

ELSTREE and BOREHAMWOOD TOWN COUNCIL



Fairway Hall,
Brook Close,
Borehamwood,
Herts. WD6 5BT

NOTICE is hereby given that the next meeting of the
COMMUNITY SAFETY MEETING
“CSM”

will be held at Fairway Hall, Brook Close, Borehamwood, WD6 5BT
on **Wednesday 27 March 2019 at 7.00pm to 9.00 pm**
[Whilst the meeting will conclude at 9.00 pm – every effort will be made to
provide at least 20 minutes for the Open Session item on the agenda]

[Meeting Open to Press & Public]

AGENDA

1. **Chairman's Welcome and Introductions**
2. **Apologies:** To receive any apologies for non-attendance. At the time of agenda despatch, apologies have been received from Cllr C Hone (Hertfordshire County Council), Chief Inspector C Smith (Hertfordshire Constabulary) and Inspector M Billsdon (Safer Neighbourhoods Inspector - Hertfordshire Constabulary).
3. **Declarations:** To:
 - a) receive declarations of interest from Councillors on items on the agenda;
 - b) receive written requests for dispensations for declarable interests; and
 - c) grant any requests for dispensation as appropriate.
4. **Minutes:** To confirm and sign the Minutes of the Meeting held on 30 January 2019 (any update reports on issues discussed to be raised in the Public Session unless covered elsewhere on the agenda).

- Attached
5. **Policing:** Members are asked to receive update statement, if available, from Hertfordshire Constabulary (15 Minutes).
6. **Neighbourhood Watch:** Members are asked to receive update statement, if available, from Neighbourhood Watch (15 Minutes).

7. **Herts Fire and Rescue:** Members are asked to receive update statement, if available, from Herts Fire and Rescue (15 Minutes).
8. **Clarion Housing:** Members are asked to receive update statement, if available, from Clarion Housing (15 Minutes).
9. **Council Reports:** Members are asked to receive update statement, if available, Hertfordshire County Council and/or Hertsmere Borough Council (15 Minutes).

A copy of Cllr T Hone's report (Hertfordshire County Council - Community Safety and Waste Management Portfolio Holder) is attached.

- Attached

10. **Open Session (Public Participation):** To consider items raised by attendees or items for further discussion by the CSM at a future meeting.
(Attendees are kindly asked to state their name and their role or interest in the Forum) (20 Minutes).
11. **Chairman's Summary Report and date of next meeting:** meeting dates for the remainder of the 2019 calendar year are as follows:
 - 5 June 2019 at 7.00pm
 - 2 October 2019 at 7.00pm
 - 4 December 2019 at 7.00pmat 7.00 pm at Fairway Hall, Brook Close, Borehamwood, WD6 5BT.
12. **Meeting Close:** To close meeting at 9.00 pm.



H R O JONES
Town Clerk
15 March 2019

Town Council Offices
Fairway Hall
Brook Close
Borehamwood
Hertfordshire
WD6 5BT

*Tel: 020 8207 1382
Fax: 020 8953 7645*

clerk@elstreeborehamwood-tc.gov.uk

[Distribution List attached]

| Name | Organisation | post | e-mail |
|-------------------------|--|------|--------|
| Cllr C Butchins | CSM Chairman | x | x |
| Cllr Mrs S Parnell | CSM Vice Chairman | x | x |
| Cllr V Eni | Town Mayor | x | x |
| Cllr S Rubner | CSM Member 2018/19 | x | x |
| Cllr R Butler | CSM Member 2018/19 | x | x |
| Cllr Mrs P Strack | CSM Member 2018/19 | x | x |
| Cllr Mrs A Mitchell | Deputy Town Mayor | x | x |
| Cllr E Silver | EBTC | x | x |
| Cllr Mrs F Turner | EBTC | x | x |
| Cllr G Silver | EBTC | x | x |
| Cllr G Franklin | EBTC | x | x |
| Cllr C Barker | EBTC | x | x |
| Cllr A Coleshill | EBTC | x | x |
| O Dowden MP | Hertsmere MP | x | x |
| Cllr T Hone | Hertfordshire County Council - Community Safety and Waste Management Portfolio Holder | x | x |
| A Dismore | London Assembly: Barnet & Camden | | x |
| R Jarvis | Neighbourhood Watch | x | x |
| D Sweeney | Watch Liaison Officer, Hertfordshire Constabulary | | x |
| S Nagler | Assistant Commissioner (Herts) | x | |
| R Handley | Clarion Housing | x | |
| CI C Smith | Hertfordshire Constabulary | x | |
| Inspector M Billsdon | Hertfordshire Constabulary | x | |
| PC 572 Bainbridge-Price | Hertfordshire Constabulary | x | |
| PCSO 6620 Westlace-Cann | Hertfordshire Constabulary | x | |
| PCSO C Ellis | Hertfordshire Constabulary | x | |
| Station Commander | Herts Fire and Rescue | x | |
| N Louis | Borehamwood Times | x | |
| Borehamwood Library | 96 Shenley Road | x | |
| Cllr M Bright | HBC Leader and HCC | x | |
| V Kane | HBC - Community Safety Manager | x | |
| S Hardy | Hertsmere Borough Council - Licensing Officer | x | |
| Cllr P Choudhury | Hertsmere Borough Council Councillor and Community Safety and Performance Portfolio Holder | x | |
| Cllr M Vince | Hertsmere Borough Council Councillor | x | |
| Cllr K Merchant | Hertsmere Borough Council Councillor | | x |
| Cllr C Kelly | Hertsmere Borough Council Councillor | x | |
| Cllr M Sachdev | Hertsmere Borough Council Councillor | x | |
| Cllr J Newmark | Hertsmere Borough Council Councillor | x | |
| Cllr Re. Butler | Hertsmere Borough Council Councillor | x | |
| Cllr H Cohen | Hertsmere Borough Council Councillor | x | |
| Cllr A Plancey | Hertsmere Borough Council Councillor | x | |
| Cllr C Clapper | Hertfordshire County Council Councillor | x | |
| Cllr S Brown | Hertfordshire County Council | x | |
| S Naumann | Hertfordshire Youth Justice Service | x | |

ELSTREE AND BOREHAMWOOD TOWN COUNCIL (EBTC)

COMMUNITY SAFETY MEETING (CSM)

MINUTES of a meeting held at Fairway Hall, Brook Close, Borehamwood, WD6 5BT on Wednesday 30 January 2019 at 7.00pm

Present:

- Cllr C Butchins (CSM Chairman - EBTC) (in the Chair)
- Cllr V Eni (EBTC Town Mayor)
- Cllr Mrs P Strack - EBTC
- Cllr R Butler - EBTC
- Cllr S Rubner - EBTC
- Cllr P Choudhury - (Community Safety and Performance Portfolio Holder) HBC
- Cllr J Newmark - HBC
- Cllr K Merchant - HBC
- B Brookman - Hertfordshire Fire and Rescue
- R Jarvis - Neighbourhood Watch
- S Newmann - Hertfordshire Youth Justice Service
- M Eni - BETTA
- S Alford - EBRA
- 20 additional Members of the Public
- D Salter - EBTC Entertainments Officer
- H R O Jones - EBTC Town Clerk

[Only those attending on behalf of an organisation and/or wishing their names to be included in the Minutes are recorded above.]

Abbreviations:

- EBTC - Elstree and Borehamwood Town Council
- HBC - Hertsmere Borough Council
- HCC - Hertfordshire County Council
- EBRA - Elstree and Borehamwood Residents' Association
- BETTA - Borehamwood and Elstree Twin Town Association

25. CHAIRMAN'S WELCOME AND HOUSEKEEPING NOTICES

The Chairman, Cllr C Butchins, welcomed those present to the second Town Council organised CSM.

26. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

The Chairman noted that these might follow after the meeting. In the meantime, apologies had been received from O Dowden (MP Hertsmere), D Wolstencroft (Clarion Housing), Cllr T Hone (HCC) and Inspector M Billsdon (Safer Neighbourhoods Inspector - Hertfordshire Constabulary).

27. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

28. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that:

the minutes of the meeting of 3 October 2018 be approved as a correct record and duly signed by the Chairman.

29. CSP AWARENESS EVENT

The Meeting watched a video about a CSP Awareness Event that focussed on parents learning about knife crime, gangs and county lines.

It was noted that more information about knife crime, gangs and drugs could be found at:

- www.stgilestrust.ork.uk
- www.crimestoppers-uk.org
- www.alisoncope.com
- www.nspcc.org.uk
- www.thejohnansontrust.org

30. POLICING

It was agreed that representations would be made to Hertfordshire Constabulary to encourage participation at future CSM meetings.

31. NEIGHBOURHOOD WATCH POLICY

R Jarvis (Neighbourhood Watch) reported that there were 2,178 watches across Hertfordshire with 15,000 Members. He indicated that if there were interested parties present at the meeting, he would be available to come to perform a presentation about the work that he undertook.

He reiterated that the services of Neighbourhood Watch (covering some 11,000 households in Hertsmere) could be advertised on Town Council noticeboards, its website and the Town Crier magazine. In essence, Neighbourhood Watch encouraged neighbours to get together, share information and prevent crime in their local community.

Residents could register for Online Watch Link (OWL) alerts about crime and local issues happening right now in their areas. This could help to prevent burglary, finds missing people and even catch suspects (www.owl.co.uk).

32. HERTS FIRE AND RESCUE

Crew Commander B Brookman (Hertfordshire Fire and Rescue) reported on:

- The investigation was continuing in relation to the recent domestic fire in Croxdale Road, Borehamwood;
- The service was currently driving a number of community protection and road safety campaigns;
- Elderly residents were being targeted in the Service's efforts to promote education about fire safety;
- The importance of smoke detector inspections was emphasised again;
- It was noted that information about campaigns or initiatives run by Herts Fire and Rescue could always be published in the Town Council's Town Crier magazine, 8 Council notice boards and on the Council's website (e.g. CPR courses).

33. CLARION HOUSING

It was noted that D Wolstencroft (Clarion Housing) had provided her apologies for the meeting. The Chairman read out an extract of a written report kindly submitted by her in relation to an affordable housing statement at Windsor Close.

Cllr J Newmark (HBC) provided an update report on the Council's Housing Strategy, for information.

34. COUNCIL REPORTS

Cllr P Choudhury - (Community Safety and Performance Portfolio Holder HBC) provided a comprehensive update report on initiatives from a Borough Council perspective.

A written report was received from Cllr T Hone (Executive Member for Community Safety and Waste Management HCC). This included the following areas:

- New Year's Honours;
- Herts Emergency Services Collaboration Board (HESCB);
- Pensions Appeal by the Fire Brigades Union;
- Integrated Risk Management Plan (IRMP);
- Excellence in Fire and Emergency Rewards; and
- Trading Standards.

35. OPEN SESSION

Observations about local policing and community safety from the floor included:

- Removal of racist graffiti (all racist / hate crime to be reported by calling 101);
- Heathrow Consultation;
- Difficulties in sending video clips to Hertfordshire Constabulary (with options to use shared drives / hard drives suggested as alternative means of passing on this information);
- “Cuckooing” - where drugs dealers hide at the properties of vulnerable persons;
- Suicide prevention;
- Noting that all PCs/PCSOs details would be published in the next edition of the Town Crier magazine;
- Reports of racist crimes (against the Asian community) in Organ Hall/Manor Way shops (a meeting with Hertsmere Borough Council Councillors was suggested); and
- A targeted youth sup[port scheme.

36. CHAIRMAN’S SUMMARY REPORT AND DATE OF NEXT MEETING:

It was noted that the remaining meeting dates for 2018/19 were as follows:

- 27 March 2019 at 7.00pm

at 7.00 pm at Fairway Hall, Brook Close, Borehamwood, WD6 5BT.

It was further noted that dates of the Transport and Road Safety Forum would be as follows:

- 20 February 2019 at 7.00pm
- 1 May 2019 at 7.00pm

37. CLOSURE AND DATE OF NEXT MEETING

The meeting closed at 8.05pm.

Date:..... CHAIRMAN.....

COMMUNITY SAFETY & WASTE MANAGEMENT

Report to Elstree & Borehamwood Town Council

Community Safety

Hertford Fire Station and Service Headquarters – Relocation

The building on Old London Road, Hertford which houses the local Fire and Ambulance station as well as Hertfordshire Fire & Rescue Service HQ is coming towards the end of its usable life and as such officers are in the capital bid process to redevelop the site. This winter, whilst not yet particularly harsh, has seen a deterioration of the building and therefore the service are looking at all avenues, including the potential for a mixed-use development that has emergency service facilities alongside domestic housing, to replace what is provided on this site and consider opportunities for the County Council. To this end various exploratory discussions are taking place regarding the potential re-provision of the Hertford Fire HQ and Station site.

Longfield Redevelopment - Public Consultation

The service is currently progressing plans to redevelop our Longfield Training Centre site and as such will be looking to bring a paper through the CS&WM (and Resources) Panel prior to seeking approval via Cabinet later this year. This is essential investment as some of the more technical training tools are coming to their end of life and must be replaced to ensure firefighter and citizen safety. As part of the project officers are about to submit an application for outline planning permission and are also in the process of delivering a leaflet to 750 properties in the locality of the Longfield site, explaining our intentions and inviting comment.

Gilston Discussions with Essex County Fire & Rescue Service

We are exploring a number of mutually beneficial options with colleagues from Essex County FRS in regard to ensuring the provision of adequate fire cover in and around the greater Gilston area. This

follows on from similar discussions with partners in Hertfordshire Constabulary and the East of England Ambulance Service that may allow officers to consolidate our requirements within a single Multi Agency Response Hub.

Whilst discussions with Essex are ongoing, this will also include other areas along the border where we can assist each other further, in ensuring that the nearest asset attends an incident, no matter what badge it has on the door, to ensure that the public receive the best response possible.

High Sherriff and Lord Lieutenant visit to Training & Development Centre and Fire Control – 26th and 27th February

The incumbent High Sherriff, Suzy Harvey and the Lord Lieutenant, Robert Voss visited Hertfordshire Fire & Rescue Services Training and Development Centre, Longfield for an informal tour of the site, where they had the opportunity to review our Incident Command simulations, Breathing Apparatus training and watch our newest recruits undertake a Road Traffic Collision extrication exercise. In addition, our new 45 metre Aerial Ladder Platform was on display.

The tour was completed with a visit to our Fire Control centre where the process of call management was discussed, and the dignitaries witnessed a call being received and assets dispatched to scene.



Brexit

Weekly HCC Incident Management Team (IMT) meetings continue, with good engagement from all Directorates and Services. Partner engagement remains high across the Local Resilience Forum (LRF) and good working relationships exist with MHCLG through the LRF and HCC Trading Standards. Information flows are in place to ensure early sight of issues

Government (MHCLG) is placing particular effort on Trading Standards and trying to ensure that legislation and procedures for Brexit are in place, and our Trading Standards teams have highlighted risks around a potential increase in demand following a 'no-deal' Brexit. At the moment it is very hard for officers to estimate what this increase in demand might look like but it will require a review of priorities and planned work to reduce any impact on service delivery. They have already seen an increase in requests for advice from businesses and this is expected to increase over the coming weeks. Trading Standards Officers have been working with local business support organisations including the Herts Growth Hub, and Better Business for All (BBfA) network to ensure businesses are signposted to the relevant technical notices and other information available.

If a 'no-deal' Brexit occurs officers are expecting a significant number of businesses to contact Trading Standards immediately post 29th March and in the weeks/months thereafter, to ask the 'basic' question "are we still trading legally?". This could have significant resource and reputational and legal challenge issues.

Our Trading Standards officers currently advise on EU law in areas such as food standards, weights & measures and product safety and so when advising businesses we are in effect giving advice that will apply across the single market. Once outside of the EU we will be by default solely advising on UK law and so businesses may need to separately take advice from regulatory colleagues in Europe to ensure compliance outside of the UK.

In a 'no-deal' Brexit scenario businesses from within Hertfordshire and the UK would effectively be exporting goods to the EU and their goods could be refused entry into the EU if they do not meet EU requirements. Dependent on how the UK leaves the EU, Hertfordshire businesses may need to make significant changes to their manufacturing and labelling of

products in order to obtain access to the EU market – and businesses will initially expect our Trading Standards staff to advise on such.

Once the terms of Brexit are confirmed there will therefore be a significant training requirement to ensure our Trading Standards Officers are competent to advise on and enforce the large amount of European legislation that will be transferred to UK law. Given the large amount of legislation that requires amendment there is a risk that without effective training staff will give incorrect advice potentially exposing the local authority to reputational and legal challenge. This risk will be heightened if not all consumer protection legislation is transferred across to UK law in time.

As a County Council we are consequently working with Environmental Health colleagues at District Councils specifically around food issues and potential impacts if port controls are relaxed to ease delays at ports – a Hertfordshire Food Resilience Group has been set up in relation to Brexit and has already met.

Trading Standards routinely have contingency plans in place, specifically for business continuity purposes, but the unknown demand that Brexit may place on services may create the need for additional resources as opposing to solely re-prioritising resources. Hertfordshire Trading Standard is therefore working with the other 10 regional Trading Standards Services with a view to sharing staff resources and expertise to those areas regionally of significant demand. Such an approach is based upon a proven model in terms of outbreaks of animal disease such as Foot and Mouth and Swine Fever, which create significant additional demand for competent qualified officers.

Trading Standards Investigation

A trader has been summoned to appear in court in March following a Trading Standards investigation. The trader carried out roofing and paving work at a Hertfordshire resident's home and took over £17,000 for work that was so bad it was valued by an expert at under £1,000. False company details were used by the trader and cancellation rights were not given.

During February the team visited a number of scams victims; installed 3 phone call blockers; gave 2 scams awareness talks; and gave advice at a Barclays Bank Fraud Awareness event. Additional 'Friends Against Scams' sessions for the public have been planned for March. These will

be on Wednesday 20th March at 2.30 pm (Watford Central Library) and Wednesday 27th March, 2.30 pm (Hoddesdon Library)

Police & Crime Commissioner's Community Safety Board

We attended the about along with District representatives and HHC Executive Member colleagues. Key items were updates on the Domestic Homicide Review; Information Sharing (and how this is impacted by interpretations of data protection legislations); Serious Violence Strategy; and the refresh of the PCC's Community Safety & Criminal Justice Plan (details on his website) which is still open for consultation comments until the end of March.

Waste Management

Resources & Waste Strategy 2018

The new Government Resources & Waste Strategy (RWS) published in December 2018 continues to be the main focus for the Hertfordshire Waste Partnership. Following publication of the strategy, officers are now considering the 3 separate recently published consultations on key details linked to implementation. It is perhaps worth restating some of the information previously shared with Group. There is a greater impact on the district and borough councils especially around the Consistency elements of the proposals which propose a more uniformed approach to kerbside collections. The County Council will be responding directly as well as contributing to what will hopefully be an agreed single response from the Herts Waste partnership. As mentioned in our previous report 3 consultations include:

Deposit Return Schemes (DRS) – as part of the strategy the Government has confirmed its intention to reintroduce a DRS for beverage containers in England. The main point of contention at this early stage is whether such a scheme will apply to 'On-the-go' materials or if its application will be wider to cover beverage containers collected at the kerbside. If it's the former the consequential impact on local government is likely to be negligible. However, if the latter then this is highly likely to have financial implications with boroughs and districts set to lose income from high value materials such as aluminium that would be diverted by a DRS.

Extended Producer Responsibility (EPR) – The RWS is proposing to fundamentally change how producer responsibility in the UK works with costs for the private sector set to rise significantly in relation to the amount of packaging they place on the market each year. These changes, reflecting mechanisms agreed as part of the European Circular Economy Directive, will be designed such that the private sector in future will have to fund costs related to the management of post-consumer packaging. Potentially this funding could include costs associated with collection, recycling, disposal, reduction of littering and fly tipping, communications, data collection and reporting, compliance monitoring and enforcement. Therefore, the EPR proposals represent a potentially important new source of funding for local government recycling services that deal with packaging materials.

Consistency – the third consultation the Government is one that is linked to extended producer responsibility and will deal with the need to equalise the range of materials local councils collect for recycling. The long-term aim is to reduce how much recycling services can vary from one district to the next. To this end we anticipate the consultation will specify a core set of materials that each council should collect including metals, plastics, paper (fibres including packaging materials as well as newspapers and magazines) and glass. In addition, the Government has committed to reviewing whether boroughs and districts should be allowed to charge for garden wastes. A presentation to Panel later this month will provide Members with a good overview of the Strategy and consultations.

Residual Waste Treatment Programme

It has now been confirmed that the Inspector submitted her report for the Secretary of State to make his decision on the planning application for an Energy Recovery Facility (ERF) at Rye House, Hoddesdon, on the 4th February 2019 in accordance with the previously identified timetable. Confirmation has also been received that the Secretary of State will make his decision on or before the 7th May 2019.

Short term disposal arrangements are required from the end of existing arrangements in 2020 and 2021 to the point where Rye House is operational or to provide alternative short-term arrangements whilst a long-term view is developed, (to a maximum of March 2024).

The new Ware HWRC planning application

Following a meeting with the Environment Agency (EA) further information, relating to ground water monitoring and the type of material to be imported into the site was submitted on 11 January 2019. The EA have responded by asking for yet more detail and information which has been provided. In the meantime, work was completed on the Delivery Agreement for construction of the facility which was signed and sealed on 25 January 2019 and means that, subject to planning discharge by 4 March, works will commence in early April and take approximately a year to complete.

Clinical Waste Collection and treatment

Clinical waste services hit the national headlines detailing challenges experienced with clinical waste collections by Healthcare Environmental Services (HES) in Scotland and across England that had affected NHS collection services in those areas resulting in negative publicity on the storage of body parts and ultimately led to termination of those contracts.

We have been in contract with HES since 2016 and they have provided a good service for Hertfordshire. However, the wider impacts of the lost contracts has impacted negatively on their business and we were informed that they had not completed scheduled collections from our Waterdale Waste Transfer Station in early December and subsequently learned that the company's banking facilities had also been cut off.

Despite multiple efforts to clarify the situation, we did not receive any contact from Healthcare Environmental Services (HES) on their breach of contract for the lack of collection and, as a result, we terminated our agreement with the supplier. Unfortunately, the clinical waste market has been significantly affected as the limited number of operators struggle with a lack of capacity for high temperature incineration and it was confirmed that none of our other clinical waste framework contractors were able to take on the Hertfordshire contract. Officers worked closely with colleagues in our Legal Services and Strategic Procurement Group sections and awarded an emergency interim 13-month agreement to Novus Environmental, who are based in Royston, and they ensured that services continued unaffected. This interim arrangement will also give us enough time to explore options for the re-procurement of longer-term contractual arrangements and allow the market to settle down.

Leading by example

Finally, in terms of getting our own house in order, the Waste Management team and our staff have embraced the challenge.

Food waste caddies have been introduced into serving areas in the restaurants, so staff can recycle any food waste when they bring in their own food. The trays on the trolleys are serviced by Elior. Fifteen tonnes of food waste were recycled from May-Oct 18 in the 4 main sites.

Coffee sales have only dipped slightly after the removal of disposable coffee cups and have since remained consistent. Staff and visitors alike have embraced the change away from single use cups. The third order of reusable cups will go on sale from week beginning 4th March in a new range of colours. Posters from the WasteAware campaign encouraging people to remember their reusables will be going out shortly, together with comms to encourage staff to return the metal cutlery from the restaurant.

Crisp Packet recycling through the Terracycle scheme is due to be introduced in the 4 restaurants, once collection containers are in place. There has been much interest in HCC providing a facility for this. The scheme requires a minimum of 2kg to qualify for Terracycle's free collection scheme and the sites would be registered as a collection point for the public. These could easily be accepted at front reception and transferred to the restaurant points.

We are at the very early stages of drafting an environmental policy.