interest and awareness of the implications of the London Luton Airport 2030 Master Plan.
- ✓ Continued the development of the Plans Database, which will assist with the efficiency of the Planning service.
- ✓ Responded during the consultation process on all Government Planning Policy Statements and Circulars.
- ✓ Monitor and protect issues relating to the Green Belt around Harpenden.

#### **Key Targets for the Year April 2009 – March 2010**

- Monitor proposals for the expansion of the London Luton Airport and its infrastructure and ensure the infrastructure needed to support London Luton Airport is provided.
- Take a robust position as necessary and required when monitoring all developments in the East of England Plan.
- Ensure consultation responses reflect the concerns of the local electorate.
- Continue to defend the character of the Town, oppose inappropriate development, be responsive to local issues, support good ideas and preserve the green belt.
- Increase awareness of the Planning Information Service.
- Preserve and enhance the Conservation Area.
- Ensure the sustainability of Harpenden as a place to work, live and visit.

#### **7.3.4 TOWN TWINNING**

Harpenden Town Council is twinned with Alzey, Germany and with Cosne Cours sur Loire, France. Alzey is a small, bustling and picturesque market Town. Cosne Cours sur Loire is a small French Town with a population of 14,000 and is situated in the busy centre of an attractive wine-growing district near Sancerre.

Two community organisations, the *Friends of Alzey* and the *Friends of Cosne*, also enjoy 'friendship links' with both Twin Towns, as do many of the schools and organisations in the Town.

#### **The Council's objectives in providing this service**

- Promote an understanding and encourage friendship.
- Encourage and develop contact between our Twinned Towns and other communities for the mutual cultural, educational, social and economic benefit of our residents.

#### **Achievements for the Year 2008 – 2009**

- ✓ The Town Mayor held a reception for students from Alzey on a school exchange with Sir John Lawes School.
- ✓ Provided the opportunity for two primary schools in Harpenden to link with two primary schools in Cosne.
- ✓ Promoted the Friends of Alzey and Friends of Cosne's Town Twinning trips in Forum, the Council's quarterly newsletter.

#### **Key Targets for Year April 2009 – March 2010**

- Promote Town Twinning, as appropriate and wherever possible.

### **7.3.5 HARPENDEN YOUTH TOWN COUNCIL**

The Town Council, in partnership with Hertfordshire Youth Service and local secondary schools, set up the Youth Town Council in 1998. The purpose of the initiative was to include the young people of Harpenden in local governance of the Town, and give them an opportunity to help shape local services and amenities for the benefit of the youth of Harpenden.

#### **The Youth Town Council's Aims and Objectives**

- Represent and communicate the views of young people of secondary school age in Harpenden and the surrounding area.
- Work with other organisations within Harpenden and the surrounding areas to promote the views of young people.
- Act as representatives of young people at relevant functions and encourage links with groups of young people.
- Be involved in the organisation of events for young people and seek to further the understanding between groups of young people.
- Work to further the understanding of young people by the wider community.
- Advise on Youth Work policy in the Harpenden area.
- In pursuit of these aims and objectives, the Youth Town Council will not be linked to any political party and will promote local democracy to young people.

#### **Achievements for the Year 2008 – 2009**

- ✓ Maintain the Youth Town Council website.
- ✓ Charity Fundraising - £372 raised for Harpenden Mencap.
- ✓ Involved in Local Democracy Week in Harpenden schools.
- ✓ Joint organisers of Summer Sounds '08 with St. Albans Youth Council, a free music event held in July 2008 and attended by over 500 young people.
- ✓ Celebrated the Youth Town Council's 10<sup>th</sup> birthday with a trip to the Houses of Parliament.
- ✓ Commenced work on a DVD to promote the Youth Town Council to young people and all tiers of local government.
- ✓ Took part in team building exercise where the Youth Town Council's constitution was rewritten.
- ✓ Consulted with young people on issues of personal safety and fitness.

#### **Targets for the Year April 2009 – March 2010**

- Organise Summer Sounds '09, to be held in Clarence Park, St Albans, in July 2009.
- Finish DVD to promote the Youth Town Council in local schools and to a wider audience.
- Website [[www.hytc.co.uk](http://www.hytc.co.uk)] – continue to promote the website to young people in Harpenden and the surrounding area.
- Ongoing charity fund raising on behalf of Harpenden Child Contact Centre by taking part in the Farmers' Market, Harpenden Carnival and Christmas Carnival.
- Notice Boards – maintain them with information relating to young people.
- Personal Safety – distribute lanyards to prevent theft of personal items such as mobile phones and MP3's.
- Fitness – investigate the possibility of launching a fitness group, aimed specifically at young people

- Environment – organise the redecoration of the pedestrian tunnel in Station Road by launching a design competition aimed at local young people, source funds and then take part in the project.

### **7.3.6 COMMUNITY GRANTS**

The Town Council awards grants to various local organisations.

The Town Council also funds the Citizens Advice Bureau (CAB), Harpenden and District Local History Society and Youth Town Council. Charities using Park Hall receive concessionary hire charges, which includes Friends of Alzey and the Friends of Cosne. Grants are also given to the two Allotment Societies. All applicants for grant aid complete an application form giving their financial status and purpose of the grant.

#### **The Council's objectives in providing this service**

- Assist local clubs, societies and organisations to benefit local non-profit groups/organisations.
- Provide grants to voluntary, cultural, charitable and sporting organisations.

#### **Achievements in the Year 2008 – 2009**

- ✓ The award of grants to the benefit of Harpenden residents.

#### **Key Targets for the Year April 2009 – March 2010**

- Continue to offer financial assistance to Harpenden groups, organisations, societies and clubs in accordance with the agreed criteria.
- Support Harpenden initiatives where there is a benefit to the community.
- Seek to identify groups who have not previously applied for funding to increase awareness and develop a database of eligible groups.
- Develop a strong audit trail to monitor funding.
- Actively seek other possible sources of grant funding, such as 'pump priming', other Government bodies and lottery funding.

### **7.3.7 COMMUNICATIONS**

#### **Forum Newsletter**

The Council produces an award winning quarterly newsletter in March, June, September and December each year, 'Forum' which is delivered to every household and business in Harpenden. The newsletter provides information about the Town Council, details Council initiatives/services, local events and issues of the day.

#### **Town Guide**

A Town Guide is produced which is delivered to all households in the Town. The Town Guide includes information about Town Council's initiatives, attractions and events, clubs and organisations, useful information and a map of the Town. The next Town Guide is planned to be published in 2011 in line with the appointment with the new Town Council.

#### **Website**

Harpenden Town Council website, [[www.harpenden.gov.uk](http://www.harpenden.gov.uk)], gives access to a wide-range of information and services both provided by the Town Council and relevant to Harpenden. In addition, key Harpenden Town Council documents are available via PDF files including:

- Minutes and Agendas
- Town Guide
- Map of Information Point and Town Hall
- Mandatory Public Documents, including freedom of information, policy statement and annual report
- Budget Statement
- Auditors Report

### **Council Tax Leaflet**

As part of the Town Council's 'Closer to the Community' policy, the Town Council produce a Council Tax leaflet, which is distributed to all Harpenden households with the Council Tax liability invoice for the year. The leaflet details the services provided by the Town Council, key initiatives for the forthcoming year and budget figures for the past and coming financial year.

### **Press Releases**

The Town Council issues press releases in the local media, thereby keeping the community informed, of local issues and events.

### **Issue Response**

To enable the Town Council to express the views and aspirations of the community effectively and efficiently a new initiative, Issue Response, has been promoted. Issue Response is a reactive, quick and easy on-line survey which all residents are encouraged to join. It will assist the Town Council by giving:

- The community a stronger voice.
- Councillors a clearer mandate to fight for Harpendens interests on key issues which may affect Harpendens future.
- Councillors assistance during the decision making process in the delivery of service.

### **The Council's objectives in providing this service**

- Ensure that the community receives regular publicity about the services and new initiatives delivered by the Town Council, its role and Councillors and Harpenden.
- Ensure that the community is appraised of key issues of the day that may affect their lives.
- Engage the community in the local governance of Harpenden.
- Promote community organisations and ensure that the community is aware of local events.
- Promote local service providers for commercial purposes.

### **Achievements for the Year 2008 – 2009**

- ✓ Successfully sought advertising to off set the cost of the Forum Newsletter.
- ✓ Continued to publish a quarterly edition of the Forum newsletter, which was distributed to all households and businesses in Harpenden.
- ✓ Increased the Forum newsletter from 8 pages to 12 pages to enable more content (articles/adverts) to be included.
- ✓ Continued on-going development of the website.
- ✓ Produced an annual Council Tax leaflet for the residents of Harpenden.
- ✓ Promoted the Town Council and its services.
- ✓ Initiated Issue Response in order to engage more effectively and efficiently with the community on Harpenden issues.

### **Key Targets for the Year April 2009 – March 2010**

- Continue to publish a quarterly award winning Forum newsletter to be distributed to all households and businesses in Harpenden.
- Monitor comments from Councillors and residents and viability of the increased size and content of Forum, and make appropriate changes.
- Keep the local community informed.
- Promote the Town Council and its services.
- Maintain a website to ensure a high quality presence via the internet, including providing up-to-date information on the activities and services, promote events and activities, market the Town to potential visitors and provide 'hotlinks' to associated sites.
- Continue to promote Issue Response by delivering a leaflet containing details of the scheme, encouraging residents to register and create a survey on a topic affecting Harpenden.

## **7.4 CORPORATE MANAGEMENT**

### **7.4.1 ADMINISTRATIVE AND STATUTORY RESPONSIBILITIES**

These are the core support services of the Council. They include the maintenance of statutory registers, the Annual Statement of Accounts, the Annual Report and human resources.

#### **The Council's objectives in providing this service**

- Provide effective and efficient management of the authority.
- Be aware of and comply with all duties and obligations as laid down by Acts of Parliament, Statutory Instruments and specific guidelines.
- Deal with telephone calls, personal callers and items of correspondence, both written and electronic in a prompt, courteous and professional manner.

#### **Achievements in the Year 2008 – 2009**

- ✓ Successfully applied for Quality Status reaccreditation as the existing certificate expired.
- ✓ Commenced negotiations with St Albans District Council and Hertfordshire County Council towards developing a Charter with the town Council.
- ✓ The internal Time Management system utilising Information Technology was continued. This is used to allocate central costs in compliance with the CIPFA Best Value Accounting - Code of Practice.
- ✓ Health and Safety policies and procedures have been reviewed throughout the year.
- ✓ Produced a Statement of Accounts and Annual Governance Statement in compliance with the Accounts and Audit Regulations 2003, as amended on the basis of the Code of Practice on Local Authority Accounting in Great Britain.
- ✓ Produced the first Annual Report for 2007/2008 and Policy Statement for 2008/2009 for the Town Council.
- ✓ The Appraisal System was continued for the Town Council's Officer Team. From this the training needs of the individual Officers were identified for the 2008/2009 year.

### **Key targets for the Year April 2009 – March 2010**

- Continue the work on establishing a Charter between St Albans District Council, Hertfordshire County Council and the Town Council to enable devolvement of services to the Town Council.
- Review policies and procedures, in particular the Health and Safety, Risk Assessments/Registers and Business Continuity Plan, and update accordingly.
- Produce a Statement of Accounts and Annual Governance Statement in compliance with the Accounts and Audit Regulations.
- Review and develop the medium term financial strategy.
- Produce an Annual Report.
- Produce a Policy Statement.
- Review the Officer Team structure to cover the increasing work load of a progressive Town Council and the implementation of new legislation.
- Continue to implement the Appraisal System for all members of staff and develop a training programme.
- Produce a workforce development plan.

## **8. AUDIT AND INSPECTION**

- 8.1** The Town Council is required to have an internal audit of its operations which will provide an independent review of the adequacy of financial procedures and processes, commenting on risks perceived and making recommendations for any improvements. This was undertaken in June 2008 and reported to the Full Council on 30 June 2008.
- 8.2** The Town Council is required to have an appointed External Auditor examine the financial accounts and regulations of the Council and report an opinion on the accounts. Full details of the accounts for 2008/2009 are contained in the Statement of Accounts and reported to the Full Council on 29 June 2009.
- 8.3** The Town Council is required under the Accounts and Audit regulations to produce an Annual Governance Statement and review its effectiveness. This statement looks at the corporate governance and internal control framework and was reported to the Full Council on 29 June 2009.

## **9. PUBLIC CONSULTATION**

To ensure the delivery of services for and on behalf of the community, the Town Council actively engage people in what we do and how well we do it.

We will consult by:

- Implementing the Community Engagement and Communications & Media Strategies.
- Inviting residents to attend the *Annual Town Meeting* held in April to give an opportunity to represent views and ask questions about the services provided.
- Continuing to provide the opportunity for residents to meet Town, District and County Councillors via the Town Council.
- Continuing to produce regular Press Releases on issues of the day.
- Continuing to hold public meetings on issues important to the Town.
- Continuing to liaise with the principal tiers of local government.

- Continuing to liaise with key people from organisations in the community via the Harpenden Business and Community Governance Forum and Harpenden Retail meetings.
- Consulting on environmental issues via the Harpenden in Bloom Working Party and the Batford Springs Local Nature Reserve Management Group.
- Consulting with young people in the Town via the Youth Town Council.
- Initiating discussions with principal tiers of local government to consider establishing a partnership arrangement for consulting the community of Harpenden.
- Ensuring the Harpenden website [[www.harpenden.gov.uk](http://www.harpenden.gov.uk)] is kept up-to-date.

## HARPENDEN TOWN COUNCIL

## HARPENDEN TOWN, DISTRICT AND COUNTY COUNCILLORS 2008/2009

## TOWN COUNCILLORS

**NORTH WARD**

John Chambers	6 Ridgewood Drive, Harpenden AL5 3LA	715550	Con
John Holley	40 Ridge Avenue, Harpenden AL5 3LT	715860	Con
Albert Pawle	9 Bramble Close, Harpenden AL5 4AN	620617	Con
Michael Weaver	York House, 2d Clarence Road, Harpenden AL5 4AJ	713128	Con

**SOUTH WARD**

Pat Kent	36 Sherwoods Rise, Harpenden, AL5 1LU	764161	Con
Richard Perry	84 Piggottshill Lane, Harpenden AL5 1LP	763556	Con
Michael Wakely	5 Oakfield Road, Harpenden, AL5 2NF	764688	Con
Matthew Redwood	12 Coleswood Road, Harpenden, AL5 1EQ	07841 751129	Con

**EAST WARD**

Michael Ellis	43 Porters Hill, AL5 5HR	462630	Con
Rosemary Farmer	52 Alzey Gardens, AL5 5SY	712076	Con
Steve Green	13 Noke Shot, AL5 5HW	620997	Con
Caroline Vincent	1 Tallents Crescent, AL5 5BP	624846	Con

**WEST WARD**

Daniel Chichester-Miles	32 Churchfield, Harpenden AL5 1LL	766479	Con
Lee Jackson	Grey Gates, East Common, AL5 1DD	713133	Con
Nicola Linacre	Orford Lea, 18 Orchard Avenue, AL5 2DP	766245	Con
Tony McFarland	Redcote House, 2 Redcote End, West Common, AL5 2JW	768801	Con

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**DISTRICT COUNCILLORS**
**HARPENDEN NORTH**

John Chambers	6 Ridgewood Drive, Harpenden, AL5 3LA	715550	Con
Geoffrey Turner	44 Roundwood Lane, Harpenden, AL5 3BU	769882	Con
Albert Pawle	9 Bramble Close, Harpenden AL5 4AN	620617	Con

**HARPENDEN EAST**

Julie Bell	37 Tuffnells Way, Harpenden, AL5 3HA	624714	Con
Alison Steer	99 Overstone Road, Harpenden AL5 2PL	620092	Lib/Dem
Michael Wakely	5 Oakfield Road, Harpenden AL5 2NF	764688	Con

**HARPENDEN SOUTH**

Teresa Heritage	5 Sibley Avenue, Harpenden, AL5 1HE	761014	Con
Stuart Roberts	1 Hammonds End Cottages, Harpenden AL5 2AY	469775	Con
Paul Foster	34 Milton Road, Harpenden AL5 5LS	760403	Con

**HARPENDEN WEST**

Daniel Chichester-Miles	32 Churchfield, Harpenden, AL5 1LL	766479	Con
Julian Daly	50 West Common, AL5 2JW	715645	Con
Allen Chamberlain	1 Old Rectory Close, Harpenden AL5 2UD	765294	Con

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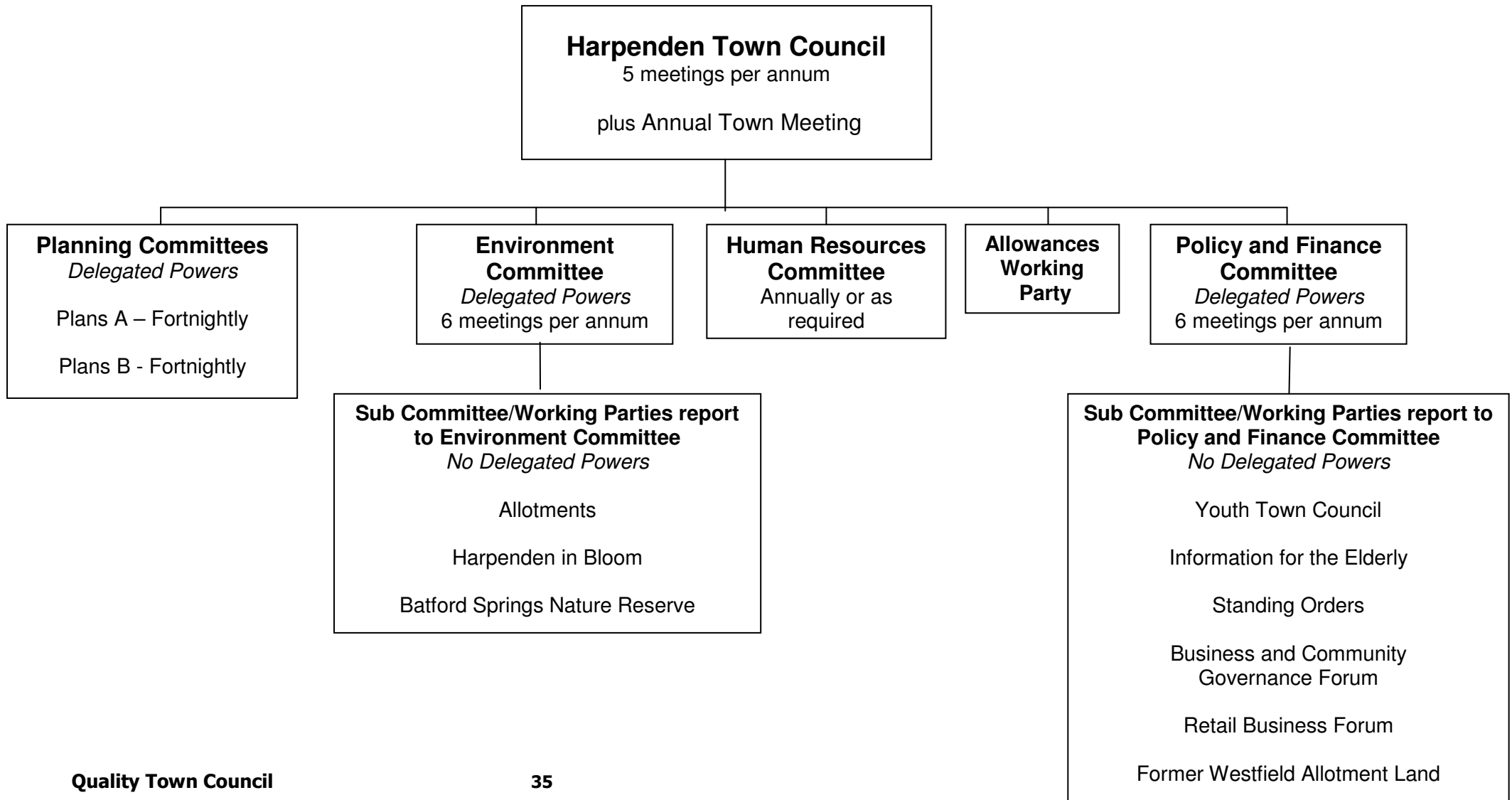
**COUNTY COUNCILLORS**
**NORTH EAST**

Bernard Lloyd	16 Hartwell Gardens, Harpenden, AL5 2RW	761292	Con
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**SOUTH WEST**

Teresa Heritage	5 Sibley Avenue, Harpenden AL5 1HE	761014	Con
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**HARPENDEN TOWN COUNCIL**  
**COMMITTEE AND WORKING PARTY STRUCTURE 2008/2009**



HARPENDEN TOWN COUNCIL

COMMITTEE MEMBERSHIP 2008/2009

**TOWN MAYOR:** PAT KENT  
**DEPUTY TOWN MAYOR:** NICOLA LINACRE

**Environment Committee** [7 Members]

Daniel Chichester-Miles (Chairman)  
Caroline Vincent (Vice-Chairman)  
John Chambers  
Mick Ellis  
John Holley  
Tony McFarland  
Matthew Redwood

**Policy and Finance Committee** [6 Members]

Rosemary Farmer (Chairman)  
Richard Perry (Vice-Chairman)  
Steve Green  
Lee Jackson  
Mike Wakely  
Michael Weaver

**Human Resources Committee** [5 Members excluding Mayor & Deputy Mayor]

Pat Kent – Town Mayor (Chairman)  
Nicola Linacre – Deputy Town Mayor (Vice-Chairman)  
Rosemary Farmer  
Lee Jackson  
Tony McFarland  
Mike Wakely  
Michael Weaver

**Planning Committee A** [4 Members]

Mike Wakely (Chairman)  
Mick Ellis  
Rosemary Farmer  
Nicola Linacre

**Planning Committee B** [4 Members]

John Chambers (Chairman)  
Steve Green  
John Holley  
Lee Jackson

## HARPENDEN TOWN COUNCIL

## WORKING PARTY MEMBERSHIP FOR 2008/2009

**TOWN MAYOR: PAT KENT**  
**DEPUTY TOWN MAYOR: NICOLA LINACRE**

**ALLOTMENT WORKING PARTY**

**Chairman**                      **Vice-Chairman**  
 Caroline Vincent              Mick Ellis

**Committee Members**  
 John Holley                      Matthew Redwood

**BATFORD SPRINGS LOCAL NATURE RESERVE**

**Chairman**                      **Vice-Chairman**  
 Richard Bromilow              John Holley

**Committee Members**  
 Tony McFarland              Caroline Vincent

**BUSINESS & COMMUNITY GOVERNANCE FORUM**

**Chairman**                      **Vice-Chairman**  
 Pat Kent – Town Mayor      Nicola Linacre –  
    Deputy Town Mayor

**Committee Members**  
 Daniel Chichester-Miles      Michael Weaver  
 Richard Perry

**FORMER WESTFIELD ALLOTMENT LAND WORKING PARTY**

**Chairman**                      **Vice-Chairman**  
 Mick Ellis

**Committee Members**  
 Rosemary Farmer              Mike Wakely  
 Lee Jackson

**HARPENDEN IN BLOOM WORKING PARTY**

**Chairman**                      **Vice-Chairman**  
 John Chambers              Richard Perry

**Committee Members**  
 Pat Kent – Town Mayor      Lee Jackson

**INFORMATION FOR THE ELDERLY WORKING PARTY**

**Chairman**  
 Pat Kent – Town Mayor

**Committee Members**  
 Nicola Linacre – Deputy Town Mayor

**STANDING ORDERS AND SCHEME OF DELEGATION WORKING PARTY**

**Chairman**                      **Vice-Chairman**  
 Daniel Chichester-Miles      Mike Wakely

**Committee Members**  
 Nicola Linacre –              Richard Perry  
 Deputy Town Mayor

**ALLOWANCES WORKING PARTY**

**Chairman**  
 Rosemary Farmer

**Committee Members**  
 Daniel Chichester-              Caroline Vincent  
 Miles  
 Steve Green                      Michael Weaver

**CAR PARK WORKING PARTY**

John Chambers              Michael Weaver

**RETAIL BUSINESS FORUM**

Michael Weaver

# HARPENDEN TOWN COUNCIL – PROGRAMME OF MEETINGS 2008/2009

# APPENDIX 4

	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09
Monday					1			1				
Tuesday			1		2 Plans A			2				
Wednesday			2		3 P.F.C.	1		3 Enviro				1
Thursday	1		3		4	2		4	1			2
Friday	2		4	1	5	3		5	2			3
Saturday	3		5	2	6	4	1	6	3			4
Sunday	4	1 Tree/Wood Walk	6	3	7	5	2	7	4	1	1	5
Monday	5 Bank Holiday	2 Plans North	7	4 Plans North	8 Enviro	6 Plans North	3 Allotments	8 Plans North	5 Plans North	2 Full Council	2 B C + G	6 Annual Town Meeting
Tuesday	6	3	8 Plans A	5 Plans A	9	7	4	9	6 Plans A	3 Plans A	3 Plans A	7
Wednesday	7	4 P.F.C.	9	6	10 SADC FC	8	5 Enviro	10 P.F.C	7	4	4 P.F.C.	8
Thursday	8	5	10	7	11	9 Retail Mtg	6	11	8	5	5	9
Friday	9	6	11	8	12	10	7	12	9	6	6	10 Good Friday
Saturday	10	7	12	9	13	11	8	13	10	7	7	11
Sunday	11	8 Civic Service	13 SHAGS	10	14	12	9	14	11	8	8	12
Monday	12 Plans North	9	14 Plans North	11 Bloom	15 Plans North	13 C + L PM	10 Bloom	15	12	9 Town Twinning	9 Plans North	13 Easter Monday
Tuesday	13 Plans A	10 Plans A	15	12	16 Plans B	14 Plans B	11 Plans B	16 Plans B	13	10	10 BSLNR	14 Plans B
Wednesday	14	11 Enviro	16	13	17	15	12	17	14 P.F.C.*	11 Enviro	11	15
Thursday	15	12	17 EHGC	14	18	16	13	18	15	12	12	16
Friday	16	13	18	15	19	17	14	19	16	13	13	17
Saturday	17	14	19	16	20	18	15	20	17	14	14	18
Sunday	18	15	20	17	21	19	16	21	18	15	15	19
Monday	19 Full Council	16	21	18	22 BC+G	20	17 Plans North	22	19	16 Plans North	16 Bloom	20 Plans North
Tuesday	20	17	22 Plans B	19 Plans B	23	21	18 BSLNR	23	20 Plans B	17 Plans B	17 Plans B	21
Wednesday	21	18	23	20	24	22 P.F.C.	19	24	21 SADC FC	18	18 SADC FC	22 Enviro
Thursday	22	19	24	21	25	23	20	25	22	19	19	23
Friday	23	20	25	22	26	24	21	26	23	20	20	24
Saturday	24	21	26	23	27	25	22	27	24	21	21	25
Sunday	25	22	27	24	28	26	23	28	25	22	22	26
Monday	26 Bank Holiday	23 Plans North	28	25 Plans North/ Bank Holiday	29 Full Council	27 Plans North	24 Full Council	29	26 Plans North	23	23	27
Tuesday	27 Plans B	24 Plans B	29	26	30 Plans A	28 Plans A	25 Plans A	30	27	24	24	28 Plans A
Wednesday	28	25 SADC FC	30	27		29	26 SADC FC	31	28	25 SADC FC*	25	29 P.F.C
Thursday	29	26	31	28		30	27		29	26	26	30
Friday	30	27		29		31	28		30	27	27	
Saturday	31	28		30			29		31	28	28	
Sunday		29		31			30				29	
Monday		30 Full Council									30 Plans North	
Tuesday											31 Plans A	

Key: Enviro. = Environment Committee  
School Holidays

P.F.C. = Policy and Finance Committee  
P.F.C.\* = Budget Setting Policy and Finance Committee

B+C G =  
BSLNR =  
C+L PM

Business and Community Governance Forum  
Batford Springs Local Nature Reserve  
Commons and Lydekker Public Meeting

## HARPENDEN TOWN COUNCIL



### PUBLIC SPEAKING AT MEETINGS OF THE COUNCIL AND ITS COMMITTEES



Harpenden Town Council has introduced the opportunity for members of the public to raise questions at Meetings of the Council and Committee Meetings.

**This leaflet is designed to explain the Town Council's public participation policy and gives guidance for those who wish to take part.**

#### **Harpenden Town Council** ***Public Speaking at Council Meetings***

Harpenden Town Council is very keen to encourage public participation in all aspects of local government, therefore the following procedure has been introduced for Meetings of the Council and its Committees.

It is hoped that this initiative will develop public involvement.

**GUIDELINE 61**

If you wish to ask a question at a Council meeting you must **notify the Town Clerk** of this, by midday on the **Friday preceding the meeting**. Questions must address a **specific agenda item** containing a motion or recommendation.

You will be allowed to speak on **one occasion only** at any meeting; for **no more than three minutes**.

Only **two questioners** per agenda item and no more than **five questioners** at any one meeting will be allowed, although the Chairman shall have the right to vary this provision in exceptional circumstances.

Question time will be the **first item on the Agenda** lasting for no longer than **15 minutes**.

**The Chairman's ruling shall not be questioned.**

Please notify the Town Clerk of your intentions by 12 noon of the Friday preceding the meeting either by:

Telephoning **01582 768278**

•

Calling into the Information Point at the Council Offices  
between 10am – 4pm Monday to Friday

•

Or send a copy to

Town Hall, Leyton Road, Harpenden, Herts. AL5 2LX  
E-mail: [Harpenden.Town.Council@harpenden.gov.uk](mailto:Harpenden.Town.Council@harpenden.gov.uk)

Facsimile: 01582 760026

Meetings of the Council are held in the Council Chamber of Harpenden Town Hall and commence at 7.30pm. An agenda will be available at the meeting, or may be collected from the Information Point between 10am and 4pm on the day of the meeting or the three working days prior to the meeting.

The dates of all Council and Committee meetings are displayed on the Town Council's notice boards which are located on the Park Hall building, adjacent to Lloyds TSB Bank in the High Street and on the side of Co-op supermarket in Batford.

A list of all Harpenden Town Council meetings can also be collected from the Town Hall in Leyton Road or found on the Town Council's website:

**[www.harpenden.gov.uk](http://www.harpenden.gov.uk)**

**TOWN COUNCIL REPRESENTATIVES****North Ward**

John Chambers 01582 715550  
 John Holley 01582 715860  
 Albert Pawle 01582 620617  
 Michael Weaver 01582 713128

**East Ward**

Michael Ellis 01582 462630  
 Rosemary Farmer 01582 712076  
 Steve Green 01582 620997  
 Caroline Vincent 01582 624846

**South Ward**

Pat Kent 01582 764161  
 Richard Perry 01582 763556  
 Michael Wakely 01582 764688  
 Matthew Redwood 07841 751129

**West Ward**

Daniel Chichester-Miles 01582 766479  
 Lee Jackson 01582 713133  
 Nicola Linacre 01582 766245  
 Tony McFarland 01582 768801

**Harpenden Town Council: 01582 768278**  
**[www.harpenden.gov.uk](http://www.harpenden.gov.uk)**

**DISTRICT COUNCIL REPRESENTATIVES****North Ward**

John Chambers 01582 715550  
 Geoffrey Turner 01582 769882  
 Albert Pawle 01582 620617

**East Ward**

Julie Bell 01582 624714  
 Alison Steer 01582 620092  
 Michael Wakely 01582 764688

**South Ward**

Paul Foster 01582 760403  
 Teresa Heritage 01582 761014  
 Stuart Roberts 01582 469775

**West Ward**

Julian Daly 01582 715645  
 Daniel Chichester-Miles 01582 766479  
 Allen Chamberlain 01582 765294

**St Albans District Council: 01727 866100**  
**[www.stalbans.gov.uk](http://www.stalbans.gov.uk)**

**COUNTY COUNCIL REPRESENTATIVES****North East**

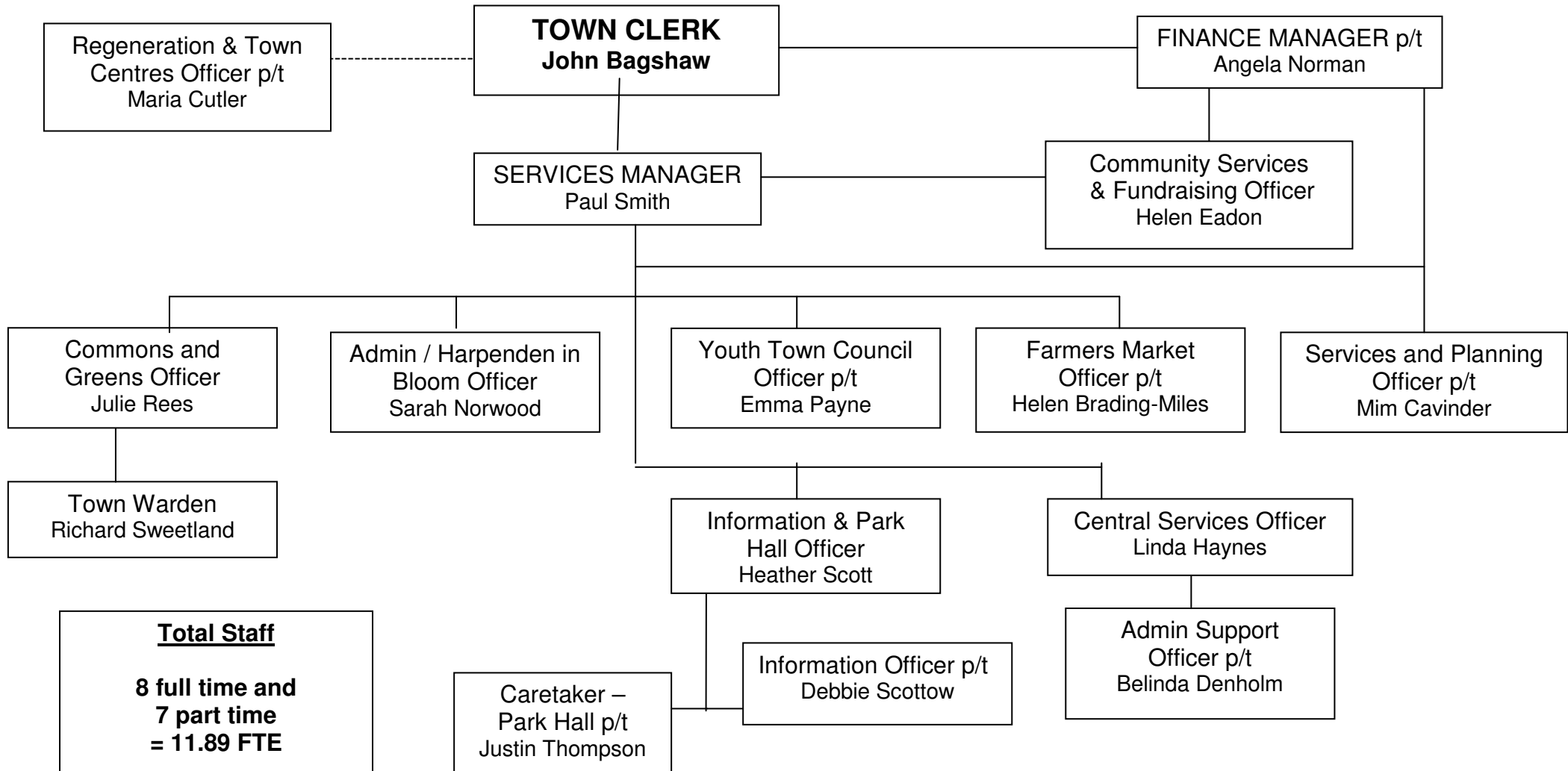
Bernard Lloyd 01582 761292

**South West**

Teresa Heritage 01582 761014

**Hertfordshire County Council: 01438 737555**  
**[www.hertsdirect.org](http://www.hertsdirect.org)**

**HARPENDEN TOWN COUNCIL  
ORGANISATIONAL STRUCTURE 2008/2009**



## HARPENDEN TOWN COUNCIL

## STAFF POSITIONS AND CONTACT DETAILS 2008/2009

Officers can be contacted at the Town Council by telephone: **01582 768278**  
or e-mail: [harpenden.town.council@harpenden.gov.uk](mailto:harpenden.town.council@harpenden.gov.uk)

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John Bagshaw	TOWN CLERK	213	<a href="mailto:john.bagshaw@harpenden.gov.uk">john.bagshaw@harpenden.gov.uk</a>
Angela Norman	Finance Manager	214	<a href="mailto:angela.norman@harpenden.gov.uk">angela.norman@harpenden.gov.uk</a>
Paul Smith	Services Manager	203	<a href="mailto:paul.a.smith@harpenden.gov.uk">paul.a.smith@harpenden.gov.uk</a>
Heather Scott	Information & Park Hall Officer	206	<a href="mailto:heather.scott@harpenden.gov.uk">heather.scott@harpenden.gov.uk</a>
Debbie Scottow	Information Officer	201	<a href="mailto:debbie.scottow@harpenden.gov.uk">debbie.scottow@harpenden.gov.uk</a>
Linda Haynes	Central Services Officer	204	<a href="mailto:linda.haynes@harpenden.gov.uk">linda.haynes@harpenden.gov.uk</a>
Mim Cavinder	Services & Planning Officer	209	<a href="mailto:miriam.cavinder@harpenden.gov.uk">miriam.cavinder@harpenden.gov.uk</a>
Belinda Denholm	Admin Support Officer	208	<a href="mailto:belinda.denholm@harpenden.gov.uk">belinda.denholm@harpenden.gov.uk</a>
Julie Rees	Commons & Greens Officer	210	<a href="mailto:julie.rees@harpenden.gov.uk">julie.rees@harpenden.gov.uk</a>
Richard Sweetland	Town Warden	205	<a href="mailto:richard.sweetland@harpenden.gov.uk">richard.sweetland@harpenden.gov.uk</a>
Sarah Norwood	Harpenden in Bloom Officer	202	<a href="mailto:sarah.norwood@harpenden.gov.uk">sarah.norwood@harpenden.gov.uk</a>
Helen Eadon	Community Services & Fundraising Officer	207	<a href="mailto:helen.eadon@harpenden.gov.uk">helen.eadon@harpenden.gov.uk</a>
Helen Brading– Miles	Farmers Market Officer	212	<a href="mailto:helen.brading–miles@harpenden.gov.uk">helen.brading– miles@harpenden.gov.uk</a>
Emma Payne	Youth Town Council Officer	212	<a href="mailto:emma.payne@harpenden.gov.uk">emma.payne@harpenden.gov.uk</a>
Justin Thompson	Caretaker – Park Hall		
Maria Cutler	Regeneration & Town Centres Officer	212	<a href="mailto:maria.cutler@harpenden.gov.uk">maria.cutler@harpenden.gov.uk</a>